



Rules for Ship Recycling Management System Certification

Effective from July 1st 2009

RINA Società per azioni
Via Corsica, 12 - 16128 Genova - Italy
Tel.: +39 01053851 - Fax: +39 0105351000
www.rina.org

Technical regulations



CONTENTS

CHAPTER 1 GENERAL 3

CHAPTER 2 REFERENCE STANDARD / CERTIFICATION REQUIREMENTS..... 4

CHAPTER 3 INITIAL CERTIFICATION 6

CHAPTER 4 ISO 30000 CERTIFICATION FOR SITES ALREADY CERTIFIED ACCORDING TO
ISO 14001 AND BS OHSAS 18001 11

CHAPTER 5 MAINTENANCE OF CERTIFICATION..... 12

CHAPTER 6 RECERTIFICATION..... 15

CHAPTER 7 MANAGEMENT OF CERTIFICATES OF CONFORMITY 16

CHAPTER 8 MODIFICATION TO CERTIFICATION AND COMMUNICATION OF CHANGES..... 18

CHAPTER 9 SPECIAL PROCEDURES FOR MULTI-SITE ORGANISATIONS 18

CHAPTER 10 SUSPENSION, RENEWAL AND WITHDRAWAL OF CERTIFICATION 20

CHAPTER 11 RELINQUISHMENT OF CERTIFICATION..... 21

CHAPTER 12 CONTRACT CONDITIONS 22



CHAPTER 1 GENERAL

1.1

These Rules describe the procedures applied by RINA for the certification of Management Systems of Ship Recycling activities and how organisations can apply for, obtain, retain and use this certification, as well as its possible suspension and revocation.

For any issues not covered in this document, reference should be made to the "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION" which can be downloaded at www.rina.org.

1.2

RINA issues this certificate to organisations whose Management System has been recognised as fully conforming to all the requirements of the ISO 30000 Standard.

Moreover, RINA may, on request, audit compliance of the Management System with other reference regulatory documents. The specific RINA rules/guides must also be considered in these cases.

1.3

Certification is open to all organisations and does not depend on whether they belong to an association or group.

RINA will apply the fees established on the basis of its current tariffs for the certification service and guarantees fairness and uniformity of application. RINA is entitled to refuse requests for certification by organisations that have been the subject, or whose production or activities have been the subject, of restriction, suspension or proscription by a public authority.

1.4

The certificate issued by RINA pertains exclusively to a single organisation, where organisation means a group, company, enterprise, body or institution, or parts and combinations thereof, whether associated or not, public or private, with its own functional and administrative structure.

For organisations with more than one operating unit, a single operating unit can be defined as an organisation.



1.5

The procedures envisaged in these Rules are also applied when Management System certification is requested under the provisions of the RINA Rules for the classification of ships or other rules applicable to the organisation; in such cases, any additional requirements for the Management System contained therein are to be complied with.

1.6

The terminology used in these Rules is indicated in the ISO 30000 and ISO/PAS30003 Standards.

CHAPTER 2

REFERENCE STANDARD / CERTIFICATION REQUIREMENTS

2.1

Organisations wishing to obtain RINA certification of their Management System must first and henceforth satisfy the requirements of the ISO 30000 Standard and those indicated in the following paragraphs of this Chapter, as well as any other additional requisites foreseen at international level (e.g.: International Convention for the Safe and Environmentally Sound Recycling of Ships).

2.2

In particular, in order to obtain Management System certification, the organisation must:

2.2.1 have performed a preliminary analysis of all the sites for which Management System certification is requested:

- A description of the type of activity carried out at the site including the processes, infrastructures and hazardous substances/materials managed and handled;
- Identification of the aspects linked to recycling¹ associated with the organisation's activities and related impacts and applicable legislative requirements

¹ Aspect linked to recycling means every element of the operations, procedures, activities, waste management, contract, dismantling, storage, separation, treatment, disposal, recycling, reuse or trade of a recycling plant which affects or could affect health and safety requirements or environmental or legal requirements. The aspect linked to recycling also includes both environmental aspects and risks associated with ship recycling activities.



