

**Application for Approval of Firms engaged in Performance Testing of  
VDRs and S-VDRs**  
(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. Approved Number \*2/\*3/\*4/\*5 : \_\_\_\_\_

5. Intended date of field examination \*1/\*2/\*3/\*4 : \_\_\_\_\_

6. 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, Chapter5” to be submitted.

For the details, refer to the next pages.

7. 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 performance testing of VDR/S-VDR
  - Equipments for carrying out of performance testing of VDR/S-VDR are specified by manufacturer
- 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
  - Operators are to have conducted performance test at least once before
- Training programs for operators/ technicians/ inspectors
- Checklists of the relevant services and record formats submitted to the Society
  - Checklist for each maker of VDR/S-VDR
- 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