

Novaveritas NV ©



Technical Department

**FROM: NOVAVERITAS NV TECHNICAL DEPARTMENT**

**TO: to all NV Surveyors & Auditors and technical personnel**

**DATE: January 17th, 2013**

**SUBJECT: Code of Conduct for Auditors, Surveyors and Technical personnel**

### **A) INTRODUCTION**

Novaveritas NV is a marine organization founded in 2010 at Santos, Brazil, dedicated to serve the Maritime Community as Marine Surveyors & Auditors. Surveyors of the Organization must act in a way that the reputation for integrity, professionalism and competence be reflected in all ways.

1. Surveyors & Auditors shall act in a strictly trustworthy and free from all prejudice and favoritism and shall disclose any relationships they have with the client other than that of a Surveyor to this organization prior to undertaking survey.
2. Surveyors & Auditors shall not accept any inducement, gift, commission, discount or any other profit from the client or their agents or shall not collect a fees in excess of what has been authorized by the head office.
3. Any of the documents, survey reports, plans or information received by virtue of being a surveyor to this organization shall be treated as confidential, and shall not be used for any other purpose that those were intended for and shall not be disclosed or revealed to a third party without permission from the Head Office.
4. Surveyors & Auditors shall not use any unethical means for obtaining business

5. Surveyors & Auditors shall not act in any way that may damage the reputation of other surveyors to this organization on indirectly in front of a third party.
6. Surveyors & Auditors shall act only within the authorities he has and shall refrain from making statements or promises on aspects outside the scope of his authority.
7. Surveyors & Auditors shall not insist that a particular organization, such as repairers, equipment manufacturers, service providers, consultancy organizations, etc. shall be used for rectifying a deficiency identified during survey.
8. Surveyors & Auditors are considered as a professional and the comments made by the surveyor should be specific. Absolute safety or seaworthiness does not exist. Therefore statements such as a “vessel is safe or unsafe” or a “vessel is seaworthy” should not be used.

Following are examples of appropriated statements:

“The vessel is considered to remain efficient for the specific duration”;

“The vessel complies with the requirements”;

“Vessel is considered to be substandard”.etc.

9. Surveys and audits shall be reported within the time stipulated and shall contain only the information which has be ascertained by the surveyor as surveyor statement. All other information based on unauthenticated sources such statements by the Master, log book entries, etc. shall be qualified as such: for example

“Master of the vessel stated that...”

10. The Surveyor or auditor performing the survey or the audit shall sign reports. By signing the report the surveyor/auditor assumes responsibility for the authenticity of the report.

11. All actions of the surveyor/auditor shall be in compliance with the above code of conduct. In respect of any aspect not covered above the same shall be dealt with in a manner, which is not detrimental to the reputation of the Organization or its integrity, professionalism and competence. Whenever the surveyor/auditor is in doubt Head Office shall be contacted.

CEO