

Subject :

*Assessment of Year 2000
Compliance Programs*

NKTECHNICAL INFORMATION

No. : 330

Date : 17 September 1999

To Ship Owners and Ship Management Companies concerned

Dear Sir(s)

It is assumed that ship owning companies and ship management companies have established the "precautionary measures" and "training guidelines for coping with critical situations" to respond to Year 2000 related problems, and have arranged for on-board training in accordance with the training guidelines.

At the request of some companies, ClassNK has started to offer a new service for assessment and certification of Year 2000 Compliance Programs for ship owning companies/ship management companies who wish to demonstrate that they have responded properly to the Y2K issue by establishing Year 2000 compliance programs. An outline of the new service and the procedures for assessment are shown below for information/reference.

1. The service for assessment/certification of Year 2000 Compliance Programs will be initiated by ClassNK only at the request of a ship owning company/ship management company.
2. The assessment is aimed at ascertaining that the Year 2000 Compliance Programs of the company covers the following aspects as recommended by IACS in its press release of 16 December 1998. It also takes into account the recommendations published by IMO in its Circular Letter No.2121, if requested.
 - (1) identify equipment, systems and systems integration on board ship, which could be adversely affected by date changes
 - (2) determine the level of risk to the ship that could result from failure of each system
 - (3) prioritize systems based on the level of risk and obtain manufacturers advice on compliance and/or test procedures
 - (4) develop contingency plans for those systems where compliance cannot be

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reasonably confirmed.

3. The assessment consist of documentary examination of the Year 2000 Compliance Programs and an on-site audit at the company. The on-site audit is to check the records to ensure that necessary measures, on-board training, etc. have been conducted in accordance with the Program.
4. After completion of the documentary examination and the on-site audit, a statement will be issued by ClassNK. The statement to be issued certifies that on the basis of the examination/auditing that the Year 2000 Compliance Programs has been established in accordance with the IACS recommendations (and IMO Circular Letter No.2121 where applicable) and implemented properly.
5. A ship owning company/ship management company who wish ClassNK to issue such a statement is requested to submit to ClassNK head office (Ship Management Assessing Division) an application (attachment 1), the accompanying Questionnaire (attachment 2), their Year 2000 Compliance Programs and a list of ships to which the Program applies.
6. Please be reminded that a statement ClassNK issues under the new service does not guarantee Year 2000 Compliance for the company, ships owned/managed or equipment on board ships.

Attachment: 1. Application form
2. Questionnaire form

If you need more information about these matters, please do not hesitate to contact us.

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Date: _____

To NIPPON KAIJI KYOKAI

Ship Management Assessing Division (Fax No.+81-3-5226-2030)

Application for Assessment of Year 2000 Program

We acknowledge the contents of "NK Technical Information No. 330 " for Assessment of Year 2000 Program and request you to carry out an assessment for issuing "Statement of Year 2000 Program" as mentioned below:

Type of Assessment	Assessment for Year 2000 Program based on ☐ IACS Recommendation* / ☐ IMO Circular Letter No.2121*. * Tick ☐ as appropriately
Company	Name: Address: Certificate Number of DOC (if any): Telephone No.: Fax No.: Person in charge: (Official Position):
Type of Ship	☐ Oil Tanker ☐ Chemical Tanker ☐ Gas Carrier ☐ Bulk Carrier ☐ Passenger Ship ☐ Passenger HSC ☐ Cargo HSC ☐ MODU ☐ Other Cargo Ship
Ship's Flag	Company manages the ship(s) under following flag(s) at the present time (1)..... (2)..... (3)..... (4)..... (5).....
Attachment	"Questionnaire"/ Relevant Documents for the Year 2000 Program / List of ships managed by the Company
Company Assessment Schedule	Proposed Date :

All fees and expenses incurred in the above mentioned assessment and issue of statement are to be paid by;

Name of Company:

Address

Telephone No.: Fax No.:

Applicant's signature: _____
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Questionnaire for Assessing a Year 2000 Compliance Program

To: NIPPON KAIJI KYOKAI

Ship Management Assessing Division

(Fax. No. +81-3-5226-2030)

Date: _____

Name of Company: _____

Person in charge: _____

Position/Section: _____

No	Description	Circle as appropriate	Remark
1	Does your Company have a documented Year 2000 compliance Program? - Policy, Manual, Procedure, Instruction etc.	Yes / No	
2	Are the documents for each ship being carried on board the ship? - Records, Receipt	Yes / No	
3	Are there knowledgeable personnel in your company and on board ships?	Yes / No	
4	Does your company have onboard each ship an inventory of equipment/systems with computers?	Yes / No	
5	Has the above equipment been checked to identify problems and categorised according to how it is critical to operational safety?	Yes / No	
6	Are records, results of confirmation, and/or advice from manufacturers being carried?	Yes / No	
	Is a list of potentially non-compliant equipment being carried?	Yes / No	
	Have remedial action plans based on the above list been established?	Yes / No	
	Have remedial actions for potentially non-compliant equipment been carried out? -Repair, Replacement and Demonstration Test of each pertinent items.	Yes / No	
7	Are contingency procedures/plans being held at your company and on board ships?	Yes / No	
	Have contingency procedures/plans for specified dates been established?	Yes / No	
	Have drills based on those contingency procedures been established for your company and each ship?	Yes / No	

● Please answer the above questionnaire fully and submit with the application, all documents relating to the Year 2000 Compliance Program and a list of ships to which the program applies.