



**INTERNATIONAL ASSOCIATION OF CLASSIFICATION SOCIETIES**

## **IACS PROCEDURES**

**Volume 2:**

### **PROCEDURES CONCERNING REQUIREMENTS FOR MEMBERSHIP OF IACS**

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## A INTRODUCTION

1 The purpose of the IACS Procedures is to codify the working procedures of the Association, its Council, General Policy Group, 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 (this document);*

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

*Volume 4: Procedures for the maintenance and harmonisation of the Common Structural Rules.*

3 These are evolving documents and subject to periodical review and update by the General Policy Group or Quality Committee (as appropriate) for Council approval.

## B IACS ORGANISATION

### B1 GOVERNING DOCUMENTS

1 IACS operations are governed by the following:

The Charter and its Annexes;

IACS Procedures (as listed above).

#### B1.1 THE IACS CHARTER

1 The *Charter* is published on the IACS website and takes precedence over all other operational documents of IACS, in case of any perceived or actual conflict between the documents.

## C MEMBERSHIP CRITERIA AND APPLICATION PROCEDURES

- 1 An organisation wishing to apply for membership of IACS must first apply to IACS for recognition that it is a "Classification Society" (CS) as defined in the *IACS Charter, Annex 4* and in accordance with the guidance and procedures given in *C1* below.
- 2 A standard form letter regarding Classification Society status is given in Annex, *F1*.
- 3 The criteria for membership of IACS are given in the *Charter, 3.1*. Refer also to the *Charter, Annex 1, 1.1; the Membership Criteria Guidance, C2.1, below; and the Membership Application Procedure C2.2*.
- 4 It should be noted that Annex 1, 1.1, of the IACS Charter states that the Applicant shall submit an application containing *all* (emphasis added) relevant information, evidence and explanation, with a view to demonstrating that it fulfils the Membership Criteria. The application shall in particular include information responding to each Review Item set out in the document *Membership Criteria: Guidance*. This includes the QSCS certificate which should be obtained *before* submitting the formal application for membership. QSCS audits of an Applicant by its Accredited Certification Body are subject to the same IACS Observation process as those of existing Members and an Applicant should make the necessary arrangements in good time. Any application without a valid QSCS certificate will not be considered and will be returned directly to the Applicant.
- 5 It should also be noted that the QSCS as defined in Annex 4 of the IACS Charter includes the Common Structural Rules for Oil Tankers and Bulk Carriers (CSR). If an Applicant or Member society classes or intends to class tankers and/or bulk carriers covered by the CSR then the society must adopt the CSR, without right of reservation.
- 6 The Charter Annex 1, 1.1, also states that if the Review Panel finds that any relevant information, evidence or explanation needed to make a determination on the application is missing, it may ask the Applicant to provide the missing element within a reasonable deadline set by the Review Panel. The six months deadline for the Review Panel to make its recommendation remains – it is not extended by the need for additional information.
- 7 The Charter, Annex 1, 1.1 (j) states "An Applicant whose application is rejected may reapply for membership not less than one year following the IACS Council's final decision rejecting the application or, where an appeal is brought against the decision, the date of the Independent Appeal Board's decision rejecting the appeal, whichever is the later.". Similarly, an Applicant which has withdrawn its application before Council makes its decision may reapply for membership not less than one year following the date of withdrawal.
- 8 A standard form letter for a Membership application is given in Annex, *F2*.

## C1 PROCEDURES TO ESTABLISH THAT AN INTERESTED PARTY IS A 'CLASSIFICATION SOCIETY'

### C1.1 GUIDANCE ON DOCUMENTATION REQUIRED

1 If the submission is in connection with an application for IACS Membership, attention is drawn to the IACS *Charter* and to the Membership Criteria Guidance below.

Requirement - definition of a 'Classification Society'	Guidance on submission.
(i) publishes its own classification rules (including technical requirements) in relation to the design, construction and survey of ships <sup>1</sup> , and has the capacity to (a) apply, (b) maintain and (c) update those rules and regulations with its own resources on a regular basis <sup>2</sup> .	<p>The Rules should be published in relation to the ship classification process (design, construction survey and ships-in-service periodical survey) for ship types falling under the scope of the SOLAS convention, in respect of structural, mechanical and electrical requirements<sup>3</sup> and capable of unrestricted navigation.</p> <p>Provide a copy of the Rules and state which ship types they cover (it need not be all ship types). An example list of ship types is attached to this guidance.</p> <p>State whether the Rules are self-developed or legally acquired. If the latter, state from which organisation they were acquired and who is responsible for their maintenance and update.</p>
(ii) verifies compliance with these rules during construction and periodically during a classed	Provide evidence of work in new construction and ships in service.

<sup>1</sup> "Ships" are defined as any ships subject to SOLAS safety certification and capable of unrestricted navigation.

<sup>2</sup> For the purposes of this definition of CS only, the organisation may have legally acquired classification rules and regulations, as well as any modifications or additions thereto for the purpose of the application, maintenance and updating of those rules and regulations.

<sup>3</sup> SOLAS Reg II-1/3-1

<p>ship's service life.</p>	<p><i>For new construction</i> For ships completed over the last ten years, provide IMO number, ship type, and name and flag at time of build.</p> <p><i>For ships in service</i> A copy of the register in accordance with (iii) below, together with a list of ships inspected in the last three years by a major port State control organisation where the applicant is listed in its database as the classification society or recognised organisation.</p>
<p>(iii) publishes a register of classed ships.</p>	<p>Provide a copy of the latest edition of the register of classed ships at the time of the submission.</p>
<p>(iv) is not controlled by, and does not have interests in, ship-owners, shipbuilders or others engaged commercially in the manufacture, equipping, repair or operation of ships.</p>	<p>Provide evidence that the ownership and governance is such that the organisation is not controlled by, and does not have ownership interests in, shipowners, shipbuilders or others engaged commercially in the manufacture, equipping, repair or operation of ships.</p> <p><b>See C1.1.2 below</b></p>
<p>(v) is authorised by a Flag Administration as defined in SOLAS Chapter XI-1, Regulation 1 and listed accordingly in the IMO database, Global Integrated Shipping Information System (GISIS).</p>	<p>Confirm that the organisation is listed in the GISIS database as authorised by a Flag Administration which has affirmed compliance with IMO Resolutions A.739(18) and A.789(19) by checking the appropriate tick boxes.</p> <p>List of Administrations: .....</p>

### C1.1.1 Example list of ship types

<b>Cargo types</b>	<b>Ship types</b>
LIQUID GAS CARGOES	LNG Carrier; LPG Carrier.
OIL; CHEMICAL; OTHER LIQUID CARGOES	Crude oil carrier; Oil product carrier (FP<=60c); Oil product carrier (FP>60c); Chemical Tanker; Chemical Tanker (non-flammable cargoes); NLS tanker; Tanker - innocuous cargoes.
OIL OR DRY BULK CARGOES	OBO carrier (crude oil); OBO carrier (oil products); Ore/oil carrier (crude oil); Ore/oil carrier (oil products).
DRY BULK CARGOES	Bulk carrier; Ore carrier; Cement carrier; Coal carrier.
GENERAL CARGOES	General cargo ship; Refrigerated cargo ship; Deck cargo ship; Offshore supply ship; Heavy lift ship; Barge carrier; Livestock carrier; Container ship; Refrigerated container ship; RoRo cargo ship; RoRo cargo ferry; Vehicles carrier.
PASSENGERS; PASSENGER CARGOES	Passenger ship, >36 passengers; Passenger/gen cargo ship, >36 passengers; Passenger/RoRo ship, >36 passengers; Passenger ship, <=36 passengers; Passenger/gen cargo ship, <=36 passengers; Passenger/RoRo ship, <=36 passengers;

MISCELLANEOUS SELF-PROPELLED	Diving support ship; Drilling ship; Research ship; Cable ship; Tug (ocean-going); Crane ship; Dredger; Icebreaker.
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### C1.1.2 Details of governance and ownership interests

1 To provide evidence that the ownership and governance is such that the organisation is not controlled by, and does not have ownership interests in, shipowners, shipbuilders or others engaged commercially in the manufacture, equipping, repair or operation of ships.

2 It is expected that the governing bodies of the CS would have less than 50% representation from combined shipowners, shipbuilders, and others engaged commercially in the manufacture, equipping, repair or operation of ships, and that the CS would not hold shareholdings of 50% or more in any such entities.

3 *Governing body* means any committee, body or group of people which has the authority to make decisions which affect the Rules and/or actions of the organisation such as but not limited to: Board of Directors, Executive Board, Classification Committee (where decision making), Technical Committee (where decision making), etc., even if its decisions may, if challenged, be subject to review and/or alteration by a superior committee, body or group of people.

#### 1 Ownership of the Organisation:

Please also specify any special veto or other participation rights held by any shareholder or other similar party.

Shareholders, if applicable:

Given name	Family name	Affiliation	% of shares	Category (1) or (2)	Comment

(1) Shipowners, shipbuilders or others engaged commercially in the manufacture, equipping, repair or operation of ships.

(2) If other than (1), please specify in the 'comment'.

#### 2 Governing Body (A) of the Organisation:

Please also specify any special veto or other participation rights held by any shareholder or other similar party.

Membership:

Given name	Family name	Affiliation	Appointing entity	Category (1) or (2)	Comment

(1) Shipowners, shipbuilders or others engaged commercially in the manufacture, equipping, repair or operation of ships.  
(2) If other than (1), please specify in the 'comment'.

**3 Governing Body (B) of the Organisation:**

Please also specify any special veto or other participation rights held by any shareholder or other similar party.