2.2.2 have a Manual which:

- defines the scope of the Management System, describes the main system elements and their interactions and contains or refers to the relative documented procedures;
- takes into consideration the requirements of the Standard and gives a description, not necessarily detailed, of the resources and procedures used to ensure compliance with these requirements;
- contains a suitable description of the company organisation

2.2.3 have established and maintained active and fully operative a Management System in total conformity with the requirements of the ISO 30000 Standard.

A Management System is considered as being fully operative when:

- it has been applied for at least three months;
- the internal audit system has been fully implemented and its effectiveness can be demonstrated;
- at least one management review of the system has been carried out and documented;
- the significant aspects linked to recycling have been assessed and identified;
- the ship recycling objectives and relative programmes have been established and documented;
- the impacts linked to recycling and controls of the associated activities have been monitored and recorded;
- continuous improvement actions, pollution prevention actions and actions to reduce the risks associated with occupational health and safety have been implemented.

2.3

The requirements indicated in point 2.2 are verified by RINA by means of a two-stage initial audit, both carried out at the organisation's site(s):

Audit stage 1 and audit stage 2.

The special features of the initial audit are described in the next chapter.



CHAPTER 3 INITIAL CERTIFICATION

3.1

Organisations wishing to obtain certification for their Management System must provide RINA with their main organisation/production data and site location(s) by filling in all parts of the “Informative Questionnaire” form, available at www.rina.org, and sending it to RINA which will use it to prepare a quotation.

In particular, the organisation must communicate to RINA:

- information concerning all the sites, plants or organisations for downstream waste management, such as transport systems, recycling, reuse, landfill plants and other disposal systems;
- information concerning all the processes outsourced by the organisation that may affect conformity with requirements;
- the number of permanent and temporary sites involved in certification and the relative activities carried out there.

This information is required in order to verify the application of certain requirements of the standard beforehand and to draw up a suitable offer.

If organisations accept RINA's quotation, they must make their application official by sending RINA the specific form attached to the offer, indicating the reference standard and, if relevant, any other reference standard document according to which certification is requested.

On receipt of the application for certification and the relative annexes and having ensured they are complete, RINA will send the organisation written acceptance of its application.

The organisation's request, which makes specific mention of these Rules, and its acceptance by RINA, contractually formalise the relationship between RINA and the organisation, and the applicability of these Rules.

The agreement signed between RINA and the organisation includes:

- the initial audit comprising two stages and the issue of the certificate;
- subsequent surveillance and recertification audits
- any additional services specified in the offer.

RINA informs the organisation of the names of the auditors appointed to conduct the audit stage 1 and audit stage 2; the organisation may object to the appointment of these auditors, stating its reasons.



During the initial audit, the organisation must be able to demonstrate that the Management System has been fully operational for at least three months and that it effectively applies the system and relative documented procedures.

3.2

At the time the stage 1 audit is performed, the organisation is to provide RINA with the following documents:

- final report of the preliminary site(s) analysis including the layout of the site(s);
- management manual describing the Policy, Objectives and Programme(s) and the Management System of the organisation (last valid revision);
- organisation chart of the organisation's Management System;
- list of internal procedures which are relevant in terms of management;
- list of the environmental and safety authorisations held by the organisation and list of the environmental and safety fulfilments applicable to the organisation;
- list of current sites, describing the activities performed there;
- a copy of the Chamber of Commerce registration certificate or an equivalent document, certifying the existence of the organisation and describing the activity it performs.

RINA may ask, at its discretion, to examine other documents, apart from those previously mentioned, that are considered to be important for assessing the Management System.

RINA examines the above documents for conformity with the reference standard and with the requirements of these Rules.

