



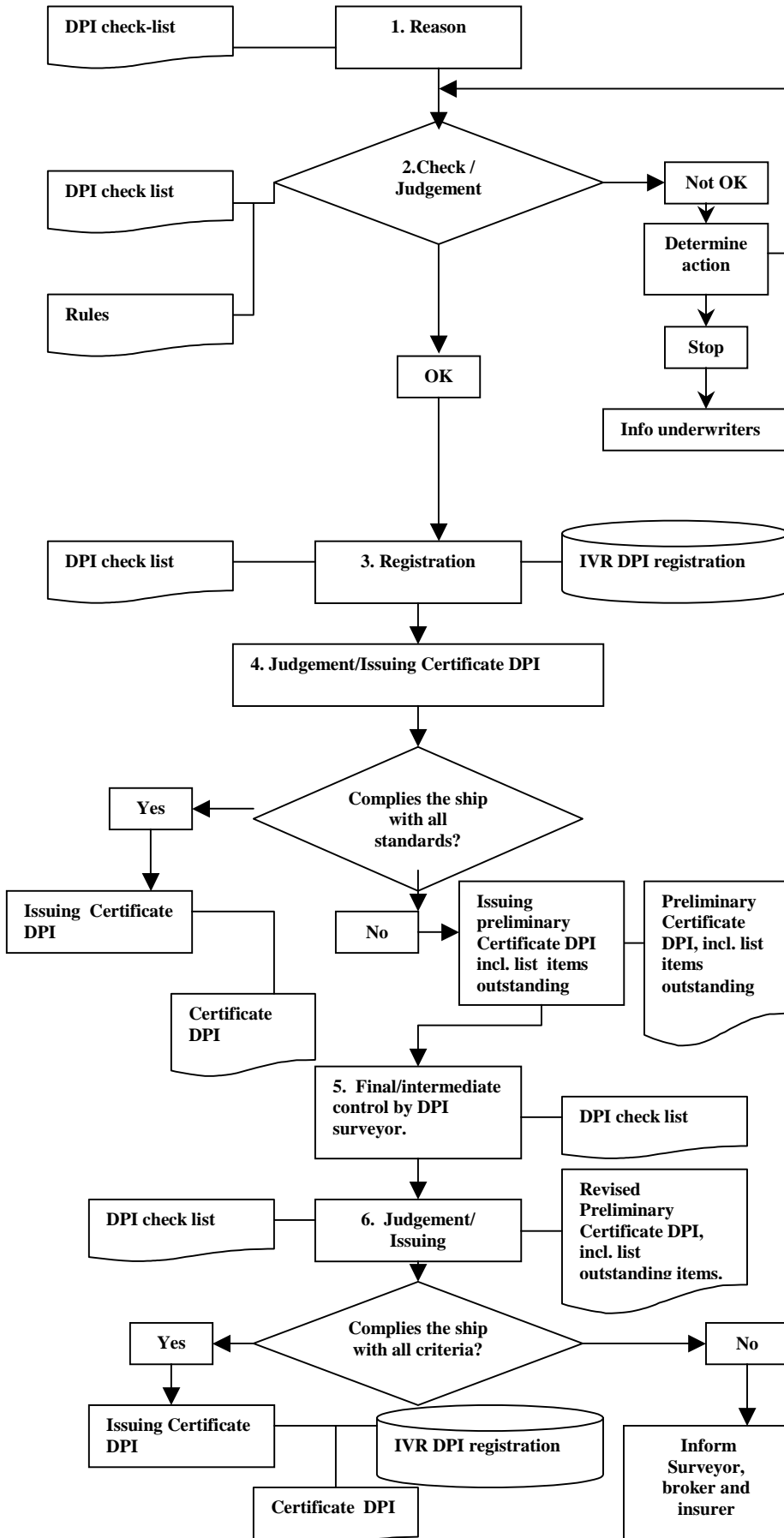
# **IVR/ DPI Manual**

**Controlled edition**

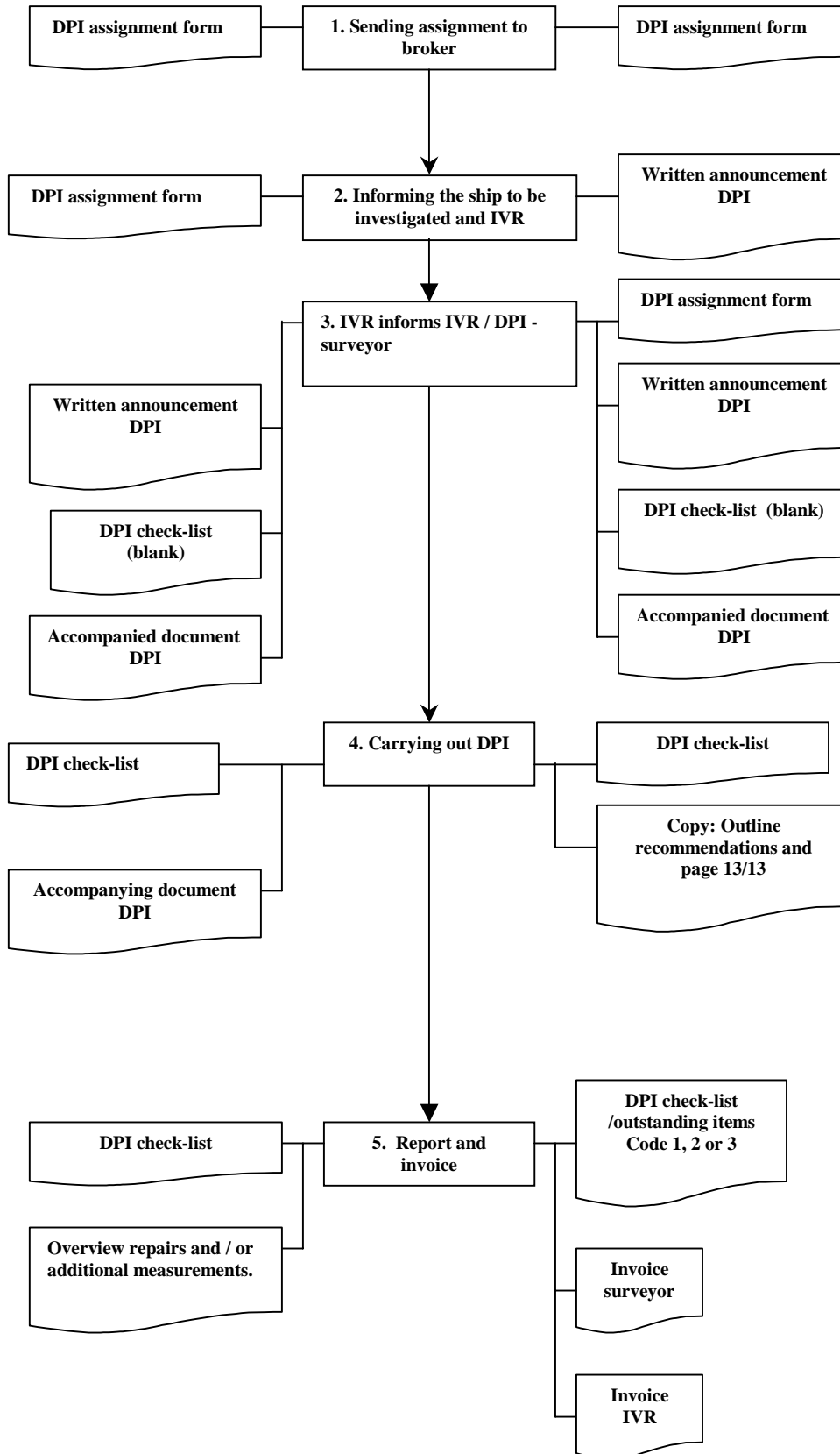
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Cont. 01	Contents	23-07-2004	0	1
<b>PU</b>	<b>Procedure execution</b>			
PU.01	Issue procedure (temporary) Inspection Certificate	22-07-2004	0	1
PU.02	Procedure planning, execution and invoicing DPI	22-07-2004	0	1
<b>OPU</b>	<b>Supporting documents execution procedure</b>			
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OPU.02	Damage Prevention Inspection check list	23-07-2004	3	13
OPU.03	Explanation check list	22-07-2004	0	12
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OPU.05	IVR DPI Rules	22-07-2004	0	5
<b>OPMO</b>	<b>Supporting documents Management and Organisation</b>			
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<b>1. Employee General Secretariat</b>	Receives and handles all received DPI check-lists.
<b>2. Employee Technical Secretariat</b>	Verifies and judges DPI check-list in view of rules and supporting documents. Verifies possible last received report and possible outstanding repairs/supplementations Corresponds with party involved by (alleged) technical or administrative shortcomings Consults, if required, the Technical Secretary After checking the DPI documentation, IVR reserves the right to rectify the prescribed recommendations in consultation with the involved surveyor.
<b>3. Employee Technical Secretariat</b>	Enters data DPI check list in registration system.