Membership:

Given name	Family name	Affiliation	Appointing entity	Category (1) or (2)	Comment

(1) Shipowners, shipbuilders or others engaged commercially in the manufacture, equipping, repair or operation of ships.  
(2) If other than (1), please specify in the 'comment'.

**4 Ownership interests in other entities:**

Shareholding, if applicable:

Other entity	% of shares	Category (1) or (2)	Comment

- |  |  |  |  |
|--|--|--|--|
|  |  |  |  |
| (1) Shipowners, shipbuilders or others engaged commercially in the manufacture, equipping, repair or operation of ships. |  |  |  |
| (2) If other than (1), please specify in the 'comment'.  |  |  |  |

## C1.2 REVIEW TO ESTABLISH THAT AN INTERESTED PARTY IS A 'CLASSIFICATION SOCIETY'

### C1.2.1 Procedure

- 1 On receipt of a request by an interested party seeking confirmation that it is a "Classification Society" (CS) with a view to participating in the IACS Technical Contributions Forum and/or making an application for "Applicant" status for IACS Membership, the Permanent Secretary is to acknowledge receipt to the interested party and advise Council of the application request.
- 2 The Permanent Secretary is to review the documentation submitted by the interested party evidencing that it is a Classification Society as defined in Annex 4 to the IACS Charter, viz:  
  
an organisation which:
  - (i) publishes its own classification rules (including technical requirements) in relation to the design, construction and survey of ships, and has the capacity to (a) apply, (b) maintain and (c) update those rules and regulations with its own resources on a regular basis;
  - (ii) verifies compliance with these rules during construction and periodically during a classed ship's service life;
  - (iii) publishes a register of classed ships;
  - (iv) is not controlled by, and does not have interests in, ship-owners, shipbuilders or others engaged commercially in the manufacture, equipping, repair or operation of ships; and
  - (v) is authorised by a Flag Administration as defined in SOLAS Chapter XI-1, Regulation 1 and listed accordingly in the IMO database, Global Integrated Shipping Information System (GISIS).
- 3 The Permanent Secretary is to check that documentation in support of each of the criteria (i) to (v) above has been provided. If complete, then proceed with review. If not complete, then the Permanent Secretary is to request the outstanding documentation within a reasonable deadline. The Permanent Secretary is to advise the interested party that a decision will be taken within 4-months from the date of receipt of the initial submission of the documentation.
- 4 The Permanent Secretary is to review the documentation received using the checklists in the *Guidance on documentation required (to establish that an organisation is a 'Classification Society')* (C1.1).
- 5 The review is to be completed as soon as practicable and in any event within 3 months of the date of the initial submission of documentation. If the interested party has been confirmed by IACS to be a CS within the previous two years, the interested party does not need to reapply for the confirmation that it is a "Classification Society".

- 6 On completion of the review, the Permanent Secretary is to forward the attached Form to Council, together with the documentation submitted, for Council to consider the Permanent Secretary's recommendation.
- 7 The Chairman of Council is to ensure that Council decides within 1 month of receipt of the recommendation whether to grant the interested party's request.
- 8 The IACS Council shall inform the interested party of its decision in writing and, if it declines to grant a request for confirmation that it is a "Classification Society" for IACS Membership, the decision shall include the IACS Council's reasons along with information on the existing appeal procedure.
- 9 The letter advising an interested party that it has been granted "Applicant" status shall use the form given in *F1.1*.

**C1.2.2 Review**

Interested Party	
Date of Application	
Date Application Received	
Applying for:	1. Participation in IACS Technical Contributions Forum 2. "Applicant" Status for IACS Membership
Date Review Completed	

Review Item	Yes	No
(i) publishes its own classification rules (including technical requirements) in relation to the design, construction and survey of ships, and has the capacity to (a) apply, (b) maintain and (c) update those rules and regulations with its own resources on a regular basis.  Ships are defined as any ships subject to SOLAS safety certification and capable of unrestricted navigation.		
(ii) verifies compliance with these rules during construction and periodically during a classed ship's service life;		
(iii) publishes a register of classed ships;		
(iv) is not controlled by, and does not have interests in, ship-owners, shipbuilders or others engaged commercially in the manufacture, equipping, repair or operation of ships; and		
(v) Is the interested party listed in the GISIS database as authorised by a Flag Administration which has affirmed compliance with IMO Resolutions A.739(18) and A.789(19) by checking the appropriate tick boxes?  List of Administrations: .....		

Permanent Secretary's Recommendation	
Permanent Secretary: [signature]	Date :

  

Council decision (Provide reasons)	
Council Chairman: [signature]	Date :

## C2 MEMBERSHIP CRITERIA: GUIDANCE AND APPLICATION PROCEDURE

### C2.1 MEMBERSHIP CRITERIA: GUIDANCE

1 This Guidance reflects IACS' view of those items which it is necessary to consider in making a transparent, objective and justifiable assessment of whether an applicant fulfils IACS' Membership Criteria. This document is intended to assist IACS, its Members and Applicants for membership in applying IACS' Membership Criteria. IACS reserves the right to amend this Guidance in the light of relevant regulatory developments or experience in the application of the Guidance and/or any changes in commercial usage in the maritime industry or more generally which are relevant to services provided by CSs.

2 Any such amendment shall pursue the objective of ensuring that the objective, transparent, non-discriminatory qualitative membership criteria are in practice applied in an appropriate, reasonable and non-discriminatory way. Any such amendment shall be published as soon as it enters into force in the same way as this Guidance is published.

3 An Applicant for membership is to submit an application which is to include all relevant information, evidence and explanation with a view to demonstrating that it fulfils, with the exception of Membership Criterion (vii), each of the Membership Criteria. The application shall in particular include information responding to each Review Item set out below. In the event that the Applicant is re-applying for membership after a previous rejection or withdrawal decision, it shall provide evidence of any material changes made since that rejection or withdrawal decision.

4 For the purposes of the first periodic verification of continuing compliance, each IACS Member's compliance statement is to include all relevant information, evidence and explanation with a view to demonstrating that it fulfils each of the Membership Criteria. The compliance statement shall in particular include information responding to each Review Item set out below. For subsequent periodic reviews, a statement of any changes (supported by appropriate evidence) that have occurred in relation to the Membership Criteria since the last periodic review will be sufficient.

5 The methodology for assessment is as follows:

1) A CS must meet *each* of the ten Membership Criteria set out in the Charter (albeit Membership Criterion (vii) only after 3 years);

2) Subject to point 3) below, in assessing whether a CS meets a particular Membership Criterion, IACS must undertake an "overall" assessment of all relevant facts, including the information obtained in relation to the Review Items for that Membership Criterion as listed below; and

**3) A CS must always satisfy Review Items 1.1 (for the 1st Membership Criterion), 8.1 (for the 8th Membership Criterion), 9.1 (for the 9th Membership Criterion) and 10.1 (for the 10th Membership Criterion) as these reflect (at least to a very significant extent) the essence of the related Membership Criterion set out in the Charter.**

6 For the purposes of the following Review Items, in the case of dual class ships, the actual statutory and/or classification work performed by the CS shall be duly taken into account.

**1. Demonstrated ability to develop, apply, maintain, regularly up-date and publish its own set of classification rules in the English language covering all aspects of the ship classification process (design appraisal, construction survey and ships-in-service periodical survey)**

	Review Item	Yes	No	Guidance Notes
1.1	In addition to being a CS, does the applicant publish its own set of self-developed classification rules in the English language covering all aspects of the ship classification process (design, construction survey and ships-in-service periodical survey) for any ship type falling under the scope of the SOLAS convention?			Ships are defined as any ships subject to SOLAS safety certification and capable of unrestricted navigation. SOLAS Chapter I Regulation 3 (a) provides that, unless expressly provided otherwise, SOLAS does not apply to certain ship types, including the following:  (i) Ships of war and troopships; (ii) Cargo ships of less than 500 gross tonnage; (iii) Ships not propelled by mechanical means; (iv) Wooden ships of primitive build; (v) Pleasure yachts not engaged in trade; (vi) Fishing vessels.  If no, decline If yes, take 1.2 through to 1.6 into account in overall assessment
1.2	Does the CS have a process to take account of independent, external stakeholder input and advice with respect to the CS's classification Rules and rule development process?			Considered as part of overall assessment.
1.3	Does the CS have survey procedures covering the construction of ships?			Considered as part of overall assessment.
1.4	Does the CS have survey procedures covering ships in service?			Considered as part of overall assessment.
1.5	Are the rules and survey procedures regularly updated taking account of feedback from survey of ships in service and applicable requirements as necessary?			Considered as part of overall assessment.
1.6	Does the CS have its own research and development group contributing to rule development and updating of rules?			Considered as part of overall assessment.

