



**INTERNATIONAL ASSOCIATION OF CLASSIFICATION SOCIETIES**

# **IACS PROCEDURES**

## **Volume 4: PROCEDURES FOR THE MAINTENANCE OF THE COMMON STRUCTURAL RULES**

# **CONTENTS**

- A INTRODUCTION**
- A1 INTRODUCTION TO IACS PROCEDURES**
- A2 INTRODUCTION TO VOLUME 4**
  - A2.1 COMMON STRUCTURAL RULES**
  - A2.2 GENERAL**
  - A2.3 DEFINITIONS**
- B CSR ORGANISATION**
- B1 ORGANISATIONAL STRUCTURE**
- B2 ROLES AND RESPONSIBILITIES RELATING TO CSR**
  - B2.1 COUNCIL**
  - B2.2 SMALL GROUP FOR CSR (SG/CSR)**
    - B2.2.1 Role of the SG/CSR**
    - B2.2.2 Membership**
    - B2.2.3 Terms of reference**
    - B2.2.4 Meetings and method of work**
  - B2.3 GENERAL POLICY GROUP (GPG)**
  - B2.4 HULL PANEL (HP)**
- C CSR MAINTENANCE PROCEDURES**
- C1 INTRODUCTION**
- C2 COMPOSITION**
- C3 ADDITIONAL ROLES AND RESPONSIBILITIES FOR CSR MAINTENANCE**
  - C3.1 COUNCIL**
  - C3.2 SMALL GROUP FOR CSR (SG/CSR)**
  - C3.3 GENERAL POLICY GROUP (GPG)**
  - C3.4 PERMANENT SECRETARIAT (Permsec)**
  - C3.5 HULL PANEL (HP)**
  - C3.6 PROJECT MANAGER (PM)**
    - C3.6.1 Terms of reference**
    - C3.6.2 Meetings and method of work**
  - C3.7 CSR Maintenance Team (PT)**
    - C3.7.1 Terms of reference**
- C4 COMPOSITION OF CSR MAINTENANCE TEAM (PT)**
- C5 GENERAL PRINCIPLES OF CSR RULE MAINTENANCE**
  - C5.1 PRINCIPLES OF RULE MAINTENANCE**
    - C5.1.1 General Principles**
    - C5.1.2 Technical background**
    - C5.1.3 Information storage**
- C6 PROCEDURES FOR CSR MAINTENANCE**
  - C6.1 WORK PROCEDURES FOR Q&A OF THE CSR**

- C6.1.1 Procedure for Q&A
- C6.1.2 Dialog for request processing
- C6.1.3 Outcome of a request
- C6.1.4 Completion of Q&A
- C6.1.5 Periodical review of Q&A

**C6.2 WORK PROCEDURES FOR AMENDMENTS TO THE CSR**

- C6.2.1 Amendments to the CSR
- C6.2.2 Procedures for CSR amendments
  - C6.2.2.1 Rule changes*
  - C6.2.2.2 Urgent Rule Changes*
  - C6.2.2.3 Corrigenda*

**D REVISION HISTORY**

## **A INTRODUCTIONS**

### **A1 INTRODUCTION TO IACS PROCEDURES**

1 The purpose of the IACS Procedures is to codify the working procedures of the Association, its Council, General Policy Group (GPG), Quality Committee and working groups, together with their inter-relations and responsibilities. The Procedures also define the responsibilities of the Permanent Secretariat and define the extent and means of communications with external bodies.

#### ***Composition***

2 In entirety, the IACS Procedures comprise:

*Volume 1: IACS General Procedures;*

*Volume 2: Procedures concerning requirements for Membership of IACS;*

*Volume 3: IACS Quality System Certification Scheme (QSCS);*

*Volume 4: Procedures for the maintenance of the Common Structural Rules (this document).*

3 These documents will be subject to periodical reviews and regular updates by the GPG or Quality Committee (as appropriate) for the Council's approval.

### **A2 INTRODUCTION TO VOLUME 4**

#### **A2.1 COMMON STRUCTURAL RULES**

1 As defined in Annex 4 of the IACS Charter, the IACS Common Structural Rules (CSR) are a comprehensive set of minimum requirements for the classification of the hull structures of bulk carriers and oil tankers, in relation to which the contract for construction was signed on or after 1 April 2006. The initially published versions of the CSR were developed separately for bulk carriers and oil tankers, based on different technical approaches. Subsequently, a harmonised version was adopted, based on a consistent methodology and applicable to ships contracted for construction on or after 1 July 2015.

IACS Common Structural Rules is one of the elements in the package submitted to IMO for verification of compliance with IMO's Goal Based Standards (GBS). IMO MSC 96 approved MSC.1/Circ.1518 confirming that ships contracted under the twelve (12) IACS Members' Rules, which contain the IACS Common Structural Rules, are deemed to meet IMO's GBS standards.

2 Additionally, see IACS Procedures, Volume 1, Section C5.1.2.

#### **A2.2 GENERAL**

1 The objectives of this Volume of the IACS Procedures are:

- (a) to document the IACS organisational structure, and
- (b) to specify work process and procedures

pertaining to the maintenance and further development of the IACS CSR for Bulk Carriers and Oil Tankers.

2 Other working procedures of the Association, its Council, General Policy Group, Quality Committee, Steering Committee, Hull Panel, Expert Groups, Small Groups,

Joint Working Groups, Project Teams and Permanent Secretariat, together with their inter-relations and responsibilities, are defined in the IACS Charter and the IACS Procedures, Volume 1.

