



STANDARD FOR CERTIFICATION
No. 2.9 Approval Programmes

Approval of Service Suppliers
No. 408

Service Suppliers Engaged in Inspection and Testing of Centralized Gas Welding and Cutting Equipment on Ships, High Speed and Light Craft and Mobile Offshore Units

AUGUST 2013

The electronic pdf version of this document found through <http://www.dnv.com> is the officially binding version

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FOREWORD

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CHANGES – CURRENT

General

This document supersedes Approval Programme No. 408, October 2008.

Text affected by the main changes in this edition is highlighted in red colour. However, if the changes involve a whole chapter, section or sub-section, normally only the title will be in red colour.

Main Changes

- **Sec.3 Approval procedures**
 - [3.2.2]: Reference to ISO standards have been updated.

Editorial Corrections

In addition to the above stated main changes, editorial corrections may have been made.

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1 General

1.1 Scope

Firms providing services on behalf of the owner, such as inspection and testing of centralised gas welding and cutting equipment, the results of which may form the basis for the surveyor's decisions, shall be approved by the Society according to criteria established in this approval programme.

Reference is made to:

- DNV Rules for Classification of Ships, Pt.1 Ch.1 Sec.4
- DNV Rules for Classification of High Speed, Light Craft and Naval Surface Craft, Pt.1 Ch.1 Sec.3 A400
- DNV Offshore Codes DNV-OSS-101/102 Ch.1 Sec.4 A500.

(see also the appendix to this programme).

In the following, such firms are referred to as the supplier.

When work carried out by supplier are used by surveyors in making decisions affecting statutory certifications, the suppliers are subject to approval by the Society where the Society is so authorised by the relevant flag Administration.

For such services the Society may accept approvals done by the flag Administration itself or duly authorised organisations acting on behalf of the flag Administration.

1.2 Objective

The objective of this approval programme is to ensure that suppliers have qualified personnel and have implemented written systems for training, control, verification and reporting. In addition, suppliers shall furnish the necessary technical equipment and facilities commensurate with providing a professional service.

1.3 Extent of engagement

The approval programme defines the procedures required in obtaining the Society's approval for inspection and testing of centralised gas welding and cutting equipment on ships, high speed and light craft and mobile offshore units classed by the Society.

This approval programme is in agreement with requirements stated in IACS, Z17, in force from 10 December 2000.

1.4 Validity

The approval is valid for three (3) years.

For cancellation of valid approval, see [Sec.6](#).

2 Requirements for supplier

A certificate of approval will be awarded and maintained on the basis of compliance with the following:

2.1 Submission of documents

2.1.1 The following documents are to be submitted:

- an outline of the supplier's organisation and management structure, including any subsidiaries to be included in the approval
- a list of nominated agents
- experience of the supplier in the specific service area
- a list of operators, technicians and inspectors documenting training and experience within the relevant service area, including qualifications according to recognised national, international or industry standards, as relevant
- description of equipment used for the particular service for which approval is sought
- a guide for operators of such equipment
- training programmes for operators, technicians and inspectors
- check lists and record formats for recording results of the services referred to in item [\[2.13\]](#)
- quality manual and/or documented procedures covering requirements given in item [\[2.3\]](#)
- evidence of approval/acceptance by other certification bodies, if any
- information on the other activities which may present a conflict of interest
- record of customer claims and corrective actions requested by the Society and/or other certification bodies
- where relevant, list and documented licenses granted by equipment's manufacturer.

2.2 Extent of approval

The supplier shall demonstrate as required in [2.5] to [2.13] that it has the competence and control needed to perform the services.

2.3 Quality assurance system

2.3.1 Quality system

The supplier shall have a documented quality system, covering at least:

- maintenance and calibration of equipment
- training programmes for the supervisors and operators
- supervision and verification of operation to ensure compliance with the approved operational procedures
- quality management of subsidiaries and agents
- job preparation
- recording and reporting of information
- code of conduct for the activity
- periodic review of work process procedures, complaint, corrective actions, issuance, maintenance and control of documents.

2.3.2 Quality assurance system

A documented Quality system complying with the most current version of ISO 9000 series and including the above items, would be considered acceptable.

2.4 Training of personnel

The supplier is responsible for the qualification and training of its supervisors and inspectors/operators to a recognised national, international or industry standard as applicable, (see item [2.5] and [2.6]). A plan for training of personnel is included.

2.5 Supervisor

The supplier shall have a supervisor, responsible for the correct execution of work and for the professional standard of the inspectors and their equipment as well as for the professional administration of the working routines.

The supervisor shall have minimum 2 years experience as an operator/technician/inspector.

2.6 Inspectors

The inspector carrying out the work should have at least one year's experience as an assistant inspector.

2.7 Personnel records

The supplier is required to keep records of the approved operators/technicians/inspectors. The record shall contain information on age, formal education, training and experience in inspection and testing of central gas welding and cutting equipment.