**2. Demonstrated ability to provide surveys of the ships under construction in accordance with the CS's rules and periodic surveys of ships in service, including statutory surveys in accordance with IMO and Flag State requirements**

2.1	<p>Does the CS hold the following statutory authorizations?</p> <ul style="list-style-type: none"> <li>(i) SOLAS Safety Construction</li> <li>(ii) Loadline</li> <li>(iii) MARPOL Annex I</li> <li>(iv) SOLAS Safety Equipment</li> </ul>		<p>Considered as part of overall assessment.</p>
2.2	<p>In respect to the Paris and Tokyo MoU and USCG flag State categorisations, is the CS authorised by flag state(s) on the following lists:</p> <p>White List Grey List Black List USCG Targeted List</p>		<p>(1) The CS has authorisation from any White List flag or any non-targeted USCG flags: Satisfactory. (2) No, but the CS has the intention and commitment to gain authorisation for any White List flag or non-targeted USCG flag in the near future: take this into account in the overall assessment. (3) Neither (1) nor (2): take this into account in the overall assessment. (4) If Black list or targeted USCG flag only, take this into account in the overall assessment.</p>
2.3	<p>Is the CS a Recognised Organisation on at least one of the most recent Paris or Tokyo MOU high performance level lists or on the most recent USCG zero point category list?</p>		<p>(1) If Yes, Satisfactory. (2) If No, but the CS has the intention and commitment to improve in the near future: take this into account in the overall assessment. (3) If Neither (1) nor (2): take this into account in the overall assessment. (4) Moreover, the assessment of an organisation's performance will take into account any circumstances that might affect such performance, including inter alia the size and composition of its fleet, its average age and trading patterns. For this purpose, the organisation concerned shall be invited to submit its observations and all relevant information.</p>
2.4	<p>Does the CS have software systems for verifying compliance with its rules and applicable legislation?</p>		<p>A CS should have the capability to calculate whether the design meets their rules. For statutory calculation, such as load line, acceptance of the shipyard's calculation could be considered sufficient if the approval personnel are appropriately qualified. However, it is normal for a CS to hold proprietary licensed software to verify shipbuilders' calculations and issue the</p>

				<p>appropriate class and statutory certification.</p> <p>If no, explore how to classification society performs this function and take into account in overall assessment.</p>
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**3. Sufficient International Coverage by Exclusive Surveyors relative to the size of the CS's construction programme and Classed Fleet in service**

3.1	Is the CS's ratio of "classed ships plus ships under construction" to exclusive field surveyors less than 12:1?		<p>(1) Yes, ratio is less than 12:1: satisfactory.</p> <p>(2) No, but due to the composition of their classed fleet and construction/conversion program, and/or the general or specific trading areas of their classed fleet, it is considered that there are sufficient surveyors to provide the required coverage: satisfactory.</p> <p>(3) No, but CS can commit, with a reasonable prospect of success, to providing sufficient coverage within a reasonable time: take this into account in overall assessment.</p> <p>(4) No, does not satisfy 1, 2 or 3: take this into account in overall assessment.</p>
3.2	Can the CS provide surveys to meet the trading patterns of its classed fleet?		<p>In respect to the required international network of a CS member of IACS, the following should be considered:</p> <ol style="list-style-type: none"> <li>1. Capability of assigning in every place of work, when and as needed, means and staff commensurate with the tasks to be carried out;</li> <li>2. A worldwide coverage by its exclusive surveyors or, in exceptional and duly justified cases, through exclusive surveyors of another CS; worldwide coverage does not require that a CS has more than a single office;</li> <li>3. Direct lines of responsibility and control established between the central and the regional offices (if any) and between the CS and its surveyors.</li> </ol>

Note: For the purposes of the ratio set out in Review Items 3.1, "ships" are self-propelled vessels above 100GT and ships under construction are ships which have had their keel laid or are at a similar stage of construction according to SOLAS and which have not yet been delivered.

**4. Extensive documented experience in assessing the design and construction of ships**

4.1	Does the CS have documented records over the last ten years indicating that their exclusive surveyors have performed surveys to the IMO Conventions and classification rules for which they are authorised?			<p>The assessment of points 4.1, 4.2 and 4.3 shall take into account the following elements in order to determine the organisation's experience over the last ten years:</p> <p>A. Records of the design review according to the organisation's rules.</p> <p>B. Records of statutory surveys concerning new buildings.</p> <p>C. Documented experience of the organisation's staff.</p> <p>D. Ways in which the qualifications of the organisation's staff responsible for assessing the design and construction of ships have been maintained and updated.</p> <p>E. Assets, and in particular IT tools, used by the organisation for the purpose of verifying vessel compliance with relevant requirements.</p> <p>F. Any other objective elements demonstrating the organisation's capabilities under this criterion.</p>
4.2	Does the CS have documented training and qualification records and authorisations of their exclusive staff for ship types and conventions specified in 1.1 and 2.1 over the last ten years?			
4.3	Does the CS have documented records of the design review according to its rules, or by equivalence, for recently classed newbuilds over the last ten years?			

**5. Significant in-house managerial, technical, support and research staff commensurate with the size of the CS's classed fleet and its involvement in the classification of ships under construction**

5.1	Is the CS's ratio of "classed ships plus ships under construction" to "in-house managerial, technical, support and research staff" less than 10:1?		<p>(1) Yes, ratio is less than 10:1: satisfactory.</p> <p>(2) No, but, considering additional mitigating or explanatory information the CS provides, the numbers are considered to be sufficiently commensurate: satisfactory.</p> <p>(3) No, but CS can commit, with a reasonable prospect of success, to achieving, within a reasonable time, sufficiently commensurate numbers: take this into account in overall assessment.</p> <p>(4) No, does not satisfy 1, 2 or 3: take this into account in overall assessment.</p> <p>Note: This does not require that all research and development must be done by in-house staff but rather that a society is to have a core of in-house research staff to define and manage the society's research programme.</p>
5.2	<p>Does the CS have plan approval staff trained and certified to approve construction designs covered by the CS's rules and procedures, and the IMO Conventions for which it is authorised, in each of the following disciplines:</p> <ol style="list-style-type: none"> <li>1. Hull structure</li> <li>2. Machinery systems (including propulsion)</li> <li>3. Electrical &amp; Instrumentation (including control systems)</li> <li>4. Subdivision and stability</li> <li>5. Load line</li> <li>6. Tonnage</li> <li>7. Structural fire protection</li> <li>8. Safety equipment</li> <li>9. Oil pollution prevention?</li> </ol>		Consider as part of overall assessment
5.3	Is the CS's number of non-sister ship designs under review to total number of design approval surveyors/engineers less than 10:1?		<p>(1) Yes, ratio is less than 10:1: satisfactory,</p> <p>(2) No, but review of how the CS meets its responsibilities for approving the designs in its construction programme is considered satisfactory: satisfactory.</p> <p>(3) No, but CS can commit, with a reasonable prospect of</p>

			<p>success, to making changes to approval programme such that it becomes satisfactory with a reasonable time: take this into account in overall assessment.</p> <p>(4) No, does not satisfy 1, 2 or 3: take this into account in overall assessment.</p>
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Note: For the purposes of the ratios set out in Review Items 5.1, and 5.3, "ships" are self-propelled vessels above 100GT and ships under construction are ships which have had their keel laid or are at a similar stage of construction according to SOLAS and which have not yet been delivered.

**6. Technical ability to contribute with its own staff to the work of IACS in developing minimum rules and requirements for the enhancement of maritime safety**

6.1	Will the CS have nominated in-house technical staff, with the necessary experience and responsibility within their CS, to represent the CS on IACS Council, GPG, Panels, and Expert Groups?		Consider as part of overall assessment.
6.2	Does the CS have a research & development capability to contribute to the work programme of IACS?		<p>(1) Yes: satisfactory.</p> <p>(2) No, but CS can commit to providing, with a reasonable prospect of success, sufficient capability within a reasonable time: take this into account in overall assessment.</p> <p>(3) No, does not satisfy 1 or 2: take this into account in overall assessment.</p>

**7. Contribution on an ongoing basis with its own staff to the work of IACS as described in 6 above**

7.1	Have the CS's representatives contributed to the work of the Panels and GPG as reported by Panel and GPG Chairmen? For new members, this is to be assessed during initial 3-years of membership.		<p>A CS shall be regarded as having contributed when the representatives of the CS have responded to the subjects put to members within GPG and the Working Groups which require a response and have made some substantive technical contribution on some of the Working Groups.</p> <p>If yes: satisfactory.          If any report of No, and there is commitment to improve: satisfactory.          If multiple reports of No, and no improvement within one year, Council should consider suspension.</p>
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<b>8. Maintaining in electronic form and updating at least annually a Register of Classed Ships in the English language</b>
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8.1	Does the CS publish in an electronic form, and update at least annually, a register of classed ships in the English language?			If no, decline
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**9. Independence from ship-owning, ship-building and other commercial interests which could undermine the CS's impartiality**

9.1	Is the CS organized and governed in such a manner that it is not controlled by, or interested in, shipowners, shipbuilders or others engaged commercially in the manufacture, equipping, repair or operation of ships?			<p>It is expected that the governing bodies of the CS would have less than 50% representation from combined shipowners, shipbuilders, and others engaged commercially in the manufacture, equipping, repair or operation of ships, and that the CS would not hold shareholdings of 50% or more in any such entities.</p> <p>If no, decline</p>
9.2	Does the CS have statements within its operational procedures that state that surveyors or other employees of the CS shall not carry out classification or statutory work (or participate in the decision making related thereto) if that surveyor or employee has business, personal or family links to the client?			<p>Considered as part of overall assessment.</p>

## 10. Compliance with QSCS

10.1	Does the CS have a current valid QSCS certificate?		The following should be taken into account: 1. QMSR Compliance Report by ACB and Statement of Compliance with QSCS by IACS Council within the Transition Period defined in Commitments; 2. Statement of Compliance with QSCS by ACB since 2011. If no, decline.
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### C2.2 MEMBERSHIP APPLICATION PROCEDURE

1 Refer to the *Charter, Annex 1, 1.1*.

2 An Applicant for membership is to submit an application which is to include all relevant information, evidence and explanation with a view to demonstrating that it fulfils, with the exception of Membership Criterion (vii), each of the Membership Criteria. The application shall in particular include information responding to each Review Item set out below. In the event that the Applicant is re-applying for membership after a previous rejection or withdrawal decision, it shall provide evidence of any material changes made since that rejection or withdrawal decision.

3 For the purposes of the first periodic verification of continuing compliance, each IACS Member's compliance statement is to include all relevant information, evidence and explanation with a view to demonstrating that it fulfils each of the Membership Criteria. The compliance statement shall in particular include information responding to each Review Item set out below. For subsequent periodic reviews, a statement of any changes (supported by appropriate evidence) that have occurred in relation to the Membership Criteria since the last periodic review will be sufficient.

4 The methodology for assessment is as follows:

- 1) A CS must meet *each* of the ten Membership Criteria set out in the Charter (albeit Membership Criterion (vii) only after 3 years);
- 2) Subject to point 3) below, in assessing whether a CS meets a particular Membership Criterion, IACS must undertake an "overall" assessment of all relevant facts, including the information obtained in relation to the Review Items for that Membership Criterion as listed below; and
- 3) A CS must always satisfy Review Items 1.1 (for the 1st Membership Criterion), 8.1 (for the 8th Membership Criterion), 9.1 (for the 9th Membership Criterion) and 10.1 (for the 10th Membership Criterion) as these reflect (at least to a very significant extent) the essence of the related Membership Criterion set out in the Charter.

5 For the purposes of the following Review Items, in the case of dual class ships, the actual statutory and/or classification work performed by the CS shall be duly taken into account.

6 The following form is provided to assist the Applicant in submitting the requisite documentation and information for the review of their membership application. The form is to be filled in by the Applicant and updated by the Applicant as far as is necessary to meet any further request for information for the review of their membership application.

Applicant CS	
Date of initial membership application	
Date that CS was notified by IACS that it was granted Applicant status	
Nominated Contact within Applicant CS (ie name and position) <ul style="list-style-type: none"> <li>- Telephone Number</li> <li>- Mobile Number</li> <li>- Email address</li> <li>- Telefax Number</li> </ul>	

**1. Demonstrated ability to develop, apply, maintain, regularly up-date and publish its own set of classification rules in the English language covering all aspects of the ship classification process (design appraisal, construction survey and ships-in-service periodical survey)**

	Review Item	Guidance Notes
1.1	In addition to being a CS, does the applicant publish its own set of self-developed classification rules in the English language covering all aspects of the ship classification process (design, construction survey and ships-in-service periodical survey) for any ship type falling under the scope of the SOLAS convention?	Ships are defined as any ships subject to SOLAS safety certification and capable of unrestricted navigation. SOLAS Chapter I Regulation 3 (a) provides that, unless expressly provided otherwise, SOLAS does not apply to certain ship types, including the following:  (i) Ships of war and troopships; (ii) Cargo ships of less than 500 gross tonnage; (iii) Ships not propelled by mechanical means; (iv) Wooden ships of primitive build; (v) Pleasure yachts not engaged in trade; (vi) Fishing vessels.

<b>Documents and information to submit</b>		<b>Yes</b>	<b>No</b>
a.	Copy of self-developed classification rules in the English language covering all aspects of ship design		
b.	Copy of own set of self-developed classification survey procedures in the English language covering all aspects of the ship classification process for construction survey and ships-in-service periodical survey.		
c.	Advise ship types covered by the rules and survey procedures		
	General Cargo Ships		
	Bulk Carriers		
	Oil Tankers		
	Chemical Tankers		
	Container Ships		
	Passenger Ships		
	Gas Ships		
	Other ship type – please specify		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		

1.2	Does the CS have a process to take account of independent, external stakeholder input and advice with respect to the CS's classification Rules and rule development process?	Considered as part of overall assessment.
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
a. State how external stakeholders provide input into the classification Rules and rule development process		
b. State which external stakeholders are invited to provide input into the classification Rules and rule development process		
c. State when this occurs during the year and when the new rules come into force		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

1.3	Does the CS have survey procedures covering the construction of ships?	Considered as part of overall assessment.
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
a. If Yes, provide a copy of the survey procedures covering the construction of ships.		
b. If no, advise in detail, how verification of compliance with applicable requirements is accomplished for construction of ships.		
c. Other information considered relevant.		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

1.4	Does the CS have survey procedures covering ships in service?	Considered as part of overall assessment.
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
a. If Yes, provide a copy of the survey procedures ships in service.		
b. If no, advise in detail, how verification of compliance with applicable requirements is accomplished for ships in service.		
c. Other information considered relevant.		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

1.5	Are the rules and survey procedures regularly updated taking account of feedback from survey of ships in service and applicable requirements as necessary?	Considered as part of overall assessment.
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
a. State the regularity with which the rules and survey procedures are updated.		
b. State how feedback from survey of ships in service is taken into account in the update to rules and survey procedures.		
c. State how new statutory requirements are implemented		
d. Any other relevant information.		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

1.6	Does the CS have its own research and development group contributing to rule development and updating of rules?	Considered as part of overall assessment.
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
a. State whether relevant research and development is undertaken in-house or whether it is undertaken in conjunction with an external organisation.		
b. If it is undertaken by an external organisation, specify the name of the organisation, providing details of the organisation's relevant know-how and expertise.		
c. If it is undertaken by an external organisation, how does the CS monitor, participate, assess and make use of any relevant research and development undertaken by the external organisation?		
d. Any other relevant information.		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

**2. Demonstrated ability to provide surveys of the ships under construction in accordance with the CS's rules and periodic surveys of ships in service, including statutory surveys in accordance with IMO and Flag State requirements**

2.1	Does the CS hold the following statutory authorizations? (v) SOLAS Safety Construction (vi) Loadline (vii) MARPOL Annex I (viii) SOLAS Safety Equipment	Considered as part of overall assessment.
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
a. Which statutory authorisations does the CS currently hold?  SOLAS Safety Construction Loadline MARPOL Annex I SOLAS Safety Equipment		
b. State which Flag Administrations grant authorisation to your CS.		
c. If you do not hold authorisation for all of (a), is it your intention to gain authorisation over the next three years and from which Flag Administration? If so, which practical steps have you undertaken to date and do you intend to undertake to obtain such authorisations?		
d. Any other relevant information.		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

2.2	<p>In respect to the Paris and Tokyo MoU and USCG flag State categorisations, is the CS authorised by flag state(s) on the following lists:</p> <p>White List Grey List Black List USCG Targeted List</p>	<p>(1) The CS has authorisation from any White List flag or any non-targeted USCG flags: Satisfactory. (2) No, but the CS has the intention and commitment to gain authorisation for any White List flag or non-targeted USCG flag in the near future: take this into account in the overall assessment. (3) Neither (1) nor (2): take this into account in the overall assessment. (4) If Black list or targeted USCG flag only, take this into account in the overall assessment.</p>
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
<p>a. If statutory authorisations are held by any White List Paris and Tokyo MoU Flag State or USCG flag State, state which one(s).</p>		
<p>b. If your CS does not hold statutory authorisations from any White List Paris and Tokyo MoU Flag State or USCG flag State, state if it is your intention to gain authorisation from one or more of these Flag States in the next three years and when. If so, which practical steps have you undertaken to date and do you intend to undertake to obtain such authorisations?</p>		
<p>c. Any other relevant information.</p>		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

2.3	Is the CS a Recognised Organisation on at least one	(1) If Yes, Satisfactory.
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	of the most recent Paris or Tokyo MOU high performance level lists or on the most recent USCG zero point category list?	(2) If No, but the CS has the intention and commitment to improve in the near future: take this into account in the overall assessment. (3) If Neither (1) nor (2): take this into account in the overall assessment. (4) Moreover, the assessment of an organisation's performance will take into account any circumstances that might affect such performance, including inter alia the size and composition of its fleet, its average age and trading patterns. For this purpose, the organisation concerned shall be invited to submit its observations and all relevant information.
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
a. Is your CS a Recognised Organisation on at least one of the most recent Paris or Tokyo MOU high performance level lists or on the most recent USCG zero point category list?		
b. If not, is your CS intending to gain Recognised Organisation status on at least one of the most recent Paris or Tokyo MOU high performance level lists or on the most recent USCG zero point category list in the next three years? If so, which practical steps have you undertaken to date and do you intend to undertake to obtain such a status?		
c. If not (a) or (b), state the reason why.		
d. Any other relevant information.		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant		
If not, is the CS's current position and/or commitment to change sufficient?		

2.4	Does the CS have software systems for verifying compliance with its rules and applicable legislation?	A CS should have the capability to calculate whether the design meets their rules. For statutory calculation, such as load line, acceptance of the shipyard's calculation could be considered sufficient if the approval personnel are
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	appropriately qualified. However, it is normal for a CS to hold proprietary licensed software to verify shipbuilders' calculations and issue the appropriate class and statutory certification.
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
a. Does your CS have software systems for verifying compliance with its rules and applicable legislation?		
b. If so, state software developed for: Classification Rules  Statutory Regulations		
c. If other proprietary software is used, state which and for what.		
d. If no, how does the CS perform this function?		
e. Any other relevant information.		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

**3. Sufficient International Coverage by Exclusive Surveyors relative to the size of the CS's construction programme and Classed Fleet in service**

3.1	Is the CS's ratio of "classed ships plus ships under construction" to exclusive field surveyors less than 12:1?	<p>(1) Yes, ratio is less than 12:1: satisfactory.</p> <p>(2) No, but due to the composition of their classed fleet and construction/conversion program, and/or the general or specific trading areas of their classed fleet, it is considered that there are sufficient surveyors to provide the required coverage: satisfactory.</p> <p>(3) No, but CS can commit, with a reasonable prospect of success, to providing sufficient coverage within a reasonable time: take this into account in overall assessment.</p> <p>(4) No, does not satisfy 1, 2 or 3: take this into account in overall assessment.</p>
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Documents and information to submit	Yes	No
a. Provide a list of all classed ships currently in service, <u>stating ship type, IMO number and Gross Tonnage</u>		
b. Provide a list of ships currently under construction having had their keels laid, <u>stating ship type and Gross Tonnage</u>		
c. Provide a list of current exclusive surveyors indicating which are performing new construction surveys and which are performing in service surveys.		
d. If the ratio of "classed ships plus ships under construction" to exclusive field surveyors more than 12:1, specify how sufficient coverage of surveys within a reasonable time is achieved.		
e. Any other relevant information.		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

Note: For the purposes of the ratios set out in Review Items 3.1, "ships" are self-propelled vessels above 100GT and ships under construction are ships which have had their keel laid or are at a similar stage of construction according to SOLAS and which have not yet been delivered.

