



RIGHTSHIP

Rightship Inspector Training, Testing and Accreditation (TTA) Program Guidelines

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RightShip:

RightShip, jointly owned by BHP Billiton, Rio Tinto, and Cargill, stands as the world's foremost digital maritime platform with a focus on Environmental, Social, and Governance (ESG) criteria. At RightShip, we are committed to a zero-harm maritime industry. This commitment encompasses zero harm to ships, the cargo they transport, the seafarers performing their duties, and crucially, the environment in which these vessels operate.

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Purpose

The RightShip Inspection Program underwent significant revisions in 2021, introducing crucial changes to the inspection procedure and incorporating numerous new questions tailored to specific vessel types. This update to the RightShip inspection program established formal inspector qualifications, encompassing accreditation, experience, knowledge, and competencies.

The purpose of this standard and guideline is to enhance quality, ensure consistency, and prevent potentially serious oversights during inspections and reporting. To achieve this, each inspector must undergo uniform training and accreditation procedures.

All new inspectors, under the RightShip Inspection Program, must meet the defined qualifications and experience requirements outlined in this document.

Applicability

This document outlines the procedures and guidelines for the RightShip Inspection Accreditation Programme and is intended for use by RightShip Inspectors and RightShip Inspection Auditors. The guidelines apply to all RightShip Inspectors and RightShip Inspection Auditors involved in various inspection processes, including but not limited to:

- > Bulk carriers transporting solid bulk cargoes other than grain
- > Bulk carriers transporting grain cargoes
- > General cargo ships, Roll On/Roll Off ships, timber carriers, and non-cellular ships
- > Cellular container ships

It is imperative that all RightShip Inspectors and RightShip Inspection Auditors adhere to the procedures and guidelines specified in this document.

If inspectors, auditors, or candidates require additional information, clarification, or have any questions, please contact risq@rightship.com

Ethics

The integrity of RightShip remains paramount, and all RightShip Inspectors are expected to provide services that uphold the highest possible standards of integrity. RightShip Inspectors must be trained and accredited prior to conducting inspections to demonstrate their capability to perform inspections suitably and provide impartial and accurate reports. Continuous evaluation and monitoring of inspectors' performance will ensure they remain worthy of their accreditation.

Accredited RightShip Inspectors must observe the highest standards of professional conduct at all times. The relationship between the inspector and the vessel's manager, master, crew, and other associated parties must be impartial, honest, and professional.

Inspectors must conduct thorough and meticulous inspections, ensuring that their reports are completely impartial.

Conflict of interest

Individuals employed by a vessel's manager, vessel's owner, technical manager, or those who may have potential conflicts of interest due to the nature of their service, are not eligible to become RightShip accredited inspectors. RightShip reserves the right to refuse the application of any candidate who declares a relationship with a vessel's manager.

If an inspector becomes aware, either after appointment or during an inspection, that a conflict of interest exists which could affect their ability to provide an impartial report, they must immediately report the situation to RightShip using the disclosure form (see Appendix).

RightShip inspectors should seek advice from RightShip if they are unsure whether a conflict of interest exists.

Risk of corruption, including bribery of inspectors

The results of an inspection and the subsequent report can have significant business implications; therefore, inspectors are at considerable risk of corruption, including bribery and coercion. Inspectors must conduct their inspections with integrity and must not allow any party to influence the process. Any form of inducement, such as offers of work, gifts, or money, must be firmly refused, the inspection suspended, and the incident reported immediately to RightShip. Failure to notify RightShip will result in disciplinary action.

RightShip training and accreditation committee

The RightShip Training and Accreditation Committee is responsible for developing the training, examination, and accreditation requirements under the Inspector Accreditation Program. Effective supervision and monitoring of the inspection process and reporting are essential to ensuring the quality of inspections.

The RightShip Training and Accreditation Committee also oversees the selection of Inspection Auditors. The committee is tasked with maintaining performance standards across the inspection process and has the authority to issue disciplinary measures when an inspector's performance does not meet the standards stipulated in the RightShip Inspection Ship Questionnaire (RISQ).

