



**BUREAU
VERITAS**

Kick-Off Meeting Templates for Newbuilding

July 2021

**Rule Note
NR 540 DT R04 E**



1. INDEPENDENCE OF THE SOCIETY AND APPLICABLE TERMS

- 1.1 The Society shall remain at all times an independent contractor and neither the Society nor any of its officers, employees, servants, agents or subcontractors shall be or act as an employee, servant or agent of any other party hereto in the performance of the Services.
- 1.2 The operations of the Society in providing its Services are exclusively conducted by way of random inspections and do not, in any circumstances, involve monitoring or exhaustive verification.
- 1.3 The Society acts as a services provider. This cannot be construed as an obligation bearing on the Society to obtain a result or as a warranty. The Society is not and may not be considered as an underwriter, broker in Unit's sale or chartering, expert in Unit's valuation, consulting engineer, controller, naval architect, designer, manufacturer, shipbuilder, repair or conversion yard, charterer or shipowner; none of the above listed being relieved from any of their expressed or implied obligations as a result of the interventions of the Society.
- 1.4 Only the Society is qualified to apply and interpret its Rules.
- 1.5 The Client acknowledges the latest versions of the Conditions and of the applicable Rules applying to the Services' performance.
- 1.6 Unless an express written agreement is made between the Parties on the applicable Rules, the applicable Rules shall be the Rules applicable at the time of entering into the relevant contract for the performance of the Services.
- 1.7 The Services' performance is solely based on the Conditions. No other terms shall apply whether express or implied.

2. DEFINITIONS

- 2.1 "Certificate(s)" means classification or statutory certificates, attestations and reports following the Society's intervention.
- 2.2 "Certification" means the activity of certification in application of national and international regulations or standards ("Applicable Referential"), in particular by delegation from different governments that can result in the issuance of a Certificate.
- 2.3 "Classification" means the classification of a Unit that can result or not in the issuance of a classification Certificate with reference to the Rules. Classification (or Certification as defined in clause 2.2) is an appraisalment given by the Society to the Client, at a certain date, following surveys by its surveyors on the level of compliance of the Unit to the Society's Rules and/or to Applicable Referential for the Services provided. They cannot be construed as an implied or express warranty of safety, fitness for the purpose, seaworthiness of the Unit or of its value for sale, insurance or chartering.
- 2.4 "Client" means the Party and/or its representative requesting the Services.
- 2.5 "Conditions" means the terms and conditions set out in the present document.
- 2.6 "Industry Practice" means international maritime and/or offshore industry practices.
- 2.7 "Intellectual Property" means all patents, rights to inventions, utility models, copyright and related rights, trade marks, logos, service marks, trade dress, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database rights, topography rights, moral rights, rights in confidential information (including know-how and trade secrets), methods and protocols for Services, and any other intellectual property rights, in each case whether capable of registration, registered or unregistered and including all applications for and renewals, reversions or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world.
- 2.8 "Parties" means the Society and Client together.
- 2.9 "Party" means the Society or the Client.
- 2.10 "Register" means the public electronic register of ships updated regularly by the Society.
- 2.11 "Rules" means the Society's classification rules (available online on veristar.com), guidance notes and other documents. The Society's Rules take into account at the date of their preparation the state of currently available and proven technical minimum requirements but are not a standard or a code of construction neither a guide for maintenance, a safety handbook or a guide of professional practices, all of which are assumed to be known in detail and carefully followed at all times by the Client.
- 2.12 "Services" means the services set out in clauses 2.2 and 2.3 but also other services related to Classification and Certification such as, but not limited to: ship and company safety management certification, ship and port security certification, maritime labour certification, training activities, all activities and duties incidental thereto such as documentation on any supporting means, software, instrumentation, measurements, tests and trials on board. The Services are carried out by the Society according to the Rules and/or the Applicable Referential and to the Bureau Veritas' Code of Ethics. The Society shall perform the Services according to the applicable national and international standards and Industry Practice and always on the assumption that the Client is aware of such standards and Industry Practice.
- 2.13 "Society" means the classification society 'Bureau Veritas Marine & Offshore SAS', a company organized and existing under the laws of France, registered in Nanterre under number 821 131 844, or any other legal entity of Bureau Veritas Group as may be specified in the relevant contract, and whose main activities are Classification and Certification of ships or offshore units.
- 2.14 "Unit" means any ship or vessel or offshore unit or structure of any type or part of it or system whether linked to shore, river bed or sea bed or not, whether operated or located at sea or in inland waters or partly on land, including submarines, hovercrafts, drilling rigs, offshore installations of any type and of any purpose, their related and ancillary equipment, subsea or not, such as well head and pipelines, mooring legs and mooring points or otherwise as decided by the Society.