<b>4. Employee Technical Secretariat</b>	Judges: check-list and data in registration system. Score results registration system will be compared with score results check-list Informs Technical Secretary in case of (alleged) shortcomings. If complied with <b>all</b> criteria then <b>"Yes"</b> . Draws up Certificate DPI: Sends original to barge owner and underwriter, further copy to: 1x broker, 1x surveyor and 1x IVR). Underwriter (principal) receives copy of DPI print-out registration system. Files documents If no compliance to all criteria then <b>"No"</b>
<b>5. IVR-DP-Surveyor</b>	Draws up preliminary Certificate DPI and lists of outstanding recommendations. Sends original Preliminary Certificate of Survey to underwriter (principal) and barge owner. Sends also copy to broker, surveyor and IVR. Underwriter (principal) receives also copy of DPI print-out registration system. Carries out final or intermediate survey, (Code 1, 2 or 3) collects evidence and/or carries out resurvey. Reports to IVR
<b>6. Employee Technical Secretariat</b>	Enters data in IVR-DPI registration system. Results will be compared with results of the computersystem. Judges whether a rectified (with regard to Code 1, 2 or 3) preliminary or Certificate of DPI can be issued. Draws up (rectified preliminary) Certificate DPI and new outline lists outstanding recommendations. Send rectified original Preliminary Certificate of Survey to insurer (Principal) and barge owner. Also sends copy to broker, surveyor and IVR (files). If complied with all criteria then <b>"Yes"</b> Draws up Certificate DPI. Sends original Certificate of Survey to underwriter (principal) and shipowner. Also sends copy to broker, surveyor and IVR. Files documents If not complied with all criteria within the deadline then <b>"No"</b>
<b>Technical Secretary</b>	Informs DPI-surveyor, broker and underwriter.
<b>Employee Technical Secretariat</b>	Files documents