### **A2.3 DEFINITIONS**

1 For the purpose of this Volume of the IACS Procedures, unless explicitly provided otherwise, the following definitions apply:

Simple Explanation	Explanation to an unclear expression of the requirements of CSRs.
Corrigenda	Collection of Editorial Corrections (Refer to C6.2.1).
CSR	Common Structural Rules for Bulk Carriers and Oil Tankers.
CSR KC	<p>Knowledge Centre Database, for IACS' Members internal use only,<sup>*1</sup> consisting of Questions and Answers.</p> <p>The primary objectives of the CSR KC are:</p> <ul style="list-style-type: none"> <li>• to provide a system which enables CSR comments or requests for clarification, from whatever source, to be centrally collected, categorised, answered, approved and readily shared by all IACS members for the purpose of issuing consistent replies.</li> <li>• to provide traceability of replies and explanations.</li> <li>• to use the contents as a basis for Rule changes and future maintenance work.</li> </ul>
CSR RTB	Rule Tracking Database for CSR. For modifications to the Rules which are categorised as Rule Changes or Corrigenda. The RTB stores Rule amendments, along with their implementation dates, Council approval dates, etc. (For definitions of Rule Changes or Corrigenda, refer to C6.2.1).
CSR SP	Sharepoint Library is a cloud-storage platform where all previous revisions from CSR development stage are stored.
Error	Technical error in the development or technical background of CSR (Refer to C6.2.1).
GPG	IACS General Policy Group.
HP	IACS Hull Panel.
IACS CSR DB	A general term used to collectively describe the CSR databases (CSR KC, CSR RTB and CSR SP).
IACS website	<p><a href="http://www.iacs.org.uk">www.iacs.org.uk</a></p> <p>Copies of the CSR texts, adopted amendments and technical background documents may be found on this site under Publications &gt; Common Structural Rules.</p>
Originator	Anyone who raised questions, comments or requests leading to CSR maintenance activities.
Master Files	A set of files which contains not only the texts of CSR adopted by IACS but also includes a record of the history including amendments, corrections and deletions.
Permsec	IACS Permanent Secretariat.
PM	Project Manager for CSR Maintenance Team.
PT	CSR Maintenance Team.
Q&A	Question and Answer. A general term used to describe a CSR KC entry.
RC	Rule Change, which possibly affects scantling requirements or the technical background of the CSR (Refer to C6.2.1).

RCP	Rule Change Proposal. Proposed rule changes which are under review and not yet adopted.
RCN	Rule Change Notice. Adopted rule changes or official notifications of rule changes, published between major printings of the complete CSR.
Scantlings	Refers to the dimensions of structural members, such as the thickness of plating or the section modulus of a stiffener.
Society	Classification Society (CS) which has embedded the IACS Common Structural Rules for Bulk Carriers and Oil Tankers into their classification Rules.

\*<sup>1</sup> The CSR KC was closed to the external users on 18 August 2016 following a request to IACS Council by Industry.

## B CSR ORGANISATION

### B1 ORGANISATIONAL STRUCTURE

1 The organisational structure for the maintenance of IACS CSR for Bulk Carriers and Oil Tankers is shown in Figure 1.

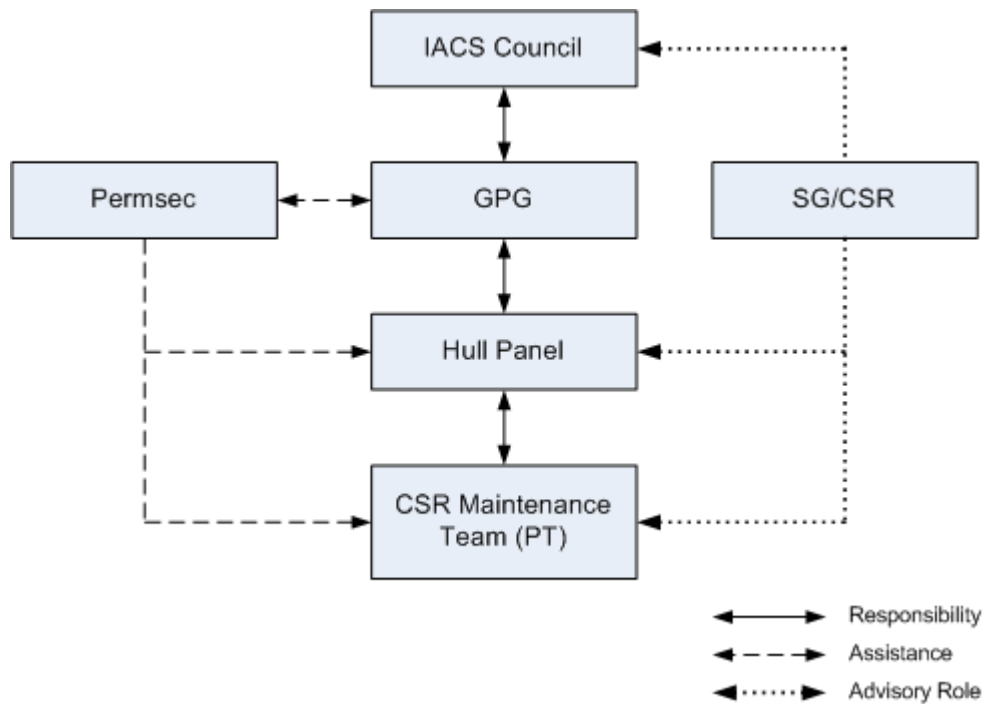


Figure 1: Organisational structure

### B2 ROLES AND RESPONSIBILITIES RELATING TO CSR

1 Specific roles and responsibilities are further defined in Section C (CSR Maintenance Procedures).

#### B2.1 COUNCIL

1 Council is to approve responsibilities of the groups related to CSR and maintain effective oversight of the IACS policy on CSR.

2 Council is also to:

- (a) Establish or revise IACS policy on CSR, with the advice from the SG/CSR;
- (b) Nominate and approve the Chair and representatives of the SG/CSR.

#### B2.2 SMALL GROUP FOR CSR (SG/CSR)

##### B2.2.1 Role of the SG/CSR

1 The SG/CSR serves as an advisory body to Council on CSR matters. Its membership is to represent continuity and experience with the IACS policy on CSR issues.



### **B2.2.2 Membership**

- 1 The SG/CSR is to consist of 4 members from the IACS Council, or representatives nominated by IACS Council.
- 2 Individuals nominated as members or the Chair of the SG/CSR are to have had management responsibility within their Society's corporate functions, are to possess a degree of understanding of the maintenance and further development of the CSR, and are to be committed to representing the long-term interests of IACS.
- 3 Members are to serve for a period of 3 years. Reappointment is allowed.