3. SCOPE AND PERFORMANCE

- 3.1 Subject to the Services requested and always by reference to the Rules, and/or to the Applicable Referential, the Society shall:
 - review the construction arrangements of the Unit as shown on the documents provided by the Client;
 - conduct the Unit surveys at the place of the Unit construction;
 - class the Unit and enter the Unit's class in the Society's Register;
 - survey the Unit periodically in service to note whether the requirements for the maintenance of class are met.The Client shall inform the Society without delay of any circumstances which may cause any changes on the conducted surveys or Services.
- 3.2 The Society will not:
 - declare the acceptance or commissioning of a Unit, nor its construction in conformity with its design, such activities remaining under the exclusive responsibility of the Unit's owner or builder;
 - engage in any work relating to the design, construction, production or repair checks, neither in the operation of the Unit or the Unit's trade, neither in any advisory services, and cannot be held liable on those accounts.

4. RESERVATION CLAUSE

- 4.1 The Client shall always: (i) maintain the Unit in good condition after surveys; (ii) present the Unit for surveys; and (iii) inform the Society in due time of any circumstances that may affect the given appraisalment of the Unit or cause to modify the scope of the Services.
- 4.2 Certificates are only valid if issued by the Society.
- 4.3 The Society has entire control over the Certificates issued and may at any time withdraw a Certificate at its entire discretion including, but not limited to, in the following situations: where the Client fails to comply in due time with instructions of the Society or where the Client fails to pay in accordance with clause 6.2 hereunder.
- 4.4 The Society may at times and at its sole discretion give an opinion on a design or any technical element that would 'in principle' be acceptable to the Society. This opinion shall not presume on the final issuance of any Certificate nor on its content in the event of the actual issuance of a Certificate. This opinion shall only be an appraisalment made by the Society which shall not be held liable for it.

5. ACCESS AND SAFETY

- 5.1 The Client shall give to the Society all access and information necessary for the efficient performance of the requested Services. The Client shall be the sole responsible for the conditions of presentation of the Unit for tests, trials and surveys and the conditions under which tests and trials are carried out. Any information, drawing, etc. required for the performance of the Services must be made available in due time.
- 5.2 The Client shall notify the Society of any relevant safety issue and shall take all necessary safety-related measures to ensure a safe work environment for the Society or any of its officers, employees, servants, agents or subcontractors and shall comply with all applicable safety regulations.

6. PAYMENT OF INVOICES

- 6.1 The provision of the Services by the Society, whether complete or not, involves, for the part carried out, the payment of fees thirty (30) days upon issuance of the invoice.
- 6.2 Without prejudice to any other rights hereunder, in case of Client's payment default, the Society shall be entitled to charge, in addition to the amount not properly paid, interest equal to twelve (12) months LIBOR plus two (2)

per-cent as of due date calculated on the number of days such payment is delinquent. The Society shall also have the right to withhold Certificates and other documents and/or to suspend or revoke the validity of Certificates.

- 6.3 In case of dispute on the invoice amount, the undisputed portion of the invoice shall be paid and an explanation on the dispute shall accompany payment so that action can be taken to resolve the dispute.

7. LIABILITY

- 7.1 The Society bears no liability for consequential loss. For the purpose of this clause consequential loss shall include, without limitation:
 - Indirect or consequential loss;
 - Any loss and/or deferral of production, loss of product, loss of use, loss of bargain, loss of revenue, loss of profit or anticipated profit, loss of business and business interruption, in each case whether direct or indirect.The Client shall defend, release, save, indemnify, defend and hold harmless the Society from the Client's own consequential loss regardless of cause.
- 7.2 Except in case of wilful misconduct of the Society, death or bodily injury caused by the Society's negligence and any other liability that could not be, by law, limited, the Society's maximum liability towards the Client is limited to one hundred and fifty per-cent (150%) of the price paid by the Client to the Society for the Services having caused the damage. This limit applies to any liability of whatsoever nature and howsoever arising, including fault by the Society, breach of contract, breach of warranty, tort, strict liability, breach of statute.
- 7.3 All claims shall be presented to the Society in writing within three (3) months of the completion of Services' performance or (if later) the date when the events which are relied on were first discovered by the Client. Any claim not so presented as defined above shall be deemed waived and absolutely time barred.

8. INDEMNITY CLAUSE

- 8.1 The Client shall defend, release, save, indemnify and hold harmless the Society from and against any and all claims, demands, lawsuits or actions for damages, including legal fees, for harm or loss to persons and/or property tangible, intangible or otherwise which may be brought against the Society, incidental to, arising out of or in connection with the performance of the Services (including for damages arising out of or in connection with opinions delivered according to clause 4.4 above) except for those claims caused solely and completely by the gross negligence of the Society, its officers, employees, servants, agents or subcontractors.