2.8 Equipment and facilities

The supplier shall have the necessary equipment and facilities for the service. A record of the equipment and instruments used shall be kept. The record shall contain information on maintenance and calibration.

2.9 Procedures and instructions.

The supplier shall have documented work procedures covering all services supplied.

2.10 Administrative procedures

The supplier should have an order reference system where each engagement is traceable to the inspection and testing report.

2.11 Verification of procedures

The suppliers shall verify that the service provided are carried out in accordance with approved procedures.

2.12 Sub-contractors

Information of agreements and arrangements shall be given when part of the above activities are sub-contracted, with particular emphasis on quality management by the main supplier in the following-up of such subcontracts. Subcontractors providing anything other than subcontracted personnel or equipment shall also meet the requirements of section [2.1] to [2.13] in this programme.

2.13 Reporting

Every assignment shall be accompanied with a written report. One copy shall be handed to the vessel, and filed at the supplier premises. The report shall be traceable to the order reference systems. The report shall in addition to specify the works carried out give information of any deficiencies found on components, non-conformance detected and any replacements done of components. NMA forms shall be used as applicable.

The report shall include a copy of the Certificate of Approval.

3 Approval procedures

3.1 Initial audit

The surveyor will carry out an audit of the supplier once all documentation and information received from the supplier has been evaluated.

Additionally, certification is conditional on a practical demonstration of the specific service performance as well as satisfactory reporting being carried out.

3.2 The supplier's relationship with the manufacturer of equipment

3.2.1 A supplier which works as a service station for manufacturer(s) of equipment (and as a service supplier in this field), shall be assessed by the manufacturer(s) and nominated as their agent. The manufacturer shall ensure that appropriate instruction manuals, material etc. are available for the agent as well as of proper training of the agent's technicians. Unless coming under the requirement below, such suppliers shall be approved on a case-by-case basis in accordance with this procedure.

3.2.2 If a manufacturer of equipment (and service supplier) applies to the Society for the inclusion of their nominated agents and/or subsidiaries in the certificate of approval, then the manufacturer must have implemented a quality assurance system certified in accordance with the most current version of ISO 9000 series. The manufacturer shall ensure effective controls of agents and/or subsidiaries, and when these agents/subsidiaries have an equally effective quality control system complying with the most current version of ISO 9000 series. Such approvals shall be based upon an evaluation of the quality assurance system implemented by the parent company against minimum most current version of ISO 9000 series. The Society will follow-up the adherence to this quality assurance system by performing audits on such agents or subsidiaries against the most current version of ISO 9000 series.

3.2.3 Where several servicing stations/suppliers are owned by a given company/ parent company, each station is to be assessed and approved as specified in [3.2.2].

3.3 Renewal audit

Renewal or endorsement of the certificate of approval shall be made at intervals not exceeding 3 years. Verification shall be through audits confirming, or otherwise, that approved condition is being maintained. Intermediate audits may be required if found necessary by the Society. At least three months before the period of validity expires the supplier shall apply to the Society for renewal of the certificate of approval.

4 Certificate of approval

4.1 Approval of the supplier

If the submitted documentation and the surveyor's audit and the practical demonstration are found satisfactory then the supplier will receive a certificate of approval. The certificate of approval will be published on the Internet at <http://exchange.dnv.com/>.

5 Information of alteration to the certified service operation system

5.1 Alteration

In case where any alteration to the certified service operation system of the supplier is made, then such alteration is to be reported immediately to the Society. A re-audit may be required when deemed necessary by the Society.

6 Cancellation of the certificate of approval

6.1 Right to cancel

The Society reserves the right to cancel the certificate of approval in the following cases:

- were the service was improperly carried out or result were improperly reported
- where a surveyor finds deficiencies in the approval service operation system of the supplier and appropriate corrective action is not taken
- where the supplier fails to inform of any alteration, as given in [5.1]
- where intermediate audit, if requested and as described in [3.3], has not been carried out
- where willful acts or omissions are ascertained

6.2 Information

The Society reserves the right to inform interested parties on cancellation of the certificate of approval.

6.3 Re-approval

A supplier who has had the certificate of approval cancelled may apply for re-approval after a period of six (6) months. Re-approval is not allowed if the cancellation was based on a grave fault, such as a violation of ethics.

7 References

- DNV Rules for Classification of Ships Pt.1 Ch.1 Sec.4
- DNV Rules for Classification of High Speed, Light Craft and Naval Surface Craft, Pt.1 Ch.1 Sec.3 A400
- DNV Offshore Codes DNV-OSS-101/102 Ch.1 Sec.4 A500
- ISO 9000 Series
- National Marine Administration forms (NMA), where applicable.

CHANGES – HISTORIC

Note that historic changes older than the editions shown below have not been included. Older historic changes to this document (if any) may be obtained through <http://www.dnv.com>.

October 2008 edition

Main Changes:

— references to the ISO9000 series have been updated.