<b>1. Principal</b>	<ul style="list-style-type: none"> <li>Sends DPI assignment to broker, mentioning DPI surveyor / Inspection company.</li> </ul>
<b>2. Broker</b>	<ul style="list-style-type: none"> <li>Completes the data on the assignment form.</li> <li>Sends DPI the assignment form to IVR Technical Secretary</li> <li>Informs the ship in writing so that a DPI can be held.</li> </ul>
<b>3. Technical Secretariat IVR</b>	<ul style="list-style-type: none"> <li>Informs DP-Surveyor by means of a surveyor instruction form per fax.</li> </ul>
<b>DP-Surveyor</b>	<ul style="list-style-type: none"> <li>Makes an appointment for a DPI</li> </ul>
<b>4. DP-Surveyor</b>	<ul style="list-style-type: none"> <li>Carries out a DPI</li> <li>Takes care of the documentation.</li> <li>Discusses the result. The check-list has to be undersigned by the owner or his representative.</li> <li>Issues a copy of the prescribed recommendations (if found) and page 13 of the DPI check-list to the owner or his representative .</li> <li>Carries out intermediate survey concerning ship's documentation (Code 1, 2 and 3) or carries out a resurvey, if required.</li> <li>Sends the results of the documentation check / resurvey to IVR</li> </ul>
<b>5. DP-surveyor</b>	<ul style="list-style-type: none"> <li>Makes a copy of the DPI check-list / overview of outstanding items and files them.</li> <li>Sends original check-list / overview outstanding items to IVR.</li> <li>IVR reserves the right to collect documents from the IVR/ DPI-surveyor.</li> <li>Encloses an invoice for the DPI, incl. costs for issuing a (preliminary) certificate DPI by IVR. Invoice addressed to the principal (leading underwriter) c/o the broker. <b>(Do not include the check list)</b></li> </ul>
<b>Technical Secretary IVR</b>	<ul style="list-style-type: none"> <li>Draws up invoice and sends this to the concerned surveyor</li> </ul>



## IVR - DPIS

### DAMAGE PREVENTION INSPECTION

#### Explanation to check-list for IVR/DPI Surveyor

## 1. What is a Damage Prevention Inspection (DPIS)?

A DPIS order is issued by a hull underwriter (inland vessels) in cooperation with the surveyor and broker.

The equipment of mechanical installations and the general safety on board of an inland vessel will be examined by the DPI-Surveyor.

- A Inspection is conducted to determine the presence and functionality of the required alarms and safety devices
- The surveyor will judge the maintenance of the installation/engines in relation to running hours or based on conditions (Inspection reports).

## 2. Aim:

- At the request of underwriters, IVR has developed a damage prevention Inspection on inland vessels. DPIS is an effort to reduce damage risks, what can lead to a reduction of damage claims. By introducing DPIS, the insurance companies hope to optimize their risk management.
- The DPIS is complementary to the mandatory Inspections of the classification bureaus and Shipping Surveyorates/IVW-DS/SUK.
  - With a DPIS, the underwriters and inland ship owners gain a better insight into maintenance planning management and realisation concerning the equipment installations on board of inland vessels.
- Compliance with the DPIS criteria, can lead to support to the barge owners and will result in an improvement of maintenance management of the shipping company.