9. TERMINATION

- 9.1 The Parties shall have the right to terminate the Services (and the relevant contract) for convenience after giving the other Party thirty (30) days' written notice, and without prejudice to clause 6 above.
- 9.2 The Services shall be automatically and immediately terminated in the event the Client can no longer establish any form of interest in the Unit (e.g. sale, scrapping).
- 9.3 The Classification granted to the concerned Unit and the previously issued Certificates shall remain valid until the date of effect of the termination notice issued, or immediately in the event of termination under clause 9.2, subject to compliance with clause 4.1 and 6 above.
- 9.4 In the event where, in the reasonable opinion of the Society, the Client is in breach, or is suspected to be in breach of clause 16 of the Conditions, the Society shall have the right to terminate the Services (and the relevant contracts associated) with immediate effect.

10. FORCE MAJEURE

- 10.1 Neither Party shall be responsible or liable for any failure to fulfil any term or provision of the Conditions if and to the extent that fulfillment has been delayed or temporarily prevented by a force majeure occurrence without the fault or negligence of the Party affected and which, by the exercise of reasonable diligence, the said Party is unable to provide against.
- 10.2 For the purpose of this clause, force majeure shall mean any circumstance not being within a Party's reasonable control including, but not limited to: acts of God, natural disasters, epidemics or pandemics, wars, terrorist attacks, riots, sabotages, impositions of sanctions, embargoes, nuclear, chemical or biological contaminations, laws or action taken by a government or public authority, quotas or prohibition, expropriations, destructions of the worksite, explosions, fires, accidents, any labour or trade disputes, strikes or lockouts.

11. CONFIDENTIALITY

- 11.1 The documents and data provided to or prepared by the Society in performing the Services, and the information made available to the Society, will be treated as confidential except where the information:
 - is properly and lawfully in the possession of the Society;
 - is already in possession of the public or has entered the public domain, other than through a breach of this obligation;
 - is acquired or received independently from a third party that has the right to disseminate such information;
 - is required to be disclosed under applicable law or by a governmental order, decree, regulation or rule or by a stock exchange authority (provided that the receiving Party shall make all reasonable efforts to give prompt written notice to the disclosing Party prior to such disclosure).
- 11.2 The Parties shall use the confidential information exclusively within the framework of their activity underlying these Conditions.
- 11.3 Confidential information shall only be provided to third parties with the prior written consent of the other Party. However, such prior consent shall not be required when the Society provides the confidential information to a subsidiary.
- 11.4 Without prejudice to sub-clause 11.1, the Society shall have the right to disclose the confidential information if required to do so under regulations of the International Association of Classification Societies (IACS) or any statutory obligations.

12. INTELLECTUAL PROPERTY

- 12.1 Each Party exclusively owns all rights to its Intellectual Property created before or after the commencement date of the Conditions and whether or not associated with any contract between the Parties.
- 12.2 The Intellectual Property developed by the Society for the performance of the Services including, but not limited to drawings, calculations, and reports shall remain the exclusive property of the Society.

13. ASSIGNMENT

- 13.1 The contract resulting from to these Conditions cannot be assigned or transferred by any means by a Party to any third party without the prior written consent of the other Party.
- 13.2 The Society shall however have the right to assign or transfer by any means the said contract to a subsidiary of the Bureau Veritas Group.

14. SEVERABILITY

- 14.1 Invalidity of one or more provisions does not affect the remaining provisions.
- 14.2 Definitions herein take precedence over other definitions which may appear in other documents issued by the Society.
- 14.3 In case of doubt as to the interpretation of the Conditions, the English text shall prevail.

15. GOVERNING LAW AND DISPUTE RESOLUTION

- 15.1 These Conditions shall be construed in accordance with and governed by the laws of England and Wales.
- 15.2 Any dispute shall be finally settled under the Rules of Arbitration of the Maritime Arbitration Chamber of Paris ("CAMP"), which rules are deemed to be incorporated by reference into this clause. The number of arbitrators shall be three (3). The place of arbitration shall be Paris (France). The Parties agree to keep the arbitration proceedings confidential.
- 15.3 Notwithstanding clause 15.2, disputes relating to the payment of the Society's invoices may be submitted by the Society to the *Tribunal de Commerce de Nanterre*, France, or to any other competent local Court, at the Society's entire discretion.