### **B2.2.3 Terms of reference**

- 1 The following are terms of reference for the SG/CSR:
  - (a) Assist Council on communication with industry and other stakeholders on CSR matters;
  - (b) Maintain close and proactive relationship with regulatory bodies and industry with participation of technical specialists when required. The SG/CSR Chairman is to attend the biannual IACS/Industry meetings where information on the status of the CSR Rule Change process is exchanged;
  - (c) Maintain a linkage with other IACS Working Groups relevant to CSR issues;
  - (d) Assess major challenges facing IACS in relation to the CSR and review options for their mitigation;
  - (e) Observe the CSR maintenance process and raise potential concerns with relevant groups and Council.

### **B2.2.4 Meetings and method of work**

- 1 The SG/CSR is to meet at the request of Council, and at such times as the SG/CSR considers necessary.
- 2 The Permsec is to assist the SG/CSR in preparing the information required for the work of the SG/CSR and arranging the meetings. The costs associated with the work of the SG/CSR are not to be borne by IACS members, but by the individual member Societies of the SG/CSR.
- 3 SG/CSR is to try to reach a unanimous decision and should not vote for agreement. If it cannot reach a unanimous agreement, it will report to Council all Members' opinions.
- 4 The HP Chairman, PM, GPG Chairman/Vice Chairman and Permsec may be invited to attend and participate in meetings as observers. Likewise, the SG/CSR may attend the meetings of the HP, when necessary, as an observer.
- 5 After each meeting, the Chair of the SG/CSR is to prepare and distribute a brief summary report to all members of the group, with a copy to Council Members and the Permsec.

### **B2.3 GENERAL POLICY GROUP (GPG)**

1 The terms of reference, membership composition, and work methods for the GPG, which are set out in IACS Procedures, Volume 1, Sections B2.2 and C3, apply.

2 In relation to the CSR, the GPG is to:

(a) Approve the establishment of a PT relating to CSR maintenance and further development, its Form A and Form 1 (budget), and the manager and members of the PT;

(b) Support Council by maintaining direct control of the CSR maintenance and further development;

(c) Manage the CSR maintenance and further development activities and outcomes at a policy level;

(d) Review, implement and update, if necessary, this Volume of the IACS Procedures;

(e) Review the work plan and budget (after HP's review and approval) for the CSR maintenance and further development work for subsequent submission to Council;

(f) Review the effectiveness of the implementation of this Volume of the IACS Procedures; and

(g) Supervise and ensure that each group carries out its designated functions satisfactorily regarding CSR maintenance and further development.

### **B2.4 HULL PANEL (HP)**

1 The terms of reference, membership composition, and work methods for the HP, which are set out in IACS Procedures, Volume 1, Sections B2.4.1 and C4, apply.

2 In relation to the CSR the HP is responsible for the maintenance of the Rules as defined in Section C.

3 The HP is to report to GPG quarterly on the status of the CSR maintenance and development work.

## **C CSR MAINTENANCE PROCEDURES**

### **C1 INTRODUCTION**

1 This section specifies the work processes and procedures for the maintenance of the IACS CSRs.

2 This section covers:

- (a) development and publication of Corrigenda, RCPs, RCNs and Consolidated texts of CSR as amended;
- (b) development of Q&As and Clarifications;
- (c) communication with industry; and
- (d) operation of the CSR KC.

### **C2 COMPOSITION**

1 The following groups are to contribute to the CSR maintenance:

- (a) Council
- (b) Small Group for CSR (SG/CSR)
- (c) Permanent Secretariat (Permsec)
- (d) General Policy Group (GPG)
- (e) Hull Panel (HP)
- (f) CSR Maintenance Team (PT)

### **C3 ADDITIONAL ROLES AND RESPONSIBILITIES FOR CSR MAINTENANCE**

#### **C3.1 COUNCIL**

- (a) To decide on policy matters and controversial issues.

#### **C3.2 SMALL GROUP FOR CSR (SG/CSR)**

- (a) To report to Council on the proposals regarding CSR maintenance policy and controversial issues.

#### **C3.3 GENERAL POLICY GROUP (GPG)**

- (a) To report to Council on the CSR maintenance;
- (b) To adopt amendments to the CSR and to instruct Permsec to publish them as well as to update the Master Files of the CSR texts.

#### **C3.4 PERMANENT SECRETARIAT (Permsec)**

- (a) To be responsible to GPG for the management of the Permsec role in CSR maintenance, including day-to-day operation of the IACS CSR DB;
- (b) To distribute to the PT as appropriate comments, requests for clarification or amendments received directly from the industry;
- (c) To distribute policy inquiries from industry to Council;
- (d) To manage the processes associated with providing replies and making amendments including
  - monitoring the reply schedule for compliance with the timeframe as specified in these procedures;
  - providing support to Council, SG/CSR, GPG, HP and PT for arranging meetings and administrative tasks such as coordinating answers to industry and preparation of bulky documents;
- (e) To maintain and operate the IACS CSR DB. User manuals are to be developed and kept up-to-date;
- (f) To maintain Master Files of the CSR texts and the technical background documents;
- (g) To publish Corrigenda, RCNs and consolidated texts of the CSR.

### **C3.5 HULL PANEL (HP)**

- (a) To report to GPG on the issues associated with CSR maintenance;
- (b) To nominate the PM and members for the PT;
- (c) To be responsible for the work schedule and budget of the PT;
- (d) To be responsible overall for rule amendments in terms of technical matters until the RCPs are adopted by GPG;
- (e) To resolve controversial technical issues or issues leading to amendments of the CSR, and to refer to GPG, SG/CSR and Council issues involving policy matters;
- (f) To oversee the CSR maintenance work, particularly the consistency of technical replies;
- (g) To facilitate communication to all Societies on technical matters regarding clarifications for uniform application of the CSR;
- (h) To be responsible for preparation of technical answers and clarifications on technical issues.

### **C3.6 PROJECT MANAGER (PM)**

#### **C3.6.1 Terms of reference**

- (a) To report to the HP on the maintenance of the CSR;
- (b) To manage the maintenance of CSR in an efficient and timely manner;

(c) To take responsibility for the RC process and to manage its execution according to the schedule shown in Figure 4 adopted by Council and within approved budgets;

This will involve managing the following aspects of the process:

- Coordination between the PT members;
- Prioritisation of Rule Maintenance work;
- Categorisation of RCPs, to demonstrate which changes are simply to clarify the text in order to get consistent interpretation of the rules and which changes amend the Rule criteria;

(d) To compile KC batch files and send to the HP for review on a regular basis, with a copy to the Permsec. Note: The answers are available to other members and the HP via the IACS KC;

(e) To propose to the HP possible solutions to problematic issues originating from the maintenance process.