### 3. Scope:

As mentioned above, the DPIS is mainly applicable to mechanical installations and safety in general.

Mechanical installations:

- lifting mechanism of wheel houses
- automatic steering control and desk
- steering gear
- main engines
- auxiliary engines
- pump engines
- alarm installations
- propeller shafts and seals
- bow thruster unit

Safety in general: Generally, the fire detecting systems and other preventive matters such as bilge alarms in engine rooms, general alarm, equipment of fuel tanks etc., will be Inspected.

## 4. The DPIS design:

### 4.1 Check-list:

The DPIS is conducted by means of a check-list of which the investigation “items” are grouped in accordance to the subject, as mentioned before (lifting mechanism of wheel houses , automatic steering control, ...).

### 4.2 Score system:

- DPIS is based on a score system. Each investigated “item” on the check-list has a maximum score, being determined in relation to the importance of the “item”.
- The maximum score is granted when the “item” meets the requirement. When it does not meet the requirements, the score “0” is granted.

This score system avoids incorrect interpretation of the surveyor. Equipment meets or does not meet the requirements. It is “yes” or “no”; it is “no score” or “gain the score”; a partial score is not possible. In this way interpretation disputes about “partial scores” with the captain/owner are avoided.

- There are also optional “items”. This concerns “items”, which do not necessarily have to meet the requirements, however an optional score is granted when this “item” does meet the requirements. The optional scores will raise the final score. Herewith a direct visible higher score than the minimum is detected and the barge owner is rewarded for the investments.

- Per group “items” the total score of the individual scores must comply with the minimum.



### 4.3 Recommendations:

The owner has the opportunity to fulfill the recommendations about the non-complying items within the prescribed period of time and to collect all necessary documents which prove that certain matters have been solved. These documents will be sent to the IVR/DPI-Surveyor.

The prescribed repair times are assessed per “item”.  
For each “item” a code is given:

“**Code 1**” stands for repair/installation of recommendations within 3 months, because of immediate danger for safety/damage.

“**Code 2**” stands for repair/installation of recommendations within 12 months, because the failing can be of influence to the safety and/or can cause damage on short time.

“**Code 3**” stands for repair/installation before the next Inspection, because the shortage has less consequence for the safety and/or development of damage.

### 4.4 (Preliminary) Certificate of Damage Prevention Inspection:

When the vessel does not meet all the required criteria, a “**Preliminary Certificate of Damage Prevention Inspection**” is issued by IVR with enclosed summary of the recommendations.

When the vessel meets all required criteria, a “**Certificate of Damage Prevention Inspection**” is issued by IVR, which has a validity of 2½ years, counted from the date of the first Inspection.

The DPIS check-list will be verified by the IVR. Corrections of the check-list will be realised by the IVR in consultation with the surveyor. The DPIS-Certificates are issued by the IVR.

#### 4.5 Re-Inspection:

Depending on the importance of the recommendations, the surveyor decides about the necessity of a re-Inspection. In some cases it is allowed that the owner/captain sends evidence (for example invoices and repair reports) to the surveyor. The surveyors will check if the vessel meets all the criteria and will send the DPIS check-list including all necessary documents to the IVR.

#### 4.6 Feasibility:

Upon drawing up the check-list, a lot of attention is given to the fairness and feasibility of the Inspection. Close attention is given to avoid unnecessary criteria.

Sources are:

- Know-how and experiences of surveyors (IVR-Think tank) who found deficiencies during Inspections on board of inland vessels, not immediately belonging to the Inspection scope of IVW-DS and Classification Societies: especially maintenance items.
  - Results of ERS analyses.
  - Specific reports of the Board of Transport Safety
- After working out of the check-list by the IVR-Think tank (IVR Surveyors), meetings were held by means of working groups together with several suppliers/manufacturers in order to judge the criteria. The theory was tested by practical experience by means of a “Pilot project”, with the cooperation of some twenty vessels.

All demanded requirements are based on practical experience, of which is proven, that if one does not meet the criteria, a risk to (severe) damage is present. Compliance with the DPIS-criteria is definitely in the interest of the barge owner.

**Manual:**

The check-list exists of 13 pages.

Page 1 and 2:

These pages contain general data, which must be filled in with regard to ship, owner, surveyor.... and the engine installations.