3.2	Can the CS provide surveys to meet the trading patterns of its classed fleet?	<p>In respect to the required international network of a CS member of IACS, the following should be considered:</p> <ol style="list-style-type: none"> <li>1. Capability of assigning in every place of work, when and as needed, means and staff commensurate with the tasks to be carried out;</li> <li>2. A worldwide coverage by its exclusive surveyors or, in exceptional and duly justified cases, through exclusive surveyors of another CS; worldwide coverage does not require that a CS has more than a single office;</li> <li>3. Direct lines of responsibility and control established between the central and the regional offices (if any) and between the CS and its surveyors.</li> </ol>
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
a. Specify the trading patterns of classed fleet and where the exclusive surveyors are located.		
b. Where there are no surveyors located to meet a specific trading pattern, state how surveys are covered in that area. (If any visa or similar travel restrictions apply in relation to your surveyors, please provide details of how they are dealt with.)		
c. Explain the direct lines of responsibility and control established between the central and the regional offices (if any) and between the CS and its surveyors.		
d. Any other relevant information.		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

**4. Extensive documented experience in assessing the design and construction of ships**

4.1	Does the CS have documented records over the last ten years indicating that their exclusive surveyors have performed surveys to the IMO Conventions and classification rules for which they are authorised?	<p>The assessment of point 4.1 shall take into account the following elements in order to determine the organisation's experience over the last ten years:</p> <ul style="list-style-type: none"> <li>A. Records of the design review according to the organisation's rules.</li> <li>B. Records of statutory surveys concerning new buildings.</li> <li>C. Documented experience of the organisation's staff.</li> <li>D. Ways in which the qualifications of the organisation's staff responsible for assessing the design and construction of ships have been maintained and updated.</li> <li>E. Assets, and in particular IT tools, used by the organisation for the purpose of verifying vessel compliance with relevant requirements.</li> <li>F. Any other objective elements demonstrating the organisation's capabilities under this criterion.</li> </ul>
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
a. Provide documented records over the last ten years indicating that your CS's exclusive surveyors have performed surveys to the IMO Conventions and classification rules for which they are authorised?		
b. All other relevant information addressing points A; B; C; D; E; F above.		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

4.2	Does the CS have documented training and qualification records and authorisations of their	The assessment of point 4.2 shall take into account the following elements in order to determine the organisation's experience over the last ten years:
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	exclusive staff for ship types and conventions specified in 1.1 and 2.1 over the last ten years?	<p>A. Records of the design review according to the organisation's rules.</p> <p>B. Records of statutory surveys concerning new buildings.</p> <p>C. Documented experience of the organisation's staff.</p> <p>D. Ways in which the qualifications of the organisation's staff responsible for assessing the design and construction of ships have been maintained and updated.</p> <p>E. Assets, and in particular IT tools, used by the organisation for the purpose of verifying vessel compliance with relevant requirements.</p> <p>F. Any other objective elements demonstrating the organisation's capabilities under this criterion.</p>
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
a. Provide your CS's documented training and qualification records and authorisations of their exclusive staff for ship types and conventions specified in 1.1 and 2.1 over the last ten years		
b. All other relevant information addressing points A; B; C; D; E; F above.		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

4.3	Does the CS have documented records of the design review according to its rules, or by equivalence, for recently classed newbuilds over the last ten years?	<p>The assessment of point 4.3 shall take into account the following elements in order to determine the organisation's experience over the last ten years:</p> <p>A. Records of the design review according to the organisation's rules.</p> <p>B. Records of statutory surveys concerning new buildings.</p> <p>C. Documented experience of the organisation's staff.</p> <p>D. Ways in which the qualifications of the organisation's staff responsible for assessing the design and construction of ships have been maintained and updated.</p>
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		<p>E. Assets, and in particular IT tools, used by the organisation for the purpose of verifying vessel compliance with relevant requirements.</p> <p>F. Any other objective elements demonstrating the organisation's capabilities under this criterion</p>
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
<p>a. Provide your CS's documented records of the design review according to its rules, or by equivalence, for recently classed newbuilds over the last ten years</p>		
<p>b. All other relevant information addressing points A; B; C; D; E; F above.</p>		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

**5. Significant in-house managerial, technical, support and research staff commensurate with the size of the CS's classed fleet and its involvement in the classification of ships under construction**

5.1	Is the CS's ratio of "classed ships plus ships under construction" to "in-house managerial, technical, support and research staff" less than 10:1? <sup>1</sup>		<p>(1) Yes, ratio is less than 10:1: satisfactory.</p> <p>(2) No, but, considering additional mitigating or explanatory information the CS provides, the numbers are considered to be sufficiently commensurate: satisfactory.</p> <p>(3) No, but CS can commit, with a reasonable prospect of success, to achieving, within a reasonable time, sufficiently commensurate numbers: take this into account in overall assessment.</p> <p>(4) No, does not satisfy 1, 2 or 3: take this into account in overall assessment.</p> <p>Note: This does not require that all research and development must be done by in-house staff but rather that a society is to have a core of in-house research staff to define and manage the society's research programme.</p>
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
<p>a. Provide a list of your CS's "in-house managerial, technical, support and research staff".                      (managerial: managers, including managers of top level)                      (technical: plan approval staff)                      (research: research and development staff and rule development staff)                      (support: human resources, finance, information technology/management, training and administrative and support staff not included in categories above)</p>		
<p>b. If the ratio is more than 10:1 of "classed ships plus ships under construction" to " your in-house managerial, technical, support and research staff", advise how sufficient coverage is provided.</p>		
<p>c. Any other relevant information</p>		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the C's current position and/or commitment to change sufficient?		

Note: For the purposes of the ratios set out in Review Items 5.1, and 5.3, "ships" are self-propelled vessels above 100GT and ships under construction are ships which have had their keel laid or are at a similar stage of construction according to SOLAS and which have not yet been delivered.

5.2	<p>Does the CS have plan approval staff trained and certified to approve construction designs covered by the CS's rules and procedures, and the IMO Conventions for which it is authorised, in each of the following disciplines:</p> <ol style="list-style-type: none"> <li>1. Hull structure</li> <li>2. Machinery systems (including propulsion)</li> <li>3. Electrical &amp; Instrumentation (including control systems)</li> <li>4. Subdivision and stability</li> <li>5. Load line</li> <li>6. Tonnage</li> <li>7. Structural fire protection</li> <li>8. Safety equipment</li> <li>9. Oil pollution prevention?</li> </ol>	Consider as part of overall assessment
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
a. Provide a list of your CS's plan approval staff trained and certified to approve construction designs covered by your rules and procedures, and the IMO Conventions for which it is authorised.		
<p>b. Advise how many trained, authorised and certified staff are assigned to each of the following disciplines:</p> <ol style="list-style-type: none"> <li>1. Hull structure</li> <li>2. Machinery systems (including propulsion)</li> <li>3. Electrical &amp; Instrumentation (including control systems)</li> <li>4. Subdivision and stability</li> <li>5. Load line</li> <li>6. Tonnage</li> <li>7. Structural fire protection</li> <li>8. Safety equipment</li> <li>9. Oil pollution prevention?</li> </ol>		
c. Any other relevant information		

<b>IACS USE ONLY</b>
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Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

5.3	Is the CS's number of non-sister ship designs under review to total number of design approval surveyors/engineers less than 10:1? <sup>1</sup>	<p>(1) Yes, ratio is less than 10: 1: satisfactory,</p> <p>(2) No, but review of how the CS meets its responsibilities for approving the designs in its construction programme is considered satisfactory: satisfactory.</p> <p>(3) No, but CS can commit, with a reasonable prospect of success, to making changes to approval programme such that it becomes satisfactory with a reasonable time: take this into account in overall assessment.</p> <p>(4) No, does not satisfy 1, 2 or 3: take this into account in overall assessment.</p>
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<b>Documents and information to submit</b>		<b>Yes</b>	<b>No</b>
a.	Provide a list of your CS's non-sister ship designs under review.		
b.	Provide a list of your design approval surveyors/engineers and their total number.		
c.	If the ratio of your non-sister ship designs under review to total number of design approval surveyors/engineers more than 10:1, advise how sufficient coverage is provided		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

Note: For the purposes of the ratios set out in Review Items 5.3, "ships" are self-propelled vessels above 100GT and ships under construction are ships which have had their keel laid or are at a similar stage of construction according to SOLAS and which have not yet been delivered.

**6. Technical ability to contribute with its own staff to the work of IACS in developing minimum rules and requirements for the enhancement of maritime safety**

6.1	Will the CS have nominated in-house technical staff, with the necessary experience and responsibility within their CS, to represent the CS on IACS Council, GPG, Panels, and Expert Groups?			Consider as part of overall assessment.
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<b>Documents and information to submit</b>		<b>Yes</b>	<b>No</b>
<p>a. Advise the names, positions, qualifications and experience of the intended nominated in-house technical staff to represent your CS on:</p> <ul style="list-style-type: none"> <li>- Council</li> <li>- General Policy Group</li> <li>- Machinery Panel</li> <li>- Hull Panel</li> <li>- Statutory Panel</li> <li>- Survey Panel</li> <li>- Expert Groups (specify which EGs)</li> <li>- Quality Committee</li> </ul>			
b. Any other relevant information			

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

6.2	Does the CS have a research & development capability to contribute to the work programme of IACS?			<p>(1) Yes: satisfactory.</p> <p>(2) No, but CS can commit to providing, with a reasonable prospect of success, sufficient capability within a reasonable time: take this into account in overall assessment.</p> <p>(3) No, does not satisfy 1 or 2: take this into account in overall assessment.</p>
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
a. State the total number of research staff that will be available to be involved with the IACS Work Programme.		
b. State position, qualification and experience of these nominated research staff.		
c. Any other relevant information		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		

**7. Contribution on an ongoing basis with its own staff to the work of IACS as described in 6 above**

7.1	Have the CS's representatives contributed to the work of the Panels and GPG as reported by Panel and GPG Chairmen? For new members, this is to be assessed during initial 3-years of membership.		<p>A CS shall be regarded as having contributed when the representatives of the CS have responded to the subjects put to members within GPG and the Working Groups which require a response and have made some substantive technical contribution on some of the Working Groups.</p> <p>If yes: satisfactory.          If any report of No, and there is commitment to improve: satisfactory.          If multiple reports of No, and no improvement within one year, Council should consider suspension.</p>
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<b>NOT APPLICABLE FOR NEW APPLICANTS</b>				
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<b>8. Maintaining in electronic form and updating at least annually a Register of Classed Ships in the English language</b>
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8.1	Does the CS publish in an electronic form, and update at least annually, a register of classed ships in the English language?	
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
a. Provide access to your published electronic form of your Register of Ships in the English Language. If website, provide address and password. If on CD, provide a copy. Please describe your policy on updating.		
b. Any other relevant information		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		

**9. Independence from ship-owning, ship-building and other commercial interests which could undermine the CS's impartiality**

9.1	Is the CS organized and governed in such a manner that it is not controlled by, or interested in, shipowners, shipbuilders or others engaged commercially in the manufacture, equipping, repair or operation of ships?	It is expected that the governing bodies of the CS would have less than 50% representation from combined shipowners, shipbuilders, and others engaged commercially in the manufacture, equipping, repair or operation of ships, and that the CS would not hold shareholdings of 50% or more in any such entities.
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
<p>a. Provide details of your CS's governance structure, including its Board of Directors, Governing Council, Supervisory Board or equivalent, its structure of shareholdings or equivalent, and the names and occupations of the Board of Directors, Governing Council, Supervisory Board or similar body. Please also specify any special veto or other participation rights held by any shareholder or other similar party.</p> <p>b. Do you hold any shareholdings in entities that are shipowners, shipbuilders or other entities engaged commercially in the manufacture, equipping, repair or operation of ships?</p>		
c. Any other relevant information		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		

9.2	Does the CS have statements within its operational procedures that state that surveyors or other employees of the CS shall not carry out classification or statutory work (or participate in the decision making related thereto) if that surveyor or employee has business, personal or family links to the client?	
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<b>Documents and information to submit</b>	<b>Yes</b>	<b>No</b>
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<p>a. Provide a copy of the statements within your CS's operational procedures that state that surveyors or other employees of your CS shall not carry out classification or statutory work (or participate in the decision making related thereto) if that surveyor or employee has business, personal or family links to the client?</p> <p>Note: If no such statement exists, it is recommended that this be added to your operational procedures.</p>		
<p>b. If no such statement exists, explain how your CS ensures that there is no conflict of interest in this regard.</p>		
<p>c. Any other relevant information</p>		

<b>IACS USE ONLY</b>		
Is this review item met by the Applicant?		
If not, is the CS's current position and/or commitment to change sufficient?		



### C3 MEMBERSHIP APPLICATION ASSESSMENT

1 Refer to the *Charter, Annex 1, 1.1.*

#### C3.1 REVIEW PANEL PROCEDURE FOR MEMBERSHIP APPLICATIONS - PANEL AND COUNCIL

##### C3.1.1 Review Panel

IACS Charter, Annex 1	Review Panel Procedure
<p><b>1.1 (d)</b> A Review Panel shall be appointed by the IACS Council to assist with the review of applications for membership. The Review Panel shall be assisted by the IACS Permanent Secretary and Quality Secretary. The Review Panel shall be composed of three IACS Council members with one IACS Council member being replaced each year so that any IACS Council member remains on the Review Panel for a maximum period of three years.</p>	<p>The composition of the Review Panel shall follow the rotation of the Chair of Council.</p> <p>The current (December 2009) rotation of the IACS Chair is GL, NK, RS, LR, RINA, BV, ABS, CCS, DNV, KR.</p> <p>The Review Panel shall comprise RS, LR and RINA until 30 June 2010; then for the following Council year LR, RINA and BV, etc.</p> <p>The Review Panel shall be notified by the Chairman of Council when the full application has been received via the Quality Secretary in accordance with 1.1.(c).</p> <p>The Review Panel members shall decide between themselves who shall act as coordinator.</p> <p>The review of any application which has been referred to the Review Panel shall be completed by the Review Panel as constituted at that time, notwithstanding the changeover due on 1 July each year. Thus two or more</p>

	<p>applications may be being dealt with at the same time but by Review Panels with a different composition.</p>
<p><b>1.1 (c)</b></p> <p>If the interested party is granted Applicant status, it shall then submit to the IACS Council, through the Quality Secretary, an application containing all relevant information, evidence and explanation, with a view to demonstrating that it fulfils the Membership Criteria. The application shall in particular include information responding to each Review Item set out in the document <i>Membership Criteria: Guidance</i><sup>4</sup>. In the event that the Applicant is re-applying for membership after a previous rejection or withdrawal decision, it shall provide evidence of any material changes made since that rejection or withdrawal decision. The Applicant shall bear the costs associated with its application, if any, and shall be required to specifically accept IACS' procedures.</p>	<p>The full Council will have already agreed that the applicant is a 'Classification Society' as defined in the <i>Charter, Annex 4</i>.</p> <p>The Quality Secretary is to forward the application material to Council, without making any assessment of its content, save to confirm to the Review Panel that the non-confidential summary (1.1 (e)) is accurate.</p> <p>On receipt, the Chairman of Council is to appoint the Review Panel.</p>
<p><b>1.1 (e)</b></p> <p>If the Applicant considers any of the information in its application to be confidential, it should advise the Review Panel in writing and provide a non-confidential summary to the</p>	

<sup>4</sup> Part (C2.1) of these IACS Procedures which are published on the IACS website

<p>Quality Secretary, together with the full confidential version of the application. In order to verify the accuracy of the non-confidential summary provided by the Applicant, the Quality Secretary only shall, upon signature of an appropriate confidentiality agreement with the Applicant, have access to the full confidential version of the application. The application shall then be considered in its non-confidential form.</p>	
<p><b>1.1 (f)</b></p> <p>The Review Panel is to review the application and, if it finds that any relevant information, evidence or explanation needed to make a determination on the application is missing, it may ask the Applicant to provide the missing element within a reasonable deadline set by the Review Panel.</p>	<p>The Review Panel is to review the application in accordance with the Guidelines and associated procedures and, if it finds that any relevant information, evidence or explanation needed to make a determination on the application is missing, it may ask the Applicant to provide the missing element within a reasonable deadline.</p>
<p><b>1.1 (g)</b></p> <p>Within 6 months of receipt of the application, the Review Panel shall assess whether the Applicant complies with the Membership Criteria and draw up its recommendation to the IACS Council. This recommendation, including the reasoning for it, will be communicated to the Applicant at the same time as it is communicated to the IACS Council.</p>	<p>The Review Panel shall prepare a fully documented assessment report which shall be attached to its recommendation to Council. It shall specify for each item in the Guidance the results of its review and how it has been taken into consideration in the overall assessment.</p> <p>The coordinator of the Review Panel shall submit its recommendation to Council, with a copy to the Applicant.</p>

### C3.1.2 Summary of Review Panel's assessment

- 1 The Review Panel should summarise its assessment of the application in the form given in *Annex, F3*
- 2 The completed form is to be kept **strictly private and confidential**.

### C3.1.3 Council

<b>IACS Charter, Annex 1</b>	<b>Council Procedure</b>
<p><b>1.1 (h)</b></p> <p>Upon receipt of the Review Panel's recommendation and its file of information provided by the Applicant, the IACS Council shall inform the Applicant that it is entitled to a hearing by the IACS Council before the IACS Council takes its decision. The IACS Council is to determine whether the documentation is complete and may ask the Applicant to provide further information within a reasonable deadline set by the IACS Council.</p>	<p>Upon receipt of the Review Panel's recommendation and its file of information provided by the Applicant, the Chairman of Council shall inform the Applicant that it is entitled to a hearing by the IACS Council before the IACS Council takes its decision.</p> <p>It is preferable that any hearing takes place at a regularly scheduled Council meeting, but in order to meet the 3 months deadline set in 1.1 (j), it may be necessary to convene a special meeting for the purpose, the costs of which shall be borne by the Applicant in accordance with 1.1.(c). [<i>Reference: cost document to be posted on the IACS website</i>]</p> <p>The hearing can be deferred by explicit mutual agreement between the parties so that it can take place at the next scheduled IACS Council meeting.</p>
<p><b>1.1 (i)</b></p> <p>Within 3 months of receipt of the</p>	<p>The Council is to consider the application by correspondence and may make a decision either by</p>

<p>Review Panel's recommendation, the IACS Council is to decide whether to accept or reject the application. The IACS Council may reject an application on the basis that the Applicant does not satisfy the Membership Criteria and/or that the Applicant has failed to provide sufficient evidence within the reasonable deadline laid down by the IACS Council to demonstrate that it satisfies the Membership Criteria. The Applicant is to be promptly notified of the IACS Council's decision and reasoning in writing.</p>	<p>correspondence or by meeting as thought fit.</p> <p>The Permanent Secretary is promptly to draft the communication to the Applicant for approval by Council on a short deadline and send it in the name of the Chairman of Council to the Applicant.</p> <p>Council must provide reasons with the decision.</p> <p>Unless the Applicant states otherwise, their application, as well as the fact that they have applied for membership, must remain confidential.</p>
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## D MEMBERSHIP CRITERIA - CONTINUED VERIFICATION

### D1 PROCEDURES FOR PERIODICAL VERIFICATION OF IACS MEMBERS' COMPLIANCE WITH THE MEMBERSHIP CRITERIA

1 The criteria for membership of IACS are given in the *Charter, 3.1*. Refer also to the *Charter, Annex 1, 1.2*.

#### D1.1 Quality Secretary and Council

IACS Charter, Annex 1	Procedure
<p><b>1.2 Verification Process</b> IACS shall verify all IACS Members' compliance with the Membership Criteria on a concurrent basis once every three years (the "Periodic Review Date")<sup>5</sup>.</p> <p>For any new IACS Member, the first periodic review shall be the first Periodic Review Date immediately following its admission to membership, unless the Date is less than 6 months from the date of the new IACS Member's admission to IACS.</p>	
<p><b>1.2 (b)</b> On the occasion of its first periodic verification, each IACS Member is to submit to the IACS Council, through the Quality Secretary, a compliance statement containing all relevant information, evidence and explanation, with a view to demonstrating that it fulfils the Membership Criteria. The</p>	<p>The Quality Secretary is to notify the member that the information has been received and then to verify that the compliance statement contains all relevant information, evidence and explanation, with a view to demonstrating that it fulfils the Membership Criteria. Reference is to be made to <i>Membership Application</i></p>

<sup>5</sup> The first Periodic Review Date shall commence no later than 1 January 2011 and be finalised by 1 July 2011.

<p>compliance statement shall in particular include information responding to each Review Item set out in the document <i>Membership Criteria: Guidance (C2.1)</i>.</p> <p><b>1.2 (c)</b> For subsequent periodic reviews, a statement of any changes that have occurred in relation to the Membership Criteria since the last periodic review will be sufficient.</p>	<p><i>Procedure (C2.2)</i>.</p> <p>If complete, the Quality Secretary is to forward to the Chairman of Council for Council review.</p> <p>If incomplete, the Quality Secretary is to request the member to provide the outstanding application material.</p>
<p><b>1.2 (d)</b> If the IACS Member considers that any of the information in its compliance statement is confidential, it should so advise the IACS Council in writing and provide a non-confidential summary to the Quality Secretary, together with the full confidential version of the compliance statement. In order to verify the accuracy of the non-confidential summary provided by the IACS Member, the Quality Secretary only shall, upon signature of an appropriate confidentiality agreement with the IACS Member, have access to the full confidential version of the compliance statement. The compliance statement shall then be considered by the IACS Council in its non-confidential form.</p>	<p>The Quality Secretary is to advise Council that the non-confidential compliance statement has been verified against the full confidential version.</p>

<p><b>1.2 (e)</b> The IACS Council is to review the compliance statement and, if it finds that any relevant information, evidence or explanation needed to make a determination of continuing compliance is missing, it shall ask the IACS Member to provide the missing element within a reasonable deadline set by the IACS Council.</p>	
<p><b>1.2 (f)</b> Each IACS Member has the right to a hearing by the IACS Council before the IACS Council takes its decision.</p>	<p>The IACS member is to request a hearing in front of Council in writing to the Chairman of Council.</p>
<p><b>1.2 (g)</b> Once the IACS Council is satisfied that it has received all relevant information from the IACS Member, it shall so inform the IACS Member and within 3 months therefrom the IACS Council is to decide whether to:</p> <ul style="list-style-type: none"> <li>• confirm continued membership, or</li> <li>• initiate the suspension process in accordance with the procedure laid down in the IACS Charter, Annex 1, Section 1.3.</li> </ul>	<p>The Chairman of Council is to advise the Member in writing that all relevant information has been received.</p> <p>In the event that a vote is required to be taken, the normal voting rules of Council apply; that is, three-quarter majority of Members entitled to vote.</p>
<p><b>1.2 (h)</b> The IACS Member is to be notified of the IACS Council's decision in writing.</p>	<p>The IACS Member is to be advised in writing of the Council's decision by the Chairman of Council. This to be within 3 months of the date that the Chairman</p>

	of Council advised the Member that all relevant information had been received.
<p><b>1.2</b> (last paragraph)</p> <p>Each IACS Member is required to report to the IACS Council immediately that it ceases to have a valid QSCS certificate as required by Membership Criterion (x) in the IACS Charter. In such a case, the IACS Council is to initiate the verification process immediately to assess whether Membership Criterion (x) is fulfilled. Where the IACS Council determines that the IACS Member does not comply with Criterion (x), it shall immediately initiate the suspension process laid in the IACS Charter, Annex 1, Section 1.3.</p>	

## **D2 PROCEDURES REGARDING SUSPENSION AND WITHDRAWAL OF IACS MEMBERSHIP**

1 Refer to the *Charter, Annex 1, 1.3*.

2 Refer also to the *Charter, Section 3.6(a)*, which sets out the obligations of IACS Members to contribute to IACS on an equal financial basis with other IACS Members. The dues payable by IACS Members shall be calculated by the Permanent Secretary, and notices of the dues payable, "payment notices", shall be issued to each Member by courier and electronically as they arise. If an IACS Member shall fail to pay the dues payable by it in full within 30 days of the Permanent Secretary issuing a payment notice, the Permanent Secretary shall send a payment reminder forthwith by courier and electronically, requiring payment in full by the Member in question within 60 days of the date of the payment reminder. If the Member shall fail to comply fully with the payment reminder, the IACS Council shall initiate the suspension and withdrawal process in accordance with the *Charter, Annex 1, 1.3* and the procedures set out therein shall apply *mutatis mutandis*. The rights to appeal in the *Charter, Annex 1, 1.5* shall apply in the same way as with any other suspension or withdrawal decision.

## **E INDEPENDENT APPEALS PROCESS**

1 Refer to the *Charter, Annex 1, 1.5* regarding the Independent Appeals Process and the *Charter, Annex 2, Appeal Board Rules of Procedure*, in relation to IACS Council decisions to reject, suspend or withdraw membership.

### **E1 INDEPENDENT APPEAL BOARD**

1 The Appeal Board will be called the "IACS Independent Appeal Board" with acronym "IAB".

2 Contact details are given in the 'form letter' referenced below.

#### **E1.1 STANDARD FORM COVER LETTER FOR A NOTICE OF APPEAL**

1 A standard form cover letter for a notice of appeal is given in Annex, *F4*.

## F ANNEX

### F1 STANDARD FORM LETTER REGARDING 'CLASSIFICATION SOCIETY' STATUS

To: Permanent Secretary  
International Association of Classification Societies

From: [*Name of Interested Organisation*]

Your ref: [xxxxxxx]

Date: [xx/xx/xxxx]

**Subject: Application for confirmation of Classification Society status**

The [*interested organization*] requests the IACS Permanent Secretary to review the attached documentation which is intended to demonstrate that [*interested organization*] is a Classification Society as defined in Annex 4 to the IACS Charter.

Please find attached for your review documentation confirming compliance with items (i) to (v) of the definition of a Classification Society.

It is understood that this initial confirmation process will be completed within 4 months from the initial submission of documentation. We accept that our application will be considered by IACS on the basis of the information submitted and any further information requested by IACS and provided in accordance with a reasonable timetable set by IACS

If compliance with the definition of a Classification Society is satisfactorily confirmed by IACS, the [*name of Interested Organization*] wishes to:

i) participate in the IACS Technical Contributions Forum: [Yes/No]

ii) apply for Membership in IACS by submitting to the IACS Quality Secretary documentation for compliance with the Membership Criteria in the IACS Charter, including information responding to each Review Item in the Membership Application Procedure published on the IACS website ([www.iacs.org.uk](http://www.iacs.org.uk)) (in Volume 2 of the IACS Procedures): [Yes, No]

The [*name of interested organization*] agrees to bear the costs associated with this application, if any, and accepts the Charter and the Procedures of IACS, including the application and appeal procedures.

If further information is required, or it is deemed necessary, please contact the designated person below.

[Name of Designated Person]

[Position of Designated Person]

Contact details:

Telephone Number:

Email Number

Telefax number:

\*\*\*\*\*

## **F1.1 STANDARD FORM LETTER INFORMING AN INTERESTED PARTY THAT IT MEETS THE DEFINITION OF 'CLASSIFICATION SOCIETY'**

To: [name of **Applicant** Class Society]

From: Permanent Secretary  
International Association of Classification Societies

Your ref: [xxxxxxx]

Date: [xx/xx/xxxx]

**Subject: Application for confirmation of Classification Society status**

Further to your request that IACS reviews the documentation you provided on dd/mmm/yyyy to demonstrate that [interested organization] is a Classification Society as defined in Annex 4 to the IACS Charter, I am pleased to confirm that the IACS Council has decided that, on the basis of our initial review of the information provided, [interested organisation] satisfies the criteria in that definition (the "CS Status Decision") and accordingly has Applicant status.

[Interested organisation] may now submit an application for membership of IACS containing all the necessary information, evidence and explanation with a view to demonstrating that it fulfils the IACS Membership Criteria set out in the IACS Charter. Particular reference is made to the documents Membership Application Procedure and Standard Form Letter for Membership Application, which are published on the IACS website.

Please note that the CS Status Decision is based on an assessment which is preliminary in nature and the same criteria may be reviewed again as part of the membership application process. All information provided in support of [interested organisation's] application for membership will be

reviewed in the context of that application on the basis of the applicable [IACS Membership] Criteria and Procedures and independently of any previous communication between IACS and [interested organisation], including the preliminary assessment leading to the CS Status Decision.

