

Novaveritas NV



Technical Department

FROM: NOVAVERITAS NV TECHNICAL DEPARTMENT

TO: to all NV Surveyors & Auditors and technical personnel

ORIGINAL DATE: November 9h, 2015

REVISION: January 5th, 2018

SUPERCE: Marine Circular 001 – TEC

SUBJECT: Requirements for Novaveritas Technicians (NVT) assigned to perform duties as HSSQEEEn Auditors, Class & Statutory Surveyors

A) NOVAVERITAS` Technicians (NVT) shall demonstrate skills and training to execute all types of audits, class & statutory surveys relevant to the process he is authorized to perform.

B) Following qualifications are required:

b.1) A degree or equivalent from a tertiary recognized institution within a relevant field of Engineering linked to the Maritime Sciences or a qualification from a suitable marine or nautical institution and relevant sea-going experience as a certified ship officer.

b.2) Work experience relevant to the Class & Statutory surveys.

C) Following aspects will be considered to evaluate suitability:

c.1) Experience from previous Class & Statutory related works.

c.2) Training courses completed in connection with HSSSQEEn audit, class & statutory surveys and related IMO model courses when applicable.

c.3) Continuing education courses and refresher training is necessary to fulfill the quality requirements of our Quality Management System, this updating may be through additional training courses, distant learning, and related services based on the specific needs of companies.

D) Application

The following documents shall be provided for evaluation and approval as surveyor / auditor to Novaveritas` technical department.

d.1) Application and color digital photo (jpg format)

d.2) Updated resume

d.3) Copy of courses attended and certificates obtained.

d.4) Letters of references, certifications.

d.5) Certified Copy of the license or title as a marine or nautical engineer, naval architect, Captain, Chief Eng., First Officer or First engineer, Deck or Engineer Officer, or Certificate of Competency attesting the applicant`s competency.

E) Documentation to be presented to our principal

After review of all documents, and in case of the candidate be approved by our Technical Department, we will process a new form which will contain the proper professional qualification data of our auditors (NV 005). This form will be presented to our principal in order to get the approval to develop the intended service.

Failure in providing of qualification evidence will reject any application to become NV auditor or technician.

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