Accreditation for inspectors is awarded by RightShip, and the committee reserves the right to revoke accreditation if an inspector fails to comply with any requirements outlined in this document or the RISQ.

The Training and Accreditation Committee is chaired by the Head of Inspections. Its members include the Chief Operating Officer, RISQ Manager, Inspection Quality Manager, Head of Operations (APAC), and an additional member appointed by the Head of Inspections. The Inspection Quality Manager shall hold quarterly general meetings to discuss the quality of RightShip inspections.

Eligibility to become a RightShip accredited inspector

- > RightShip will nominate the inspection companies.
- > Nominated companies wishing to have their candidates participate in the RightShip inspection program should submit the candidates' curricula vitae to RightShip.
- > To apply for accreditation, prospective inspectors must complete and submit the approved form, available in the Appendix to this document. The application form includes a checklist of all items that must be submitted with the application. If the application form is not accompanied by all required supporting documentation, the application will be considered incomplete and will not be assessed.
- > In addition to possessing the qualifications, knowledge, and experience specified in this document, candidates for RightShip inspector must be able to fulfill the requirements of the inspection and represent the best interests of the RightShip Inspection Program.
- > Applications should be sent to RightShip along with all supporting documentation (electronic copies are acceptable).
- > RightShip will treat all applications impartially and without discrimination.
- > Inspector candidates must not have relationships with vessels' managers that could influence inspections or adversely impact the reputation of RightShip.
- > After successful approval of a candidate's application, the candidate will participate in an online RightShip Inspector Training Course and Examinations. The successful candidate will be familiarised with the inspection application features.
- > Candidates, based on their performance during the oral exam session, may be required to attend one or more accompanied inspections. This is to ensure they possess the necessary skills for conducting risk-based inspections before being appointed to conduct inspections independently.

Rightship inspector's database

- > Inspectors' details shall be maintained by the RightShip Inspection Administration in the RightShip Inspector's Database, which contains comprehensive information on qualifications, experience, accreditation details, accompanied inspections, periodic refresher training, and on-board auditing of each inspector.
- > RightShip will comply with all applicable data protection laws and regulations, including, when applicable, the General Data Protection Regulation (GDPR) as amended from time to time.

Inspector annual subscription fee

All inspectors, excluding RightShip auditing inspectors, are liable for an annual subscription fee of USD \$1025. The annual subscription fee will be reviewed by the RightShip Chief Operating Officer annually. This fee is payable on 1st January each year and must be paid by the due date of 31st January. If payment is not received by 31st January, the inspector's accreditation will be suspended. An inspector with valid accreditation who fails to pay the subscription fee by the due date will still be liable for the full annual subscription fee if paid after 31st January.

The annual subscription fee covers all costs associated with routine three-yearly re-auditing and the cost of audits for new inspectors. All payments must be made online as set by the RightShip accounts department. Inspector grouping companies may be invoiced for multiple subscriptions.

A pro-rata subscription fee will apply to new inspectors who obtain accreditation for the remainder of the year up to 31st December. Any inspector who voluntarily relinquishes accreditation will be eligible for a refund of the pro-rata subscription fee from the date the inspector's accreditation is suspended to 31st December. The pro-rata subscription fee will be refunded within 30 days from the date a written relinquishment notice is received by the RightShip Administrator. No interest will be payable on any refund.

Qualification and sea going experience

The RightShip Inspector must hold or have held the following certificates:

- > Master certificate of competency issued in accordance with the STCW convention for vessels of more than 3000 gross tonnage.
- > Engineer Class 1 certificate of competency issued in accordance with the STCW convention for vessels of more than 3000 gross tonnage.
- > The inspector must have a minimum net seagoing experience of 24 months as a Senior Officer (master, chief officer, chief engineer, or second engineer) and a total of at least 60 months of sea time on board dry cargo or tanker vessels.
- > Candidates who do not meet these criteria may be considered by the RightShip Training and Accreditation Committee on a case-by-case basis.

