General Rules for the Certification of Persons

Specific Requirements for the Certification of Persons

Surveyors of Submerged Structures and In-Water Service Inspections

CHAPTER 1 SCOPE AND FIELD OF APPLICATION

1.1

This document defines the principles, criteria and procedures for the management of activities relating to certification and relevant certification maintenance for surveyors of submerged structures and in-water service inspections, by both diving and using ROVs (Remotely Operated Vehicle).

CHAPTER 2 DEFINITIONS

2.1

Professional qualification certificate: a document with international validity attesting the professional skill acquired after a training period leading to the award of a certificate of professional competence. To enable the operator to carry out professional underwater activities, this certificate must be integrated with the evidence of physical fitness, checked on an annual basis.

Registration book: a document attesting the enrolment of divers (Technical Diving Operators, hereinafter referred to as TDO) in a specific register of underwater operators, located in each maritime district. It is forbidden to anyone who is not enrolled in this register to perform the TDO or diving activity on a professional basis, also in a non-exclusive and discontinuous basis.
Enrolment in the registers established by each maritime district allows the Italian operator to perform their activity within the Italian territorial waters.
The updated registration book provides the evidence of physical fitness.

ROV operator: a technician able to operate ROVs (Remotely Operated Vehicles).

Surveyor of submerged structures and in-water service inspections: this qualification certificate can be awarded to candidates who provide evidences of compliance with the knowledge, professional skill and training requirements set out in the reference standards and in these Rules and who have successfully completed the examination tests for certification.

TDO – Professional Commercial Divers: diving operators who carry out activities, on a professional, even if non-exclusive or discontinuous basis, relating to underwater work at sea or in inland waters, in deep water at a pressure greater than atmosphere using specific equipment and structures.

CHAPTER 3 REFERENCE STANDARDS AND REGULATORY DOCUMENTS

3.1

- UNI CEI EN ISO/IEC 17024 Standard "General requirements for bodies operating certification of persons"
- General Rules for the Certification of Persons RC/C 85, issued by RINA Services S.p.A.

- UNI 11366 Standard: "Health and Safety in Diving and Hyperbaric Professional Activities for Industry"

3.2

RINA reserves the right, if requested by the applicant Organisation, to perform the same personnel qualification activities on the basis of national or international recognized standards assessed by RINA as applicable to the certification covered by these Rules.

CHAPTER 4 MINIMUM REQUIREMENTS

4.1 Examination admission requirements

To be admitted to the examination, the applicant must have the following documents:

1. – TDO (Technical Diving Operator) professional qualification, currently valid

   - registration book, issued by the Port Authority, as TDO or diver, in compliance with the medical requirements

   or, as an alternative

   - Professional Commercial Diver qualification certificate
   - medical fitness certificate

   or, as an alternative

   - qualification to operate ROVs
   - medical fitness certificate for offshore operations

2. – training as per p. 4.2

   or, as an alternative

   - working experience as per p. 4.3

4.2 Training

An evidence of the training in compliance with the requirements of these Rules is a certificate of attendance to a specific course with a minimum duration of 24 hours, attesting that the subjects listed here below in LIST 1 have been dealt with, issued by the employer and countersigned by a certified surveyor of submerged structures and in-water service inspections or a IACS Classification Society.

LIST 1

a) Shipping nomenclature and visual inspections
   - Midship section, longitudinal section, bottom and upper works, waterline and draft mark...
   - Types of hull (displacement, planning...)
   - Propulsion systems (conventional and non-conventional)
   - Types of rudders (balanced, hinged drawbars...)

- Visual inspections by camera systems
- Corrosion: forms of corrosion, morphology
- Metallurgical and operational defects in welding

b) Underwater inspections
- Examples and methods of video recording for inspections of hulls, rudders, propellers, sea-water intakes, bow-thruster, condition of sacrificial anodes, offshore structures
- Dimensional check and check of slack ropes
- Writing of inspection results

c) Thickness test
- Ultrasonic thickness gauge: general principles, instruments and relevant calibration

d) Protection of structures
- Protection of structures by sacrificial anodes, impressed currents and painting cycles
- Measurement of cathodic potential

One or more subjects among those listed above can be either totally or partially excluded from the program, whenever the documented experience and/or the qualifications of all participants show adequate competence on the subject to be excluded, according to the judgement of RINA technician responsible for the examination.

4.3 Experience

As an alternative to p. 4.2, the candidates can provide the evidence of having a minimum working experience of two years, during which at least two inspections/year must be carried out and recorded in the professional diving logbook or in the ROV personnel logbook, on submerged structures and in-water service inspections.

The employer will be responsible for sending a signed declaration of experience to RINA containing:

1. the list of all inspections performed on structures, ships, vessels or boats recorded and approved in the professional diving logbook or in the ROV personnel logbook;
2. the scope of the inspections
3. the client who commissioned the work

The inspections can be accepted also if performed together with another technician who has already obtained the same qualification.

RINA also reserves the right to assess any integrations or amendments technically equivalent to the above training program.

CHAPTER 5 PERSONNEL ASSESSMENT PROCESS

5.1

The candidates/Organisations that wish to obtain the above certification must send an application to RINA with at least the following data:

a) name of the Organisation;
b) number of persons to qualify;
c) evidences as per p. 4.1 above.

