

## **PR 6 Procedure for Activity Monitoring of Surveyors, Plan Approval Staff and Auditors/Inspectors**

(Addendum  
Rev.0 to  
PR 6 Rev.4,  
Aug 2020)

The development and spread of Coronavirus COVID-19 and its resultant declaration as a global pandemic by the World Health Organisation (WHO) has led to an unprecedented range of control and response measures being implemented by many Governments and organisations across the world. The cumulative effect of these responses is having a significant impact on the normal operations of ships, potentially impacting on world trade.

In response to requests from the IMO Secretary General, industry stakeholders and several industry associations, for proactive action to ensure disruptions to safe and compliant ship operations are minimised, and individual action by some national Administrations in permitting extensions to validity of statutory certificates, IACS has considered appropriate temporary amendments to relevant procedural requirements in the light of the current COVID-19 force majeure situation.

Having considered the matter carefully, IACS Council have agreed the following amendments to this Procedural Resolution which, provided any associated conditions are met, will supersede the existing text in **PR 6 Rev.4** with effect date of 1 January 2021 and will remain in force until the **31 March 2021**.

In March 2021, the IACS Council will review the prevailing conditions with regard to Covid-19 at that time and, taking into consideration the ongoing control measures in place at that time, assess the ongoing need for this addendum and, if necessary, the duration of any further extension.

## PR 6 Addendum Notice to PR 6

(cont)

For the duration as shown in the validity section below, Paragraph 3.3 & 3.6 in this document overrides that shown in PR 6 Rev.4

### 3.3 Frequency of Activity Monitoring

Activity Monitoring shall be carried out at least once every other calendar year for each field of work for which the individual is qualified. Only one type of survey (see 2.4.2) for a qualified surveyor and one type of audit/inspection (see 2.4.3) for a qualified auditor/MLC inspector need be monitored within the two-year cycle. Failure to complete the Activity Monitoring within the required timeframe will result in the individual not being permitted to carry out any activity in the field of work until the Activity Monitoring is satisfactorily completed.

The individual whose Activity Monitoring is overdue, may be assigned to carry out the next activity job, only if that activity job is monitored.

Control of any exceptions to this should be documented in the society's procedures.

In case of extraordinary circumstances during the COVID-19 pandemic in 2020 beyond the control of the Society, where it will not be possible to carry out the activity monitoring of an individual by the December 2020 due date, an extension until 31 March 2021 may be allowed to complete the activity monitoring provided:

- a) The Society has verified the report of the previous activity monitoring, where available, and has confirmed that any actions required for identified areas of improvement or recommended training have been satisfactorily carried out.
- b) The reporting officer (the Monitor) has confirmed, based on his judgement, that the individual has the competence and capability to satisfactorily perform the work, considering the previous performance of the individual

Where an extension is provided as above, the individual whose monitoring is overdue may be permitted to carry out activity in the field of work during the period of extension and the requirement for monitoring the activity job may be suspended until the end of extension period.

Record of any such extensions granted are to be retained by the Society.

### 3.6 Scope of Activity Monitoring

The scope of the Activity Monitoring shall be sufficient to effectively evaluate the performance of the individual at work. Activity Monitoring may be conducted through, but should not be limited to, reviewing report and certificate accuracy, meeting objectives, received complaints, PSC detention feedback. Plan approval Activity Monitoring may be carried out after completion of plan approval work.

Activity Monitoring is to include, as applicable, but not limited to, an evaluation of the individual's:

- personal safety awareness and adherence to the Society's safety policy;
- professional behaviour and performance;

## PR 6

(cont)

- preparation, execution and follow-up of the activity;
- understanding and application of the relevant requirements;
- technical capabilities, including proper judgement and decision making;
- reporting and communication, both internal and external.

Activity Monitoring may be combined with a vertical contract audit.

In case of extraordinary circumstances during the COVID-19 pandemic in 2020 beyond the control of the Society, Activity Monitoring may be accomplished by remote means.

### **Validity of Notice**

Enter into force date: 1 January 2021

Valid until 31 March 2021

To be reviewed by IACS Council in the beginning of March 2021 to decide whether to further extend the validity or to revoke the notice.

End of Document
--------------------