16. PROFESSIONAL ETHICS

- 16.1 Each Party shall conduct all activities in compliance with all laws, statutes, rules, economic and trade sanctions (including but not limited to US sanctions and EU sanctions) and regulations applicable to such Party including but not limited to: child labour, forced labour, collective bargaining, discrimination, abuse, working hours and minimum wages, anti-bribery, anti-corruption, copyright and trademark protection, personal data protection (<https://personaldataprotection.bureauveritas.com/prv-acvpolicy>).
- Each of the Parties warrants that neither it, nor its affiliates, has made or will make, with respect to the matters provided for hereunder, any offer, payment, gift or authorization of the payment of any money directly or indirectly, to or for the use or benefit of any official or employee of the government, political party, official, or candidate.
- 16.2 In addition, the Client shall act consistently with the Bureau Veritas' Code of Ethics and, when applicable, Business Partner Code of Conduct both available at <https://group.bureauveritas.com/group/corporate-social-responsibility/operational-excellence>.

KICK-OFF MEETING TEMPLATES FOR NEWBUILDING

1 General

The hull surveys for new constructions are to be carried out in accordance with the requirements of NR467 Rules for Steel Ships, Pt A, Ch 3, Sec 7, related to the documentation to be available for the Surveyor during construction, the Ship Construction File, the Newbuilding survey planning and the examination and test plan for newbuilding activities.

This Rule Note details the kick-off meeting templates, as per annexed Table 1 "Kick-off meeting template for general items" and Table 2 "Kick-off meeting template for hull items", listing the items of specific activities which the Shipbuilder is to discuss with the Society prior to commencing any newbuilding project.

Table 1: Kick-off meeting template for general items

KICK-OFF MEETING RECORD					
SHIP NAME		BV Reg. No.		LEADER SHIP BV No.	
SHIP BUILDER		SHIPYARD		HULL No.	
OWNER		FLAG		MEETING DATE	
NAME & POSITION	SIGNATURE	NAME & POSITION	SIGNATURE	NAME & POSITION	SIGNATURE
Scheduled steel cutting	Scheduled keel laying	Scheduled launching	Scheduled sea trial	Scheduled delivery date	
					(Prototype, Leadership)
					(Series Ship Productions, Sister ship)
Item	Description RFC / Contract review	Agreement		Remark	
Class symbol and Construction marks					
Service notations and Navigation notations					
Additional service feature SMART(), SW-Registry, CBM,					
Additional class notations (if ALM/ALP, list of covered items to be agreed)					

Additional following class notations CYBER, BIORISK, GREEN PASSPORT (EU), CONF-NOISE, CONF-VIB			
Statutory surveys as per RFC within the scope of the following certificates (verify flag authorization)			
Additional requirement for following Flag: CANADA (Contact BV Canada) FRANCE (Contact DO-NCM)			
Other surveys for issuance of the following attestations			
Item	Description or Detail of discussion, BV Proposal	Agreement, Reply or Action by	Remark / Conclusion Follow-up / Due date
Applicable rules: BV Rules, Statutory Rules, Flag Rules (to be available at the Shipyard)			
List of drawings and documents to be submitted (drawings as per rules, Export Checklist available in VPM)			
List of materials and equipment to be certified by BV (BVN Export list for shipbuilder) or latest NR266			
Statutory Materials and Equipment to be certified (list available in VPM, NR266 and latest MED list in force for EU Flags)			
Review of the construction facilities. (to be updated if necessary in VPM)			

List of subcontractors with contacts to be provided by the Builder (design, hull construction, NDT, machinery, electricity, etc.)			
Builder has to provide Surveyor's contact during the construction (address, mobile, fax, e-mail, organization chart, etc.)			
Circulation and distribution of drawings and documents between Builder/Shipyard and the Society to be agreed upon			
Society intervention procedure to be agreed upon: Intervention form, notification time. Shipyard has to perform their own inspection prior to Society survey. Safety during survey			
Inspection plan (witness and notified points, etc.) to be submitted by the Builder for Society consideration			
Unscheduled or patrol inspections (the Society may perform patrol inspections at any time during the construction). Shipyard has to give free access on board and in workshops to Surveyor. The Society has to inform of likely intervals for patrol activities			
Process to issue and clear non-conformities on reviewed drawings. Those raised during surveys are to be agreed upon			
Shipyard fabrication standard IACS recommendation 47 or a recognized fabrication standard (RFS) accepted by the Society			

<p>Quality meetings with the Builder/Shipyard when deemed necessary. Subjects such as (but not limited to): additional survey, missing drawings or certificates, pending remarks, etc. Minutes to be recorded and followed-up</p>			
<p>Documents given to the Builder during the kick-off meeting: any documents deemed necessary, such as (but not limited to): list of drawings and materials to be certified or NR476, Approval Testing of Welders</p>			
<p>Documents requested from the Builder during the kick-off meeting, such as (but not limited to): block plan, inspection plan, NDT plan and reports, WPS and WPQR, tank test list, Software registry, Cable Transit Seal Systems Register, Ship Construction File</p>			
<p>Documents requested from the Builder before ship delivery, such as (but not limited to): commissioning and test records, dock trial records, sea trial records</p>			
<p>Documents issued to the Builder/Client at ship delivery, such as (but not limited to): class and statutory certificates, attestations</p>			
<p>Plan approval locations</p>			

