

**Application for Approval of Firms engaged in Inspection and Testing of
Radio Communication Equipment**
(Initial*1 Occasional*2 Periodical*3 Renewal*4 Withdrawal*5)

To : ClassNK

Date: _____

Name of Firm (Applicant) : _____

Contact & Personnel : _____

Tel: _____ Fax: _____

e-mail _____ @ _____

On the basis of the requirements of *Rules for Approval of Manufacturers and Service Suppliers*, we hereby make a proposal,

- for Initial Assessment of Firm, attached documents *1,
- for Occasional Assessment of an alteration to the items which have been approved, attached documents*2,

Outline of the alteration: _____

- to carry out Periodical Assessment *3,
- to carry out Renewal Assessment and to renew the approval *4,
- to withdraw the approval with the ClassNK Approval Certificate attached *5.

Reason: _____

1. Name of Firm *1/*2/*3/*4 _____

2. Address of Firm *1/*2/*3/*4 _____

Tel: _____ Fax: _____

e-mail _____ @ _____

3. Areas where service is supplied: _____

4. Shore-based maintenance of EPIRB *1/*2/*3/*4 _____

will / will **not** be carried out. (: check as appropriate)

5. Approved Number *2/*3/*4/*5 : _____

6. Intended date of field examination *1/*2/*3/*4 : _____

7. Attached documents and data _____

The documents and data specified in NK Rules “Rules for Approval of Manufacturers and Service Suppliers, Part1, Chapter2, 2.3.,1(2) and Part3, Chapter4” to be submitted.
For the details, refer to the next pages.

8. Note :

List for submission of documents

※Related documents with a change in content are to be submitted in the case of renewal assessment or rewriting certificate

- Outline of the firm (the location, history, capital, organization and management structure (including subsidiaries), number of employees, main services and their actual records, etc.)
- List of nominated agents, subsidiaries and subcontractors
- Description of equipment and facilities; measuring equipment, outline of workshops and facilities for storing materials and parts, a list of orders to the subcontractors, etc.
 - The list of equipment for inspection and maintenance of radio communication equipment and systems
 - The procedure that a record of the major and auxiliary equipment required for correctly performing the inspection is to be kept
 - Inspection report recorded a standard which is relevant to the radio equipment to be tested is to be available for the equipment
 - Fully described and verified software in the case of equipment employing software in conjunction with the testing/examination
- Outline including description of service condition or service region of the relevant service
- Quality manual and its supplementary documents, or documented procedures (work procedures, verification procedures, recording and reporting and reporting procedures, training procedures, control procedures of measuring equipment, etc.) specified in the Rules.
- List of operators/ technicians/ inspectors documenting name, qualifications, training and experience within the relevant service area *1
- Training programs for operators/ technicians/ inspectors
- Copies of valid qualifications for the inspection and testing of radio communication approved by the authorities concerned
- Checklists of the relevant services and record formats submitted to the Society
 - Checklist for each radio equipment, AIS, SART, Two-Way VHF radiotelephone and EPIRB
- Lists for type of EPIRB and manufacturer of them (In the case of shore-based maintenance of EPIRB will be carried out.)
- Documented procedure to examine and evaluate the subcontractor's quality system and works in case where any parts of the services provided are subcontracted
- A guide for operators of the equipment needed to perform the service being provided
- Documented procedures for communication with the crew prior to commencing work, so that it is safe to decommission the equipment being maintained, and to provide a safe system of work in place
- Copies of approval certificates issued by competent organizations or other classification societies, if any (Evidence of approval/ acceptance by other bodies, if any.)
- Information on the other activities which may present a conflict of interest
- Record of customer claims and of corrective actions requested by certification bodies
- Other documents deemed necessary by the Society

*1

Radio inspectors are to be satisfied as follows:

- Either of the following (a) or (b) is to be fulfilled:
 - (a) The radio inspector holds evidence that he followed a technical course relevant to radio equipment approved by the relevant Administration; or
 - (b) The radio inspector has a minimum 1 *year's* technical school training;
- The radio inspector is to have at least 1 *year's* experience as an assistant radio inspector
- The radio inspector is to have passed the internal training of the firm regarding SOLAS Convention, *ITU Radio Regulations* and *IMO Assembly Resolution* concerning performance standards, and to be familiar with these technical requirements
- The radio inspector is to preferably hold an appropriate National Radio Operators Certificate, recognised by the *ITU*, such as a *GMDSS General Operator's Certificate (GOC)* or a *GMDSS Radioelectronic Certificate (REC)*
- The radio inspector is to be aware of any local conditions for radio signal propagation, of regional radio stations and their facilities, and of the *GMDSS* infrastructure; and
- The radio inspector is to be able to understand English.

Supervisors are to be satisfied as follows:

- The supervisor is to have a minimum of 2 years education from a technical school relevant to radio
- The supervisor is to preferably have a General Operator's Certificate (*GOC*) or a *GMDSS Radioelectronic Certificate (REC)*, recognised by the *ITU*, to operate or test radio transmitters
- The supervisor is to be aware of any local conditions for radio signal propagation, of regional radio stations and their facilities, and of the *GMDSS* infrastructure
- The supervisors is to have a minimum of 2 *years experience* as radio inspector.

*For the firm consisting of one person, that the person is to meet the requirements of a supervisor.