The outcome of this review is recorded in the audit stage 1 report – document review, which will be given to the organisation together with the on-site stage 1 report, see par. 3.3 below; any non-conformities considered as critical found in the documentation must be eliminated by the organisation to the satisfaction of RINA before the certification procedure can continue.

The documentation referred to above is normally kept by RINA for its files.

3.3

The audit stage 1 “on-site” of the Management System is generally performed at the organisation's site(s), except in special cases.

This audit sets out to:

- analyse the System by collecting information concerning the scope of the organisation's Management System, processes and sites, together with the relative legal and regulatory aspects;
- plan audit stage 2, reviewing the resources allocated to perform it and agreeing the details with the organisation.



During the audit stage 1 "on-site", qualified RINA auditors also conduct on-site inspections and interviews with the organisation's staff, verifying at least:

- a) that the Management System documentation, including the procedures, covers all the requirements of the standard;
- b) that a complete cycle of audits covering all the sites and the relative management review has been performed;
- c) that the organisation has documented the evaluation of the significant aspects associated with recycling and the reliability of this evaluation in relation to the type of organisation;
- d) that the organisation has all the environmental and occupational health and safety authorisations required to allow it to carry out its activities and that such authorisations are valid;
- e) that the organisation complies with the fulfilments contained in the documents indicated in letter d), as well as with those required by applicable environmental and occupational health and safety legislation.

At the end of the stage 1 audit, together with a copy of the stage 1 audit report – document review as per point 3.2 above, the organisation is given a copy of the audit stage 1 "on-site" report which, among other things, indicates any observations found, including those that could be classified as non-conformities during the audit stage 2.

The actions taken by the organisation to eliminate these observations are generally checked during the audit stage 2 referred to in point 3.4.

In the event of observations deemed to be particularly important, in the judgement of the auditors who performed the audit, the organisation may be required to totally eliminate them before the audit stage 2 takes place.

3.4

The audit stage 2 is conducted at the organisation following the successful outcome of the audit stage 1 "on-site" as described in point 3.3, in order to verify the correct implementation of the Management System.

Before conducting the audit stage 2 of the site(s), RINA sends an audit plan to the organisation giving a detailed description of the activities and the requirements for conducting the audit.

If the organisation performs its activities on more than one operative site, the audit will be performed according to criteria established by RINA and communicated to the organisation.

This audit is performed by qualified RINA auditors, on the basis of the audit stage 1 and the following updated documents prepared by the organisation:

- Management System manual,
- informative questionnaire filled in by the organisation,
- list of internal procedures,



- management procedures and other Management System documents,
- Preliminary Site Analysis.

The audit stage 2 essentially comprises:

- an initial meeting with the technical staff of the organisation in order to agree and confirm the audit objectives and methods indicated in the audit plan;
- verification that the corrective actions relative to the observations found during the audit stage 1 have been effectively implemented;
- an inspection of the site(s) of the organisation to verify conformity of the Management System with the reference documents and its complete implementation. During this inspection, checks on the plants and interviews with the staff involved in the Management System will also be made;
- verification of the management of the flow of waste produced including storage, transport and disposal activities;
- a closing meeting to explain the outcome of the audit.

3.5

At the end of the audit stage 2, the organisation is given a copy of the audit report containing any non-conformities found (type "A" finding), observations relevant to implementation of the Management System (type "B" finding) as well as any recommendations (type "C" finding).

The organisation may indicate any reservations or comments concerning the findings by the RINA auditors in the relative space in the audit report.

The contents of this report are subsequently confirmed by RINA in writing.

If there is no written communication from RINA, the report is to be considered as confirmed three working days after being received by the organisation.

After analysing the reasons for any non-conformities and/or observations indicated in the above report, the organisation must, within the data indicated on the report, inform RINA of its proposals for handling the non-conformities and/or observations, as well as the corrective action required and the dates envisaged for its implementation.