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Miscellaneous: <ul style="list-style-type: none">- PSPC- Asbestos attestation- Steering gear test- Tank test plan- Greenpassport- Ship Construction File- Others			

Table 2: Kick-off meeting template for hull items

Ref.	Shipbuilding function	Survey requirements for classification	Survey method required for classification	BV Rules (IACS) references (1)	Statutory requirements and relevant reference	Documentation available to the Surveyor during construction	Documentation for the ship construction file	Specific activities	BV proposals for the project
	Shipbuilding quality control function								
1	Welding								
1.1	Welding consumables	BV approved separately at the manufacturer	Review of approval status and patrol, verification of storage, handling and treatment in accordance with the manufacturer's requirements	Pt B, Ch 11, Sec 1 (UR W17)		Consumable specification and approval status	not required	To identify consumables against approved list	
								To verify temporary and permanent storage facilities	e.g. kept dry, covered, where applicable heated
								To verify traceability	e.g. random batch number checking
1.2	Welder qualification	Qualified welders	Review of welder certification and patrol	Pt B, Ch 11, Sec 1 (Rec. 47)		Shipyard records with individual's identification	not required	To verify welder qualification standard, e.g. class of recognised standard approval	
								To verify that welder is approved for weld position	
								To verify validity of qualification certificate	

Ref.	Shipbuilding function	Survey requirements for classification	Survey method required for classification	BV Rules (IACS) references (1)	Statutory requirements and relevant reference	Documentation available to the Surveyor during construction	Documentation for the ship construction file	Specific activities	BV proposals for the project
1.3	Welding - mechanical properties (welding procedures)	All weld joint configurations, positions and materials to be covered by weld procedures approved by BV or by another IACS member available	Review and patrol	NR216 Materials & Welding, Chapter 5 (UR W28)		Approved weld procedure specification and welding plan relevant to the ship project or process	not required	To verify procedures are available at relevant workstations	
		BV witnesses all new weld procedure qualification tests carried out in the Shipyard whenever the Society is surveying in the Shipyard	Witness					To verify weld procedure records have been approved and cover all weld processes and positions in accordance with classification or recognised standards and are available for the Surveyors reference	
1.3a	Welding equipment	Correctly calibrated and maintained	Review and patrol			Shipbuilders maintenance and calibration records	not required	To verify condition of machinery and equipment	
								To verify machines are calibrated by appropriate staff	
								To verify calibration carried out in accordance with manufacturer's recommendations	
								To verify calibration in accordance with maintenance schedule	
								To confirm shielding gases and fluxes are protected	

Ref.	Shipbuilding function	Survey requirements for classification	Survey method required for classification	BV Rules (IACS) references (1)	Statutory requirements and relevant reference	Documentation available to the Surveyor during construction	Documentation for the ship construction file	Specific activities	BV proposals for the project
1.3c	Welding supervision	Sufficient number of skilled supervisors	Review and patrol	Pt B, Ch 11, Sec 1 (UR W33 and Rec. 47)				To verify that supervision is effective	
1.4	Welding-surface discontinuities	Substantially free from significant indications, satisfactory profile and size	Visual examination, surface detection techniques, review of documents and patrol of operator	Pt B, Ch 11, Sec 1 (UR W33 and Rec. 47)		Shipbuilders and recognised standards and Rules as applicable, welding and NDE plans, NDE reports, operator qualifications	not required	To identify workstations where NDE is carried out, e.g. panel line butt welds, castings into hull structure	
								To verify that NDE is carried out in accordance with approved plans, where applicable	
								To verify suitability of NDE methods	
								To verify that operators are suitably qualified, particularly where sub-contractors have been employed	
								To verify that NDE is carried out according to the acceptable process	

Ref.	Shipbuilding function	Survey requirements for classification	Survey method required for classification	BV Rules (IACS) references (1)	Statutory requirements and relevant reference	Documentation available to the Surveyor during construction	Documentation for the ship construction file	Specific activities	BV proposals for the project
1.5	Welding - embedded discontinuities	NDE is to be carried out by qualified operators capable of ensuring that welds are substantially free from significant indications	Radiography and ultrasonic testing, review of documents and patrol of operator, examination of films	Pt B, Ch 11, Sec 1 (UR W33 and Rec. 47)		Shipbuilders and recognised standards and Rules as applicable, welding and NDE plans, NDE reports, operator qualifications	not required	To identify workstations where NDE is carried out, e.g. panel line butt welds, castings into hull structure	
								To verify that NDE is carried out in accordance with approved plans, where applicable	
								To verify suitability of NDE methods	
								To verify that operators are suitably qualified, particularly where sub-contractors have been employed	
								To verify that records have been completed and are in accordance with recognised standards, e.g. IQI (Image Quality Indicators) and that sensitivity is recorded	
								To verify that reports and radiographs have been evaluated correctly by the Shipbuilder. Systematic review of radiographs to be carried out by the Surveyor	
								To verify that equipment calibration is satisfactory and in accordance with manufacturers and recognised standards requirements	
								To verify that NDE is carried out according to the acceptable process	