Knowledge requirements

The inspector must be able to demonstrate familiarity with the following:

- > SOLAS
- > MARPOL
- > COLREGS
- > ISPS code
- > ISM Code
- > STCW Convention
- > Bridge Procedure Guide
- > International Grain Code
- > International Maritime Solid Bulk Cargoes (IMSBC) Code
- > BLU Code
- > Cargo Stowage and Securing Code
- > Code of Safe Practice for Ships carrying timber deck cargoes
- > International Convention for Safe Containers
- > Polar water guidelines
- > Guide to helicopter/ship operations

Skills

The inspector must be able to:

- > Conduct a risk-based inspection.
- > Perform and complete the inspection in accordance with the RISQ.
- > Demonstrate the ability to communicate clearly in written and spoken English.

Training and assessments

To ensure that the learning program and training documentation are up to date with industry requirements and the RISQ, the course material will be reviewed and aligned with the RISQ periodically. A formal written assessment and oral examination, set by the RightShip Inspection and Accreditation Committee, will be conducted at the end of the learning program for new inspectors.

Location of training course

The full training courses, including the examinations, are conducted online.

Training course for inspectors

All inspectors must attend a 10-day online training course comprising three sections:

1. Familiarisation with the sections of RISQ, its contents, and how to conduct risk-based inspections.
2. Instruction on how to write the findings.
3. Completion of online practices, which include studying descriptions and photographs, and making written notes of findings where applicable.

Candidates will participate in written examinations that include 10 photographic questions and 20 multiple-choice questions. Those who successfully pass the written exam will then take part in an online oral examination lasting a minimum of one hour.

Upon successful completion of the familiarisation, written, and oral examinations, inspectors will be acquainted with the inspection application.

Based on their performance during the oral exams, candidates may be required to carry out one or more accompanied inspections.

Training course- learning program

The learning program is designed to introduce the IMO, industry regulations, codes, best practices, RISQ, its questions and guide to inspection notes, as well as the features and use of the inspection application.

Content of the assessments:

The candidates must participate in two assessments:

The practical and knowledge component test: This involves the study of descriptions and photographs by candidates, addressing one or more issues that the inspector must identify and report on in the form of correct findings. It also includes multiple-choice questions to determine the level of familiarity with the guide to inspection.

The oral examinations: A minimum 60-minute oral examination is a crucial component of the final assessment to determine whether the candidate's knowledge and skills are sufficient for the safe and competent performance of risk-based inspections.

To pass the oral examination, candidates must demonstrate:

- > The ability to conduct risk-based inspections.
- > The ability to conduct an inspection as per the introductory sections of the RISQ.
- > An understanding of the questions and the guide to inspection notes in the RISQ.
- > An understanding of the IMO and industry regulations, codes, and best practices.

The practical component test is not intended to assess the grammatical knowledge of candidates. The number of marks that each question will carry shall be determined by the RightShip Inspection and Accreditation Committee.

Failed candidates

Candidates who do not pass the written and/or oral examination will be granted up to two opportunities to retake the exam. These retakes must occur within three months of the initial and subsequent attempts, as applicable.

Audited inspection

- > RightShip will arrange an audited inspection for all inspectors, prioritising such audits based on the inspectors' performance.
- > The inspection company will be informed by the RightShip Inspection Administration when an inspector is nominated for an audited inspection.
- > The RightShip Inspection Administrator will appoint a RightShip auditor to attend the audited inspection.
- > The inspection company must inform the vessel's manager that the inspection will be audited and that the RightShip Inspection Auditor will audit the inspector.
- > The vessel's manager must confirm their agreement to the audit inspection being conducted on board. If the vessel's manager does not agree, the audited inspection cannot proceed.
- > The RightShip Inspection Auditor will make every effort to conduct audits upon request.
- > The RightShip Inspection Auditor may be an employee of RightShip or a third-party inspection company appointed by RightShip.

