



| Subject Area no. 15: Dry dock and surveys | | | |
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| Principle: The company has a programme to manage dry docks, repair periods and maintaining class status. | | | |
| Level | Expectations | Targets | Suggested objective evidence |
| Basic | <p>The company has procedures for dealing with defects that can only be rectified during dry dock.</p> <p>The company has procedures for monitoring conditions of class and class recommendations.</p> <p>The company has a procedure to ensure the validity of class and statutory certificates</p> | <p>The company has designated a responsible person to ensure any condition of class, or equivalent, is corrected before the due date.</p> <p>There is a process to ensure that all surveys are carried out for the vessel to be retained in class, and that statutory surveys and inspections are carried out by flag administration or recognised organisation. The procedure may also cover extensions, dispensations and exemptions.</p> | <p>Examination of procedures, roles, responsibilities, job descriptions.</p> <p>class survey reports certificate</p> <p>tracking process</p> |



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| Intermediate | <p>The company has procedures in place to develop dry-dock specifications.</p> <p>The company has a procedure for dry-docking and repair periods.</p> | <p>Inputs from defect reports, various records & reports and other completed reports are used prepare comprehensive specifications.</p> <p>Procedures cover HSSE responsibilities, dry-docking tasks and responsibilities (including the superintendent or owner's representative), entering the dock and refloating.</p> | <p>certificate tracking software/system</p> <p>drydock specification procedures, use of software.</p> <p>Job descriptions include responsibilities regarding dry-dock and repair periods.</p> |
| Advanced | <p>The company has procedures in place to provide guidance on testing and checking of systems following repairs.</p> <p>The shore & ship management team evaluate and report adverse performance upon completion of the repair period.</p> | <p>The company implements and maintains processes for handover and start-up of equipment during repair periods.</p> <p>Performance of shore repairs is evaluated and reported on completion of the repair period.</p> | <p>Pre-start-up checklists</p> <p>Repair period feedback reports</p> |



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| Excellence | <p>The company's procedure for selection of repair yard includes an audit to verify yard performance and HSSE.</p> <p>The company has a process for selecting yards for unscheduled repairs & dockings.</p> | <p>Shipyards audits are carried out prior to the use of repair yard for a scheduled docking, and at regular intervals.</p> <p>The use of a shipyard prior to an audit being carried out is only approved after the risks of using that yard are identified and assessed.</p> | <p>Evidence of ship yard audits</p> <p>Evidence of shipyard risk assessments</p> |