Page 3 - 9:

These pages contain the check-list of different items to be investigated with award scores. An example:

Page 5

7.	MAIN ENGINES	n/a					
7.1	General		Fac.	Score	Max. Score	Code	
7.1.1	Have torsional calculations been made and evidenced of after changes in the propulsion unit(s) (for example engine and gear box)?			100	100	2	Not applicable when ship sails for 5 years without problems, than grant score. Remarks
7.1.2	Have torsional calculations been made and evidenced of after changes in the propulsion unit(s) (for example propeller and nozzle)?	X	20	0	20		Not applicable when ship sails for 5 years without problems

7.1.3	Is the maintenance management for the main engines according to regulations of manufacturer or a maintenance system based on condition including intermediate Inspection/checks (to be evidenced) manufacturer /supplier.			100	100	1	
7.1.4	Check-/ Inspection report of flexible coupling(s) (engine gear box and/or reversing gear box propeller shaft)?			0	40	1	Check by manufacturer or supplier to be made part of maintenance contract.
7.1.5	Has small maintenance work on board evidently been carried out?			50	50	1	For example renewal of lube oil and fuel filters, changing of lube oil etc.
7.1.6	Flexible mountings: Alignment of the engine evidently yearly checked by manufacturer/ installer?	X		40	40	1	If not applicable fill in cell space "n/a" but do award score.
7.1.7	Have the main engine(s) evidently been submitted to a lube oil analysis system?			40	40	1	
7.1.8	Has cooling water treatment evidently been applied for the main engines?			0	40	1	Toolkit evidently been used
7.1.9	Running hours counter(s) for actual running hours present?			40	40	1	
	<b>Total score</b>		<b>20</b>	<b>370</b>	<b>470</b>		
	<b>Minimum score required :</b>				<b>450</b>		

**First column** : "item"-number

**Second column** : "item" to be investigated

**Third column** : **n/a** : If the “item” is not applicable, than this column has to be marked. Attention: in such a case the maximum score has to be filled in column 5 when it is a compulsory “item”. When it is an optional “item” (see further), score “0” has filled in, in column 5.

**Fourth column** : **optional**: this concerns a compulsory “item”. However, in case it does comply, the score is to be awarded and must filled in, in column 5.

**Fifth column** : **score**:  
Fill in this column with the following:

**For the “obligated” items:**

- “0” when **not** complied with an obligated “item” or
- “ maximum score” from column 6 when complied with the obliged item.
- when **n/a**, (to be filled in), than score granted (in this case not part of damage risk).
- When complete cluster is **n/a**, (to be filled in) For this cluster, the “Min. score demanded” is to be awarded. (no part of damage risk)

**For the “optional” items:**

- “optional score” from column 4 to be granted when the optional “item” fulfilled.
- “optional score” from column 4 not granted when the optional “item” is **not** fulfilled.
- When **n/a**, then no score is granted !!

Beneath the cell “total score”, the total has to be filled in and compared with the minimum demanded score.

**Sixth column : Maximum Score**

These scores are determined in advance and must be filled in in column 5 when the demanded “item” is fulfilled.

**Seventh column : Code**

This coding indicates the maximum period for repair/installation of a recommendation of a required “item”. The definition can be found on page 10,11,12.

**Eighth column : Remarks**

This column gives explanations as a guideline for the surveyor. The surveyor must not make remarks in this column. A number of “items” require to submit concrete evidence such as: invoice / working report / log book / analysis report etc.

Page 10:

Under paragraph 14 the “item” numbers including description of **Code no. 1** are listed (recommendation to be carried out/solved within 3 months) which have not been fulfilled.

Page 11.

Under paragraph 14 the “item”-numbers including description of **Code no. 2** are listed (recommendation to be carried out/solved within 12 months) which have not been fulfilled.

### Page 12

Under paragraph 14 the “item”-numbers including description of **Code no. 3** are listed (recommendation to be carried out/solved within 2.5 years) which have not been fulfilled.

### Page 13

**14.2 Re-Inspection:** For re-Inspection a new appropriate document will be used. This must be additional to the former DPI check-list.

The surveyor decides if a re-Inspection is necessary/required. He determines the ultimate date of this re-Inspection in consultation with the captain/owner and mentions this in paragraph 14.2.2.

Item no. 16

The owner or captain who is present at the Inspection is asked to co-sign the DPI checklist. Doing this, he agrees with the findings.

It is of great importance that the IVR DPI-Surveyor explains a few things why these items are part of the DPI check-list, with regard to damage prevention and safety.

**“The next Inspection has to be carried out before (date) .....”**

Here the following has to be filled in:

- the deadline date of the re-Inspection;
- or, when no re-Inspection is necessary, 2.5 years must be counted from the first DPI-Inspection date.

### Documents procedure:

The DPI check list, which is filled in during the DPI-Inspection, must **not** be handed over to the owner/captain. The captain/owner receives a copy of the following documents from the IVR/DPI-Surveyor:

- pages with recommendations (paragraph 14)
- page 13 which is co-signed by him.

These documents must be filled in on board. The original document will be sent to IVR. A copy of this document remains in the file of the surveyor.

The captain/owner receives a (Preliminary) Certificate of Inspection alternatively with recommendations. *When an intermediate Inspection on outstanding items (documents or re-Inspection) is carried out by the surveyor, the result of the Inspection will be sent to the IVR who will check and register these data. An intermediate Preliminary Certificate of Inspection will be sent to the parties concerned after three or twelve months.*

### Covering document captain/owner:

In order to increase the success and the efficiency of DPI, the surveyor must make sure that the captain/owner is in possession of the DPI covering document and the DPI check-list: minimal 2 weeks before the Inspection.

The DPI covering document gives the captain/owner the opportunity to prepare for the DPI-Inspection. During the DPI, a number of documents, such as invoices, working/repair reports, analysis reports, torsional vibration calculations have to be shown. These documents must be collected by the captain/owner.





**Title : Manual DPI**

Chapter : OPU.04  
Revision : 0  
Page : 1 of 4  
Date : 22-07-2004  
Status : Approved

**IVR-DPI**

**Item: Accompanying document DPI**

## **ACCOMPANYING LETTER FOR OWNER/CAPTAIN**

### **ACCOMPANYING LETTER AS PREPARATION FOR THE DAMAGE PREVENTION INSPECTION (DPI) .**

We herewith wish to inform you about the Damage Prevention Inspection (DPI) aboard your ship. At request of underwriters a Damage Prevention Inspection has to be carried out on board of vessel ..... not later than .....

An authorized IVR-DP-Surveyor will contact you to fix a date for the Inspection. The Inspection takes approximately three to four hours.

Enclosed you find a copy of the DPI check-list, which will be used for the Inspection. The check-list and findings will afterwards be discussed by the surveyor and captain/owner.

In order to ensure an efficient and smooth proceeding of the Inspection, you are kindly requested to study the check-list beforehand and to make sure that all necessary documents/proof of the prescribed items concerning the technical installations and facilities are present on board.

Questions marked with (\*) have to be proved by documents, such as invoices, measuring certificates, control reports etc., and must be present for verification on board during the Inspection. If these documents are gathered beforehand by the owner/captain, the Inspection will be speeded up, and both parties will have a clear overview if all criteria are met.

As a guidebook the points and documents requested are listed below.

Items with reference numbers between () mentioned below are not obligatory, but only optional. These optional items can lead to a higher final score of the vessel.

<b>Ref.</b>	<b>Item</b>	<b>Documentation/verification</b>
4.2.7.	Renewal of filter for hydraulic wheelhouse lifting mechanism (Once every 2 years).	Invoice, work schedule or log book on board
<b>Ref.</b>	<b>Item</b>	<b>Documentation/verification</b>
5.1.1	Maintenance automatic pilot at least once every 5 years.	Invoice or work schedule of supplier.
5.1.2	Switch of operation handle steering unit Renewal once every 10 year.	Invoice or work schedule of supplier.
5.1.3.	“0-point” switch (depending time/way) Renewal at least once every 5 years..	Invoice or work schedule of supplier.
<b>Ref.</b>	<b>Item</b>	<b>Documentation/verification</b>
6.1.1. 6.2.1.	Inspection of hydraulic or electrical installation steering unit. At least once every year or every 5.000 running hours by manufacturer/supplier.	Invoice or work schedule of supplier.
(6.1.2.)	Potentiometer rudder indicator in aft peak Renewal at least once every 10 years.	Invoice or work schedule of supplier.
(6.1.8.)	Analysis hydraulic oil. Once every 5 year.	Analysis report.
<b>Ref.</b>	<b>Item</b>	<b>Documentation/verification</b>
7.1.1.	Main engine: torsional vibration calculation if installation is less than 5 years of age.	torsional vibration calculation.
(7.1.2.)	Main engine: torsional vibration calculation if installation was modified within 5 years	Torsional vibration calculation
7.1.3.	a. Main engine: maintenance management according manufacturer instructions.	Invoices of revisions or revision work schedules.
	b. On basis of condition according manufacturer /engine revision firm instructions.	Condition reports of engine installation.
7.1.4.	Main engine: Inspection flexible coupling.	Invoice or control-/ Inspection report of supplier.
7.1.5.	Main engine: small repairs executed on own account, such as renewal of filters and oil change.	Engine maintenance log book on board.