Responsibilities during audited inspection

RightShip Dry Inspection Auditor:

The auditor must follow the Audited Inspection Performance Form (see Appendix) when auditing inspectors.

The auditor must be satisfied that the inspector being audited fully understands the requirements of RightShip inspection and RISQ, is familiar with industry regulations and guidelines, and is able to manage and conduct risk-based inspections effectively and professionally.

Inspectors:

The inspector must understand the audit process and how the Audited Inspection Performance Form will be completed.

Both the auditor and the inspector must familiarise themselves with the responsibilities of the auditor by referring to the Guidelines for Auditors' Inspectors.

Conduct of the audited inspection:

- > The inspector must follow the "Scope and Guide to Timing of Inspection" stipulated in RISQ. The auditor must remind the inspector being audited that the duration of the inspection must not exceed the "guide time for inspection" provided in the RISQ.
- > The inspector must manage the inspection time and avoid lengthy discussions with the ship's staff.
- > The auditor will not interfere with the conduct of the inspection except when observing any unsafe conditions that could affect the safety of the inspector, the auditor, or the ship's personnel.
- > The auditor will monitor the performance of the inspector being audited to ensure the inspection is conducted as per the requirements stipulated in the RISQ.
- > The inspector being audited must complete and send the RISQ to the auditor within 72 hours of completing the inspection.
- > The auditor shall observe the performance of the inspector being audited using the Audited Inspection Performance Form, review the inspection report completed by the inspector, evaluate the overall performance of the inspector, and complete the Audited Inspection Performance Form.
- > The auditor must have a post-audit inspection review meeting with the inspector and provide feedback on the inspection process, the auditor's findings during the inspection, and in the inspection report.
- > The inspector being audited shall write their comments on the Audited Inspection Performance Form.
- > The auditor shall send the completed copies of the Audited Inspection Performance Form and the inspection report to RightShip within 48 hours after the completion of the audit.
- > RightShip will review the Audited Inspection Performance Form and the inspection report for final approval.
- > RightShip will inform the inspector of the audit result within 48 hours after receiving the audited documents from the auditor.
- > If the auditing inspector rapidly determines that the auditee inspector is far below the required standards, the auditing inspector will stand down the au

Successful audited inspection:

- > The inspector will receive a copy of the Audited Inspection Form and the outcome of the audit from RightShip.

Unsuccessful audited inspection:

- > The candidate must attend in-house training prior to re-audit. The RightShip Inspection Administration must be advised about the type of in-house training. There must be a minimum of one month between the first audit and the re-audit.
- > A candidate who fails the on-board audited inspection for the second time will be ineligible to participate in the RightShip Inspection Accreditation Program.

Payment of auditors:

- > RightShip will pay the auditor directly for all reasonable costs involved in conducting audit, within 30 days of the date of invoice.

Additional needs training- Rightship inspectors

In addition to a certificate of competency, inspectors must hold the following certificates prior to performing a RightShip inspection:

1. Confined Space Entry Certificate;
2. Helicopter Underwater Escape Training (HUET) - Applicable to inspectors who use a helicopter as a means for embarkation and/ or disembarkation from the vessel.
3. Generic ECDIS certificate
4. Working at height
5. ISM/Internal Auditor Certificate

Monitoring inspectors' performance and submitting an unsatisfactory report

- > The inspector must ensure that the findings and other content of the inspection report are objective and accurate.
- > The inspection company must monitor the quality of the list of findings to ensure it fulfills all the requirements of the RISQ before including it in the inspection report and submitting it to RightShip.
- > The inspection companies must periodically review the inspection reports to ensure they align with the reporting standards set in the RISQ Guide to Inspections.
- > RightShip inspection reports and documents related to inspections that do not comply with the requirements of the RISQ will be returned to the inspection company for correction or withdrawal. All costs of inspection in this case must be covered by the inspection company.
- > RightShip will record the quality of the inspection report and related documents. A poor-quality inspection report that does not comply with the standards stipulated in the RISQ will be brought to the attention of the inspector concerned.
- > Repeated failure to submit inspection reports and documents as per the standards stipulated in the RISQ may result in the withdrawal of an inspector's accreditation.
- > The accreditation of an inspector who submits three substandard reports within a 12-month period from the date of the first substandard report may be withdrawn permanently.