After a preliminary examination to check completeness of the information provided by the organisation, RINA will prepare a service proposal that will be sent to the candidate/applicant Organisation.

5.2

Upon receiving the acceptance of the above service proposal, RINA will send a written confirmation to the candidate/Organisation for the acceptance of the application.

The candidate/Organisation's application and relevant acceptance by RINA are the formal contract regulating RINA operations carried out in accordance with these Rules.

RINA reserves the right to examine, at its discretion, other documents foreseen by these Rules as an integration and support to the information received from the applicant.

RINA will previously inform the candidate/Organisation of the name of the RINA technician responsible for the examinations; the candidate/Organisation may object to the appointment of this technician, justifying the reasons.

5.3

The candidate's competence shall be evaluated through a written test aimed at verifying the knowledge of the subjects dealt with in List 1 above and a practical test aimed at proving the candidate's ability to carry out inspections in the aquatic environment.

Qualification written tests can be performed by RINA at its own structures or at the Applicant Organisations' premises.

The practical tests can be performed in equipped structures with swimming pool or in open water.

The applicant Organisation shall comply with the safety requirements for diving operations including communications to competent authorities in case of diving in port waters.

The RINA technician appointed for the examinations can be the only member of the Examination Board or can be supported, in case of many examinations, by other qualified technicians.

Before the examination test is started, the examination board will proceed with a complete identification of the candidates by a valid personal identity document.

5.3.1 WRITTEN TEST

The written test consists of multiple-choice questions relating to the groups of subjects as per List 1:

- 20 questions relating to group a)
- 5 questions relating to group b)
- 5 questions relating to group c)
- 5 questions relating to group d)

The time allowed to a candidate to answer the questions of the written test is on average three minutes per question.

The minimum pass grade for the written test is a total percentage of correct answers equal to at least 75% of the total number of questions.

Only the candidates who have passed the written test will be admitted to the practical test, if any.

5.3.2 PRACTICAL TEST

The practical test consists of simulating an inspection of a submerged structure or an in-water service inspection, which can foresee the visual and ultrasonic thickness test on a sample identified by the examination board and of drafting the related inspection report.

The practical test will be deemed to be passed if the candidate shows sufficient competence without systematic training deficiencies in performing the inspection under examination.

During the practical test, the RINA technician will mainly assess the candidate's operational ability.

At the end of the test, the RINA technician will write an examination report for each candidate containing information about the examination, the assessment and the results.

A candidate who fails to achieve the pass grade shall wait for at least thirty days before applying for a new examination; if the exclusion is due to fraudulent reasons, he/she must wait for at least one year.

A candidate who successfully completes the written test but does not pass the practical test can be admitted to repeat only the practical test, without repeating the written test, within six months from the date of the first examination. After this period of time, the candidate must repeat the entire test.

CHAPTER 6 ISSUE OF CERTIFICATES

6.1

The information collected during the certification process must be sufficient:

a) for RINA, to take a decision about certification;
b) for traceability purposes (for example in the presence of an appeal or a complaint).

6.2

Upon successfully passing the examination and following RINA's positive decision on certification, the candidate receives a Certificate which attests fulfilment of the requirements set out in these Rules, with a period of validity of three-years.

In the presence of a negative result of the examination or of the decision on certification, RINA can refuse to issue any certificate; in this case the reasons for refusing certification will be reported to the candidate.

6.3

The certificate issued by RINA shall contain at least the following information:

a) the name of the certified person;
b) a unique identification of the document;
c) the name of the Certification Body;
d) the technical reference document;
e) the field of application, the terms and limits of validity of the certificate;
f) the date of issue of the certificate;
g) the expiry date;
h) the current issue date.

CHAPTER 7 CERTIFICATION MAINTENANCE

7.1

The validity of the certificate in the three-year period depends on the fulfilment of the following conditions:

- the correct professional behaviour of the certified personnel;
- continuity in the performance of professional diving activities, the evidence of which is provided by the conduction of at least one inspection per year stated by the employer (professional diving logbook or ROV personnel logbook);
- maintenance of the technician's physical requirements (TDO/diver: verified by the valid registration book or diving fitness certificate for Professional Commercial Divers – ROV operators: medical fitness certificate for offshore operations).

Verifying the above requirements can be carried out by RINA on a documental and sampling basis.

CHAPTER 8 RENEWAL OF CERTIFICATES

8.1

Within and not later than six months from the expiry date of the certificate, the validity of the same can be renewed for another three years period.

The applicant candidate shall provide RINA with the following documents:

1. – TDO patent with medical fitness validity or, as an alternative, registration book issued by the Port Authority as a diver complying with the medical requirements

or, as an alternative

– a valid Professional Commercial Diver qualification certificate with the evidence of medical fitness

or, as an alternative

– qualification to operate ROVs with the evidence of medical fitness for offshore operations

2. continuity in the performance of professional diving activities, the evidence of which is provided by the conduction of at least one inspection per year stated by the employer (professional diving logbook or ROV personnel logbook).

   If there is no evidence of continuous work activity, the candidate will be subjected to part of the complete examination, as per p. 5.3.

If renewal is not performed within six months from the expiry date of the certificate, the candidate will be required to pass again the entire examination (5.3).