



AUSTRALASIAN INSTITUTE
OF MARINE SURVEYORS

AGSA Scheme Code of Conduct

1. PURPOSE

This Code of Conduct has been developed:

- as part of the AGSA Scheme as a mandatory code to guide your behaviour as an Accredited Surveyor. It has been developed to enhance the transparency, accountability, and professionalism of AGSA Accredited Surveyors.
- to assure the dry bulk export communities that AGSA Accredited surveyors are adhering to the *Standard for Empty Bulk Vessel Surveys (Standard)*.
- to uphold your independence as an accredited marine surveyor and to assist you to manage conflicts of interest.

2. ABOUT THE AGSA SCHEME CODE OF CONDUCT

The AGSA Scheme Code of Conduct (**Code**) highlights the Standard and refers to the minimum required behaviour expected of an AGSA accredited marine surveyor. It focuses on compliant and effective marine surveying practice under the AGSA Scheme (**Scheme**) and the requirement for you as an AGSA accredited surveyors to behave in an ethical and professional manner as part of your accreditation obligations.

3. CORE VALUES UNDER THE SCHEME

Expertise, Integrity and Quality are core values underpinning this Code. They are expected behaviours that you must demonstrate when fulfilling your role.

- **Expertise** – Hold appropriate qualifications, experience and maintain professional insurances. Enhance your skills through participation in continuing professional development activities, participation in industry information sessions and mentoring fellow surveyors who are seeking accreditation.
- **Integrity** – Commitment to the AGSA regulatory framework by working to the published Standard and identifying, disclosing, and managing conflicts of interest.
- **Quality** – Promotion, adoption and application of the seven Best Practices Principles described herein and professional survey standards.

4. RESPONSIBILITIES UNDER THE CODE OF CONDUCT

4.1. AGSA Management Responsibilities

The AGSA Scheme management team, comprising of representatives from Australasian Institute of Marine Surveyors (AIMS) and representatives from the Commonwealth of Australia, will behave with integrity, exercise leadership and effectively manage the Scheme by ensuring that:

- the Code is understood and committed to by all AGSA accredited surveyors,
- they abide by all requirements to manage their own conflicts of interest,
- all complaints, grievances and disputes are addressed promptly and within the guiding principles of transparency, fairness, respect and accountability,
 - this includes adhering to Scheme policies and procedures and legal requirements for confidentiality and privacy,
- you are treated equally and without bias or prejudices,
- you are held accountable for your performance,

- due diligence is implemented in all dealings with you, and
- there is no retaliation against you or any person who raises complaints in good faith regarding business practices or ethics.

4.2. Your responsibilities as an AGSA accredited surveyor

The success of our industry and the Scheme is dependent on the trust and confidence we earn from everyone we deal with. It is your responsibility to be independent in your judgements and behave with integrity, objectivity, and competence.

You are responsible for:

- conducting your work in accordance with the seven Best Practice Principles described herein,
- maintaining your insurance obligations,
- refusing improper payments or rewards in connection with Fitness to Load surveys,
- making informed independent pricing and marketing decisions and refusing to collude on price,
- remaining independent in your advice and impartiality in business dealings with any client, employer, contractor, broker, agent, shipper or insurer or any other individual or business entity,
- working in compliance with the published Standard,
- being professional and honest when performing your role, including keeping accurate records, and
- updating your knowledge by attending information sessions and committing to reading emails, updated Scheme Materials and guidelines related to the Scheme.

5. BEST PRACTICE PRINCIPLES (BPP)

BPP 1) Independence and Impartiality

- You must act without favour or influence. This means making objective assessments regardless of employer or contractor expectations.
- Declare your conflicts of interest and follow your approved management plan where necessary.
- Uphold these seven Best Practice Principles even when under pressure to do something that would be in conflict with them.

BPP 2) Integrity

- Maintaining professional conduct and factual reporting.
- You must uphold the highest ethical standards, treating all stakeholders with fairness and respect.
- Commit to honest marketing, transparent pricing, and avoid misrepresentation of qualifications or services.

BPP 3) Reporting

- Your reports must be factually correct, clearly written, and structured in a way that provides your clients with both clarity and context.
- Your observations should be supported by evidence, and any recommendation

should be proportionate to the risk.

- Ensure traceability and compliance with record-keeping standards.

BPP 4) Duty of Care

- You carry a duty of care to highlight any deficiencies that could compromise dry bulk export quality, or vessel or crew safety.
- Your reports should clearly identify rectifications needed to the vessel prior to being certified as fit to load.
- Follow all work health and safety standards and encourage others to do the same.

BPP 5) Preparation and Planning

- Always check that your accreditation profile is published on the AIMS website and that your ID card is valid prior to accepting an appointment to undertake a survey.
- Always carry your ID card.
- Be on time and anticipate potential issues, whether technical, logistical, or environmental and plan for common contingencies.

BPP 6) Survey Procedures

- Read and follow the Standard.
- Create your own, or use an existing AIMS structured checklist, tailored to the AGSA FTL survey.
- Apply both visual and technical survey methods.
- Document anomalies with clarity, use photos, measurements, and contextual notes.
- Be polite and honest when dealing with clients and other surveyors.

BPP 7) Professional Approach

- Attend information sessions, read and respond to emails and commit to reading updated Scheme Materials and guidelines as necessary.
- Keep up to date with the renewal process and your accreditation obligations.
- Arrange for further training or ask the AGSA management team for additional information on matters you don't understand.
- Identify what constitutes a breach/non-compliance of the Standard and know how your accreditation may be impacted with suspension or cancellation.
 - Adopt survey practices that prevent the potential for breaches / non-compliances.

Acknowledgement of acceptance

I have read the AGSA Scheme Code of Conduct and understand my obligations under the code.

As an AGSA Accredited Surveyor, I agree to abide by the AGSA Scheme Code of Conduct during the course of my accreditation.

I understand that a breach of the AGSA Scheme Code of Conduct or the Standard for Empty Bulk Vessel Surveys may result in suspension or cancellation of my AGSA Accreditation.

Name: _____

AGSA Scheme ID
number (if available): _____

Employer or
Trading name: _____

Date: _____

Signature: _____