Re validation cycle

Inspectors must fulfil the following conditions to maintain valid accreditation:

- > Carry out a minimum of six inspections every 12 months.
- > Attend a refresher course once every three years.
- > Submit inspection reports and documents as per RightShip's stipulated standards.
- > Successfully complete an on-board audit inspection as per RightShip inspection program requirements.
- > All inspectors must attend one refresher training course every three years, between 35-36 months. This course will address new industry regulations, provide feedback to inspectors, and cover any relevant issues decided by the RightShip Inspection and Accreditation Committee.

Inspectors must conduct a minimum of six inspections every 12 months (from 1 January to 31 December). Failure to conduct the minimum number of inspections will result in the temporary withdrawal of accreditation.

If an inspector fails to conduct the minimum six inspections within a 12-month period (from 1 January to 31 December), they must:

- > Attend a refresher training course and complete online written and oral examinations.

Withdrawal of an inspector's accreditation

RightShip inspection accreditation is an award given by RightShip to an inspector after the successful completion of the accreditation program. RightShip reserves the right to review such accreditation when there is evidence that the inspector is not maintaining the highest standards of professional inspection practice and ethical behavior.

The RightShip Inspection and Accreditation Committee is responsible for maintaining RightShip's reputation and integrity by determining the standard of professional conduct during the RightShip inspection process.

An inspector's accreditation may be temporarily or permanently withdrawn under the following conditions:

- > Unprofessional conduct during the course of an inspection
- > Submission of substandard inspection reports
- > Failure to submit a specific minimum number of reports
- > Failing an auditing review
- > Failure to attend a refresher course
- > Failure to undertake a periodic audit
- > Unacceptable relationship with one or more vessel's managers.

RightShip Inspection Application Form

Guidance on how to use this form

You can use this form to apply for accreditation for the first time. In order to complete this form you must answer all the mandatory questions and supply the relevant information in support of your application.

Once completed please email to dryinspections@rightship.com along with any supporting documents requested.

Applicant details

Title	Surname	Given names	Date of birth
_____	_____	_____	_____
Nationality	Country	City of residence	
_____	_____	_____	
Phone	Mobile	Email	Company or trading name
_____	_____	_____	_____

Professional referees

First referee

Title	Surname	Given names	
_____	_____	_____	
Phone	Mobile	Email	Company or trading name
_____	_____	_____	_____

Second referee

Title	Surname	Given names	
_____	_____	_____	
Phone	Mobile	Email	Company or trading name
_____	_____	_____	_____

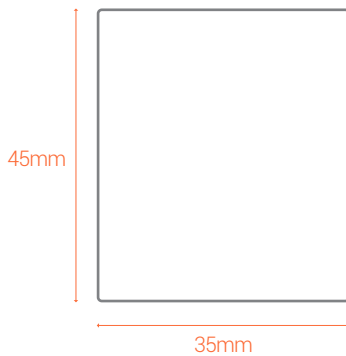
Satisfaction of eligibility requirements

The following must be included with your application. **Incomplete applications will not be accepted and will be returned.**

- A copy of your current curriculum vitae. (Mandatory).
- A certified copy of each of your certificate of competency and other qualifications as per "additional needs training" and "qualification and sea going experience" from the TTA guidelines". (Mandatory)
- Evidence of any continuing professional development you have or are currently undertaking with a professional association related to vessel inspection, vessel design, vessel engineering or vessel building. (Optional).

