
SAMSA Verification Procedure Gross Mass of Packed Containers Using Method 2

CWM Survey and Inspection

Approvals

The signatures below certify that this procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by				
Reviewed by				
Approved by				

Amendment Record

This procedure reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date

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1. Introduction & Purpose

The purpose of this procedure is to define the process for undertaking inspection and assessment of shippers methods to verify the gross mass of a packed container using Method No. 2 as detailed in the IMO Guidelines Regarding the Verified Gross Mass of a Container Carrying Cargo (MSC.1/Circ.1475)

Method 2 states that the shipper may weigh all packages and cargo items, including the mass of pallets, dunnage and other packing and securing material to be packed in the container, and add the tare mass of the container to the sum of the single masses using a **certified method**.

SAMSA is the competent authority responsible for certifying and approving the method used for weighing the container's contents under method 2.

Acting as an authorised external third party to facilitate this certification requirement in terms of Section 5 of the South African Maritime Safety Authority Act, 1998. **CWM** will follow this procedure for each shipper.

Following a successful assessment, CWM will obtain an accreditation number from SAMSA to be recorded on the official certificate of approval.

2. Terms and Conditions

Term	Definition
Non-Conformity	Non-Fulfillment of a requirement
Preventative Action	Action taken to eliminate a potential non-conformity
Corrective Action	Action taken to eliminate the cause of a non-conformity
Audit	A systematic independent documented process for obtaining and evaluating audit evidence to determine the extent to which audit criteria are fulfilled.
Method 2	A method to verify the gross mass of a packed container detailed in the IMO Guidelines Regarding the Verified Gross Mass of a Container Carrying Cargo (MSC.1/Circ.1475)

3. Application and Scope

The scope of this procedure is focused on assessing the effectiveness of the shipper's methods and processes used for weighing the container contents under method 2. Where such processes are found to be deficient, the audit will lead to improvement in those processes.

By applying the principles of auditing, outlined by ISO 19011:2002, CWM ensures that all internal audits are conducted with due professional care, integrity and independence. All conclusions derived from the audit are based upon objective and traceable evidence.

4. Requirements

An assessment of shipper's methods and processes is conducted to:

- Determine that the shipper has a quality management system in place that includes a process to verify the gross mass of a packed container using Method 2.
- Determine whether the process is properly implemented and maintained.
- Record and provide information on the assessment.

5. Process

Application by the shipper (see appendix I) will include all company details as per application form to be provided. Documentation for the shippers quality management system or certification and process and/or procedures to follow method 2 will also be provided; these will be reviewed prior to the assessment.

Upon successful assessment, CWM will apply for an accreditation number from SAMSA to be recorded on the approval certificate to be issued by CWM. The shipper will be entered into the SAMSA Database of Approved Shippers.

6. Assessment Planning

CWM is management is required to:

- Establish and Communicate an Assessment date and schedule.
- Establish and Implement the Assessment plan
- Appoint an Inspector or Assessment Team
- Assign assessment plan and duties to the inspector/team

6.1 Inspector/Assessment Team Evaluation

Preferably Inspectors will have undergone CWM internal training for Shipper Assessment Using Method 2, however as a minimum they should have:

- Relevant industry experience with respect to packing and sealing containers
- Knowledge and understanding of shipping documentation requirements
- Knowledge of and ability to audit quality management systems

7. Assessment Preparation

The assessment team is required to:

- Review relevant shippers procedures and documents
- Determine their adequacy with respect to the assessment criteria for methods 2 and prepare the assessment checklist (see appendix 2 for key criteria)
- Arrange assessment appointment

8. On Site Assessment

The Assessment team is required to:

- Conduct an opening meeting
- Sample and observe process inputs and outputs
- Record objective evidence to verify process compliance or non-conformance
- Generate assessment findings

9. Closing Meeting

The assessment team is required to:

- Review assessment conclusions and discuss recommendations for improvement
- Decide whether any non-conformances observed need to be included in correction reports or solved immediately (minor areas of non-conformance can be taken care of immediately)
- Prepare an assessment report
- Review assessment report with the responsible manager from the shipper company
- Corrective actions are reviewed by the responsible manager and close out action is agreed upon
- The inspector and shipper's responsible manager sign off on the assessment report.

10. Follow up

The CWM inspector and shipper's representative are required to:

- Ensure corrective actions are implemented and are closed-out within the agreed time frame
- Ensure non-conformances are closed-out within the agreed timeframe

11. Certification

Upon satisfaction that all necessary criteria have been met CWM will issue a certificate as per the SAMSA format, details to include

- Name of the shipper / exporter
- A declaration by the Inspector that the shipper/exporter has obtained approval for the procedure to verify the gross mass of a packed container in terms of Method 2 of SOLAS requirements
- The name and signature of the Inspector

- The signature of the shipper / exporter
- The date of approval
- Expiry date of approval (5 years validity)
- SAMSA generated accreditation number
- Address of shipper / exporter

APPENDIX 1

Application to become an **Approved Shipper** for the procedure to verify the gross mass of a packed container in terms of Method 2 of SOLAS requirements.

Company Name:

Address:

Name of the persons authorized to provide the verified gross mass of containers

Tel:

Mobile:

Fax:

Email:

Preferred Date for Assessment:

Quality Management System used:

Documents provided:

(Minimum required documents are shipper's procedures/process for verifying gross mass of packed container)

I hereby agree to allow CWM assessment team to have access to our company premises, documents and records and will provide all necessary assistance to enable a thorough assessment of our operations, management systems, methods and processes.

Signed:

Date:

Name:

(Company Representative)

APPENDIX II

Specific Criteria

Method 2 states that the shipper may weigh all packages and cargo items, including the mass of pallets, dunnage and other packing and securing material to be packed in the container, and add the tare mass of the container to the sum of the single masses using a **certified method**.

Procedures that will be assessed:

1. The procedure for verifying the gross mass of the container and managing discrepancies
2. Safe packing of a container ideally in accordance with IMO/ILO/UNECE Code of Practice for Packing of Cargo Transport Units (this code is currently non- mandatory, but contains best practice).
3. Ensuring the accuracy of weighing equipment:
 - i. Verification certificate endorsed with type approval number.
 - ii. Proof of regular verifications.
 - iii. Verification Laboratories accredited by SANAS and designated by NRCS.
 - iv. Verification Officers letter of appointment and scope.
 - v. Maintenance arrangements for weighing equipment; and
 - vi. Reporting and quarantining faulty weighing equipment

4. Containers

Inspection of containers prior to packing cargo and ensuring CSC safety approvals are valid.

5. Training

Proof that personnel have been trained to use weighing equipment (training certificates /attendance registers)

6. Record retention

- i. How are declarations of weight kept?
- ii. Training records of staff
- iii. Weighing equipment: Verifications/ calibrations/ Maintenance

7. Management of third parties used to weigh and/or pack containers. Note:

7.1 Whenever work, which forms part of the weighing and/or packing of containers, is carried out by sub-contractors, the responsibility for determination of competence of the subcontractor remains with the shipper (Auditee)

- 7.1.1 Competence of a sub-contractor may be demonstrated
Either: by the sub-contractor being an approved shipper with a valid SAMSA certificate
Or
By the shipper (auditee) itself assessing the competence of the sub-contractor to the requirements of the SAMSA approved shipper certificate

7.1.1.1 Where the assessment of the sub-contractor is carried out by the shipper (auditee), it should be able to demonstrate that the subcontractor is technically competent and knowledgeable in the procedure to verify the gross mass of a packed container in terms of Method 2 of the SOLAS requirements.

7.2 Where the shipper (auditee) engages individuals or employees of other organisations to provide additional resources or expertise, these individuals are not considered to be sub-contractors provided they are formally contracted

to operate under the shipper's (auditee) quality system and have the same training and records as permanent employees.