

# No.5 Definition of Exclusive Surveyor and Non-Exclusive Surveyor and Procedure for Employment and Control of Non-Exclusive Surveyors

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July  
2009)

## 1. Exclusive Surveyor

An exclusive surveyor is a person solely employed by a Classification Society, who is duly qualified, trained and authorized to execute all duties and activities incumbent upon his employer, within his level of work responsibility. Such an exclusive surveyor is not permitted to undertake other employment.

An exclusive surveyor of one Classification Society may also be regarded as an exclusive surveyor to another Classification Society in those cases where the relevant Societies have agreed to share survey resources.

A secondment surveyor from an organization may be regarded as an exclusive surveyor to a Classification Society subject to the basis of a long term secondment contract from the organization to the Classification Society. The secondment surveyor must be duly qualified, trained, authorized and directly controlled by that Society for the performance of the duties and activities being delegated, in accordance with the relevant quality system requirements of the Classification Society. Such a secondment surveyor is only permitted to execute duties on behalf of that Classification Society.

## 2. Non-Exclusive Surveyor

A non-exclusive surveyor is a person who enters into an agreement with a Society to act on its behalf and who is also free to work on behalf of other organizations.

### 2.1 Employment

- (i) The employment of non-exclusive surveyors should be limited to locations not easily served by exclusive surveyors. This should, however, not prevent the hiring of non-exclusive surveyors who, on a case-by-case basis, may be needed to assist during periods of high work loading at exclusive offices.
- (ii) The suitability of the non-exclusive surveyor is to be determined before engagement, either:
  - (a) by a previously demonstrated capability to provide a proper service, or,
  - (b) by direct assessment by a suitably qualified senior exclusive surveyor.

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Note:

This Procedural Requirement applies from 1 July 2009.

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- (iii) The qualifications of a non-exclusive surveyor should include:
  - (a) a degree or equivalent from an institution recognised within a relevant field of engineering or physical science, or a qualification from a suitable marine or nautical institution and relevant seagoing experience as a certified ship officer,
  - (b) suitable work experience relevant to the processes he or she is authorised to perform.
- (iv) In assessing suitability and qualifications, the following may also be taken into account:
  - (a) Experience from class-related work as stated in a CV or other document.
  - (b) Mandatory training given by the Society in accordance with the documented Scheme.
- (v) Proposals for the employment of non-exclusive surveyors together with a CV giving details of education and experience are to be forwarded to the society for consideration, including final approval by authorised senior staff.
- (vi) Records are to be kept of the justification for engagement.
- (vii) Non-exclusive surveyors are to fulfill the qualification and training requirements of the quality system procedures and process instructions relevant to the tasks that each is authorised to perform.
- (viii) The non-exclusive surveyor is to be engaged by means of a contract giving conditions of service, general instructions, and the scope of surveys which may be undertaken.
- (ix) Depending on the extent of their employment, non-exclusive surveyors are to be supplied with copies of:
  - (a) the society's Register of Ships,
  - (b) a set of the society's Rules and Regulations for the Classification of Ships,
  - (c) codes, standards and/or specifications related to the processes they are authorised to perform,
  - (d) advice in writing detailing the service required on a job-by-job basis by a controlling exclusive office,
  - (e) quality system procedures and process instructions (controlled copies) relevant to the tasks non-exclusive surveyor is authorised to perform.

**2.2 Control**

- (i) Effective controls are to be maintained over the non-exclusive surveyor by the controlling office by means of:
  - (a) examination of survey reports, and
  - (b) activity monitoring in accordance with Procedural Requirement 6

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- (ii) Surveys by non-exclusive surveyors may be subject to a subsequent confirmatory survey being carried out by an exclusive surveyor.
- (iii) A comprehensive list of non-exclusive surveyors is to be maintained centrally, while a list of verification dates is to be maintained by the controlling exclusive office.

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