### **C3.6.2 Meetings and method of work**

1 In general, the PM shall carry out as much work as possible through correspondence, but may also hold meetings periodically to review and consolidate the output of the PT.

2 In addition, the PM is to attend HP meetings and may attend SG/CSR meetings on request.

3 SG/CSR and HP Chairman may attend the PT meetings at the PM's request.

4 The meeting venues are to be chosen with the aim to minimise overall travel costs.

5 The PM will provide the HP with a summary of the meeting.

### **C3.7 CSR Maintenance Team (PT)**

#### **C3.7.1 Terms of reference**

(a) To prepare RCP accompanied by unambiguous and detailed explanations (technical background) of the technical considerations that went into the proposal as well as the detailed assessment of the impact on the scantlings;

(b) To respond to comments to RCP or other technical inquiries related to the CSR with unambiguous and detailed explanations;

(c) To provide technical expertise and prepare clear and detailed technical answers and explanations;

(d) To refer issues involving policy matters to the HP for further referral to GPG;

(e) To refer technical issues of a controversial nature or issues involving rule amendments to the HP accompanied by the technical assessment and a proposed resolution;

- (f) To ensure that the CSR
- are kept free of known errors, inconsistencies and ambiguities;
  - are updated on a continuous basis to reflect changes in IMO conventions.

#### **C4 COMPOSITION OF CSR MAINTENANCE TEAM (PT)**

- 1 The PT representatives must have expertise on the Rules, and their development background.
- 2 The PT consists of one Project Manager (PM), two experts with a predominantly bulk carrier Rule background, and two experts with a predominantly oil tanker Rule background.
- 3 The nominations are to be endorsed by the HP and then approved by GPG.
- 4 The PM will rotate every three years, except as provided for under C4.6 below. The replacement PM is to be taken from one of the existing PT members to ensure continuity.
- 5 The members will rotate every three to five years and, for continuity, three members/PM should remain in the PT in each rotation.
- 6 The PM normally to serve for a period of three years, with a possibility of a prolongation of up to one year in case of lack of candidates to take the position.

#### **C5 GENERAL PRINCIPLES OF CSR RULE MAINTENANCE**

- 1 The following principles provide the framework for the governance of the working groups covered by these Procedures. These principles are to be used to guide planning and implementation of the rule changes, and rule maintenance.

##### **C5.1 PRINCIPLES OF RULE MAINTENANCE**

###### **C5.1.1 General Principles**

- 1 All comments, questions and rule change requests shall be recorded and maintained within the internet based CSR KC. For traceability purposes, modifications or amendments are to be based on a CSR KC entry.
- 2 Editorial corrections and Q&As are not to result in any change to the required scantlings with respect to the scantlings obtained by applying the CSR requirements in line with the original intention of the relevant Rule.
- 3 All rule changes are to result in an improvement or enhancement of the requirements defined by the Rules, reflecting a genuine advancement of knowledge, a reflection of operating experience, new technology and advances in design technology for CSR or further development on CSR or statutory (SOLAS, MARPOL and ILLC) requirements.
- 4 All rule changes are to be fully evaluated to determine the consequences on a range of ship types and sizes as per this section.
- 5 Where errors are detected in the published rules, corrections are to be developed and implemented as quickly as possible but only after these proposed changes have been fully evaluated and tested to ensure that the errors have been effectively dealt with. Effective dates are to be indicated for all corrections.

### **C5.1.2 Technical background**

- 1 Each rule change, corrigendum or clarification is to be accompanied by a technical background. A technical background is a document giving the intent of the modification and the concerned part and version of the rules. It also contains the technical analysis description of the applied change or clarification and when needed, an assessment of the consequences on the resultant scantlings or application. It must contain all the elements needed for its understanding and checking, particularly for the scantling impacts.
- 2 The Technical Background documents produced during the development phase of the 'harmonised CSR' should be reviewed on a periodical basis and revised as and when necessary to reflect Rule Changes.

### **C5.1.3 Information storage**

- 1 For traceability purposes, all the elements of the queries, rule changes, editorial corrections or clarifications are to be stored in a database (IACS CSR DB) made accessible to authorised users through a web interface. The stored documents include the internal exchanges within PT or HP, references to rules texts or technical backgrounds.

## **C6 PROCEDURES FOR CSR MAINTENANCE**

- 1 Detailed procedures for Q&A on the CSR is given in Section C6.1. Procedures for amendments to the CSR, which include Editorial Corrections (Corrigenda), Corrections to Errors in the CSR, and Rule Changes are given in Section C6.2.
- 2 The procedures below describe the use of the CSR KC, which will provide automatic notification of new inquiries and replies to the PT, HP and Permsec:
  - (a) Permsec is responsible for data entry into the CSR KC on items sent directly to Permsec. Permsec is to circulate the received questions/requests to Council or the PT taking into account its policy or technical nature.
  - (b) Any communication relevant to the reply should use the dialogue facilities within the KC for transparency of the discussion within the PT.
  - (c) For each IACS Society, a single point of contact (HP member) for the CSR KC is assigned to filter and coordinate requests. HP members are to have a read-only access to the PT dialogue and agreements in the KC system for monitoring the technical consistency of the replies.
- 3 Copies of all correspondence relating to CSR maintenance and amendment, including KC replies to originators and draft RCPs, are to be sent to the Permsec ([csr@iacs.org.uk](mailto:csr@iacs.org.uk)).

### **C6.1 WORK PROCEDURES FOR Q&A OF THE CSR**

- 1 "Q&As or Simple Explanations" are based on queries and are intended to achieve a common understanding of the rules among Class Societies and rule users on a specific subject without changing the initial intent of the requirement. These do not have any impact on resultant scantlings or application of the rules.

2 Any request related to the CSR is to be processed by the PT. In the case of CSR amendments the PM together with the PT are to review the requested issue and to identify if it may result in a rule change or a Q&A (see Section C6.1.3).