Ref.	Shipbuilding function	Survey requirements for classification	Survey method required for classification	BV Rules (IACS) references (1)	Statutory requirements and relevant reference	Documentation available to the Surveyor during construction	Documentation for the ship construction file	Specific activities	BV proposals for the project
2	Steel preparation and fit-up								
2.1	Surface preparation, marking and cutting	Traceability and acceptability of material, check of steel plates and material type of profiles, scantling identification, testing marks	Patrol	Pt B, Ch 11, Sec 1 (Rec. 47)		Material certificates, Shipbuilder's marking / cutting production documents at the workstage - Documents retained at the facility	not required	To verify that stockyard storage is satisfactory	
								To verify material traceability, e.g. stamping identification against material certification, archiving of records	
								To verify transfer marking after treatment line	
								To verify standard of shotblasting and priming	
								To verify suitability of primer	
								To verify that steel grades can be identified	
								To verify that machinery is adjusted to be maintained within IACS or manufacturers recommendations	
								To verify accuracy of marking and cutting	
								To verify storage of piece parts	

Ref.	Shipbuilding function	Survey requirements for classification	Survey method required for classification	BV Rules (IACS) references (1)	Statutory requirements and relevant reference	Documentation available to the Surveyor during construction	Documentation for the ship construction file	Specific activities	BV proposals for the project
2.2	Straightening	Approval of straightening methods / procedures against deformation	Patrol and review	Pt B, Ch 11, Sec 1 (Rec. 47)		Recognised standards, approved procedures	not required	To verify that straightening processes are approved for the grade and type of steel, e.g. TMCP steels, Z plates	
								To verify that plates and sections are within recognised tolerances	
2.3	Forming	Maintain material properties. Acceptance of forming method against improper deformations	Patrol	Pt B, Ch 11, Sec 1 (Rec. 47)		Shipbuilders procedure for hot forming	not required	To verify that temperature control is exercised by the operator	
								To verify that suitable methods of temperature control are available when forming special steels and materials	
								To verify that forming processes are acceptable	
2.4	Conformity with alignment/ fit-up/gap criteria	Check alignment/ fit-up/gap against reference standards	Patrol	Pt B, Ch 11, Sec 1 (Rec. 47)		Shipbuilders and recognised standards and Rules, as applicable	not required	To verify the processes ensuring satisfactory fit-up and alignment at all workstations	
								To verify that edge preparations are re-instated where lost during fitting operations	
								To verify that remedial procedures are in place to compensate for wide gaps and alignment deviations	

Ref.	Shipbuilding function	Survey requirements for classification	Survey method required for classification	BV Rules (IACS) references (1)	Statutory requirements and relevant reference	Documentation available to the Surveyor during construction	Documentation for the ship construction file	Specific activities	BV proposals for the project
2.5	Conformity for critical areas with alignment/fit-up or weld configuration	Check alignment/fit-up/gap against approved drawings	Witness and review	Pt B, Ch 11, Sec 1 (Rec. 47)		Shipbuilders and recognised standards and Rules as applicable, approved plan or standard, builder's records	Approved plans of critical areas, if applicable	To verify that the information relevant to the latest approved drawings is available at the workstations	
								To verify the processes ensuring satisfactory fit-up and alignment at all workstations	
								To verify that edge preparations are re-instated where lost during fitting operations	
								To verify that remedial procedures are in place to compensate for wide gaps and alignment deviations	

Ref.	Shipbuilding function	Survey requirements for classification	Survey method required for classification	BV Rules (IACS) references (1)	Statutory requirements and relevant reference	Documentation available to the Surveyor during construction	Documentation for the ship construction file	Specific activities	BV proposals for the project
3	Steelwork process, e.g. sub assembly, block, grand and mega block assembly, pre-erection and erection, closing plates	Compliance with approved drawings. Visual examination of welding and material, check alignment and deformations	Patrol of the process and witness of the completed item	Pt B, Ch 11, Sec 1 (Rec. 47)		Approved plans, Shipbuilders inspection records, Shipbuilders and recognised standards and Rules, as applicable, construction plan (steelwork sub-division)		To verify that the information relevant to the latest approved drawings is available at the workstations	
								To verify that correct weld sizes have been adopted	
								To verify that operation of the welding processes at the different work stages is satisfactory	
								To verify that piece parts are identifiable	
								To verify that fit-ups are within recognised tolerances	
								To verify that correct welding requirements specified in reference 1 of this Table have been adopted	
								To verify that processes for closing plates, etc., are acceptable	
								To confirm that steelwork is in accordance with the approved plan	

