

Panama Maritime Documentation Services, I nc. I N T E R N A T I O N A L M A R I T I M E B U R E A U		Código: I-SSC-28(I) Revisión: 2 Fecha: 28/05/03 Pág. 1 de 4
QUALITY SYSTEM INSTRUCTIVE		
PREPARED BY: TA	REVISED AND APPROVED BY: TM	

1.0 TITLE

INSTRUCTIVE FOR THE SURVEY AND ISSUANCE OF THE CLASS REFRIGERATING INSTALLATION CERTIFICATE.

2.0 OBJECTIVE

To establish an appropriate mechanism to accomplish and control systematically the surveys and completion of the corresponding reports and certificates.

3.0 RESPONSIBILITY

- 3.1 Is responsibility of the personnel of Technical Management to assure that all processes contained in the INSTRUCTIVE are fulfilled for the surveys and issuance Class Refrigerating Installation Certificate.
- 3.2 Is responsibility of the personnel of the Operations Management to support in the monitoring for the compliance of the mechanisms for the survey and issuance of the Class Refrigerating Installation Certificate.
- 3.3 Is responsibility of the surveyors to comply with the procedures contained in this instructive when carrying out the surveys for the Class Refrigerating Installation Certificate.

4.0 DEFINITIONS

- 4.1 **PMDS**, Panama Maritime Documentation Services, Inc., Recognized by Maritime Administration of Panama, Belize and Bolivia.
- 4.2 **IMB**, International Maritime Bureau Inc. Responsible of ship in service class Regulations
- 4.3 **SURVEY**: Inspections, measurements, verification in operation and test of objects subjects to supervision, as well as, the prescribed documentation with corresponding seals.
- 4.4 **APPLICABLE REGULATIONS**
 - 4.4.1 The Class Refrigerating Installation surveys will be carried out according with the ship in service Class Regulations and Instructive Handbook for IMB surveyors.

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4.5 TYPE OF SURVEYS

- 4.5.1 The different type of surveys to the Class Refrigerating Installation Certificate for ships in service are described in the ship in service Class Regulations and Instructive Handbook for IMB surveyors.

4.6 TYPE AND VALIDITY OF CERTIFICATES:

- 4.6.1 Interim Certificate, with maximum validity of five (5) months counted from the date of survey, is issued by the surveyor to the ship that has been classified by IMB.
- 4.6.2 Conditional Certificate: (Short Term), is issued by the surveyor by a term not exceeding three (3) months upon proving in the survey carried out for the Class Refrigerating Installation Certificate, that the ship does not complies with some arrangements or requirements of the ship in service Class Regulations and Instructive Handbook for IMB surveyors.
- 4.6.3 Definitive Class Refrigerating Installation Certificate (FULL-TERM), has a maximum validity of five (5) years, is issued by the Head Office of PMDS/IMB, to ship whose survey demonstrates a satisfactory result.

4.7 SCOPE OF APPLICATION:

The content of this instructive will be applied to all type of Refrigerating Installation on board of all type of ship in service.

5.0 ACTIVITIES

5.1 PROCEDURE OF SURVEY TO CLASS REFRIGERATING INSTALLATION CERTIFICATE .

- Surveyor 5.1.1 Includes the provisions of the Procedure for Survey and Interim Certification P-SSC-03(I) and the Procedure for Ships with Deficiencies P-RS-02(I) and will be governed by the specifics detailed in this Instructive in all Class Refrigerating Installation Certificates surveys.
- 5.1.2 Obtain all technical information, plans and any additional documentation required by the ship in service Class Regulations and Instructive Handbook for IMB surveyors

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- 5.1.3 Complies with what is established in the items 5.7.1 and 5.7.2 of the Procedure for Survey and Interim Certification P-SSC-03(I), concerning the notification via fax or e-mail to the Operations Management of PMDS/IMB, of the surveys carried out and the mailing of copies of the documentation that supports the survey and classification of the ship.

5.2 PROCEDURE FOR REFRIGERATING INSTALLATION CLASSIFICATION

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| Surveyor | 5.2.1 | Adjusts Refrigerating Installation Classification to the Procedure for the Survey and Interim Certification P-SSC-03(I) and will include the specific instructions of this Instructive. |
| | 5.2.2 | Issues an Interim/Conditional Class Refrigerating Installation Certificate (RIC-01) whose validity in no case will exceed five (5) months/three (3) months counted from the date of the survey. |
| | 5.2.3 | Complies with what is established in item 5.7.1 and 5.7.2 of the Procedure for the Survey and Interim Certification P-SSC-03(I) in regards to the notification via fax or e-mail to the Operations Management of PMDS/IMB of the Interim/Conditional Certificate issued. |
| Tech. Management | 5.2.4 | Verify all technical documentation sent by the surveyors to the Head Office of PMDS/IMB. |
| Operations Management | 5.2.5 | Issue a Class Refrigerating Installation Certificate (RIC-02) whose validity will not exceed five (5) years to all Class Refrigerating Installation surveys that satisfies the ship in service Class Regulations and Instructive Handbook for IMB surveyors. |

6.0 RECORD OF INFORMATION

- 6.1 Request of Survey
- 6.2 Quotation
- 6.3 Approval/Acceptance of Survey
- 6.4 Authorization for Survey
- 6.5 Interim/Conditional Class Refrigerating Installation Certificate (RIC-01)
- 6.6 Control of Documents Sent and Received
- 6.7 Class Refrigerating Installation Certificate (FULL TERM) (RIC-02)

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7.0 CRITERIA FOR EVALUATION

The form Control of Documents Sent and Received will be used to verify and evaluate that the procedure and stages have been executed pursuant to the established requirements.

7.1 ACCORDANT PROCEDURE

When the Survey and Certification procedure has been fulfilled completely and is satisfactory, the form Control of Documentation Sent and Received, will be filed together with all the respective documentation in the vessel file.

7.2 NOT ACCORDANT PROCEDURE

When the Survey and Certification procedure does not fulfill some of the demanded requirements, the form Control of Documentation Sent and Received together with the documentation that has been received to the moment, will be maintained in the area of stand by with indication of the process in which is found according what is indicated in the item 5.3 of the Procedure for the Verification and Statutory Certification P-RS-01(I).

8.0 RELATED DOCUMENTATION

- 8.1 P-SSC-03(I) Procedure for the Survey and Interim Certification
- 8.2 P-RS-01(I) Procedure for the Verification and Statutory Certification
- 8.3 P-RS-02(I) Procedure for Cases of Ships with Deficiencies
- 8.4 Documents of External Support: Ship in Service Class Regulations and Instructive Handbook for IMB surveyor.

9.0 REFERENCE

- 9.1 P-SSC-03(I) Procedure for the Survey and Interim Certification
- 9.2 P-RS-01(I) Procedure for the Verification and Statutory Certification.
- 9.3 P-RS-02(I) Procedure for Cases of Ships with Deficiencies
- 9.4 Section, Process for Performing the Service of PMDS/IMB Quality Manual.