3 No modification to the CSR texts or their technical backgrounds can be made without a request stored into the CSR KC.

4 The general scheme for dealing with a request is made using the following sections and as shown in Figure 2.

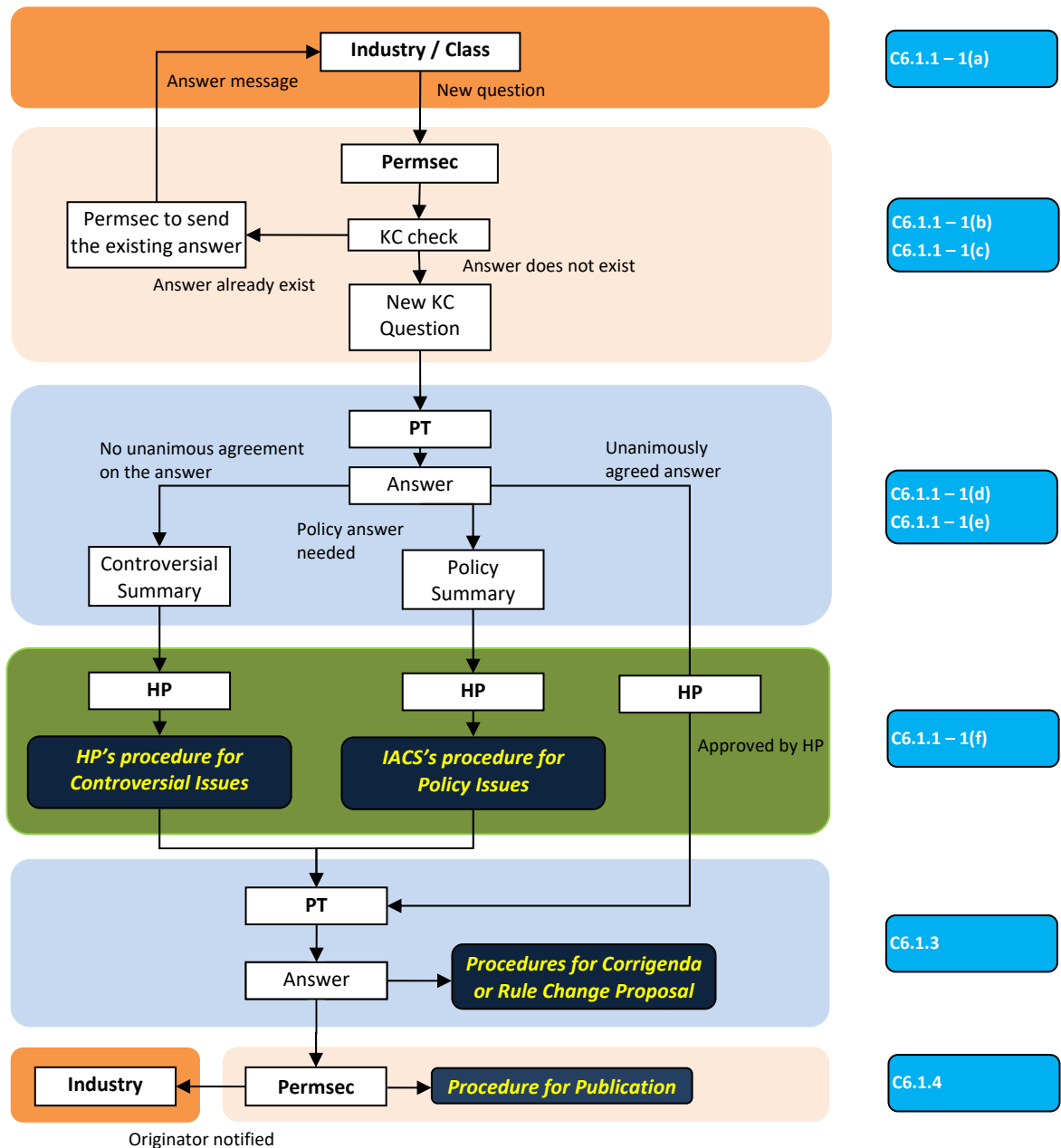


Figure 2: Procedures for CSR maintenance

C6.1.1 Procedure for Q&A



1 For each request submitted, the following procedure is used to process the request:

- (a) The request is sent to the Permsec.
- (b) Permsec reviews the database for a similar question. If a similar question is found, the corresponding answer is sent to the originator.
- (c) Each new question is stored into the CSR KC and passed through to the PT.
- (d) The PT processes the request through a dialogue in order to decide a common answer.
  - Each element of the dialogue is stored into the CSR KC;
  - Additional documents can be added into the CSR KC;
  - The answer may include a simple answer, explanation or clarification, or an indication of future rule change;
  - The HP is to be involved in requests with controversial or policy content.
- (e) When unanimously agreed,
  - The answer is sent to the HP for approval;
  - Once approved by the HP, Permsec will notify the originator;
  - The request is marked as "Originator Notified" in the CSR KC and cannot be modified.
- (f) In case of controversy about the answer to be given,
  - The PT
    - Establishes a controversial summary of the request and the positions among its members;
    - Transfers the request to the HP with the summary document.
  - The HP then
    - Processes the request accordingly to its own procedures;
    - Policy issues should be raised by HP Chairman to GPG, SG/CSR and Council.
    - Informs the PT of its position.
- (g) Upon receipt of the HP position, the PT continues the normal processing of the request as per step (e) above.

2 Each query should ideally contain the following elements:

- (a) The applicable version of the CSR (intermediate notices are to be clearly identified).
- (b) The complete reference of the questioned requirement. When several similar requirements are to be considered, all the references are to be given.
- (c) A complete description of the request. Propositions for amendments are to be given by the originator, if available.
- (d) All the materials needed for the treatment of the request.

3 A request must be submitted on a single subject; mixed questions are to be avoided. In case a request refers to multiple distinct points, the Permsec may separate it into as many new requests as needed.

### **C6.1.2 Dialogue for request processing**

1 The members of a PT exchange their position about a query in the “dialogue” or “comment” facility provided by the CSR KC. They can add any material they may need to illustrate their positions. For traceability reasons, bilateral discussions (e.g. by emails) are to be avoided.