Ref.	Shipbuilding function	Survey requirements for classification	Survey method required for classification	BV Rules (IACS) references (1)	Statutory requirements and relevant reference	Documentation available to the Surveyor during construction	Documentation for the ship construction file	Specific activities	BV proposals for the project
4	Remedial work and alteration	Welding, check against deformation, alignment	Review records and witness	Pt B, Ch 11, Sec 1 (Rec. 47)		Permanent record of Shipyard surveyable item		To verify that records have been maintained out of significant deviations from the approved plans, for situations such as miscut openings, re-routing outfit items	
								To verify that all deviations brought to the attention of the Society by the Shipbuilder are acceptable	
5	Tightness testing, including leak and hose testing, hydropneumatic testing	Absence of leaks	Review and witness of the test	Pt B, Ch 11, Sec 3 (UR S14)	Reg. II-1/11 of SOLAS, as amended	Approved tank testing plan, Shipbuilders inspection records	Approved tank testing plan	To confirm that tank testing is carried out in accordance with the approved plans	
								To confirm the methods used to carry out leak testing	
								To confirm that correct test pressures are maintained for leak, hose and hydro and that hydropneumatic testing is satisfactory	
								To verify that adequate records of the tank testing have been maintained	
6	Structural testing	Structural adequacy of the design	Review and witness of the test	Pt B, Ch 11, Sec 3 (UR S14)	Reg. II-1/11 of SOLAS, as amended	Approved tank testing plan, Shipbuilders inspection records	Approved tank testing plan	To confirm that tank testing is carried out in accordance with the approved plans	
								To confirm that test pressures maintained for testing are satisfactory	
								To verify that adequate records of the tank testing have been maintained	

Ref.	Shipbuilding function	Survey requirements for classification	Survey method required for classification	BV Rules (IACS) references (1)	Statutory requirements and relevant reference	Documentation available to the Surveyor during construction	Documentation for the ship construction file	Specific activities	BV proposals for the project
7	Corrosion protection systems, e.g. coatings, cathodic protection, impressed current except for coating system subject to PSPC	Salt water ballast tanks with boundaries formed by the hull envelope, and also bulk carrier hold internal surfaces, coamings and hatch covers shall have an efficient protective coating. Safety aspects of cathodic systems to be dealt with separately	Review and report on builder's and manufacturer's documentation	Pt B, Ch 10, Sec 1 and NR 216 Materials & Welding, Ch 5, Sec 3 (UR Z8 and UR Z9, UI SC122, UR F1)	Reg. II-1/3-2 of SOLAS, as amended	Manufacturer's and builder's specification	Corrosion protection specifications	To verify that applied coatings are approved and to review records of application	
								To verify that adequate records have been maintained and copied to the ship construction file	
	Application antifouling systems		Review		AFS convention	Painting specification	Paint specification and Mfg declaration	To verify that adequate records have been maintained and copied to the ship construction file	
7.1	Application of protective coatings for dedicated seawater ballast tanks in all types of ships and double-side skin spaces of bulk carriers subject to PSPC	Monitor implementation of the coating inspection requirements	Patrol and review	UI SC223	Reg. II-1/3-2 of SOLAS, as amended	Signed and verified tripartite agreement	Coating technical file	To verify that applied coatings are approved and to review records of application in accordance with Chapter 7 of Annex to MSC.215(82)	

Ref.	Shipbuilding function	Survey requirements for classification	Survey method required for classification	BV Rules (IACS) references (1)	Statutory requirements and relevant reference	Documentation available to the Surveyor during construction	Documentation for the ship construction file	Specific activities	BV proposals for the project
8	Installation, welding and testing of the following:								
8.1	Hatch covers	Tightness and securing	Witness	Pt B, Ch 11, Sec 3 (UR S14 and Rec. 14)	Reg. 13, 14, 15 and 16 of ILLC '66	Approved tank testing plan, shipbuilders inspection records	Details required, structural drawings	To confirm leak test of hatch covers	
								To confirm operation and securing test	
8.2	Doors and ramps integral with the shell and bulkheads	Tightness and securing	Witness	Pt B, Ch 11, Sec 3 (UR S14)	Reg. II-1/18 of SOLAS, as amended; Reg. 12 and Reg. 21 of ILLC '66	Approved tank testing plan, shipbuilders inspection records	Details required	To confirm leak test	
								To confirm operation and securing test	
								To confirm safety device operation	
								To ensure correct maintenance of logs/manuals supplied with the ship construction file	
8.3	Rudders	Fitting	Witness	Pt B, Ch 9, Sec 1 (UR S14)		Approved plan, shipbuilders inspection records	Details required, structural drawings	To confirm alignment and mounting, and fitting up at the connection to the tiller	
								To confirm function test	
								To verify fitting of pintles and all securing bolts	
								To verify that all fit-up records, including all clearances, are maintained and placed into the ship construction file	