The "Member Area" of the RINA website (www.rina.org) can be used to send handling and corrective action proposals to RINA for acceptance.

The organisation, in fact, may propose handling methods and corrective action by filling in the relative forms directly in the "Member Area" of the RINA website (www.rina.org).²

RINA will notify the organisation in writing of acceptance of the proposals and of the relative implementation deadlines.

² If it is impossible to access the Internet, the organisation may fill in a paper form and send it to the pertinent RINA Office.



3.6

In the event of non-conformities³ the certification process is suspended; in the event of observations, the number of which, in the audit team's judgement, may compromise the efficiency of the System, the certification process is also suspended.

In these cases, RINA may perform a supplementary audit within three months in order to ascertain the effectiveness of the proposed handling methods and corrective action; if this audit is successful the certification process will be resumed.

The auditing team may decide to perform the supplementary audit on site or on the documents, depending on the type of corrective action involved.

If the above period is exceeded, the organisation's Management System is completely re-examined within six months of the finding.

After the six month period has elapsed with no positive outcome of the assessment, RINA reserves the right to definitively close the certification file and charge the time spent and expenses incurred up to that moment. In such a case, if the organisation wishes to proceed with RINA certification, it must submit a new application and repeat the certification procedure.

In special cases, the above time limits may be modified at the request of the organisation, if considered justified by RINA.

3.7

After the satisfactory completion of the evaluation and validation by the relative RINA committee, a Certificate of Conformity of the Management System, valid for three years, will be issued (the facsimile of which is available at www.rina.org).

The validity of the certificate is subject to the result of the subsequent annual surveillance audits and the three-yearly recertification of the Management System.

The frequency and extension of the subsequent audits to maintain certification are established by RINA on a case-by-case basis by drawing up a three-year audit plan which it sends to the organisation.

For details on the management and validity of the certificates of conformity issued by RINA, see chapter 7.

³ "Non-conformities" mean:

- total non-observance of one or more reference standard requirements;
- non-compliance with one or more requirements of these Rules;
- non-compliance with one or more mandatory, legal requirements as for example legal limits and/or provisions, limits and/or prescriptions indicated on authorisations or other prescriptive documents, etc.
- situations that could cause serious shortcomings in the management system or reduce its capacity to ensure the control of environmental aspects/impacts and/or compliance with legislation.



CHAPTER 4

ISO 30000 CERTIFICATION FOR SITES ALREADY CERTIFIED ACCORDING TO ISO 14001 AND BS OHSAS 18001

4.1

If the organisation

- has valid integrated Environmental and Safety certification of its Management System according to the ISO 14001:2004 and BS OHSAS 18001 Standards,
- has a certificate issued by RINA on the basis of its Rules or issued by other certification bodies accredited and recognised by RINA in connection with the IAF,

the organisation may request certification to be extended also to ISO 30000, by sending a certification request to RINA, together with the following documentation:

- preliminary analysis of the site(s) only as regards the changes made in relation to the equivalent documents submitted at the time of Environmental and Occupational Health and Safety Management System certification, if required by RINA;
- list of measures taken to ensure compliance with the specific requirements of the ISO 30000 Standard and also with the rules and laws in force, including the International Convention for the Safe and Environmentally Sound Recycling of Ships.

RINA reserves the right to ask for other documents, in addition to those indicated above, which in its opinion, are important for the purpose of extending certification to the Standard.

4.2

The documentation referred to in 4.1 will be assessed by RINA for compliance with the relevant requirements of these Rules; the outcome of the review will be communicated to the applicant and any non conformities found in the documentation will have to be remedied by the organisation to the satisfaction of RINA before the certification process can continue.

The documentation referred to in 4.1 will be kept by RINA for its files.

4.3

Following the successful outcome of the review of the documentation referred to in 4.1, an audit of the site(s) is made to check compliance with all the additional requirements compared to those contained in the ISO 14001 and BS OHSAS 18001 Standards.

