

- A senior member of our local technical service team, together with the responsible Technical Service Representative, will attend a pre-project meeting with the shipyard, contractor and shipowner's site team. (Note that this pre-project meeting is to cover the entire project and is independent of any Tri-Party meeting requirements under the IMO PSPC regulations).
- We will provide contact telephone numbers for local personnel including the responsible Technical Service Representative and Technical Service Manager.
- At the pre-project meeting we will:
 - Discuss and confirm final specification
 - Provide copies of relevant Product Data Sheets (PDS's), Material Safety Data Sheets (MSDS's) and Product Application Guidelines
 - Agree inspection protocols and procedures
 - If applicable, provide information and documentation in accordance with IMO PSPC requirements
- We will provide the shipowner's site representative, and the shipyard/contractor and/or Owner if required, with periodic progress reports as agreed between concerned parties.
- Will be present at agreed yard inspections and will, as appropriate, and when considered safe to do so, monitor the following:
 - climatic conditions
 - surface preparation
 - coating sequence and application
- If we discover any deviations from the specification we will advise both the shipyard/contractor and owners representative promptly unless rectified.
- We will supply both the shipyard/contractor and owners representative with any additional technical information or certification requested during the project.
- After completion of the project we will compile a Dataplan newbuilding report that will be forwarded to the ship owner via our Account Executive.
- We will supply the shipowner with an On-board Maintenance programme and specification prior to delivery of the ship.
- We will provide both the shipyard/contractor and owners representative with a questionnaire to allow you the opportunity to assess the performance of our technical service.

Our Technical Service Representatives will take all reasonable care when giving advice and preparing reports. The role of the Technical Service Representative is advisory only; it is not our responsibility to supervise surface preparation and coating application and the shipyard/applicator remains fully responsible for these activities and their quality control.