The CS Status Decision does not imply, and should not be considered as implying, satisfaction of all or any part of the IACS Membership Criteria. IACS and IACS Ltd do not make or give any representation or warranty as to whether [interested organisation] meets any or all of the IACS Membership Criteria or satisfies any or all of the individual review items set out in the document Membership Application Procedure and the CS Status Decision should not be relied upon as such. IACS, the IACS Permanent Secretariat, IACS' Members and any person involved in the review of [interested organisation's] application for membership accept no liability to any party howsoever for any difference between the CS Status Decision and any subsequent decision(s) relating to its eligibility for membership of IACS.

\*\*\*\*\*

## **F2 STANDARD FORM LETTER FOR MEMBERSHIP APPLICATION**

To: Quality Secretary  
International Association of Classification Societies

From: [*name of Applicant Class Society*]

Your ref: [xxxxxxx]

Date: [xx/xx/xxxx]

**Subject: Application for Membership of the International Association of Classification Societies**

Further to IACS' confirmation that it is a Classification Society, dated [ ], the [*name of applicant classification society*] requests IACS to review the attached documentation and confirm that [*name of applicant classification society*] is eligible for membership of IACS in accordance with the membership criteria.

*[the applicant should indicate if any of the information submitted is confidential. If any of the information is confidential, a non-confidential summary should be attached, with a statement by the applicant confirming that the summary is complete and accurate].*

The [*name of applicant classification society*] agrees to bear IACS' costs associated with this application, if any, and accepts the Charter and Procedures of IACS, including those relating to membership applications and appeals.

It is understood that [*name of applicant classification society*] will receive a response within 9 months of receipt of this application. We accept that our application will be considered by IACS on the basis of the information submitted and any further information requested by IACS and provided by [*name of applicant classification society*] in accordance with a reasonable timetable set by IACS.

[*name of the applicant classification society*] also requests that this application be treated as a request to become a member of IACS Ltd.

If IACS requires any clarifications or further information, or if IACS considers that a meeting would be desirable, please contact the designated person below.

[*Name of Designated Person*]  
 [*Position of Designated Person*]

Contact details:  
 Telephone Number:  
 Email Number  
 Telefax number:

\*\*\*\*\*

### F3 SUMMARY OF REVIEW PANEL'S ASSESSMENT OF APPLICATION FOR IACS MEMBERSHIP

#### I. General Information:

Applicant Classification Society (CS)	
Composition of IACS Review Panel	
Date of application for Applicant status	
Date of confirmation of Applicant status	
Date of receipt of complete membership application	
Date of completion of assessment and recommendation to Council	
Overall recommendation to Council	
Deadline for Council's decision on the	

Review Panel's recommendation	
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**II. Assessment of Review Items that must always be satisfied by the Applicant:**

Item	Review Items	Met	Not met	Review Panel's Comments
1.1	Rules and survey procedures			
8.1	Register of Ships published in electronic form			
9.1	CS governance			
10.1	Valid QSCS certificate			

**III. Assessment of Other Review Items:**

Item	Met in full	Not met, but acceptable	Not met, committed to change	Not met	Review Panel's Comments	Overall: Met	Overall: Not met
<b>Membership Criterion 1</b>							
1.2							
1.3							
1.4							
1.5							
1.6							
<b>Membership Criterion 2</b>							
2.1							
2.2							
2.3							
2.4							
<b>Membership Criterion 3</b>							
3.1							
3.2							
<b>Membership Criterion 4</b>							
4.1							
4.2							
4.3							
<b>Membership Criterion 5</b>							
5.1							

5.2							
5.3							

Item	Met in full	Not met, but acceptable	Not met, committed to change	Not met	Review Panel's Comments	Overall: Met	Overall: Not met
<b>Membership Criterion 6</b>							
6.1							
6.2							
<b>Membership Criterion 7</b> <i>To be assessed during the first three years of membership</i>							
7.1							
<b>Membership Criterion 9</b>							
9.2							

<b>REVIEW PANEL'S RECOMMENDATION TO COUNCIL</b> [Including reasons for the overall recommendation]	
Signed	Date

#### **F4 STANDARD FORM COVER LETTER FOR A NOTICE OF APPEAL**

To: The Independent Appeal Board  
International Association of Classification Societies  
36 Broadway  
London SW1H 0BH  
United Kingdom  
email: [iab@iacs.org.uk](mailto:iab@iacs.org.uk)

Cc: The Permanent Secretary  
International Association of Classification Societies  
36 Broadway  
London SW1H 0BH  
United Kingdom  
email: [permsec@iacs.org.uk](mailto:permsec@iacs.org.uk)

From: [Name and address of the Appellant]

Date:

#### **Subject: Submission of Notice of Appeal**

[*Name of the Appellant*] encloses a Notice of Appeal in accordance with the Independent Appeal Board (IAB) Rules of Procedure (Annex 2 to the Charter of IACS).

[*Name of the Appellant*] accepts the appeal procedures contained in the Charter and Procedures of IACS and agrees that none of the members of the IAB, individually or collectively, nor the Secretary of the IAB or any other person that has been appointed to perform the functions of Secretary of the IAB, shall be liable to any party howsoever for any act or omission in connection with any appeal conducted by reference to the Charter and Procedures of IACS, save where the act or omission is shown by that party to constitute conscious and deliberate wrongdoing committed by the body or person alleged to be liable by that party.

[*The Appellant should indicate if any of the information submitted with the Notice of Appeal should be treated as confidential with regards to IACS, its members and any third parties. The terms of confidentiality will be at the discretion of the IAB.*]

Concurrently with sending the Notice of Appeal, the Appellant has made a payment of GBP [*GBP 25,000 for appealing decisions bound to membership refusal or withdrawal, or GBP 10,000 for appealing other decisions, as applicable*] to account number XXXXXX held by XXXXXX Bank, as a deposit pending any orders made by the IAB as

to payment of costs and expenses of the Appeal Board, in accordance with Rule 12 of the IAB Rules of Procedure (Annex 2 to the IACS Charter). Proof of payment is enclosed with this letter.

Signed

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
For and on behalf of [*Name of the Appellant*]:  
Encs.

\*\*\*\*\*

## APPENDIX

This volume incorporates documents that were posted separately on the IACS website in November 2009 as follows:

- C1.1 MB/3.0 (EA/4.0) GUIDANCE ON DOCUMENTATION REQUIRED TO ESTABLISH THAT AN ORGANISATION IS A  
(Add.1, Apr 2010) 'CLASSIFICATION SOCIETY';
- C1.2 MB/3.1 (EA/4.1) REVIEW TO ESTABLISH THAT AN INTERESTED PARTY IS A 'CLASSIFICATION SOCIETY';
- C2.1 MB/1.0 MEMBERSHIP CRITERIA: GUIDANCE;
- C2.2 MB/1.1 MEMBERSHIP APPLICATION PROCEDURE;  
(Add.1, Aug 2010)
- C3.1 MB/4.0 REVIEW PANEL PROCEDURE FOR MEMBERSHIP APPLICATIONS - PANEL AND COUNCIL;
- D1.1 MC/1.0 PROCEDURES FOR PERIODICAL VERIFICATION OF IACS MEMBERS' COMPLIANCE WITH THE  
MEMBERSHIP CRITERIA – QUALITY SECRETARY AND COUNCIL;
- F1 MB/2.0 (EA/3.0) STANDARD FORM LETTER REGARDING 'CLASSIFICATION SOCIETY' STATUS;
- F2 MB/5.0 STANDARD FORM LETTER FOR MEMBERSHIP APPLICATION;
- F3 MB/4.1 SUMMARY OF REVIEW PANEL'S ASSESSMENT OF APPLICATION FOR IACS MEMBERSHIP;
- F4 AC/2.0 STANDARD FORM COVER LETTER FOR A NOTICE OF APPEAL.

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**Addendum 1 - additions**

*Subject no. 9596c*

The request for details regarding ownership and interests added in C1.1.

The standard form letter regarding the granting of 'Applicant' status has been added as F1.1, referenced in new para 9 of C1.2.1.

**Addendum 2 - additions**

*Subject no. 10087\_*

Added to para 6 of C2.2 following initial experience in order to improve the clarity of the record of the application and review:

"The form is to be filled in by the Applicant and updated by the Applicant as far as is necessary to meet any further request for information for the review of their membership application."

Adopted per 10087\_ICb, 20 Aug 2010.

**Addendum 3 - additions**

*Subject no. 10087\_*

In the preamble of Section C, added new paragraphs 4, 5, and 6 for emphasis and clarification in light of the experience of the Review Panel, as reported to the meeting of Council in June 2010 (C61).

**Revision 1 - additions**

*Subject no. 11014\_*

Council 62, December 2010: Amend IACS Procedures Vol 2 to clarify that ACB audits of Applicants are also to be observed by IACS in the same way as those of existing Members and that the Applicant should request the IACS OC to observe the ACB's audits according to the procedure applied to existing Members. Added to preamble of Section C, in paragraph 4.

Council 62, December 2010: Amend IACS Procedures Vol 2 to clarify that applications without a QSCS certificate will be returned direct to the Applicant. Added to preamble of Section C, in paragraph 4.

Council 62, December 2010: Amend IACS Procedures Vol 2 to clarify that the one year bar on re-application after a rejection applies also in the case of a withdrawal of an application in progress. Added to preamble of Section C, in new paragraph 7. Existing para 7 renumbered as 8.

**Revision 2 - addition**

*Subject no. 11065\_*

Supplemental provision to D2, as para 2, concerning IACS Membership dues.

Adopted per 11065\_ICe, 18 May 2011.