In particular, it is checked that all the integrative elements contained in the ISO 30000 Standard and in the International Convention for Ship Recycling have been taken into account and properly implemented.



Before undertaking the site(s) audit, RINA sends the organisation an audit plan containing a detailed description of the activities and arrangements for the audit.

The audit essentially consists of:

- an opening meeting, attended by the Management or one of its representatives, with the technical staff of the organisation, to agree on the objectives and methods of the audit, indicated in the audit plan;
- an inspection of the organisation's site(s) to check the special points of the scheme. During this inspection, checks will be made of the plants and interviews held with the personnel of the organisation involved in the Management System of Ship Recycling activities,
- verification of the management of the flow of waste produced (including storage, transport and disposal) and of the management of all hazardous materials and/or substances used;
- a closing meeting to explain the outcome of the audit.

For all matters not expressly stated in this chapter relevant to performing the audit, reference is to be made to what is indicated for the stage 2 audit.

4.4

Following this audit, also in this case, the contents of points 3.6 and 3.7 above apply.

CHAPTER 5 MAINTENANCE OF CERTIFICATION

5.1

The organisation must ensure its Management System continues to comply with the Reference Standard.

5.2

The organisation must keep records of:

- aspects/impacts associated with recycling;
- environmental and/or safety accidents/emergencies on the site(s) and other events that could have had negative effects on the environment and/or on occupational health and safety;
- any complaints received concerning impacts associated with recycling;
- any observations or reports from national or local authorities responsible for controlling aspects associated with recycling;

and must make them available to RINA together with the relative corrective action implemented during the periodic audits.



5.3

RINA performs periodic audits on the Management System in order to evaluate whether it remains compliant with the requirements of the reference standard.

Certification maintenance audits are divided into two types:

- Surveillance audits, generally performed at least once a year.

Sample checks are made of the Management System according to the schedule indicated in point 3.8 in the organisation's possession.

- Recertification audit (see chapter 6);
The Management System must be totally reviewed every three years.

5.4

Surveillance audits are performed at the organisation's site(s), according to a three-year programme which enables each item contained in the reference standard according to which the Management System was certified to be audited at least once during the three years of validity of the Certificate.

The following aspects will be considered during the surveillance audits:

- a) internal audits and management reviews;
- b) a review of the action taken as a result of the non-conformities identified during the previous audit;
- c) handling of complaints;
- d) the effectiveness of the Management System in achieving objectives;
- e) the progress of activities implemented to promote continual improvement;
- f) continual operative control;
- g) a review of any changes.

Details of the activities and instructions for performing surveillance audits at the site(s) are described in the surveillance audit plan which RINA sends to the organisation before performing the audit.

5.5

At least one surveillance audit must be performed at intervals of not more than 12 months and the date within which the audits must be performed is indicated on the three yearly audit plan sent to the organisation.

This programme may be modified by RINA according to the results of the previous surveillance audits.

If the limits of the surveillance audits are exceeded for justified reasons, this must be agreed in advance with RINA and recovered at the subsequent audit.

In any case, the date of the first surveillance audit following initial certification must be established from the final date of the stage 2 audit.

**5.6**

RINA also reserves the right to perform additional audits, with respect to those established in the three-year programme, at the organisation:

- if it receives complaints or reports, considered to be particularly significant, related to non-compliance of the Management System with the requirements of the reference standard and of these Rules
- in relation to changes taking place in the organisation
- of organisations whose certificate has been suspended.

If this is refused by the organisation without a justified reason, RINA may decide to suspend the certificate.

If RINA considers the complaints and reports to be justified, the cost of the supplementary audit will be charged to the organisation.

5.7

The dates of the surveillance audits will be agreed with the organisation in due time and officially confirmed in writing.

The names of the qualified auditors appointed to perform the audits will be notified by RINA in advance to the organisation which may object to the appointments, giving its reasons.

5.8

The outcome of the audits is notified as described in section 3.5.

The validity of the certificate is confirmed following the successful outcome of the surveillance audit.

5.9

In the case of non-conformities or observations whose number in the opinion of the audit team is such as to impair the correct functioning of the system, the organisation will be subject to a supplementary audit within the time limits established by RINA in relation to the importance of the non-conformities/observations and, in any case, not more than three months after the end of the surveillance audit in order to ascertain the effectiveness of the proposed handling methods and corrective action.

If the non-conformities are not eliminated within the established times or if the observations found do not ensure control of the aspects/impacts associated with recycling activities and of the applicable legal requirements, RINA may suspend certification until these non-conformities have been eliminated and, in any case, as specified in point 10.1.

All costs relative to any additional audits deriving from shortcomings in the Management System will be charged to the organisation.



CHAPTER 6 RECERTIFICATION

6.1

For the recertification audit of the Management System, performed every three years, the organisation must contact RINA about three months before the date indicated on the three-year audit plan in its possession, and send an updated and complete copy of the Informative Questionnaire (available at www.rina.org) in order to allow RINA to plan the activity and agree on the date of the recertification audit.

The date of the recertification audit will be agreed with the organisation in due time and officially confirmed in writing.

The names of the auditors appointed to perform the audits will be notified by RINA to the organisation which may object to the appointments, giving its reasons.

6.2

The recertification audit sets out to confirm maintenance of the conformity and effectiveness of the overall Management System and is mainly based on an audit to perform on-site, generally, using the same criteria as the audit stage 2.

In particular, the recertification audit comprises an on-site audit which considers, among other things, the following aspects:

- a) the effectiveness of the overall Management System in the light of internal and external changes and its continual pertinence and applicability for scope of the certification;
- b) the commitment demonstrated in maintaining the effectiveness and improvement of the Management System in order to improve overall performance;
- c) if the effectiveness of the Management System contributes towards the pursuit of the organisation's policy and objectives.

Details of the activities and instructions for performing recertification audits at the site(s) are described in the recertification audit plan which RINA sends to the organisation before performing the audit.**6.3**

Following the successful outcome of the recertification audit, the auditing team submits a recertification proposal to RINA in order to allow it to reissue the certificate of conformity.

RINA reissues the certificate of conformity following the positive outcome of the assessment of the above proposal.

Confirmation of recertification approval by RINA with consequent issue of the certificate is sent to the organisation in writing.



For details on the management and validity of the certificates of conformity issued by RINA, see chapter 7.

6.4

The recertification procedure must be successfully terminated before the expiry date indicated on the certificate. This date cannot be extended by RINA.

Consequently, the recertification audit must be successfully terminated in sufficient time to allow RINA to approve the recertification proposal and reissue the certificate by the above date (at least one month before the expiry date indicated on the certificate).

If the organisation fails to abide by the above deadlines and does not obtain reissue of the certificate by the date of expiry, the certificate must be considered as expired starting from the day after the date of expiry indicated on the certificate.

Organisations intending to obtain certification following the expiry of the certificate must present a new application and, generally, repeat the entire initial certification procedure.

6.5

In the case of non-conformities or observations whose number in the opinion of the auditing team is such as to impair the correct functioning of the System, the organisation must effectively implement the relative handling and/or corrective action before the date of expiry of the certificate of conformity.

This means that RINA must perform the supplementary audit to verify the elimination of these non-conformities/observations in sufficient time for the subsequent issue of the certificate.

The established times within which RINA must perform the supplementary audit are communicated to the organisation in the recertification audit report.

The auditing team may decide to perform the supplementary audit, aimed at ascertaining the effectiveness of the proposed handling methods and corrective action, on site or on the documents, depending on the type of corrective action involved.

All costs relative to any supplementary audits deriving from shortcomings in the Management System will be charged to the organisation.

CHAPTER 7 MANAGEMENT OF CERTIFICATES OF CONFORMITY

7.1

The certificate of conformity issued by RINA is valid for three years starting from the date of approval by RINA of the initial certification or recertification proposal.

Among other things, the Certificate:



- indicates all the activities covered by the organisation's Management System for ship recycling, including service, process, handling and management of specific materials, etc., as applicable to each site;
- clearly identifies the hazardous materials the recycling plant is able to deal with.

7.2

From the moment of issue of the certificate by RINA, an original copy of the same and of the relative three-year audit programme is made available to the organisation in the "Member Area" of the RINA website (www.rina.org). The organisation may therefore enter and download the above documents directly from this area of the RINA website.

If it is impossible to access the Internet, the organisation may request a hardcopy original from the pertinent RINA Office.

7.3

The validity of the certificate, throughout the three years of validity, is subject to the results of the subsequent surveillance audits.

The certificate of conformity is reissued following the successful outcome of each recertification audit, as indicated in chapter 5 hereto.

The validity of the certificate may be suspended, withdrawn or relinquished in accordance with the contents of Chapters 10 and 11.

RINA directly publishes and updates the following on its website www.rina.org:

- the list of certified organisations;
- the status of validity of the certificates issued, indicating valid, suspended or invalid for each certificate;
- copies of the valid certificates.

On request, RINA provides information on the reasons for the invalidity of the certificate.

7.4

An organisation which obtains ISO 30000 certification may not make reference to the certification of its ship recycling management system in any way which may imply RINA certifies the management of specific waste or other materials or service companies or that certification applies to activities not covered by certification.



CHAPTER 8 MODIFICATION TO CERTIFICATION AND COMMUNICATION OF CHANGES

8.1

An organisation in possession of certification may request a modification or extension by presenting a new certification application, accompanied by the duly updated documentation indicated in point 3.1. RINA reserves the right to examine requests on a case-by-case basis and to decide the evaluation methods for the purpose of issuing a new certificate according to the "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION" and to the ISO 30000 Standard.

8.2

The organisation must promptly inform RINA of any changes in aspects that may affect the capacity of the Management System to continue to satisfy the requirements of the Standard used for certification.

This requirement concerns, for example, modifications to:

- a) the legal, commercial, organisational or ownership status;
- b) organisation and management (e.g.: key managers or technical staff, decision-making process);
- c) contact addresses and sites;
- d) field of application of the activities covered by the certified Management System;
- e) significant changes in the Management System and processes.

RINA reserves the right to perform additional audits on the organisation if the modifications communicated are considered particularly significant as regards maintaining conformity of the Management System with the requirements of the reference standard and of these Rules or to review the economic conditions for the possible modification of the contract.

CHAPTER 9 SPECIAL PROCEDURES FOR MULTI-SITE ORGANISATIONS

9.1

If an organisation works on more than one permanent site, all the functions relating to the Management System are managed by a head office and a single certificate is requested, auditing activities can be performed by sampling the sites subject to audit, as long as:



- the activity subject to certification is the same at all the sites and the organisation implements the same Management System (managed by a head office) for all the sites;
- the processes, activities and environmental aspects are similar. In the case of subgroups of sites with similar activities, the sampling criteria can be applied to each subgroup of sites identified;
- at least the following activities are managed by the organisation's head office:
 - contract review (local acceptance of standard orders is allowed);
 - assessment of training requirements;
 - control and modification of documents;
 - senior management review of the Management System;
 - assessment of the effectiveness of corrective actions, incidents and complaints;
 - planning/execution of internal audits and assessment of results;
 - site analysis.

9.2

RINA issues a single certificate with the name and address of the head office of the organisation. A list of all the sites to which the certificate refers is indicated in an annex or on the certificate.

The organisation may be issued with a certificate extract for each site covered by certification, provided it indicates the same purpose or a sub-element, and includes a clear reference to the main certificate.