Applicant's photograph

Please include a photograph of yourself with this application. Photograph must have dimensions of 45 mm x 35 mm (not including a border), as indicated below.



Applicant's declaration

I declare that:

- > To the best of my knowledge the information provided by me in this application (and any attachments I have included with this application) is true and correct.
- > I consent to Rightship, making all reasonable enquiries in order to verify that the information provided by me in this application (and any attachments that I have included with this application) is true and correct.

- I agree and consent to RightShip collecting and using the information I have provided in accordance with RightShip's [Privacy Policy](#), and for the purpose of creating an inspector profile that will be displayed on Rightship's online training platform and website.

Signature

Name

Date

RightShip Audited Inspection Performance Form

Once completed please email to risq@rightship.com.

Name of RightShip Auditor _____

Name of Previous Auditor _____

Name of Vessel's Manage _____

Name of Inspector _____

Name of Vessel inspected _____

Location of Inspection _____

Date of Inspection _____

The audited inspector is:

A new inspector An accredited existing inspector

Number of accompanied inspections prior to this audit inspection (applicable to new inspectors):

Performance Rating Scale	
Skills and qualities demonstrated were exceeded	3
Skills and qualities demonstrated were met	2
Skills and qualities demonstrated were below expectation	1

A Minimum Standards

Prior to boarding, did the inspector advise the master and/or the vessel's agent that the vessel was to be inspected? Yes No

Did the inspector provide the master by RightShip standard email with the list of documents that need to be screened by the inspector during the inspection? Yes No

Did the inspector coordinate with the Rightship auditor for smooth boarding? Yes No

Did the inspector wear appropriate personal protective equipment when inside the terminal and prior to boarding the ship? Yes No

Did the inspector demonstrate familiarity with the RISQ software? Yes No

1 General Performance

The inspector understood the objective of the RightShip Inspection. 

The inspector demonstrated a satisfactory understanding of the introductory section of the RISQ.


The inspector was in possession of a RISQ or RORISQ.


The inspector indicated to the master the preferred order of the inspection as per the introductory section of RISQ.

(Do not castigate the inspector if the order of inspection has been changed in order to fulfil the operational requirements of the vessel)

The inspector conducted the inspection in a structured format without the need to recheck the areas or items that may have been overlooked during the initial check.

The inspector demonstrated awareness with IMO and industry regulations/ guidelines.


The inspector was able to manage the inspection as per the guide to timing of inspection in the introductory section of RISQ. (Do not castigate the inspector if the duration of inspection was extended in order to fulfil the operational requirements of the vessel or if the inspection was conducted in more than one session). 

The inspector checked all areas of the vessel as per scope of inspection in the introductory section of RISQ. (Do not castigate the inspector if the areas were not available to inspector due to terminal regulation, ISPS requirements or as a result of the operational status of vessel). 

Subtotal:

2 Personal Value


The inspector was responsive to the role of RightShip auditor.

The inspector endeavored to develop and maintain a formal, polite and professional relationship with all the seafarers on-board during the inspection. 


The inspector was able to show skills and sensitivity in dealing with the vessel's staff and resolving misunderstandings. 

The inspector performed the inspection in a safe manner and avoided unsafe conditions. 

The inspector asked the vessel's staff clear and unambiguous questions. 

The inspector asked questions in a way that prompted a meaningful response from the ship's staff and avoided providing answers to his/her own questions. 

The inspector was able to write finding and comments clearly and in English. 

The inspector demonstrated a satisfactory concern for his/her personal safety during the inspection and while inside the terminal. 

Subtotal:

3 Inspection Performance

The inspector satisfactorily conducted an opening meeting with the, master/senior officers and discussed the order of the inspection with them prior to commencement of the inspection.

The inspector demonstrated satisfactory understanding of section 1 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 2 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 3 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 4 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 5 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 6 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 7 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 8 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 9 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 10 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 11 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 12 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 13 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 14 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 15 of RISQ and conducted the inspection as per the associated guide to inspection.