2 The dialogues are to be stored in sequential order and are not to be modifiable. All the elements needed for the identification of the dialogue are to be stored (member, date, attached documents) in each dialogue. The user interface should provide editorial facilities (formulas, special characters, formatting tools, etc). The HP has to be able to read the dialogue and to enter its own dialogue when the request is assigned to the HP (exclusive ownerships are to be granted to HP and PT).

3 The dialogue has to remain private and thus specific access rights have to be granted.

### **C6.1.3 Outcome of a request**

1 For each new answer, the PT has to decide if rule changes are to be made to the rule text and/or the technical background, or to provide a Q&A for clarifying the content of the CSR with respect to the initial request.

2 These modifications or Q&As are to be linked to the initial request in the CSR KC for traceability and efficiency purposes.

3 Therefore, the outcome can result in the form of the following:

- (a) Possible Future Rule Change (either RC or editorial correction),
- (b) Simple Explanation or Q&A (additional clarification of a given requirement or rule application).

4 Each modification to the CSR or Q&A has to be established and published with respect to the relevant procedure.

5 The answer to a request has to be associated with the initial request. The different versions of any answer are to be kept and linked to their different authors. When agreed, the final answer has to be made not editable. When needed, documents can be attached to the answer.

### **C6.1.4 Completion of Q&A**

1 Permsec is to release the approved Q&As to external parties, upon confirmation by the HP. For questions that lead to RCP the answers are to be dispatched at the appropriate time.

### **C6.1.5 Periodical review of Q&A**

1 Permsec is to produce a status report of approved KC items twice a year. The status reports are to be presented at the Spring and Autumn HP meetings which the PM also attends. Copies of the Spring and Autumn reports of approved KC items to be forwarded to the HP and PM.

2 The PT is to carry out periodical review, at least twice a year, of the approved KC items to determine the need for rule changes.

3 The results of the review are to be submitted by the PM to the HP for review.

## **C6.2 WORK PROCEDURES FOR AMENDMENTS TO THE CSR**

1 The general scheme for dealing with amendments is shown in Figures 3 and 4, and described in the following sections.

2 The overall schedule to be followed for the rule change cycle is as follows:

- (a) RCP agreed by HP prior to external review
  - PT send RCP to the HP – 15 February
  - Agreed by HP – 15 February to 15 April
- (b) External review
  - 30 April to 30 July
- (c) Replies to comments, final review, and TC agreement
  - 30 September to 15 November
- (d) GPG adoption
  - December
- (e) Publication
  - January (the following year)
- (f) Entry into force
  - 1 July

### **C6.2.1 Amendments to the CSR**

1 The amendments to the CSR are sorted out as follows:

**Rule Changes**                      Rule changes which possibly affect scantling requirements or the technical background. This includes corrections to errors in the development or technical background of the requirement. Corrections of such errors may be carried out using an accelerated schedule.

**Urgent Rule Changes**        Rule Changes outside the normal rule change schedule.

**Corrigenda**                      Corrigenda do not affect the technical background or intention of the requirement, and they are not controversial, i.e. they correct an obvious editorial error. (If any clarification of the CSR text is needed, refer to Section C6.1 “Work Procedures for Q&A of the CSR”).

2 The adoption of amendments to the CSR requires the explicit agreement with no possibility of reservation of three-quarters of all IACS Members entitled to vote, including at least eight of the IACS Members that are parties to the Common Structural Rules for Bulk Carriers and Oil Tankers – Copyright Ownership Agreement. Decisions on such amendments shall be taken within the GPG.

### **C6.2.2 Procedures for CSR amendments**

#### ***C6.2.2.1 Rule changes***

1 A RC is a modification of the CSR texts or technical background based on a query that has significant impact on the application of the rules by either

- (a) Changing the resultant scantlings

(b) Changing the application of the rules.

2 A RC improves the requirement or its application. It is intended to modify all the relevant requirements in addition to the one targeted in the initial query, provided the justifications are given in the technical background.

3 A RC can be a result of an error found in the rules, a modification of referenced rules or regulations (SOLAS, MARPOL, ILLC, IACS recommendations), a technical improvement (genuine advancement of knowledge, new technology and advances in design technology), a reflection of operating experience, or further development on the CSR or statutory documents.

4 The PT is to review the proposal or request for CSR amendments identified as RC and to decide whether or not it should proceed further. When not unanimously agreed, the issue is to be raised to the HP. If the PT deems a RCP necessary, the PT is to assess whether it shall propose to follow the normal rule change schedule or follow an urgent rule change schedule. If, while considering the new RCP, the PT believes that preparing a proposal will require more resources than the PT has, the PT is to raise the resource issue to the HP for resolution. For procedures for urgent rule changes, refer to Section C6.2.2.2.

5 If the PT unanimously agrees that the proposal or request for RC is not accepted, the decision is to be conveyed to the HP with a draft reply to the originator, describing unambiguously, in detail the reason why the proposal or request was not accepted by the PT.

6 When the PT unanimously agrees to proceed with the proposal or request for RC, the PT is to review the proposed RC or to draft a RC text according to the request.

7 The impact of the proposed RC on the required scantlings is to be estimated on three (3) reference ships of varying size, if considered appropriate. In addition, the impact on typical designs (e.g. arrangements or scantlings) is to be estimated, if considered appropriate.

8 The PT is to submit the draft RCP with its technical background and report on impacts on required scantlings or design to the HP for comment and agreement. An effective date is to be proposed. The technical background document is to clearly describe the nature and the extent of impact on scantlings as well as the technical origins of the proposed amendments.

9 The HP is to review the RCP within three weeks. If the HP considers that the technical justification is not sufficient, the HP may request the PT to submit further supporting materials on the proposal.

10 If the HP decides that the proposal is not appropriate from the technical point of view, the HP may reject the proposal. The rejected proposal will be sent back to the PT for reconsideration. At the end of the process, the originator, should be notified by the Permsec of the HP's decision with the reason of rejection.

11 When the HP agrees by at least a three-quarter majority of all Members entitled to vote, including at least eight of the Members that are parties to the Common Structural Rules for Bulk Carriers and Oil Tankers – Copyright Ownership Agreement, the RCP, including full documentation on the reason for the change, technical background, any implications on scantlings, and effective date is to be sent to IACS Societies for their Technical Committee (TC) process. A brief summary of dissenting Member(s) and reasons why the agreement was not unanimous are to be included in the technical background documents.

12 The RCPs are to be sent to the individual Society's TC by each Member. At the same time that RCPs are sent to the TCs, the IACS Permsec is to advise the industry associations that the RCP has been sent to the Societies' TC for review and provides a copy of the RCP for their review and comments.

13 Comments from Members' TCs and Industry Associations will be provided to the PT. Taking into consideration these comments from the TCs or Industry Associations, if any, the PT will revise the RCP and update the technical background document if appropriate and send it to the HP for review and agreement.

14 The HP is to review and agree to the final RCP as updated by the PT using at least a three-quarter majority of all Members entitled to vote, including at least eight of the Members that are parties to the Common Structural Rules for Bulk Carriers and Oil Tankers – Copyright Ownership Agreement.

15 The HP Chairman shall strive for a unanimous conclusion on the final RCP and shall avoid voting wherever possible. However, in case a unanimous conclusion within the Panel is unlikely due to repeated discussions, the Chair may finalise the issue on a three-quarter majority of all Members entitled to vote, including at least eight of the Members that are parties to the Common Structural Rules for Bulk Carriers and Oil Tankers – Copyright Ownership Agreement. The final RCP is to be handled in accordance with the overall schedule laid down in C6.2 and then forwarded to the GPG for review and adoption, together with identification of and explanation from dissenting Member(s) if applicable.

16 Final replies to individual TC members comments are to be assembled so that individual Societies may send them to their respective TC members.

17 In case the final RCP is not agreed in the HP by a three-quarter majority, it will be sent back to PT with the dissenting Member's(s') comments for further update of the RCP at the next round of rule changes or its closure.

18 The RC adopted by the GPG will be published once a year in early January with entry into force on the following 1st of July. Additional milestones and associated interim dates for the normal rule change schedule are shown in Figure 4. The Permsec is to circulate the approved RC to GPG members in accordance with IACS Procedures, Volume 1, Section C5.4.2.

19 The effective date of the RC shall be related to the date of contract for construction as defined in IACS Procedural Requirements (PR) No.29.

20 The Permsec is to update the Master Files and CSR RTB when adopted by GPG.

#### ***C6.2.2.2 Urgent Rule Changes***

1 The GPG may decide on the need for an urgent RC outside of the normal rule change schedule.

(a) Editorial Corrections may be published anytime under the direction of GPG as "Corrigenda", when deemed necessary.

(b) A RC may be published anytime under the direction of GPG as a RCN when deemed necessary, provided procedures in C6.2.2.1 above are followed to the extent possible.

2 At the time of the submission to GPG for adoption of the urgent RC a statement is to be made whether or not the changes impact the scantlings. In the case of an identified impact a full set of unambiguous and sufficiently detailed technical background information is to accompany the submission.

#### ***C6.2.2.3 Corrigenda***

1 A corrigenda is a modification of the rule text based on a query that does not affect the resultant scantlings, or the application of the rules.

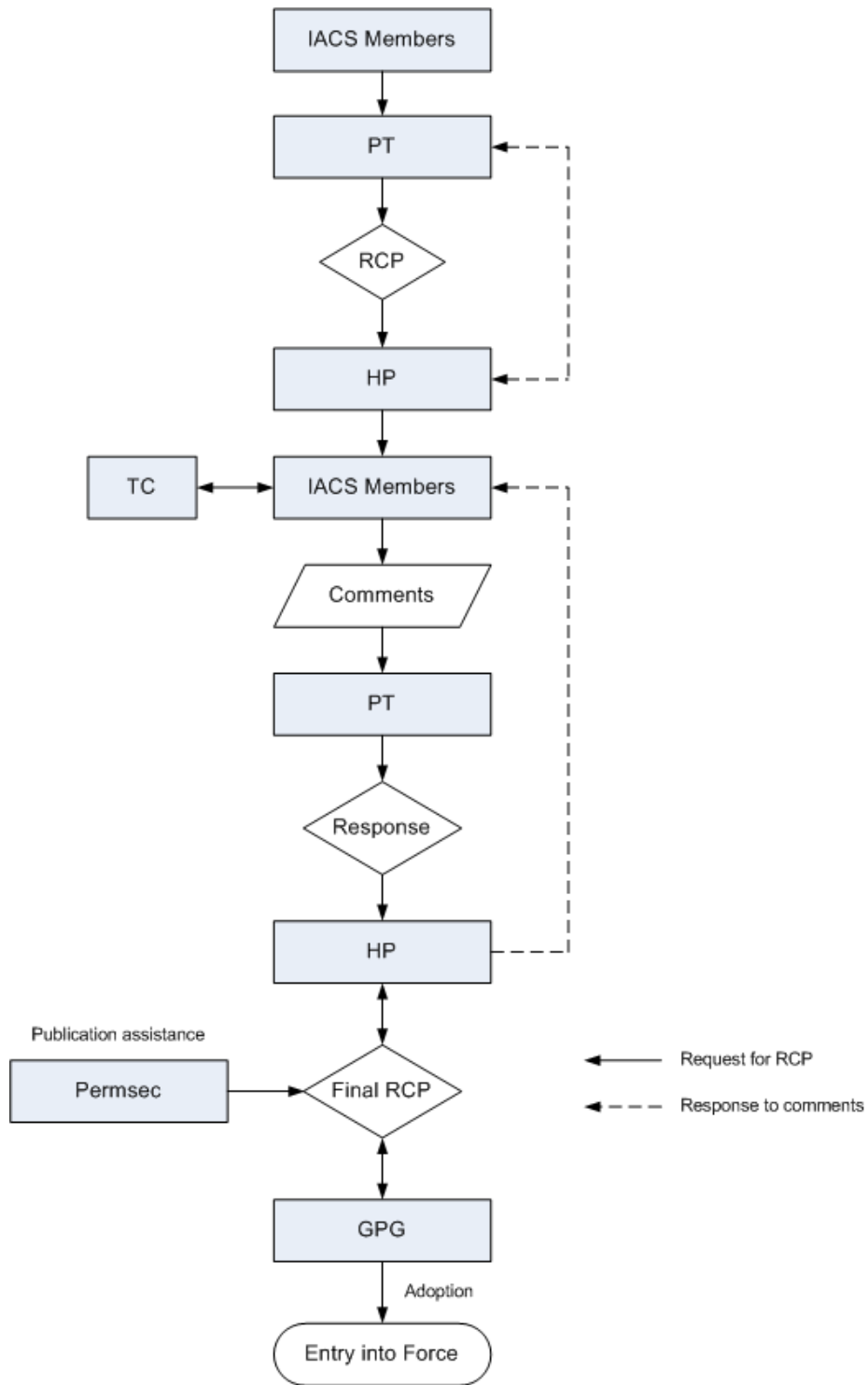
2 The PT is to review the requested editorial corrections. When unanimously agreed subject to further modifications as necessary, the PT is to propose an effective date and send the Corrigenda to the HP for agreement to (a) the categorisation, (b) the effective date, and, (c) the technical content.