9.3

For any non-conformities found on one site during audits, the organisation must evaluate whether they are due to shortcomings common to more than one site and, if so, it must adopt corrective action both at the head office and at the other sites.

9.4

All the operative sites included in the field of application of the management system are to be audited by RINA as ship recycling practices and activities are particular to each site.

Also the non operative sites are assessed by RINA and may be audited in a suitable way, as defined by RINA on the basis of the information provided by the organisation relating to the activities undertaken at the sites.

9.5

Temporary sites, such as those acquired for operational or service purposes, to perform specific activities, cannot be included in any multi-site certification.



CHAPTER 10 SUSPENSION, RENEWAL AND WITHDRAWAL OF CERTIFICATION

10.1

The validity of the certificate of conformity may be suspended as indicated in the "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION" and in the following specific cases:

- if the organisation does not allow surveillance or recertification audits to be performed at the requested frequencies;
- if serious non-conformities are found in the Management System which have not been corrected within the time limits established by RINA;
- if the organisation does not observe the deadlines established for the communication of corrective actions, following non-conformities indicated in the audit report;
- if the organisation has made far-reaching changes to its site(s) or moves to another site without informing RINA of such changes;
- if the organisation has made significant modifications to its Management System that have not been accepted by RINA;
- if the organisation has undergone important re-structuring and has not reported this to RINA;
- if it refuses or obstructs the participation in audits of the observers of an accreditation body;
- for evidence that the Management System does not guarantee respect of the laws and regulations applicable to the activity and/or the site(s);
- if justified and serious complaints received by RINA are confirmed.

The organisation may also make a justified request to suspend certification, normally for not more than six months and, in any case, not after the expiry date of the certificate.

This suspension will be notified to the organisation in writing, stating the conditions for re-instating certification and the date by which the new conditions are to be complied with.

Suspension of the validity of the certificate becomes effective on the date of dispatch of the notification and is made public by RINA directly on its website www.rina.org as established in point 6.3.

10.2

Reinstatement of certification is subject to verification that the shortcomings which led to the suspension have been eliminated. This is achieved by means of an analytical audit



checking compliance of the Management System with all the requirements of the reference standard.

It is notified to the organisation in writing and made public by RINA on its website www.rina.org as established in point 6.3.

10.3

Failure to fulfil the conditions as per point 10.2 above by the established date will lead to revocation of the Certificate of Conformity.

Revocation of the certificate of conformity may be decided as indicated in "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION" and in the following specific cases:

- when there are reasons such as those indicated in point 10.1 for suspension, which are held to be particularly serious;
- if the organisation stops the activities or services covered by the certified Management System for over six months as a rule;
- if the organisation does not accept the new economic conditions established by RINA due to a modification in the contract;
- for multi-site organisations, if the head office or one of the sites does not comply with the criteria required to maintain certification;
- for any other reason that RINA deems to be serious.

Withdrawal of the Certificate of Conformity is notified in writing to the organisation and made public by RINA as indicated in point 6.3.

Any organisation which, following revocation of its Certificate, which commences on the date of dispatch of the notification, wishes to be re-certified, must submit a new application and follow the entire procedure all over again.

CHAPTER 11 RELINQUISHMENT OF CERTIFICATION

A certified organisation may send formal communication of withdrawal of certification to RINA, before the expiry of the certificate, including the case in which the organisation does not wish to or cannot conform to new provisions established by RINA.

Upon receipt of this communication, RINA starts the procedure for invalidating the certificate.

Generally speaking, within one month from the date of the communication, RINA updates the validity status of the certificate.



RINA

Rules for Ship Recycling Management System Certification

CHAPTER 12 CONTRACT CONDITIONS

For contract conditions, the contents of the current edition of the RINA document "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION" apply.

Publication: RC/C 65
English edition

RINA Società per azioni
Via Corsica, 12 - 16128 Genova - Italy
Tel. +39 01053851 - Fax: +39 0105351000
www.rina.org

Technical regulations