<b>Ref.</b>	<b>Item</b>	<b>Documentation/verification</b>
7.1.6.	Main engine: flexible mountings alignment To be checked at least once a year..	Invoice or work schedule.
7.1.7.	Main engine: lubricating oil analysis system.	Lubricating oil analysis reports.
<b>Ref.</b>	<b>Item</b>	<b>Documentation/verification</b>
7.2.1	Lubricating oil filter evidently cleaned or renewed	Engine maintenance journal on board.
7.2.2.	Lubricating oil analysis to be proven	Lubricating oil analysis reports.
<b>Ref.</b>	<b>Item</b>	<b>Documentation/verification</b>
8.1.1.	Engines generator sets: engine maintenance management in accordance to manufacturer.	Revision invoices or revision work schedules.
8.1.2.	Engines generator sets: small repairs such as renewal of filters and lubricating oil change.	Engine maintenance log book on board.
<b>Ref.</b>	<b>Item</b>	<b>Documentation/verification</b>
9.1.1.	Pump engines: engine maintenance management in accordance to manufacturer's instructions.	Revision invoices or revision work schedules.
9.1.2.	Pump engines: small repairs such as renewal of filters and lubricating oil change.	Engine maintenance log book on board.
<b>Ref.</b>	<b>Item</b>	<b>Documentation/verification</b>
10.1.1.	Testing and calibration of all alarms in Aft and forward engine rooms.	“Calibration” means correct adjustment of alarm sensors. A test report has to be issued by a competent firm, in which the figures to be adjusted, respectively the adjusted and measured figures (“Soll- & Istwert”) are mentioned.
<b>Ref.</b>	<b>Item</b>	<b>Documentation/verification</b>
11.1.1.	Greased propeller shaft (if applicable):	Invoice or work schedule manufacturer.

<b>Ref.</b>	<b>Item</b>	<b>Documentation/verification</b>
11.1.3 11.2.3 11.3.4	Tolerance outer stern tube bearing	IVW-DS/SI/SUK, class report or measuring-work schedule of the shipyard
11.3.1.	Oil greased propeller shaft (if applicable): Inspection by manufacturer/supplier within a period of 5 years.	Invoice or work schedule of manufacturer/supplier.
11.3.5.	Oil greased propeller shaft (if applicable): date of renewal of seals.	Invoice or work schedule.
<b>Ref.</b>	<b>Item</b>	<b>Documentation/verification</b>
12.1.1	Bow thruster unit: maintenance management as instructed by manufacturer.	Revision invoices or revision work schedules.
12.1.2	Bow thruster unit: small maintenance.	Engine log book on board.
	Testing of greasing device by manufacturer: once every 5 years.	

Should you have any questions concerning the above, please do not hesitate to contact the IVR-DP-Surveyor.

We appreciate your kind cooperation in this matter and trust the Inspection to meet your expectations.

Kind regards,



## Code of honour IVR-DPI-Surveyor

The IVR-DPI-Surveyor is formally requested to agree to act by this code of honour and the rules of conduct as mentioned in the *IVR rules*:

- The IVR-DPI-Surveyor completes his activities in strict reliability, with regard to the IVR as well as the client.
- The IVR-DPI-Surveyor refrains from accepting gifts and/or commissions.
- The IVR-DPI-Surveyor will hold to strict secrecy of the stated data and facts.
- The IVR-DPI-Surveyor refrains from every action and/or expression, that conflicts with the interests of the IVR.
- It is strictly prohibited for the IVR-DPI-Surveyor to consume alcohol and/or drugs, or to be under influence of alcohol and/or drugs, during the exercise of his activities.
- In case of infringement with the code of honour, the IVR-DPI-Surveyor gives his full support to the formal investigation of the facts.
- In the case of infringement with the code of honour and/or the behavioural rules the regulations of the suspension procedure will be applied.

Date:.....Place:.....

Name : .....

Autograph:.....

Revision : 0  
Date : 22-07-2004  
State : Appoved

## REGULATION FOR THE SURVEYORS FOR THE IMPLEMENTATION OF A DAMAGE PREVENTION INSPECTION (IVR/DPI-SURVEYOR)

### I. APPOINTMENT TO SURVEYOR

#### I.1 CONDITIONS FOR AN APPOINTMENT

1. The application for being appointed as an IVR-DPI Surveyor must be submitted in writing on the IVR-application form and handed in personally at the IVR. The following documents must be included: The C.V., reports and diploma's as well as references.
2. Conditions:
  - a) the minimum age is 30;
  - b).at least three years of perceptible and practical experience as a ship- and machine surveyor;
  - c) have a Higher Vocational Education, or equivalent training; experience and professional skills, which are evaluated as sufficient by the Average Commission of the IVR.
3. To qualify for the position of independent surveyor, the Average Commission of the IVR assesses all candidates and exludes those, whose professional occupation does not guarantee independence.
4. At the time of the first appointment as a surveyor, the surveyor must be eligible for at least one period in accordance with Article 7. The maximum age to qualify for a position of surveyor is 65 years.
5. In exceptional cases, the Average Commission of the IVR can deviate according to Article 4.
6. After the official appointment to IVR/DPI-surveyor, the concerning surveyor must take a course.

#### I.2. APPOINTMENT AND REAPPOINTMENT

7. The surveyor is appointed for five years. The Technical Commission advises the direction, whereupon the appointment takes place by the Average Commission of the IVR, which is ratified by the Board of Directors.
8. Reappointment for highly the same period is possible and takes place following the next conditions:
  - a) The surveyor has carried out his duties in the preceding period, without reprimands. On proposal of the direction, the Average Commission decides about a reappointment for a next period of five years;
  - b) The surveyor has been reprimanded by the direction in the preceding period. On proposal of the direction, the Average Commission decides about a reappointment under certain conditions, or a refusal of reappointment.

## II. RESPONSIBILITIES AND DUTIES OF AN IVR-DPI SURVEYOR

9. The surveyors, appointed by the IVR, operate under proper responsibility, on basis of the IVR-rules for the Damage Prevention Inspection, and taking into account the Regulation.

10. For handing out a (provisional) DPI-Certificate, a preceding personal Inspection of the ship must be carried out by the surveyor, satisfying the in that moment valid version of the IVR-rules for the DPI and the directions of the IVR.

11. The results of the IVR on the barge are reported to the IVR on a DPI-Verification list. The DPI-Verification list is filled in by means of the controlled shipping documents and the findings on board. Also one must mention if the captain, owner or representative of the shipping company was present. The questions asked in the Verification list must be answered accurately.

12. The DPI-Verification list accompanied with the list of recommendations must be sent directly, but at least two weeks after the Inspection, to the Technical Secretariat of the IVR. In exceptional cases one can deviate from this condition with the authorisation of the Technical Secretariat, and when reasons are indicated. The IVR-DPI Surveyor saves a copy of the DPI-Verification list for possible questions.

13. The surveyor makes sure that all repairs that must be carried out, are in accordance with the mechanical engineering- and naval architecture rules.

## III. PROVISIONAL AND FINAL DPI-CERTIFICATE

14. A DPI-Certificate may only be handed out after a Inspection, in accordance with Paragraph II.

15. A provisional DPI-Certificate is only to be handed out after a Inspection in accordance with Paragraph II, by a surveyor of the IVR, on a special therefore meant form.

16. The surveyor informs the direction of the IVR, when a request for a DPI-Certificate can not be submitted at the office of the IVR, based on the outcome of the Inspection, which found that the quality of the ship does not meet the requirements of the DPI-Verification list.

## IV. RULES OF CONDUCT

Preceding the appointment, the candidates are formally requested for compliance with the following rules of conduct:

17. The IVR-DPI Surveyor carries out his tasks in strict reliability and in compliance with the rules and directions of the IVR, in regard to the IVR as well as the bargeowner.

18. The surveyor operates objectively and independent, in his capacity as a IVR/DPI-Surveyor.

19. The IVR/DPI-Surveyor refrains from accepting gifts, commissions or advantages of the customer or his/her representative in this research.

20. The IVR/DPI-Surveyor refrains from every operation or expression, which does not look after the interests of the IVR.

## V. SUSPENSION

The clauses of the suspension procedure are applied:

- in case of gross violation, and especially in case of negligence towards the rules of the IVR and/or directions of the Technical Secretariat and the committee and the rules of conduct;
- in case of legal condemnation because of indictable offence or breach of the provisions/regulations concerning the conduct of all professional activities.

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The IVR can start a suspension procedure if the IVR does not have the necessary confidence in a surveyor.

If the IVR is informed about complaints about the activities of a surveyor, then she must act according to the following procedure:

21. The committee is responsible for collecting all pieces, which can be of importance for the evaluation of the complaint(s).

22. The committee hears the surveyor concerning the complaint(s).

23. If determined, that the present case concerns gross violation or negligence against the rules of the IVR, and/or the directions of the committee and the rules of conduct and/or legal condemnation because of a penal offence or a violation of all regulations regarding the conduct of all professional activities, then the committee has the authority to suspend the surveyor immediately.

24. An Ad-hoc-committee is set up, existing of the president of the Average Commission, the president of the Technical Commission, an appointed member of the Average Commission, an appointed member of the Legal Commission and the direction of the IVR.

25. The Ad-hoc-committee hears the concerning surveyor. The whole time the surveyor has the right to be legally assisted during the procedure, at own costs.

26. The Ad-hoc-committee decides on the basis of a hearing. The committee can decide for a last warning or removal. The Ad-hoc committee informs the Average Commission and the Council of Management about the decision. If the concerning surveyor is removed, then a future new appointment is excluded.

27. If the concerning surveyor goes in appeal against the decision of the Ad-hoc-committee, then the Council of Management makes the final decision. One can not go in appeal against the decision of the Council of Management.

28. The concerning expert is informed by the direction of the IVR about the decision of the Ad-hoc-committee and the Council of Management.