3 The effective date of Corrigenda shall be applied relative to the submission date from the yard of the relevant documents or drawings.

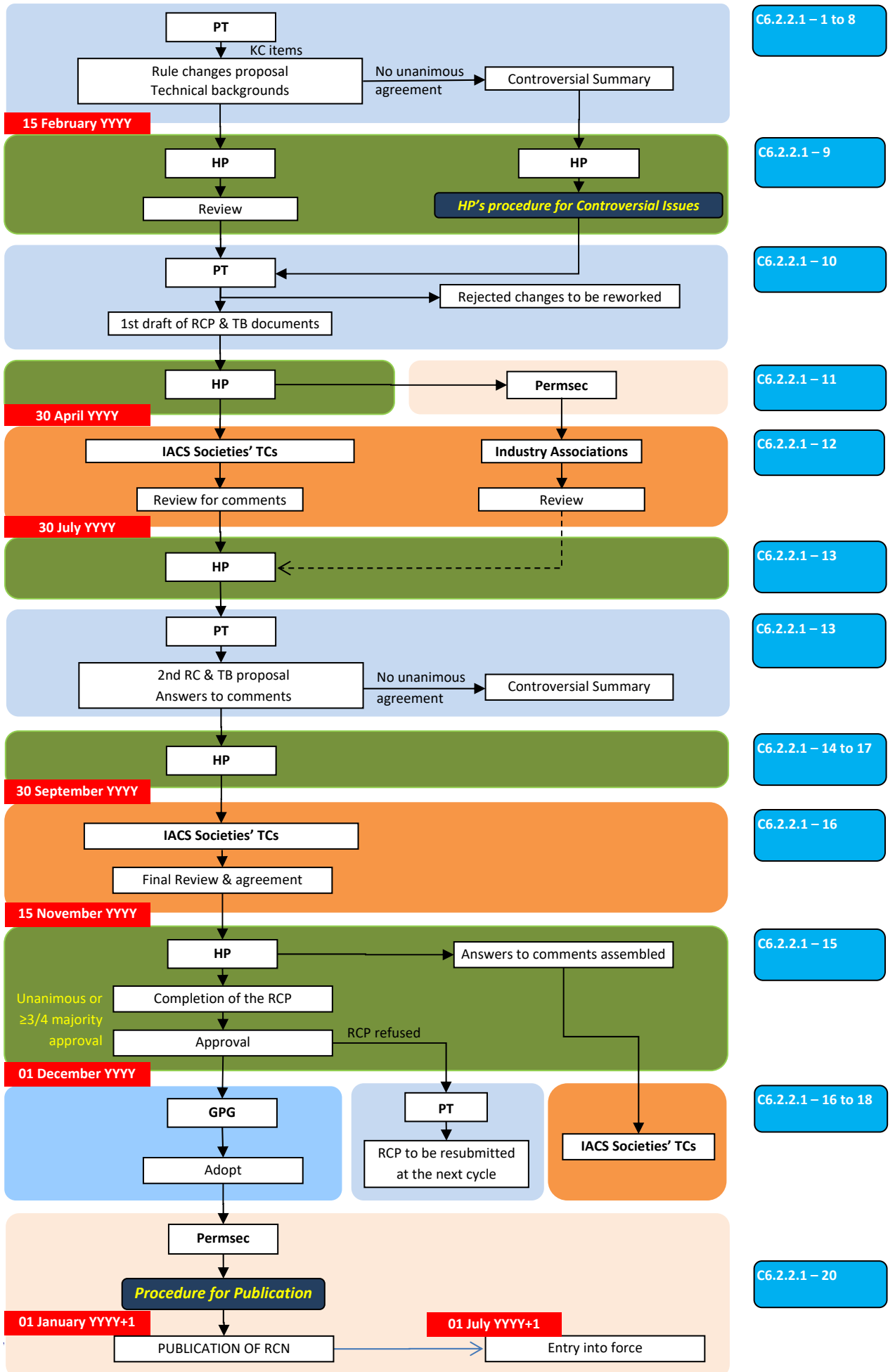
4 After the HP's review, the PT is to update the CSR KC and notify the Permsec and the HP at their dedicated e-mail addresses.

5 Permsec is to publish the Corrigenda and give notice of the Corrigenda and its effective date to the Societies and industry through the IACS Website in accordance with IACS Procedures, Volume 1, Section C5.4.2. Permsec is to update the Master Files in accordance with the agreed schedule for each editorial correction and also update the CSR RTB.

**Figure 3: Work flow for rule change**



**Figure 4: Milestones and interim dates for rule change**





## **D REVISION HISTORY**

### **Revision 1, January 2012**

*Subject no: 10151c*

C6.2.1-2: Voting criteria for amendments to CSRs is modified (C62 Agenda item 5.1).

C6.2.2.1-11,14,15: Voting criteria for amendments to CSRs is modified (C62 Agenda item 5.1).

### **Revision 2, March 2014**

Comprehensive revision following the adoption of the harmonised CSR and the approval of the new CSR Maintenance Team.

### **Revision 3, April 2017**

*Subject no: 12094a, 17025\_.*

Comprehensive revision following:

- a) the closure of Knowledge Centre to external users in August 2016
- b) GPG agreed rotation principle for CSR Maintenance Team members (12094aIGp)
- c) Other editorial changes.