Ref.	Shipbuilding function	Survey requirements for classification	Survey method required for classification	BV Rules (IACS) references (1)	Statutory requirements and relevant reference	Documentation available to the Surveyor during construction	Documentation for the ship construction file	Specific activities	BV proposals for the project	
8.4	Forgings and castings	Compliance with approved drawings. Visual examination of welding and material, check alignment and deformations	Patrol of the process and witness of the completed item	NR 216 Materials & Welding, Ch 2, Sec 3 and Ch 2, Sec 4 (UR W7 and UR W8)		Approved plans, Shipbuilders inspection records, Shipbuilders and recognised standards and Rules as applicable, construction plan (steelwork sub-division)	Copies of certificates of forgings and castings	To verify traceability of casting and forgings against material certificate		
								To verify that correct welding and fit-up requirements specified in references 1, 2.4 and 2.5 of this Table have been adopted		
								To verify that material certificates are included in the ship construction file		
	Appendages							To verify that correct welding and fit-up requirements specified in references 1, 2.4 and 2.5 of this Table have been adopted		
8.5	Equipment forming the watertight and weathertight integrity of the ship, e.g. overboard discharges, air pipes, ventilators	Tightness and securing	Witness		Reg. II-1/16 & Reg. II-1/16-1 of SOLAS, as amended; Reg. 17, 18, 19, 20, 22, 23 of ILLC '66	Approved tank testing plan, shipbuilders inspection records	Details required	To verify that correct welding and fit-up requirements specified in references 1, 2.4 and 2.5 of this Table have been adopted		
								To verify compliance with 1966 ILLC as amended, i.e. that all fittings are in accordance with the record of freeboard assignment		
								To verify that air pipes, vents and closing devices are type-approved		
				Pt C, Ch 1, Sec 10 (UR P3)					To verify that air pipes, vents and closing devices are type-approved	

Ref.	Shipbuilding function	Survey requirements for classification	Survey method required for classification	BV Rules (IACS) references (1)	Statutory requirements and relevant reference	Documentation available to the Surveyor during construction	Documentation for the ship construction file	Specific activities	BV proposals for the project
								To verify material certificates for overboard discharges, where applicable	
								To verify record of freeboard assignment and all material certificates included in the ship construction file	
	Freeboard marks and draft marks	Within allowable tolerances and in accordance with the freeboard assignment	Witness	Pt B, Ch 1, Sec 2 (UI-LL4)	Reg. 4, 5, 6, 7 and 8 of ILLC '66		Details required	To verify that freeboard marks are in accordance with load line assignment	
								To verify that draft marks are in accordance with the agreed tolerances specified by the builder, unless more onerous flag state requirements exist	
	Principal dimensions	Within allowable tolerances	Review and witness	Pt B, Ch 1, Sec 2 (Rec. 47)			Details required	To verify principal dimensions are in accordance with recognised standard	
								To verify that dimensions are included in the ship construction file	
	Safety construction certification	No outstanding imperfections or defects	Witness		Reg. I/7 or Reg. I/10 of SOLAS as amended, as appropriate			To verify that Administration requirements have been incorporated into the hull structure	

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Ref.	Shipbuilding function	Survey requirements for classification	Survey method required for classification	BV Rules (IACS) references (1)	Statutory requirements and relevant reference	Documentation available to the Surveyor during construction	Documentation for the ship construction file	Specific activities	BV proposals for the project
8.6	Watertight cable transit seal systems	Compliance with approved drawings. Visual examination of fitting, check alignment and securing	Patrol of the process and witness of the completed item	Pt C, Ch 2, Sec 12	Reg. II-1/13 and 13-1 of SOLAS as amended	Shipbuilder's inspection records, manufacturer's specification	Cable Transit Seal Systems Register	To verify that correct welding and fit up requirements, including as specified in reference 1, 2.4 and 2.5 of this table have been adopted	
								To verify watertight cable transit seal systems are type approved	
								To verify the format and content of the Register	
(1) BV Rules refer to NR467, except otherwise indicated. IACS Recommendations are not mandatory requirements.									

Shipbuilder's name	
Project	
Project duration	
Kick-off meeting date	
Representing builder	
Representing Class Society	



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