The inspector demonstrated satisfactory understanding of section 16 of RISQ and conducted the inspection as per the associated guide to inspection.




Subtotal:

4 Closing meeting


The inspector conducted the closing meeting with diplomacy.

The inspector was able to write finding and produce the list of findings.

The list of findings was presented to the master in a clear manner and the discussion was conducted objectively. (The inspector must not express his/her personal opinion about the ship during the closing meeting). 

The inspector invited the master to make comments relating to the observations.

The inspector compiled satisfactory information for writing the report.

The completed inspection report properly reflected the actual condition of the vessel and, the standards of operations at the time of inspection, as required by the guide to inspection. 

Subtotal:

Performance total score:	
Section Number	Subtotal for each section
1	
2	
3	
4	
Total score (Sum of Subtotals)	
Average score	

***Method for calculating average score:**

Divide the total score of sections 1 to 4, by the number of competencies actually assessed to obtain an average score. The average score must be used to rate the overall assessment of the inspector as per below table.

The assessment address 39 competencies. However, the inspector may not be assessed on all 39 competencies due to facts which are beyond the control of the inspector. The overall rating must be determined by dividing the total score by the number of competencies actually assessed.

The performance must be rated as per below:

Overall Rating Assessment	Average Score
Exceeded	3
Met	2
Below Expectation	1

Failing categories

If the performance of the inspector at any competencies flagged red () was judged below expectation, regardless of the overall score, the overall rating assessment should be rated as below expectation.

An audited inspection must not be abandoned if the performance of the inspector at any red-flagged competencies is marked below expectation. The auditor must support the inspector at those below expectation competencies, complete the list of findings on the basis of the inspector and auditor's findings and allow the inspector to conduct the closing meeting and present the list of findings to the master.

The inspector must complete the inspection report and forward the report to the auditor. The auditor must review the report, use his/her notes made during the inspection and upgrade the inspection report to the requisite standard. The report must be shared with the audited inspector, enabling the audited inspector to take appropriate measures in any areas that require improvement.

If the Auditing Inspector rapidly determines that the auditee Inspector is far below the required standards, the auditing Inspector then stand down the auditee and complete the inspection himself/herself.

Competencies that were not assessed

The auditor must clearly explain the reasons that any competencies were not assessed by him/her.

Lack of time, by and of itself, will not be accepted as a reason for failing to assess competencies.

Inspection Performance Summary

Section number	Reason for "Below Expectation" rating

Overall rating performance of inspector

The overall performance of the inspector was assessed by me to be:
(Tick the response as appropriate)

Exceeded
 Met
 Below Expectation

Auditor's comments including the time taken to complete the inspection

Audited inspector's comments related to the audit

Corrective action where minimum standards in section A were not met.

The audited inspector must comment on the corrective action plan when the minimum standards in section A were not met.

Signature and date by the RightShip auditor:

Signature and date by the audited inspector:

For RightShip Use:

RightShip Conflict of Interest-Disclosure Form

Once completed please email to dryinspections@rightship.com along with any supporting documents requested.

Inspector/Candidate's Surname

Given name/s:

Position

Name of Inspection Company

Location of Inspector

Describe the private interests that have the potential to impact on your ability to carry out, or be seen to carry out, your duties impartially and in RightShip's interest.

(Describe your private interests and/or associations).

Describe the expected roles/duties you are required to perform.

Identify the conflict of interest as: (Please select one of the following)

- Non-pecuniary interest
 A real conflict of interest
 An apparent conflict of interest
 A potential conflict of interest
 Pecuniary interest

Inspector/Candidate Declaration

I declare that the above details of my private interests are correct to the best of my knowledge and am aware of my responsibilities to take reasonable steps to avoid any real or apparent conflict of interest in connection with the RightShip Inspection Program and to advise RightShip of any relevant changes in my personal circumstances.

Signature

Name

Date

For RightShip Use: