Phoenix Register of Shipping (PH.R.S.)

CONTROLLED COPY				
Code:	**TC 56/13**	Date:	**29/08/2013**	
Subject:	**NEW / REVISED PHRS PROCEDURAL INSTRUCTION & SURVEY REPORTS**			
Addressed to:	**ALL PHRS REPRESENTATIVES / SURVEYORS - AUDITORS**			

Technical Information

Category Ref. : **E-Services Area PHRS / Procedural Instructions / Survey Reports**
Requirement : **PHRS Technical Procedure**
Action Date : **Immediate**

Dear PHRS Representatives,

Please take note of the updated PhRS Checklists / Survey Forms / Procedures by downloading following records from our E-Services Webpage Area (www.phrs.gr/eservices/index.aspx), where such records are located into below mentioned Categories having immediate effect:

PHRS / Procedural Instructions

- Booklet of Instructions for Surveyors 0111

PHRS / Survey Reports

- PH.R.S. Assignment Application Form 0304
- Class Annual Survey Report (HM) 0201
- Safety Construction Survey Report (Annual, Intermediate, Periodical) 0104
- Safety Radio Telephony Survey Record (below 300 gt) 0100
- Safety Equipment Survey Periodical Report (Initial, Renewal) 0103
- International Air Pollution Prevention Report 0201
- ISM Audit Log 0201
- ISM DOC / Interim Audit Check List 0200
- ISM DOC / Periodical Audit Check List 0200

Phoenix Register of Shipping (PH.R.S.)

Kindly replace from your files any previous version of the above mentioned PHRS records, as they will have no longer validity, keeping in mind that in case you **don't have an active PHRS E-services account**, please **signup** in order to gain access to significant documents and files.

PHRS Representatives are kindly requested to acknowledge receipt of delivery and understanding, by reverting with an e-mail message to mail@phrs.gr for ISO mandatory purposes, accompanied by the following text message:

"This is to confirm that the content of TC 56/13 has been duly received, read and clearly understood for the purpose of complying with the appropriate PHRS quality procedural requirements."

At this point, we would like to thank you in advance for your kind attention and if you have any further query, please don't hesitate to contact with our Technical Dpt., using our below mentioned contact details.

PHRS External Dpt. – August 29th 2013, Piraeus, Greece

PHOENIX Register of Shipping
94, Notara Str., Piraeus, 18535, Hellas
Tel: +30 210 4136555 / 210 4136505
Fax: +30 210 4137888
e-mail: mail@phrs.gr
url: www.phrs.gr

Phoenix Register of Shipping (PH.R.S.)

BOOKLET OF INSTRUCTIONS FOR SURVEYORS

Procedural requirements for survey and certification by PhRS

HEAD OFFICE
PHOENIX REGISTER OF SHIPPING S.A.
94, Notara Str., 185 35 Piraeus, Greece
Tel: +302104136555, Fax: +302104136505, Email: mail@phrs.gr

Table of Contents

1. SCOPE AND APPLICATION

This booklet establishes basic procedures:

(i) for verifying that a vessel, whose flag Administrations have authorized PhRS to perform surveys on their behalf, complies with the criteria for certification and requirements of the applicable international Maritime Conventions, Codes, Rules;

(ii) for the issue of the relative certificates and the relevant periodical surveys and verifications of compliance with the criteria for certification.

This document is applicable for use by the PhRS Exclusive and Non-Exclusive Surveyors / Representatives. The use of the present booklet will contribute to maintain a quality assurance system which guarantees the continuous improvement of all our personnel so that an adequate diligence in the exercise of their job is maintained, also assuring the compliance with the PhRS regulations for certification of ships in service.

2. CERTIFICATES

The present booklet contains specific instructions for the issuance of the following certificates (grouped as per Convention/Code/Rules):

- CLASSIFICATION
  - CLASSIFICATION CERTIFICATE OF HULL/MACHINERY
  - CLASSIFICATION CERTIFICATE OF REFRIGERATING INSTALLATION

- LIFTING APPLIANCES & CARGO HANDLING GEAR REGISTER (CARGO GEAR BOOK)
- TONNAGE MEASUREMENT
  - INTERNATIONAL TONNAGE CERTIFICATE, 1969
- LOAD LINES
  - INTERNATIONAL LOAD LINE CERTIFICATE, 1966 / 1988
- SAFETY OF LIFE AT SEA (SOLAS)
  - CARGO SHIP SAFETY CONSTRUCTION CERTIFICATE
  - CARGO SHIP SAFETY EQUIPMENT CERTIFICATE
  - CARGO SHIP SAFETY RADIO CERTIFICATE
  - PASSENGER SHIP SAFETY CERTIFICATE
  - CERTIFICATE OF COMPLIANCE OF THE SHIP CARRYING DANGEROUS GOODS WITH THE SPECIAL REQUIREMENTS OF CHAPTER II-2 OF THE INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974
- POLLUTION PREVENTION (MARPOL)
  - INTERNATIONAL OIL POLLUTION PREVENTION CERTIFICATE
  - INTERNATIONAL POLLUTION PREVENTION CERTIFICATE FOR THE CARRIAGE OF NOXIOUS LIQUID SUBSTANCES IN BULK
  - INTERNATIONAL SEWAGE POLLUTION PREVENTION CERTIFICATE
  - INTERNATIONAL GARBAGE POLLUTION PREVENTION CERTIFICATE
  - INTERNATIONAL AIR POLLUTION PREVENTION CERTIFICATE
  - INTERNATIONAL ENERGY EFFICIENCY CERTIFICATE
- ISM CODE
  - DOCUMENT OF COMPLIANCE
  - SAFETY MANAGEMENT CERTIFICATE
- ANTI-FOULING SYSTEM CERTIFICATE
- CARGO SHIP SAFETY CERTIFICATE (less than 500 gross tonnage)
- CARGO SHIP SAFETY RADIOTELEPHONY CERTIFICATE (non-GMDSS ships)
- CERTIFICATE OF FITNESS FOR THE CARRIAGE OF DANGEROUS CHEMICALS IN BULK
- DOCUMENT OF COMPLIANCE FOR THE CARRIAGE OF SOLID BULK CARGOES
- CREW ACCOMMODATIONS CERTIFICATE (for Panamanian ships only)
- CERTIFICATE FOR THE CARRIAGE OF LIQUIFIED GASES IN BULK
- MARITIME LABOUR CONVENTION, 2006

For the procedural requirements for the issuance of the ISPS Code certificate (ISSC) the technical circular "INSTRUCTION FOR ISPS CODE CERTIFICATION" is to be consulted.

For certificates not listed in the above list, detailed instructions shall be given to the surveyor from the PhRS HO.

3. CONVENTIONS / CODES

The International Conventions upon their provisions is based the issuance of the certificates described in the above section B, are the following:

- INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974 AS AMENDED, AND THE 1978 / 1984 PROTOCOLS
- INTERNATIONAL CONVENTION ON LOAD LINES, 1966 AND THE 1988 PROTOCOL AS MAY BE APPLICABLE
- INTERNATIONAL CONVENTION ON TONNAGE MEASUREMENT OF SHIPS, 1969
- CONVENTION FOR THE PREVENTION OF POLLUTION, 1973 AND 1978 PROTOCOL
- INTERNATIONAL REGULATIONS FOR PREVENTING COLLISIONS AT SEA (COLREG)
- INTERNATIONAL LABOUR ORGANISATION (I.L.O.) CONVENTIONS
- CODE OF SAFETY FOR CARIBBEAN CARGO SHIPS (CCSS CODE)
- INTERNATIONAL CONVENTION ON THE CONTROL OF HARMFUL ANTI-FOULING SYSTEMS ON SHIPS, 2001
- IBC CODE - INTERNATIONAL CODE FOR THE CONSTRUCTION AND EQUIPMENT OF SHIPS CARRYING DANGEROUS CHEMICALS IN BULK
- IGC CODE - INTERNATIONAL CODE FOR THE CONSTRUCTION AND EQUIPMENT OF SHIPS CARRYING LIQUEFIED GASES IN BULK
- ISM CODE - INTERNATIONAL MANAGEMENT CODE AND REVISED GUIDELINES ON IMPLEMENTATION OF THE ISM CODE

Other instruments are used also for the guidance of the surveyors, as follows:

- I.M.O. CIRCULARS (MSC / MEPC)
- I.M.O. PUBLICATIONS
- FLAG REQUIREMENTS OF ADMINISTRATIONS HAVING AUTHORIZED PhRS TO ACT ON THEIR BEHALF

4. TERMS AND DEFINITIONS

Exclusive Surveyor to PhRS: An Exclusive surveyor is a person solely employed by PhRS, who is duly qualified, trained and authorized to execute all duties and activities incumbent upon his employer, within his level of work responsibility.

Non – Exclusive Surveyor to PhRS: A non-exclusive surveyor is a person who enters into an agreement with PhRS to act on its behalf to locations not easily served by exclusive surveyors and who is also free to work on behalf of other organizations.

Assignment Application Form: This form should be used for every request for survey and certification by PHRS, duly filled in and signed by the applicant and/or the PhRS Representative.

Instructions for Surveys: This form is issued to every exclusive or non-exclusive surveyor and contains specific technical instructions for the surveys that required to be performed,

documentation that required to be submitted and certificates to be issued, upon the satisfactory completion of the necessary surveys. No survey or inspection should be carried out without the prior issuance of this form.

Authorization Letter: Pursuant the Circular No 1 – 29/05/2003, the Authorization Letter is need to be issued to the surveyor from the Head Office prior any survey/audit/certificate issuance after submission of the application form and upon confirmation of payment of relative fees. Any action on our behalf will not be recognized with no prior Authorization Letter.

Radio-Technician: Qualified person, who attends a vessel together with the PhRS Surveyor for the purpose of carrying out a thorough examination of the radio installation of a vessel at the Periodical Cargo Ship Safety Radio Survey, towards the issuance of the Cargo Ship Safety Radio Certificate, or as may be required elsewhere.

ISM / ISPS Auditor: Qualified person who is used for the performance of the ISM/ISPS Codes audits, as applicable in accordance with the provisions of SOLAS '74, as amended.

Notice for Recommendations: This form should be used by the exclusive or non-exclusive surveyors to PhRS in order to be handed to the vessel's Master of Owner. Should contain a list of the recommendations / deficiencies / notices raised by the attending surveyor during the surveys carried out by him. This form along with the other supporting documentation should be submitted without delay to the PhRS Head Office for review.

{It should be noted that the Survey Reports are normally amended in order to comply with new regulatory requirements. Therefore, any identification code mentioned for the reports may not correspond to the currently used form.}

5. PROCEDURES

The following procedure should be followed by all parties concerned for every case of a request for co-operation with PhRS:

5.1 INITIAL REQUEST FOR CERTIFICATION

In case that a PhRS Representative will be contacted by a ship owner / manager / authorized representative for the request of co-operation with PhRS towards the certification of a vessel, the format in force of the ASSIGNMENT APPLICATION FORM duly filled in and countersigned by the applicant and the PhRS Representative, should be initially transmitted to Head Office for process and reply via detailed quotation for the required services. It is important that all required information to be filled out enabling the prompt reply/quotation for the requested services by the Head Office.

5.2 DOCUMENTATION REQUIRED FOR EVALUATION BY PhRS

Along with the initial request by the applicant, following essential information should be also submitted for review to enable the prompt and efficient consideration of the case:

(1) Valid/latest Registration certificate;

(2) Valid/latest Class and Statutory certificates; In case that previous Class and/or Statutory certificates are not available and for this reason the current survey status / condition cannot be established then all survey requirements shall be in accordance with the applicable requirements for initial / periodical surveys as same are stipulated into related maritime conventions and PHRS Rules & Regulations.

(3) Latest survey status (if any), indicating the due and overdue surveys along with outstanding recommendations (if any);
(4) Any other document, as may be deemed necessary depending on the nature of each case.

5.3 INSTRUCTIONS FOR SURVEYS

Upon the applicant's acceptance of the quotation and of the terms of co-operation with PhRS, as when the survey arrangements have been affixed, the Head Office will authorize a PHRS Surveyor to attend the vessel and will entrust him with the form of INSTRUCTIONS FOR SURVEYS for further survey arrangements.

5.4 AUTHORIZATION LETTER

Upon the applicant's acceptance of the quotation and of the terms of co-operation with PhRS, the Head Office will entrust the appointed surveyor with the Authorization Letter that will mention the Class and/or Statutory certificates that the surveyor is authorized to endorse or issue upon the satisfactory completion of the necessary surveys.

5.5 EXECUTION OF SURVEY

The surveyor is authorized to attend a vessel once he is issued with the form of instructions for surveys. The dates of surveys should be affixed in consultation with the owner and the agreed dates should be immediately transmitted to the Head Office.

In the Instructions for Surveys form are indicated in details, the required surveys which must be carried out, the survey reports and other supporting documentation to be submitted and the certificates that may be issued upon the satisfactory completion of the necessary surveys. Immediately upon completion of the surveys the surveyor must notify the PhRS H.O. accordingly without delay.

5.6 PROCESS OF SUBMITTED DOCUMENTATION FOR THE ISSUANCE OF FULL TERM CERTIFICATES

Upon the completion of the surveys, the surveyor should prepare the survey reports in accordance with the instructions given to him, collect all the requested supporting documentation, such as plans booklets that require approval on behalf of the vessel's flag administration.

All survey reports must be filled without leaving blank spaces, those spaces that does not apply must show a line, to prevent remaining unnoticed in blank.

The required documentation must be submitted to PhRS Head Office for consideration within 30 days from the completion of the surveys. In case any outstanding items have been found by the attending surveyor the form of Notice for Recommendations should be also submitted.

PhRS Head Office will process the submitted documentation according to the respective requirements and if no outstanding items are found (including the financial aspect of the case) will proceed to the issuance of full term certificates, which should be sent to the owner or as may be otherwise requested. In case that any outstanding items will be found, timely notification will be given to the surveyor concerned and the owner as well, for their further actions within the validity of the provisional certificates (not exceeding 5 months).

5.7 APPROVAL OF BOOKLETS ON BEHALF OF FLAG ADMINISTRATION

The following booklets / manuals require the approval on behalf of the vessel's Flag Administration(s) having authorized PhRS to act so, depending also on the ship's type, prior issuance of the respective full term certificates, which mentioned in the parenthesis:

(1) Trim and Stability booklet (Load Line certificate)
(2) Cargo Securing Manual - General cargo ships (Safety Construction certificate)
(3) S.O.P.E.P. / S.M.P.E.P. booklet (IOPP / NLS certificate)
(4) Procedure & Arrangements Plan (Dangerous Chemical in Bulk certificate)
(5) Grain Stability booklet (Load Line certificate) – vessels greater than 500 Grt, when carrying grain.
(6) Loading Manual (Load Line certificates) - vessels greater than 60 m,
(7) Garbage Management Plan (Garbage Pollution Prevention certificate)
(8) Fire Plan (Safety Equipment certificate) – onboard verification is adequate instead of approval
(9) Ship Security Plan (Int'nal Ship Security certificate)
(10) Loading – Unloading Sequences Manual (Bulk Carriers - Safety Construction certificate)
(11) Loading Instrument Test conditions (Bulk Carriers - Safety Construction certificate)
(12) Search and rescue co-operation plan (Passenger ship Safety Certificate)
(13) Dedicated Clean Ballast Tank Operation Manual (IOPP certificate, for Oil tankers where applicable)
(14) Crude Oil Washing Operation and Equipment Manual (COW Manual) (IOPP certificate, for Oil tankers where applicable)
(15) Oil Discharge Monitoring and Control (ODMC) Operational Manual (IOPP certificate, for Oil tankers where applicable)

6. DESCRIPTION OF SURVEYS AND CERTIFICATES

6.1 CLASSIFICATION OF HULL AND MACHINERY CERTIFICATE

6.1.1 VALIDITY

The validity of the full term certificate is 5 years maximum.

6.1.2. APPLICATION / CRITERIA FOR CERTIFICATION

This certificate can be issued to every cargo ship, subject to the satisfactory completion of the required surveys for the entry into the PhRS Class.
CRITERIA FOR CERTIFICATION: PHRS Rules and Regulations

6.1.3. SURVEYS

6.1.3.1 SPECIAL (OR CLASS RENEWAL) SURVEY

At the Special (or Class Renewal) survey the Periodical Hull/Machinery Survey Reports must be used for the detailed description of the condition of the hull, machinery and electrical equipment.
The documentation required to be submitted will be specifically indicated in the Instructions for surveys to be issued to the surveyor from PhRS Head Office. However usually the following documents shall be sent to PhRS Head Office:

(i) Periodical Special survey reports forms of Hull, Machinery and Dry docking/Tailshaft,
(ii) Copy of the Registration, Ship Station License certificates,
(iii) Copy of the previous Class certificate,
(iv) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(v) Copy of the Provisional PhRS Class certificate issued,
(vi) Copy of the latest survey status, issued by the vessel's previous classification society,
(vii) Supporting documents according to the instructions form

Within the frames of the issuance of the full term Classification certificate, copies of the following ship's documents must be submitted, as necessary:

- General Arrangements Plan
- Midship Section Plan
- Capacity Plan
- Shell Expansion Plan
- Profile & Decks Plan
- Trim & Stability Manual

In case where any of the above mentioned plans are not available then due consideration will be given by the Head Office as regards our final requirements.

When the Head Office may decide to do so, the procedural requirements for the issuance of the full term Classification certificate will include the ship's Scantlings Calculations for the evaluation of the actual ship's hull girder strength.

6.1.3.2 OCCASIONAL SURVEY

An Occasional survey may be required to be carried out by a surveyor to PhRS for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term PhRS Class certificate.
On completion of the occasional survey, following documentation should be submitted to PhRS Head Office for review:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.1.3.3 ANNUAL / INTERMEDIATE SURVEY

The Annual Class survey can be carried out every calendar year within a window period of 3 months before and after the anniversary date of the Special survey. If the ship will found to comply with the requirements of the Annual survey the full term PhRS Class certificate can be endorsed accordingly. If the ship will not found to comply with all the requirements of the Annual survey then specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the rectification of the outstanding items.

The documentation that required to be submitted after the completion of the Annual Class survey, will be specifically indicated in the instructions for surveys. However the following documents shall be sent to PhRS Head Office:

(i) Annual Class survey report,
(ii) Copy of the endorsed full term PhRS Class certificate,
(iii) Any supporting documents according to the instructions form

The Intermediate Class survey can be carried out at the second or third anniversary date of the Special survey. If the ship will found to comply with the requirements of the Intermediate survey the full term PhRS Class certificate can be endorsed accordingly. If the ship will not found to comply with all the requirements of the Intermediate survey then specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the timely rectification of the outstanding items.

The documentation that required to be submitted after the completion of the Intermediate Class survey, will be specifically indicated in the instructions for surveys form. However the following documents shall be sent to PhRS Head Office:

(i) Intermediate Class survey report form,
(ii) Copy of the endorsed full term PhRS Class certificate,
(iii) Any supporting documents according to the instructions form

6.1.4. CERTIFICATES

6.1.4.1 Provisional PhRS Class certificate.

The Provisional PhRS Class certificate can be issued with a maximum validity of 5 months, upon the satisfactory completion of the required surveys.

6.1.4.2. Conditional PhRS Class certificate

The Conditional PhRS Class certificate can be issued with a maximum validity of 3 months and provided the prior approval of the PhRS Head Office. The outstanding items should be indicated on the certificate.

The surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term PhRS Class certificate. Copy of the Conditional certificate should be submitted to Head Office.

IMPORTANT NOTICES

- For surveys related to the PhRS Class of Hull and Machinery certificate, the PhRS Surveyors should refer to the current PhRS Rules and Regulations for the Classification of steel ships, BETA Version – 08/2000.
- The present guidelines can be used as a general guide for the PhRS Surveyors / Representatives, only. The PhRS Head Office will consider at every case the surveys required for the entry into the PhRS Class, subject to thorough review of the available documentation of a vessel.
- Class will be automatically suspended upon failure to complete the Special Survey by the due date unless, under exceptional circumstances, a postponement for completion has been agreed (maximum 3 months).
- Class will be also automatically suspended upon failure to complete the Annual or Intermediate survey within 3 months of the due date.
- Other periodical surveys and conditions of class should be dealt with by the due date unless postponement by agreement. Non-compliance may jeopardize Class.
- If PhRS Class is suspended statutory certificates issued by PhRS will automatically become invalid.
- PhRS Head Office will give timely notice to an Owner about forthcoming surveys by means of a letter or Survey Status. The omission of such notice will not absolve the Owner from his responsibility to comply with the PhRS survey requirements for the maintenance of class.
- It is the responsibility of the Owner to ensure that all surveys necessary for the maintenance of Class are carried out at the proper time.

6.2 CLASSIFICATION OF REFRIGERATING INSTALLATION CERTIFICATE

6.2.1 VALIDITY

The validity of the full term certificate is 5 years maximum.

6.2.2 APPLICATION / CRITERIA FOR CERTIFICATION

This certificate can be issued to every cargo ship installed with refrigerating plant at owner's request, subject to the satisfactory completion of the required surveys for the entry into the PhRS Class.

CRITERIA FOR CERTIFICATION: PHRS Rules and Regulations

6.2.3 SURVEYS

6.2.3.1 SPECIAL (OR CLASS RENEWAL) SURVEY

At the Special (or Class Renewal) survey of Refrigerating Installation the Periodical survey reports must be used for the detailed description of the condition of the refrigerating installation and related equipment.

The documentation that required to be submitted will be specifically indicated in the Instructions for surveys. However the following documents shall be sent to PhRS Head Office:

(i) Special survey report form,
(ii) Copy of the Registration, Ship Station License certificates,
(iii) Any supporting documents according to the instructions form
(iv) Copy of the previous Class of Refrigerating Installation certificate,
(v) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(vi) Copy of the Provisional PhRS Class of Refrig. Installation certificate issued,
(vii) Copy of the latest survey status, issued by the vessel's previous Classification society

6.2.3 2 OCCASIONAL SURVEY

An Occasional survey may be required to be carried out by a surveyor to PhRS for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term PhRS Class certificate.

On completion of the occasional survey, following documentation should be submitted to PhRS Head Office for review:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.2.3.3 ANNUAL / INTERMEDIATE SURVEY

The Annual Class survey of Refrigerating Installation can be carried out every calendar year within a window period of 3 months before and after the anniversary date of the Special survey. If the ship will found to comply with the requirements of the Annual survey the full term PhRS Class of Refrigerating Installation certificate can be endorsed accordingly. If the ship will not found to comply with all the requirements of the Annual survey then specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the rectification of the outstanding items.

The documentation required to be submitted after the completion of the Annual Class survey, will be specifically indicated in the instructions for surveys. However the following documents usually shall be sent to PhRS Head Office:

(i) Annual Class survey report form,
(ii) Copy of the endorsed full term PhRS Class of Refrigerating Installation certificate,
(iii) Any supporting documents according to the instructions form

The Intermediate Class survey of Refrigerating Installation can be carried out at the second or third anniversary date of the Special survey. If the ship will found to comply with the requirements of the Intermediate survey the full term PhRS Class of Refrigerating Installation certificate can be endorsed accordingly. If the ship will not found to comply with all the requirements of the Intermediate survey then specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the timely rectification of the outstanding items.

The documentation that required to be submitted after the completion of the Intermediate Class survey of Refrigerating Installation will be specifically indicated in the instructions for surveys. However the following documents shall be sent to PhRS Head Office:

(i) Intermediate Class survey report of Refrigerating Installation,
(ii) Copy of the endorsed full term PhRS Class of Refrigerating Installation certificate,

Any supporting documents according to the instructions form

6.2.4. CERTIFICATES

6.2.4.1 Provisional PhRS Class of Refrigerating Installation certificate.

The Provisional PhRS Class of Refrigerating Installation certificate can be issued with a maximum validity of 5 months, upon the satisfactory completion of the required surveys.

6.2.4.2 Conditional PhRS Class of Refrigerating Installation certificate

The Conditional PhRS Class of Refrigerating Installation_certificate can be issued with a maximum validity of 3 months and provided the prior approval of the PhRS Head Office. The outstanding items should be indicated on the certificate.

The surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term PhRS Class of Refrigerating Installation_certificate. Copy of the Conditional certificate should be submitted to PhRS Head Office.

6.3 LIFTING APPLIANCES & CARGO HANDLING GEAR REGISTER (Cargo Gear Book)

6.3.1. VALIDITY

The validity of this certificate is maintained subject to 12-monthly and 5-yearly surveys.

6.3.2. APPLICATION / CRITERIA FOR CERTIFICATION

The Register of Lifting Appliances & Cargo Handling Gear is issued to a vessel after a satisfactory survey according to the standards recommended by the International Labour Office in accordance with the ILO Convention No. 152.
CRITERIA FOR CERTIFICATION: International Labour Convention No. 152

6.3.3. SURVEYS

6.3.3.1 INITIAL / RENEWAL (5-yearly) SURVEYS

At the Initial & Renewal (5-yearly) Periodical surveys, the survey report of Periodical Cargo Gear survey must be used providing a detailed description of the lifting capacity of the cargo handling machinery and gear and the condition of the said equipment as well.

The documentation that required to be submitted will be specifically indicated in the instructions for surveys. However the following documents shall be sent to PhRS Head Office:

(i) Periodical cargo gear survey report,
(ii) Copy of the Registration certificate,
(iii) Copies of the previous Cargo Gear Book,
(i) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(ii) Copy of the Register of Lifting Appliances & Cargo Handling Gear (ILO 152 – Form No 1) issued,
(iii) Copy of the Certificate of Test And Thorough Examination of Lifting Appliances (ILO 152 - Form No 2) issued,
(iv) Copy of the proof load test certificate of the lifting appliance, carried out by qualified company.

6.3.3.2 OCCASIONAL SURVEY

An Occasional survey may be required to be carried out by a surveyor to PhRS for the purpose of repair or damage or the verification of the vessel's compliance with the relevant requirements and the deletion of outstanding items.
On completion of the occasional survey, following documentation should be submitted to Head Office for review:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.3.3.3 ANNUAL SURVEY (12-monthly Thorough Examination Of Lifting Appliances And Loose Gear)

The Annual (or 12-monthly) Cargo Gear survey can be carried out within 12 months from the anniversary date of the Periodical (initial or 5-yearly) survey. If the ship will found to comply with the requirements of the Annual survey, the Register of Lifting Appliances & Cargo Handling Gear (ILO 152 - Form No 1) can be endorsed accordingly and the Certificate of Test And Thorough Examination of Lifting Appliances (ILO 152 - Form No 2) is issued. If the ship will not found to comply with all the requirements of the Annual survey then specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the timely rectification of the outstanding items.

The documentation that required to be submitted after the completion of the Annual Cargo Gear survey, will be specifically indicated in the instructions for surveys. However the following documents shall be sent to Head Office:

(i) Annual Cargo Gear survey report,
(ii) Copy of the endorsed Register of Lifting Appliances & Cargo Handling Gear (ILO 152 - Form No 1) and copy of the issued Certificate of Test And Thorough Examination of Lifting Appliances (ILO 152 - Form No 2)

[the use of the Certificate of Fitness of Cargo Gear is cancelled]

6.3.4. CERTIFICATES

6.3.4.1. Register of Lifting Appliances & Cargo Handling Gear (ILO 152 - Form No 1) (Cargo Gear Book)

The Register of Lifting Appliances & Cargo Handling Gear (ILO 152 - Form No 1) (Cargo Gear Book) can be issued, upon the satisfactory completion of the Periodical Cargo Gear survey.

6.3.4.2. Certificate of Test And Thorough Examination of Lifting Appliances (ILO 152 - Form No 2)

The Certificate of Test And Thorough Examination of Lifting Appliances (ILO 152 - Form No 2) can be issued, upon the satisfactory completion of a 12-monthly (annual) survey.

6.4 INTERNATIONAL TONNAGE MEASUREMENT CERTIFICATE, 1969

6.4.1. VALIDITY

The validity of this certificate is permanent.

6.4.2. APPLICATION / CRITERIA FOR CERTIFICATION

This certificate can be issued to every ship having a length (in accordance with Article 2(8) of the relevant Convention) of more than 24 meters.

CRITERIA FOR CERTIFICATION: International Tonnage Convention

6.4.3. ORIGINAL MEASUREMENT

In case that no previous International Tonnage Measurement certificate, 1969 exists then an on board verification in random areas is required by PHRS authorized Surveyor by the use of PHRS/ITC69 Checklist and vessel's required plans. These plans should be submitted to the PHRS Head Office Plan & Appraisal Dpt. for review by following the process of the appropriate tonnage calculations as per International Tonnage Convention 1969 requirements and including appropriate on board surveyor's plan approval on relative vessel's plans (As fitted):

- General arrangement plan
- Capacity Plan
- Trim & Stability Booklet
- Profile and decks plan
- Midship section plan
- Lines plan

In case that the initial Tonnage Calculations are not available, then the attending surveyor shall be instructed to verify onboard if any modification has been made comparable to the ship' particulars and spaces mentioned in the Gross/Net tables of the latest ITC'69 certificate and if no any modification or alteration shall be found then he has to issue and submit to HO a confirmation letter that no any modification or alteration on the ship's structure has taken place since the initial tonnage calculations. This letter may be accepted as exceptional substitute of the missing initial tonnage calculations for the purpose of the issue of a full term ITC'69 certificate.

6.4.4. PREVIOUS INTERNATIONAL TONNAGE MEASUREMENT CERTIFICATE

In case that the previous International Tonnage Measurement certificate, 1969 is available and has been issued by or under the authority of the previous flag administration by a recognized organization, the new International Tonnage Measurement certificate, 1969 can be issued, provided that no any modification or alteration on the ship's structure has taken place since the initial tonnage calculations, using PHRS/ITC69 Checklist from PHRS Head Office Plan & Appraisal Dpt. for review.

6.5 INTERNATIONAL LOAD LINE CERTIFICATE

6.5.1. VALIDITY

The validity of the full term certificate is 5 years.

6.5.2. APPLICATION

This certificate can be issued to:

(i) New ships (built after 18.07.1982) ≥ 24 m. in length
(ii) Existing ships (built before 18.07.1982) ≥ 150 GRT,

when engaged in international voyages.

CRITERIA FOR CERTIFICATION: International Convention on Load Lines, 1966, OR International Convention on Load Lines, 1966, as Amended by the Protocol of 1988 depending on which convention is ratified by the ship' Administration:
BOLIVIA: Load Lines, 1966
CAPE VERDE: Load Lines, 1966
COMOROS: Load Lines, 1966
COOK ISLANDS: Load Lines, 1966/1988
JAMAICA: Load Lines, 1966/1988
JORDAN: Load Lines, 1966/1988
LEBANON: Load Lines, 1966/1988
NIGERIA: Load Lines, 1966
PANAMA: Load Lines, 1966/1988
QATAR: Load Lines, 1966
SIERRA LEONE: Load Lines, 1966/1988
YEMEN: Load Lines, 1966/1988

6.5.3. SURVEYS

6.5.3.1 INITIAL / RENEWAL
The current survey reports of Load Line survey must be used in assigning the applicable load lines, during the initial load line survey.

The documentation required to be submitted will be specifically indicated in the Instructions for surveys form. However the following documents shall be usually sent to PhRS Head Office:

(i) The existing Record of conditions for assignment of Load Lines (if no previous Record exists) – if none exists then the relevant PhRS Record of conditions for assignment of Load Lines to be prepared and submitted, (Only at the Initial Load Lines survey)
(ii) Load lines survey report,
(iii) Initial Freeboard Calculations sheet (Only at the Initial Load Lines survey),
(iv) Copy of valid Registration, Ship Station License certificates,
(v) Copy of the previous Load Line certificate,
(vi) Copy of the Notice for Recommendations (if any), in case that any outstanding items have been found by the attending surveyor,
(vii) Copy of the Provisional Load Line certificate issued,
(viii) Copy of the Trim and Stability booklet for approval on behalf of the flag

6.5.3.2 OCCASIONAL SURVEY
An Occasional survey may be required to be carried out by a surveyor to PhRS for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term International Load Line certificate.

On completion of the occasional survey, following documentation should be submitted to Head Office for review:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.5.3.3 ANNUAL SURVEY

The Annual Load Line survey can be carried out every calendar year within a window period of 3 months before and after the anniversary date of the Initial/Renewal survey. If the ship will be found to comply with the requirements of the Annual survey the full term International Load Line certificate can be endorsed accordingly. If the ship will be found not to comply with all the requirements of the Annual survey then specific notification should be given to the ship's Master or owner by the use of the form Notice of Recommendations, for the timely rectification of the outstanding items.

The documentation required to be submitted after the completion of the Annual Load Line survey will be specifically indicated in the form of Instructions for surveys. However the following documents shall be sent to PHRS Head Office:

(i) Annual Load Line survey report,
(ii) Copy of the endorsed full term International Load Line certificate

6.5.4. CERTIFICATES

6.5.4.1 Provisional International Load Line certificate.

The Provisional International Load Line certificate can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Initial/Renewal Load Line Survey.

6.5.4.2 Conditional International Load Line certificate

A Conditional International Load Line certificate can be issued with a maximum validity of 3 months and provided the prior approval of the Head Office. The outstanding items should be indicated on the certificate.

The surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term International Load Line certificate. Copy of the Conditional certificate should be submitted to Head Office.

6.6 INTERNATIONAL CARGO SHIP SAFETY CONSTRUCTION CERTIFICATE

6.6.1. VALIDITY

The validity of the full term certificate is 5 years.

6.6.2. APPLICATION / CRITERIA FOR CERTIFICATION

This certificate can be issued to cargo ships of 500 GT or greater, when engaged in international voyages.

CRITERIA FOR CERTIFICATION: SOLAS CHAPTERS I, II, XI-1, XII

6.6.3. SURVEYS

6.6.3.1 INITIAL / RENEWAL

At the Periodical survey the survey report of Periodical/Initial Safety Construction survey must be used for the detailed description of the condition of the hull, machinery and electrical equipment.

The documentation that required to be submitted will be specifically indicated in the Instructions for surveys. However the following documents shall be sent to Head Office:

(i) Periodical Safety Construction survey report,
(ii) Copy of valid Registration, Ship Station License certificates,
(iii) Copy of the previous Cargo Ship Safety Construction certificate,
(iv) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(v) Copy of the Provisional Cargo Ship Safety Construction certificate issued

6.6.3.2 OCCASIONAL SURVEY

An Occasional survey may be required to be carried out by a surveyor to PhRS for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Cargo Ship Safety Construction certificate.

On completion of the occasional survey, following documentation should be submitted to Head Office for review:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.6.3.3 ANNUAL SURVEY

The Annual Safety Construction survey can be carried out every calendar year within a window period of 3 months before and after the anniversary date of the Initial/Renewal survey. If the ship will found to comply with the requirements of the Annual survey the full term Cargo Ship Safety Construction certificate can be endorsed accordingly. If the ship will not found to comply with all the requirements of the Annual survey then specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the timely rectification of the outstanding items.

The documentation that required to be submitted after the completion of the Annual Safety Construction survey will be specifically indicated in the Instructions for surveys. However the following documents shall be usually sent to Head Office:

(i) Annual Safety Construction survey report,
(ii) Copy of the endorsed full term Cargo Ship Safety Construction certificate

6.6.4 CERTIFICATES

6.6.4.1 Provisional Cargo Ship Safety Construction certificate.
The Provisional Cargo Ship Safety Construction certificate can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Initial/Renewal Safety Construction Survey.

6.6.4.2. Conditional Cargo Ship Safety Construction certificate
The Conditional Cargo Ship Safety Construction certificate can be issued with a maximum validity of 3 months and provided the prior approval of the Head Office. The outstanding items should be indicated on the certificate.
The surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Cargo Ship Safety Construction certificate. Copy of the conditional certificate should be submitted to Head Office.

6.7 INTERNATIONAL CARGO SHIP SAFETY EQUIPMENT CERTIFICATE

6.7.1. VALIDITY
The validity of the full term certificate is 5 years.

6.7.2. APPLICATION / CRITERIA FOR CERTIFICATION
This certificate can be issued to cargo ships of 500 GT or greater, when engaged in international voyages.
CRITERIA FOR CERTIFICATION: SOLAS CHAPTERS II, III, V

6.7.3 SURVEYS

6.7.3.1 INITIAL / RENEWAL
At the Initial/Renewal survey the survey reports of Renewal Safety Equipment survey must be used for the detailed description of the safety equipment items of the ship and the verification of the efficiency of the life saving and fire fighting appliances on board.

The documentation that required to be submitted will be specifically indicated in the instructions for surveys. However the following documents shall be usually sent to Head Office:

(i) Renewal Safety Equipment survey reports,
(ii) Copy of valid Registration, Ship Station License certificates,
(iii) Copy of the previous Cargo Ship Safety Equipment certificate,

(iv) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(v) Copies of valid certificates of inspection of the ship's liferafts and of their hydrostatic release units, of the portable, non-portable and fixed fire extinguishing means and of the breathing apparatus,
(vi) Copy of the Provisional Cargo Ship Safety Equipment certificate issued,
(vii) Copy of the Fire Control Plan for review/approval.

6.7.3.2 OCCASIONAL SURVEY

An Occasional survey may be required to be carried out by a surveyor to PhRS for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Cargo Ship Safety Equipment certificate.
On completion of the occasional survey, following documentation should be submitted to PHRS Head Office for review:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.7.3.3 ANNUAL SURVEY

The Annual Safety Equipment survey can be carried out every calendar year after the anniversary date of the Initial/Renewal Safety Equipment survey, within a window period of 3 months before and after that anniversary date. If the ship will found to comply with the requirements of the Annual survey the full term Cargo Ship Safety Equipment certificate can be endorsed accordingly. If the ship will not found to comply with all the requirements of the Annual survey then specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the timely rectification of the outstanding items.

The documentation that required to be submitted after the completion of the Annual/Intermediate Safety Equipment survey, will be specifically indicated in the instructions for surveys. However the following documents shall be sent to Head Office:

(i) Annual/Intermediate Safety Equipment survey report,
(ii) Copy of the endorsed full term Cargo Ship Safety Equipment certificate

6.7.4 CERTIFICATES

6.7.4.1 Provisional Safety Equipment certificate

The Provisional Cargo Ship Safety Equipment certificate can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Initial/Renewal Safety Equipment Survey.

6.7.4.2. Conditional Cargo Ship Safety Equipment certificate

The Conditional Cargo Ship Safety Equipment certificate can be issued with a maximum validity of 3 months and provided the prior approval of the Head Office. The outstanding items should be indicated on the certificate.

The surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Cargo Ship Safety Equipment certificate. Copy of the conditional certificate should be submitted to PHRS Head Office.

6.8 INTERNATIONAL CARGO SHIP SAFETY RADIO CERTIFICATE

6.8.1 VALIDITY

The validity of the full term certificate is 5 years.

6.8.2 APPLICATION / CRITERIA FOR CERTIFICATION

This certificate can be issued to cargo ships of 300 GT or greater, when engaged in international voyages.

CRITERIA FOR CERTIFICATION: SOLAS CHAPTERS I, IV

6.8.3 SURVEYS

6.8.3.1 INITIAL / RENEWAL

At the Initial/Renewal survey the survey reports of Safety Radio survey must be used for the verification of the efficiency of the radio-navigational installation on board. These forms should be countersigned by a qualified / (IACS) approved Radio-Technician, who should co-attend the vessel with the PhRS Surveyor for the purpose of the examination of the radio installation of the ship.

The documentation that required to be submitted will be specifically indicated in the Instructions for surveys. However the following documents shall be sent to PhRS Head Office:

(i) Safety Radio survey reports,
(ii) Record of Approved GMDSS Radio Installation (Only at Initial Survey)
(iii) Copy of valid Registration, Ship Station License certificates,
(iv) Copy of the previous Cargo Ship Safety Radio certificate,
(v) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(vi) Copy of valid Shore-Based Maintenance agreement for the GMDSS
(vii) Copies of the qualifications and authorizations of the Radio-Technician from IACS Members,
(viii) Copy of the valid annual EPIRB test Report,
(ix) Copy of the GOC of the radio operators,
(x) Copy of the Provisional Cargo Ship Safety Radio certificate issued

6.8.3.2 OCCASIONAL SURVEY

An Occasional survey may be required to be carried out by a surveyor to PhRS for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Cargo Ship Safety Radio certificate.

On completion of the occasional survey, following documentation should be submitted to Head Office for review:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.8.3.3 ANNUAL (PERIODICAL) SURVEY

The Annual (Periodical) Safety Radio survey can be carried out every calendar year after the anniversary date of the Initial/Renewal Safety Radio survey, within a window period of 3 months before and after that anniversary date. If the ship will found to comply with the requirements of the Annual survey the full term Cargo Ship Safety Radio certificate can be endorsed accordingly. If the ship will not found to comply with all the requirements of the Annual survey then specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the timely rectification of the outstanding items.

The documentation that required to be submitted after the completion of the Annual (Periodical) Safety Radio survey will be specifically indicated in the instructions for surveys. However the following documents shall be sent to Head Office:

(i) Safety Radio survey report,
(ii) Copy of the endorsed full term Cargo Ship Safety Equipment Certificate,
(iii) copy of the GMDSS Shore-Based Maintenance agreement,
(iv) copy of valid EPIRB annual test report,
(v) Copy of the GOC of the radio operators,
(vi) copy of the qualifications and authorizations of the Radio-Technician from IACS Members,

6.8.4. CERTIFICATES

6.8.4.1 Provisional Safety Radio certificate

The Provisional Cargo Ship Safety Radio certificate can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Initial/Renewal Safety Radio Survey.

6.8.4.2. Conditional Cargo Ship Safety Radio certificate

The Conditional Cargo Ship Safety Radio certificate can be issued with a maximum validity of 3 months and provided the prior approval of the Head Office. The outstanding items should be indicated on the certificate.

The surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's

compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Cargo Ship Safety Radio certificate. Copy of the conditional certificate should be submitted to Head Office.

6.9 PASSENGER SHIP SAFETY CERTIFICATE

6.9.1 VALIDITY

The validity of this certificate is 1 year and includes the issue of a List of Operational Limitations Certificate. For Ro-Ro Passenger ships carrying vehicles with fuel in their tanks it is also includes the issue of a relative attestation for the carriage of such vehicles.

6.9.2 APPLICATION / CRITERIA FOR CERTIFICATION

This certificate can be issued to every passenger ship which is carrying more than 12 passengers.
CRITERIA FOR CERTIFICATION: SOLAS CHAPTERS I, II, III, IV, V

6.9.3 SURVEYS

6.9.3.1 PERIODICAL

At the Periodical survey the survey reports of Passenger Ship Safety survey must be used for the detailed description of the safety equipment items of the ship and the verification of the efficiency of the life saving and fire fighting appliances on board.
The Periodical Survey includes the examination of the outside of the ship's bottom.

The documentation that required to be submitted will be specifically indicated in the instructions for surveys. However the following documents shall be sent to PhRS Head Office:

(i) Passenger Ship Safety survey reports,
(ii) Copy of the Registration, Ship Station License certificates,
(iii) Copy of the previous Passenger ship Safety certificate and List of Operational Limitations certificate
(iv) Copy of the last Lightweight survey report (5 yearly)
(v) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(vi) Copies of valid certificates of inspection of the ship's liferafts and of their hydrostatic release units, of the portable, non-portable and fixed fire extinguishing means and of the breathing apparatus,
(vii) Any other documentation as may be requested by the H.O.
(viii) Copy of valid Shore-Based Maintenance agreement for the GMDSS,
(ix) Copies of the qualifications and authorizations of the Radio-Technician from IACS Members,
(x) Copy of the Provisional of the Provisional Passenger Ship Safety certificate issued,
(xi) Copy of the Fire control Plan

6.9.3.2 OCCASIONAL SURVEY

An Occasional survey may be required to be carried out by a surveyor to PhRS for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Passenger Ship Safety certificate.

On completion of the occasional survey, following documentation should be submitted to Head Office for review:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.9.4. CERTIFICATES

6.9.4.1. Provisional Passenger Ship Safety certificate

The Provisional Passenger Ship Safety certificate can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Periodical Passenger Ship Safety Survey.

6.9.4.2. Conditional Passenger Ship Safety certificate

The Conditional Passenger Ship Safety certificate can be issued with a maximum validity of 3 months and provided the prior approval of the PhRS Head Office. The outstanding items should be indicated on the certificate.

The surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Passenger Ship Safety certificate. Copy of the conditional certificate should be submitted to Head Office.

6.10 INTERNATIONAL OIL POLLUTION PREVENTION CERTIFICATE

6.10.1 VALIDITY

The validity of the full term certificate is 5 years.

6.10.2 APPLICATION / CRITERIA FOR CERTIFICATION

This certificate together with the appropriate Supplement, Form A for cargo ships and Form B for oil tankers, when engaged on international voyages, can be issued to:

(i) Cargo ships of 400 GT or greater, and

(ii) Oil tankers of 150 GT or greater,

CRITERIA FOR CERTIFICATION: MARPOL ANNEX I

6.10.3 SURVEY

6.10.3.1 INITIAL / RENEWAL

At the Initial/Renewal survey the current survey reports of Periodical I.O.P.P. survey must be used for surveys at cargo ships and the proper forms for oil tankers, providing a detailed description of the condition of the related machinery equipment and tank spaces.

The documentation that required to be submitted will be specifically indicated in the instructions for surveys. However the following documents shall be sent to Head Office:

(i) Periodical I.O.P.P. survey reports (for cargo ships/ oil tankers – as applicable),
(ii) valid Registration, Ship Station License certificates,
(iii) the latest I.O.P.P. certificate (with Form A or B),
(iv) copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(v) Copy of the Provisional I.O.P.P. certificate issued (with Form A or B),
(vi) Copy of the S.O.P.E.P. booklet for approval on behalf of the vessel's flag.
(vii) Copy of the Engine Room Bilge Piping Diagram,
(viii) Oil Water Separator Type Approval certificate, if any.

6.10.3.2 OCCASIONAL SURVEY

An Occasional survey may be required to be carried out by a surveyor to PhRS for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term I.O.P.P. certificate.
On completion of the occasional survey, following documentation should be submitted to Head Office for review:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.10.3.3 ANNUAL / INTERMEDIATE SURVEY

The Annual I.O.P.P. survey can be carried out every calendar year within a window period of 3 months before and after the anniversary date of the Initial/Renewal survey. If the ship will found to comply with the requirements of the Annual survey the full term I.O.P.P. certificate can be endorsed accordingly. If the ship will not found to comply with all the requirements of the Annual survey then specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the timely rectification of the outstanding items.

A minimum of one Intermediate Survey should be carried out during the period of validity of the I.O.P.P. certificate. The Intermediate Survey can be carried out at the 2nd or 3rd Annual Survey.

The documentation that required to be submitted after the completion of the Annual or Intermediate I.O.P.P. survey will be specifically indicated in the instructions for survey. However the following documents shall be sent to PHRS Head Office:

(i) Annual I.O.P.P. survey report,
(ii) Copy of the endorsed full term I.O.P.P. certificate

6.10.4. CERTIFICATES

6.10.4.1. Provisional I.O.P.P. certificate.

The Provisional I.O.P.P. certificate, together with the Supplement to the I.O.P.P. (Form A or B), can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Initial/Renewal I.O.P.P. Survey.

6.10.4.2. Conditional I.O.P.P. certificate

The Conditional I.O.P.P. certificate can be issued with a maximum validity of 3 months and provided the prior approval of the Head Office. The outstanding items should be indicated on the certificate.

The surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term I.O.P.P. certificate. Copy of the conditional certificate should be submitted to PHRS Head Office.

6.11 INTERNATIONAL POLLUTION PREVENTION CERTIFICATE FOR THE CARRIAGE OF NOXIOUS LIQUID SUBSTANCES IN BULK

6.11.1 VALIDITY

The validity of the full term certificate is 5 years.

6.11.2 APPLICATION / CRITERIA FOR CERTIFICATION

This certificate together with the appropriate List of Noxious Liquid Substances can be issued to all ships certified to carry Noxious Liquid Substances in bulk constructed on or after 1 July 1986. Where a cargo subject to the provisions of Annex I of the MARPOL Convention is carried in a cargo space of an NLS tanker, the appropriate requirements of Annex I shall also apply.

CRITERIA FOR CERTIFICATION: MARPOL ANNEX II

6.11.3 SURVEYS

Chemical tankers which have been surveyed and certified in accordance with the provisions of the International Bulk Chemical Code or the Bulk Chemical Code, as applicable, shall be deemed to have complied with the provisions of the MARPOL Annex II regulations, and the certificate issued under that Code shall have the same force and receive the same recognition as the certificate issued under regulation 9 of this Annex.

6.11.3.1 INITIAL / RENEWAL

At the Initial/Renewal survey the current survey report of survey under Annex II of MARPOL must be used, providing a detailed description of the condition of the related equipment, systems, fitting, arrangements and material of the ship.

The documentation that required to be submitted will be specifically indicated in the instructions for surveys. However the following documents shall be sent to Head Office:

(i) NLS survey report filed-in for Periodical survey,
(ii) valid Registration, Ship Station License certificates.
(iii) the latest NLS certificate (with List of Noxious Liquid Substances),
(iv) copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(v) Copy of the Provisional NLS certificate issued (with List of Noxious Liquid Substances),
(vi) Copy of the S.M.P.E.P. and of the Procedures and Arrangement Plan for approval on behalf of the vessel's flag.

6.11.3.2 OCCASIONAL/ADDITIONAL SURVEY

An Occasional or Additional survey either general or partial may be required to be carried out by a surveyor to PhRS for the purpose of the verification of the vessel's compliance with the relevant requirements and/or the deletion of the outstanding items, for the issuance of the full term NLS certificate. The survey shall be such as to ensure that any repairs or renewals have been effectively made, that the material and workmanship of such repairs or renewals are in all respects satisfactory and that the ship complies in all respects with the requirements of Annex II.

On completion of the occasional survey, following documentation should be submitted to Head Office for review:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.11.3.3 ANNUAL / INTERMEDIATE SURVEY

The Annual NLS survey can be carried out every calendar year within a window period of 3 months before and after the anniversary date of the Initial/Renewal survey. If the ship will found to comply with the requirements of the Annual survey the full term NLS certificate can be endorsed accordingly. If the ship will not found to comply with all the requirements of the Annual survey then specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the timely rectification of the outstanding items.

A minimum of one Intermediate Survey should be carried out during the period of validity of the NLS certificate. The Intermediate Survey can be carried out at the 2nd or 3rd Annual Survey.

The documentation that required to be submitted after the completion of the Annual or Intermediate NLS survey will be specifically indicated in the instructions for survey. However the following documents shall be sent to PHRS Head Office:

(i) NLS survey report filed-in for the Annual,
(ii) Copy of the endorsed full term NLS certificate

6.11.4. CERTIFICATES

6.11.4.1. Provisional NLS certificate.
The Provisional NLS certificate (together with the List of Noxious Liquid Substances), can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Initial/Renewal NLS Survey.

6.11.4.2. Conditional NLS certificate
The Conditional NLS certificate can be issued with a maximum validity of 3 months and provided the prior approval of the Head Office. The outstanding items should be indicated on the certificate.

The surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term NLS certificate. Copy of the conditional certificate should be submitted to PHRS Head Office.

6.12 INTERNATIONAL GARBAGE / SEWAGE POLLUTION PREVENTION CERTIFICATES

6.12.1. VALIDITY
The validity of the full term Garbage or Sewage certificate is 5 years.

6.12.2. APPLICATION / CRITERIA FOR CERTIFICATION
This certificate together can be issued to:

(i) Cargo ships of 400 GT or greater, and
(ii) Cargo ships of less than 400 gross tonnage which are certified to carry more than 15 persons.

CRITERIA FOR CERTIFICATION:

- MARPOL ANNEX V FOR THE GARBAGE CERTIFICATE
- MARPOL ANNEX IV FOR THE SEWAGE CERTIFICATE

6.12.3. SURVEYS

6.12.3.1 INITIAL / RENEWAL
At the Initial/Renewal survey the survey report of Periodical Garbage/Sewage Pollution Prevention survey, must be used, providing a detailed description of the condition of the arrangements for garbage disposal / sewage facilities on board.

The documentation that required to be submitted will be specifically indicated in the Instructions for surveys. However the following documents shall be sent to PHRS Head Office:

(i) Periodical Garbage / Sewage Pollution Prevention survey report,
(ii) Copy of valid Registration, Ship Station License certificates and Minimum Safe Manning certificate,
(iii) Copy of the previous Garbage/Sewage Pollution Prevention certificate,
(iv) Sewage discharge rate table (for approval) – only for the Sewage certificate
(v) Garbage Management Plan (for approval) – only for the Garbage certificate
(iv) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(v) Copy of the Provisional Garbage/Sewage Pollution Prevention certificate issued

6.12.3.2 OCCASIONAL/ADDITIONAL SURVEY

An Occasional/Additional survey may be required to be carried out by a surveyor to PHRS for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Garbage/Sewage Pollution Prevention certificate.
On completion of the occasional survey, following documentation should be submitted to Head Office for review:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.12.3.3 ANNUAL SURVEY (ONLY FOR THE GARBAGE CERTIFICATE)

The Annual Garbage Pollution Prevention survey can be carried out every calendar year within a window period of 3 months before and after the anniversary date of the Initial/Renewal survey. If the ship will be found to comply with the requirements of the Annual survey the full term Garbage Pollution Prevention certificate can be endorsed accordingly. If the ship will not found to comply with all the requirements of the Annual survey then specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the rectification of the outstanding items.

The documentation that required to be submitted after the completion of the Annual Garbage Pollution Prevention survey, will be specifically indicated in the instructions for surveys. However the following documents shall be sent to PHRS Head Office:

(i) Annual Garbage Pollution Prevention survey report, as applicable
(ii) Copy of the endorsed full term Garbage Pollution Prevention certificate, as applicable.

6.12.4. CERTIFICATES

6.12.4.1 Provisional Garbage/Sewage Pollution Prevention certificate.

The Provisional Garbage/Sewage Pollution Prevention certificate can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Initial/Renewal Garbage/Sewage Pollution Prevention Survey.

6.12.4.2 Conditional Garbage/Sewage Pollution Prevention certificate

The Conditional Garbage/Sewage Pollution Prevention certificate can be issued with a maximum validity of 3 months and provided the prior approval of the PHRS Head Office. The outstanding items should be indicated on the certificate.

The surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Garbage /Sewage Pollution Prevention certificate. Copy of the conditional certificate should be submitted to PHRS Head Office.

6.13 INTERNATIONAL AIR POLLUTION PREVENTION CERTIFICATE

6.13.1. VALIDITY

The validity of this certificate is 5 years.

6.13.2. APPLICATION / CRITERIA FOR CERTIFICATION

This certificate can be issued to all ships of 400 gross tons or above irrespective of their year of construction, service area or kind.
CRITERIA FOR CERTIFICATION: MARPOL ANNEX VI

6.13.3. SURVEYS

6.13.3.1 INITIAL / RENEWAL

The IAPP Initial Survey for new ships is to ensure that the working drawings used by the Builders do not differ from the approved plans. For ships in service it will determine the extent to which compliance with the requirements of MARPOL Annex VI are necessary. The survey shall be such as to ensure that the equipment, system, fittings, arrangements and materials fully comply with the applicable requirements of MARPOL Annex VI
The documentation that required to be submitted after the completion of the Annual or Intermediate IAPP survey will be specifically indicated in the instructions for survey. However the following documents shall be sent to PHRS Head Office:

(i) IAPP survey report filed-in for the Initial/Periodical survey,
(ii) Copy of valid Registration, Ship Station License certificates and Minimum Safe Manning certificate,
(iii) Copy of the previous Air Pollution Prevention certificate,
(iv) Copy(ies) of the EIAPP certificate(s) & NOx technical file(s), as may be applicable
(v) Ozone depleting substances record book, as may be applicable
(vi) Bunker delivery notes, as may be applicable
(iv) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(v) Copy of the Provisional Air Pollution Prevention certificate issued

6.13.3.2 OCCASIONAL/ADDITIONAL SURVEY

An Occasional or Additional survey either general or partial may be required to be carried out by a surveyor to PhRS for the purpose of the verification of the vessel's compliance with the relevant requirements and/or the deletion of the outstanding items, for the issuance of the full term NLS certificate. The survey shall be such as to ensure that any repairs or renewals have been effectively made, that the material and workmanship of such repairs or renewals are in all respects satisfactory and that the ship complies in all respects with the requirements of Annex II.

On completion of the occasional survey, following documentation should be submitted to Head Office for review:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.13.3.3 ANNUAL / INTERMEDIATE SURVEY

The Annual IAPP survey can be carried out every calendar year within a window period of 3 months before and after the anniversary date of the Initial/Renewal survey. If the ship will found to comply with the requirements of the Annual survey the full term IAPP certificate can be endorsed accordingly. If the ship will not found to comply with all the requirements of the Annual survey then specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the timely rectification of the outstanding items.

A minimum of one Intermediate Survey should be carried out during the period of validity of the IAPP certificate. The Intermediate Survey can be carried out at the 2nd or 3rd Annual Survey.

The documentation that required to be submitted after the completion of the Annual or Intermediate IAPP survey will be specifically indicated in the instructions for survey. However the following documents shall be sent to PHRS Head Office:

(i) IAPP survey report filed-in for the Annual,
(ii) Copy of the endorsed full term IAPP certificate

6.13.4. CERTIFICATES

6.13.4.1 Provisional Air Pollution Prevention certificate.

The Provisional Air Pollution Prevention certificate can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Initial/Renewal Air Pollution Prevention Survey.

6.13.4.2 Conditional Air Pollution Prevention certificate

The Conditional Air Pollution Prevention certificate can be issued with a maximum validity of 3 months and provided the prior approval of the PHRS Head Office. The outstanding items should be indicated on the certificate.

The surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Air Pollution Prevention certificate. Copy of the conditional certificate should be submitted to PHRS Head Office.

6.14 DOCUMENT OF COMPLIANCE (DOC)

6.14.1 VALIDITY

The validity of this certificate is 5 years from the date of the initial ISM Code shore-based audit.

6.14.2 APPLICATION / CRITERIA FOR CERTIFICATION

This certificate can be issued to a managing company, upon the verification of compliance with the requirements of the International Safety Management (ISM) Code, for the types of ships on which the initial verification was based.
CRITERIA FOR CERTIFICATION: ISM CODE

6.14.3 INITIAL AUDIT / VERIFICATION

An Initial audit for the issuance of a DOC to a Company should be carried out by qualified PHRS Auditor for the purpose of:

(i) A document review, in order to verify that the Safety Management System (SMS) and any relevant documentation comply with the requirements of the International Safety Management (ISM) Code, and

(ii) Company audit, in order to verify the effective functioning of the SMS, including the objective evidence that the Company's SMS has been implemented for a period of at least three months on board one ship of each type operated by the Company.

The documentation that required to be submitted will be specifically indicated in the instructions for surveys form.

6.14.4 INTERIM CERTIFICATE

An Interim Document of Compliance can be issued with a maximum validity of 6 months in order to facilitate the initial implementation of the ISM Code and implementation where a Company is newly established or where new ship types are added to an existing DOC.
An Interim Document of Compliance can be issued with a maximum validity of 12 months, following a demonstration that the Company has an SMS that meets the objectives of section 14 of the ISM Code. The Company should be required to demonstrate plans to implement a

SMS meeting the full requirements of the ISM Code within the period of validity of the Interim DOC.

6.14.5 SHORT TERM CERTIFICATE

Short-term certificate may be issued at the closing of an ISM Code audit to cover the period until a full term certificate is issued.

6.14.6 ANNUAL VERIFICATION

Periodical safety management audits are to be carried out to maintain the validity of the DOC within three months before and after each anniversary date of the DOC.

6.15 SAFETY MANAGEMENT CERTIFICATE (SMC)

6.15.1 VALIDITY

The validity of this certificate is 5 years from the date of the ISM Code audit.

6.15.2 APPLICATION / CRITERIA FOR CERTIFICATION

This certificate can be issued to:

- Bulk carriers of 500 GRT or greater,
- Oil tankers of 500 GRT or greater
- Every passenger ship
- All other cargo ships and Offshore drilling units of 500 GRT or greater,

upon the verification of the compliance with the requirements of the International Safety Management (ISM) Code.

CRITERIA FOR CERTIFICATION: ISM CODE

6.15.3 INITIAL AUDIT / VERIFICATION

An Initial audit/verification for the issuance of a SMC to a ship should be carried out by qualified PHRS Auditor for the purpose of:

(i) Verification that the Company's DOC is valid and relevant to that type of ship and that the other provisions of the ISM Code are complied with.

(ii) Verification of the effective functioning of the SMS, including objective that the SMS has been in operation for at least three months onboard the ship. The objective evidence should also include records from the internal audits performed by the Company.

The documentation that required to be submitted will be specifically indicated in the instructions for surveys form.

6.15.4. INTERIM CERTIFICATE

An Interim Safety Management Certificate can be issued with a maximum validity of 6 months to new ships on delivery, and when a Company takes on the responsibility of the management of a ship, which is new to a Company.

6.15.5. SHORT TERM CERTIFICATE

Short-term certificate may be issued at the closing of an ISM Code audit to cover the period until a full term certificate is issued.

6.15.6. INTERMEDIATE VERIFICATION

Intermediate safety management audit is to be carried out to maintain the validity of the SMC between the second and third anniversary date of the SMC.

6.16 ANTI-FOULING CERTIFICATE (AFS)

6.16.1 VALIDITY

The validity of the AFS Certificate/SoC is maintained as long as anti-fouling system remains or the vessel changes owner. If an anti-fouling system is changed or replaced the AFS Certificate must be endorsed or changed to that effect in accordance with the AFS Convention. Usually this endorsement or change coincides with the docking/bottom survey (twice every five years with the period between subsequent dockings not exceeding 36 months) except where an intermediate underwater survey is allowed.

6.16.2 APPLICATION / CRITERIA FOR CERTIFICATION

This certificate can be issued to of ships of 400 gross tonnage and above engaged in international voyages, excluding fixed or floating platforms, floating storage units (FSUs), and floating production storage and off-loading units (FPSOs), as specified in Regulation 1(1) of Annex 4 to the AFS Convention.

Ships of 24 meters or more in length, but less than 400 gross tonnage engaged in international voyages and to which article 3(1)(a) of the AFS Convention applies (excluding fixed or floating platforms, FSUs, and FPSOs) can carry a Declaration signed by the owner or owner's authorized agent. Such Declaration shall be accompanied by appropriate documentation (such as a paint receipt or a contractor invoice) or contain appropriate endorsement. The Declaration shall be drawn up in the form corresponding to the AFS Certificate.

Vessel who's Flag State has not ratified the AFS convention, a Statement of Compliance (SoC) is issued instead of an International certificate and is drawn up in the form corresponding to the AFS Certificate.

CRITERIA FOR CERTIFICATION: AFS Convention.

6.16.3 SURVEYS

- Initial survey for:
  - .1 a new building ; or
  - .2 before the Certificate is issued for the first time
- Intermediate AFS survey should be carried out within a window period of 3 months before or after the second or third anniversary date of the Cargo Ship Safety Construction Certificate.

- whenever an anti-fouling system is changed or replaced. Repairs affecting approximately 25 percent or more of the anti-fouling system, should be considered as a change or replacement of the anti-fouling system.

All surveys of the anti-fouling system on existing ships may best be carried out in connection with a drydock survey.

Prior to commencing an AFS survey, the Surveyor is to require submission of the following:

1. a request for survey by the Owners or Shipbuilder
2. a copy of type approval certificate issued by IACS Classification Society or the Administration of the Parties to this Convention.
3. Material Safety Data Sheets (MSDSs) or similar

A non-compliant anti-fouling system controlled under Annex I of the Convention that undergoes repair must be repaired, or replaced with a compliant anti-fouling system.

6.16.3.1 Surveys for new buildings

A request for survey should be supplemented by the following information:

1. Attestation furnished by the anti- fouling system manufacturer with following information to be included in the Record of Anti-fouling System to be attached to the Certificate:
   (i) Type of anti-fouling system ＊
   (ii) Name of anti-fouling system manufacturer
   (iii) Name and color of anti-fouling system
   (iv) Active ingredient(s) and their Chemical Abstract Service Registry Number (CAS number)
   (v) Copy of the purchase order or contract linking the identified AFS with the ship to which it is be (or has been) applied

(＊Examples of suitable wording could be:

Organotin-free self polishing type, Organotin-free ablative type, Organotin-free conventional, Biocide-free silicon type paint.

If the AFS contains no active ingredients, the words 'Biocide-free' should be indicated.)

2. IACS Type approval certificate of the anti-fouling system specified that complies with the Convention
3. Material Safety Data Sheets (MSDSs) of the anti-fouling system

The survey shall include verification that the anti-fouling system to be applied is identical to the system specified in the request for survey. This verification task should be conducted at any time, either before, during, or after the anti-fouling system has been applied to the ship, as deemed necessary to verify compliance. No checks or tests must affect the integrity, structure or operation of the anti-fouling system.

6.16.3.2 Surveys of existing ships intending to apply a new anti-fouling system

.1 If the existing anti-fouling system is confirmed by an International Anti-fouling system certificate not to be controlled under Annex 1 of the Convention, the provisions described in paragraph 6.16.3.1 shall apply.

.2 If the existing anti-fouling system is declared not to be controlled under Annex 1 of the Convention, without being documented by an International Anti -Fouling System Certificate, a verification should be carried out to confirm that the anti-fouling system complies with the requirements of the Convention as deemed necessary based on experience gained and the existing circumstances. This verification is based on reliable documentation, e.g. IACS Class Type Approval Certificate of the AFS, MSDSs, or similar, a declaration of compliance from the anti-fouling system manufacturer, invoices from the shipyard and/or the anti-fouling system manufacturer. To verify the new anti-fouling system, the provisions described in paragraph 6.16.3.1 shall apply.

.3 If the existing anti-fouling system has been removed, the removal should be verified in addition to the provisions described in paragraph 6.16.3.1.

.4 If a sealer coat has been applied, verification should be carried out to confirm that the name, type and colour of the sealer coat applied to the ship match those specified in the request for survey, and that the existing anti-fouling system has been covered with that sealer coat. Again the provisions described in paragraph 6.16.3.1 shall apply.

.5 If the existing anti-fouling system is controlled under Annex 1 of the Convention, it should be removed or covered by a sealer coat. To verify the new anti-fouling system, the provisions described in paragraph 6.16.3.1 shall apply.

6.16.3.3 Surveys of existing ships requesting only an International Anti-fouling System Certificate

.1 If the existing anti-fouling system is declared to be controlled under Annex 1 of the Convention (i.e. containing prohibited/regulated compounds), an International Anti-fouling System Certificate may be issued on request stating that the anti-fouling system will be removed, or covered with a sealer coat when directed by the Convention.

.2 If the existing anti-fouling system is declared not to be controlled under Annex 1 of the Convention, verification should be carried out to confirm that the anti-fouling system complies with the requirements of the Convention. This verification is based on reliable documentation like IACS Class Type Approval Certificate of the AFS, MSDSs or similar, a declaration of compliance from the anti-fouling system manufacturer, invoices from the shipyard and/or the anti-fouling system manufacturer. If this information rises no reasonable doubt that the system applied is compliant with Annex 1 of the Convention, the International Anti -fouling System Certificate may be issued on this basis.

One Intermediate AFS survey should be carried out within a window period of 3 months before or after the second or third anniversary date of the Cargo Ship Safety Construction Certificate, which coincide with the due date for dry docking survey. If the ship will found to comply with the requirements of the Intermediate survey the full term AFS Certificate can be endorsed accordingly. If the ship will not found to comply with all the requirements then

specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the timely rectification of the outstanding items.

When the painting with an AFS has not been carried out by the surveyor in the past, but by the owners, shipbuilders or paint manufacturer, our organization will carry out only the documentation verification as to whether or not the applied anti-fouling system applied during the last dry docking complies with the Convention.

The documentation that required to be submitted after the any AFS survey, is:

(i) Documents requested in Section 6.16.3.1
(ii) Declaration by the company applying the anti-fouling system confirming what has been applied / covered / removed
(iii) AFS checklist
(iv) Copy of the issued endorsed full term ASF Certificate.
(v) Copy of the Registration, Ship Station License certificates.

6.16.4. CERTIFICATES

6.16.4.1 Provisional Anti-Fouling certificate or SoC
The Provisional AFS certificate or Statement of Compliance can be issued with a maximum validity of 5 months, upon the satisfactory completion of the initial survey or upon satisfactory completion of a survey for change or replacement of an anti-fouling system.

6.17 CARGO SHIP SAFETY CERTIFICATE (SAF)

6.17.1 VALIDITY
The validity of this certificate is 2 year.

6.17.2 APPLICATION / CRITERIA FOR CERTIFICATION
Cargo ships of less than 500 GRT when engaged in international voyages or at the request of the owner.
CRITERIA FOR CERTIFICATION: depending upon the National requirements of the flag state of the ship:
PANAMA: DECREE 45 RULES FOR VESSELS UNDER 500 GRT
SIERRA LEONE: CODE OF SAFETY FOR CARGO SHIPS OF LESS THAN 500 GT
(no specific guidance received yet from any other Flag State)
In the absence of specific instructions from Flag States, the following guidance may be consulted:

1. IMO Safety Guidelines for ships of less than convention size.
2. IACS Rec 99 (Recommendations for the Safety of Cargo Vessels of less than Convention Size

6.17.3 SURVEYS

6.17.3.1 INITIAL / PERIODICAL SURVEY

The survey report of cargo ship safety certificate and record of approved cargo ship safety details (Vessels under 500 GT) must be used for the detailed description of the condition of the hull, machinery, electrical equipment and safety equipment items of the ship and the verification of the efficiency of the life saving and fire fighting appliances on board. As the vessel is less than 500 GT, the applicable requirements are considered the IMO Safety Guidelines for ships of less than convention size and/or the particulars requirements (if any) of the Flag State of the ship.

The documentation that required to be submitted will be specifically indicated in the instructions for surveys. However the following documents shall be sent to PHRS Head Office:

(i) Cargo Ship safety Certificates Reports and Record,
(ii) Copy of the Registration, Ship Station License certificates,
(iii) Copy of the previous Cargo Ship Safety Certificate,
(iv) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(v) Copies of valid certificates of inspection of the ship's liferafts and of their hydrostatic release units, of the portable and non-portable fire extinguishing means and of the breathing apparatus,
(vi) Copy of the Cargo Ship Safety Certificate for non-convention vessel issued,
(vii) Copy of the last two dry dock reports.

6.17.3.2 ANNUAL (PERIODICAL) SURVEY

The Annual (Periodical) Safety survey can be carried out one year after the anniversary date of the Periodical Safety survey, within a window period of 3 months before or after that anniversary date of the Cargo Ship Safety Certificate under 500 GTR. If the ship will found to comply with the requirements of the Annual survey the full term Cargo Ship Safety certificate can be endorsed accordingly. If the ship will not found to comply with all the requirements of the Annual survey then specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the timely rectification of the outstanding items.

The documentation that required to be submitted after the completion of the Annual (Periodical) Safety survey will be specifically indicated in the instructions for surveys. However the following documents shall be sent to PHRS Head Office:

(i) The survey report of cargo ship safety certificate,
(ii) Copy of the endorsed full term Cargo Ship Safety Certificate,
(iii) Copy of the Registration, Ship Station License certificates,
(iv) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(v) Copies of valid certificates of inspection of the ship's liferafts and of their hydrostatic release units, of the portable and non-portable fire extinguishing means and of the breathing apparatus.

6.17.3.3 OCCASIONAL SURVEY

An Occasional survey may be required to be carried out by a surveyor to PhRS for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term certificate.

On completion of the occasional survey, following documentation should be submitted to Head Office for review and forward to the Flag State (only if request for FT):

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.17.4 CERTIFICATES

6.17.4.1 PROVISIONAL CERTIFICATE

The Provisional Cargo Ship Safety certificate can be issued with a maximum validity of 5 months, upon the satisfactory completion of the survey on board.

6.17.4.2 CONDITIONAL CERTIFICATE

The Conditional Cargo Ship Safety Certificate can be issued with a maximum validity of 3 months and approved and issue by the Administration,. The outstanding items should be indicated on the certificate. The surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Certificate (only if request for FT). Copy of the conditional certificate should be kept by PhRS Head Office, as reference.

6.18 CARGO SHIP SAFETY RADIOTELEPHONY CERTIFICATE

6.18.1 VALIDITY

The validity of the full term certificate is 1 year.

6.18.2 APPLICATION / CRITERIA FOR CERTIFICATION

This certificate can be issued to cargo ships for ship's under 300 GT, when engaged in international voyages.

CRITERIA FOR CERTIFICATION: depending upon the National requirements of the flag state of the ship, if any.

PANAMA: DECREE 45 RULES FOR VESSELS UNDER 500 GRT

SIERRA LEONE: CODE OF SAFETY FOR CARGO SHIPS OF LESS THAN 500 GT. THIS CERTIFICATE IS NOT ISSUED BUT IT'S REQUIREMENTS ARE INCORPORATED INTO THE CARGO SHIP SAFETY CERTIFICATE (see section 6.17)

(no specific guidance has been received yet from any other Flag State)

6.18.3 SURVEYS

6.18.3.1 INITIAL / RENEWAL SURVEY

At the Periodical survey the survey reports of Periodical Safety Radiotelephony survey must be used for the verification of the efficiency of the radio navigational installation on board.

These forms should be countersigned by a qualified Radio-Technician, who should co-attend the vessel with the PHRS Surveyor for the purpose of the examination of the radio installation of the ship.
The criteria for certification lies with the particular flag state requirements, if any. If such requirements are not provided for, then the minimum IACS requirements for non-convention vessels should apply.

The documentation that required to be submitted will be specifically indicated in the Instructions for surveys. However the following documents shall be sent to PhRS Head Office:

(i) Safety Radiotelephony survey report,
(ii) Copy of the Registration, Ship Station License certificates,
(iii) Copy of the previous Cargo Ship Safety Radiotelephony certificate,
(iv) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(v) Copies of the qualifications and authorizations of the Radio-Technician from IACS Members,
(vi) Copy of the valid annual EPIRB test Report, if provided
(vii) Copy of the licenses or GOC/ROC of the radio operators,
(viii) Copy of the Provisional Cargo Ship Safety Radiotelephony certificate issued

6.18.3.2 OCCASIONAL SURVEY
An Occasional survey may be required to be carried out by a surveyor to PhRS for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Cargo Ship Safety Radiotelephony certificate. On completion of the occasional survey, following documentation should be submitted to PhRS Head Office for review and forward to the Flag State (only if request for FT):
(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.18.4 CERTIFICATES

6.18.4.1 PROVISIONAL CERTIFICATE
The Provisional Cargo Ship Safety Radiotelephony certificate can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Periodical Safety Radiotelephony Survey.

6.18.4.2 CONDITIONAL CARGO SHIP SAFETY RADIOTELEPHONY CERTIFICATE
The Conditional Cargo Ship Safety Radio certificate can be issued with a maximum validity of 3 months and approved and issue by the Administration of the Flag State.
The outstanding items should be indicated on the certificate. The surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Cargo

Ship Safety Radiotelephony certificate (only if request for FT). Copy of the conditional certificate should be kept by PhRS Head Office, as reference.

6.19 CERTIFICATE OF COMPLIANCE OF THE SHIP CARRYING DANGEROUS GOODS WITH THE SPECIAL REQUIREMENTS OF CHAPTER II-2 OF THE INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974

6.19.1 VALIDITY

The term of validity of documents confirming fitness of ship for carriage of this kind of cargo(es) shall not exceed the validity of the SAFCON certificate.

6.19.2 APPLICATION / CRITERIA FOR CERTIFICATION

The Document of Compliance with the Special Requirements for Ship Carrying Dangerous goods is issued to ships carrying dangerous goods that are covered by the regulation 2, chapter VII of SOLAS, 1974, except for cargoes of classes 6.2 and 7 if this is:

- √ Passenger ship which keel was laid down or it was at the similar stage of construction from September 1, 1984 till July 1, 2002;
- √ Cargo ship of gross tonnage of less than 500, which keel was laid down or it was at the similar stage of construction from September 1, 1984 till July 1, 2002;
- √ Cargo ship of gross tonnage of less than 500, which keel was laid down or it was at the similar stage of construction from February 1, 1992 till July 1, 2002.

For the stated above ships carrying or intended for carriage of solid bulk cargoes possessing chemical hazard listed in BC Code Certificate is not issue if such cargoes does not fall under the regulation 2, chapter VII, SOLAS — 74 or they are cargoes of class 6.2 and 7. While issue of the Document of Compliance, the Surveyor also issues Survey Report of the Ship. The Document of Compliance may be issued to the ship not mentioned above, provided that the ship construction and equipment comply with the special requirements of regulation 54, chapter II-2 of SOLAS, 1974, and 1981 Amendments thereto.

CRITERIA FOR CERTIFICATION: SOLAS CHAPTER VII Part A

6.19.3 SURVEYS

6.19.3.1 INITIAL / PERIODICAL SURVEY

Survey for issue, renewal and confirmation of documents on fitness of ship for carriage of dangerous goods consist in check of compliance with the Special Requirements of chapter II-2 of the International Convention for the Safety of Life at Sea, 1974, as amended, applicable provisions of the International Maritime Dangerous Goods Code and Code of Safe Practice for Solid Bulk Cargoes with testing, if necessary, and check of systems, equipment and outfit in operation. While issuing the Document of Compliance, the Surveyor also issues Survey Report of the Ship. The Document of Compliance may be issued to the ship not mentioned above, provided that the ship construction and equipment comply with the special requirements of regulation 54, chapter II-2 of SOLAS, 1974, and 1981 Amendments thereto.

The following items are liable to check:

(i) inert gas fire extinguishing system for cargo spaces,
(ii) water fire main system,
(iii) sources of ignition in cargo spaces (electrical equipment, cabling etc.),
(iv) detection system in cargo spaces,
(v) ventilation of cargo spaces,
(vi) bilge pumping system,
(vii) personnel protection facilities,
(viii) additional portable fire extinguishing means,
(ix) insulation of boundaries of machinery spaces,
(x) pressure water-spraying system in cargo holds of Ro-Ro ships and
(xi) other shipboard equipment and outfit required for safe carriage of dangerous goods.

6.19.4 CERTIFICATES

6.19.4.1 PROVISIONAL CERTIFICATE

The Provisional Document of Compliance with the Special Requirements for Ship Carrying Dangerous goods can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Periodical survey stated in the above paragraph 6.19.3.1.

6.20 CERTIFICATE OF FITNESS FOR THE CARRIAGE OF DANGEROUS CHEMICALS IN BULK

6.20.1 VALIDITY

An International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk should be issued for a period that should not exceed 5 years.

6.20.2 APPLICATION / CRITERIA FOR CERTIFICATION

Ships regardless of size, including those of less than 500 tons gross tonnage built on or after 1 July 1986, engaged in the carriage of bulk cargoes of dangerous or noxious liquid chemical substances, other than petroleum or similar flammable products as follows:

- √ Products having significant fire hazards in excess of those of petroleum products and similar flammable products;
- √ Products having significant hazards in addition to or other than flammability.
- √ Products that have been reviewed and determined not to present safety and pollution hazards to such an extent as to warrant the application of the Code are found in chapter 18 of the code.

Liquids covered by the Code are those having a vapour pressure not exceeding 2.8 bars absolute at a temperature of 37.8°C.

For the purpose of the 1974 SOLAS Convention, the Code does not apply to ships which are engaged in the carriage of products included in chapter 17 solely on the basis of their pollution

characteristics and identified as such by an entry of "P" only in column *d*.
For the purposes of MARPOL 73/78, the Code applies only to chemical tankers, as defined in regulation 1(1) of Annex II thereof, which are engaged in the carriage of noxious liquid substances falling into category A, B or C and identified as such by an entry of "A", "B" or "C" in column *c*.

For a product proposed for carriage in bulk, but not listed in chapter 17 or 18, the administration and port Administrations involved in such carriage should prescribe the preliminary suitable conditions for the carriage, having regard to the criteria for hazard evaluation of bulk chemicals. The Organization should be notified of the conditions for consideration for inclusion of the product in the Code. For the evaluation of the pollution hazard of such a product and assignment of its pollution category, the procedure specified in regulation 3(4) of Annex II of MARPOL 73/78 must be followed.

A ship, irrespective of the date of construction, which is converted to a chemical tanker on or after 1 July 1986, should be treated as a chemical tanker constructed on the date on which such conversion commences. This conversion provision does not apply to the modification of a ship referred to in regulation 1(12) of Annex II of MARPOL 73/78.

CRITERIA FOR CERTIFICATION: The IBC Code - International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk

6.20.3 SURVEYS

6.20.3.1 INITIAL / PERIODICAL SURVEY
An initial survey before the ship is put in service or before the International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk is issued for the first time, which should include a complete examination of its structure, equipment, fittings, arrangements and material in so far as the ship is covered by the Code. This survey should be such as to ensure that the structure, equipment, fittings, arrangements and material fully comply with the applicable provisions of the Code.

6.20.3.2 RENEWAL SURVEY
A renewal survey at intervals specified by the Administration, but not exceeding 5 years, except where 1.5.6.2.2, 1.5.6.5, 1.5.6.6 or 1.5.6.7 of the code is applicable. The renewal survey should be such as to ensure that the structure, equipment, fittings, arrangements and material fully comply with the applicable provisions of the Code.

6.20.3.2 INTERMEDIATE SURVEY
An intermediate survey within 3 months before or after the second anniversary date or within 3 months before or after the third anniversary date of the Certificate, which should take the place of one of the annual surveys specified above. The intermediate survey should be such as to ensure that the safety equipment, and other equipment, and associated pump and piping systems fully comply with the applicable provisions of the Code and are in good working order. Such intermediate surveys should be endorsed on the Certificate.

6.20.3.3 OCCASIONAL SURVEY

An Occasional survey may be required to be carried out by a surveyor to PhRS for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term certificate. On completion of the occasional survey, following documentation should be submitted to Head Office for review and forward to the ship's Flag State (only if request for FT):

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.20.3.4 ANNUAL SURVEY

The Annual Fitness for the Carriage of Dangerous Chemicals in Bulk survey can be carried out every calendar year within a window period of 3 months before or after the anniversary date of the Periodical survey. If the ship will found to comply with the requirements of the Annual survey the full term Fitness for the Carriage of Dangerous Chemicals in Bulk certificate can be endorsed accordingly. If the ship will not found to comply with all the requirements of the Annual survey then specific notification should be given to the ship's Master or owner by the use of form Notice for Recommendations, for the rectification of the outstanding items.

6.20.4 DOCUMENTATION

The documentation that required to be submitted will be specifically indicated in the Instructions for surveys. However the following documents shall be sent to PhRS Head Office:

(i) Survey report of the Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk, duly filed-in for the Periodical/Annual/Intermediate/Renewal survey as applicable.
(ii) Copy of the Registration certificate,
(iii) Copy of the Previous Fitness for the Carriage of Dangerous Chemicals in Bulk certificate,
(iv) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(v) Copy of the Provisional Fitness for the Carriage of Dangerous Chemicals in Bulk certificate issued OR copy of the endorsed full term Fitness for the Carriage of Dangerous Chemicals in Bulk certificate, as applicable.
(vi) Copy of the two last Inspection of the Outside of the Ship's Bottom (reports).
(vii) Copy of the Cargo Ship's Safety Construction Certificate

6.20.5 CERTIFICATES

6.20.5.1 PROVISIONAL CERTIFICATE OF FITNESS FOR THE CARRIAGE OF DANGEROUS CHEMICALS IN BULK.

The Provisional Fitness for the Carriage of Dangerous Chemicals in Bulk certificate can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Periodical Fitness for the Carriage of Dangerous Chemicals in Bulk Survey.

6.20.5.2 CONDITIONAL CERTIFICATE OF FITNESS FOR THE CARRIAGE OF DANGEROUS CHEMICALS IN BULK

The Conditional Fitness for the Carriage of Dangerous Chemicals in Bulk certificate can be issued with a maximum validity of 3 months and approved and issue by the Administration. The outstanding items should be indicated on the certificate.

The surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term certificate (only if request for FT). Copy of the conditional certificate should be kept by PhRS Head Office, as reference.

6.21 DOCUMENT OF COMPLIANCE FOR THE CARRIAGE OF SOLID BULK CARGOES (IMSBC Code)

6.21.1 VALIDITY

An Document of Compliance (DoC) for the Carriage of Solid Bulk Cargoes should be issued for a period that should not exceed 5 years.

6.21.2 APPLICATION / CRITERIA FOR CERTIFICATION

Unless otherwise expressly provided, this certificate apply to all ships engaged on international voyages and intending to carry solid bulk cargoes as defined in SOLAS Chapter VI/Part A.

CRITERIA FOR CERTIFICATION:

IMSBC CODE

(i) SOLAS regulation II-2/19, for ships constructed on or after 1 July 2002

(ii) SOLAS 1974 as amended, regulation II-2/54 for:

a. cargo ships of 500 gross tonnage or over constructed on or after 1 September 1984 but before 1 July 2002; or

b. cargo ships of less than 500 gross tonnage constructed on or after 1 February 1992 but before 1 July 2002

6.21.3 SURVEYS

6.21.3.1 INITIAL / PERIODICAL SURVEY

An initial survey before the Ship is put into service or before the certificate required by the code is issued for the first time, which should include a complete survey of its structure, equipment, fittings, arrangements and material in so far as the ship is covered by the Code. This survey should be such as to ensure that the structure, equipment, fittings, arrangements and material fully comply with the applicable provisions of the International Maritime Solid Bulk Cargoes Code (IMSBC Code) for the transportation of the cargoes listed in the Appendix of the certificate.

6.21.3.2 RENEWAL SURVEY

A Periodical/Renewal survey not exceeding 5 years, which should be such as to ensure that the structure, safety equipment and other equipment, fittings, arrangement and materials fully comply with the applicable provisions of the code.

6.21.3.3 ANNUAL SURVEY

An annual survey every calendar year within a window period of 3 months before or after the anniversary date of the Periodical survey of the Certificate. The annual survey should be such as to ensure that the safety equipment, and other equipment, and associated pump and piping systems remain in compliance with the applicable provisions of the Code and are in good working order.

The documentation that required to be submitted will be specifically indicated in the Instructions for surveys. However the following documents shall be sent to PhRS Head Office:

(i) IMSBC survey reports
(ii) Copy of the Registration certificate,
(iii) Copy of the Previous Certificate for Carriage of Solid Bulk Cargoes, if any
(iv) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(v) Copy of the Provisional DoC for Carriage of Solid Bulk Cargoes issued OR copy of the endorsed full term DoC.
(vi) Loading manual for vessels greater than 60m or solid bulk cargoes booklet for all other vessels

6.21.4 CERTIFICATES

6.21.4.1 PROVISIONAL CERTIFICATE

The Provisional Document of Compliance for the Carriage of Solid Bulk Cargoes (IMSBC Code) can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Periodical survey.

6.22 CREW ACCOMODATION CERTIFICATE *(FOR PANAMA FLAG ONLY)*

6.22.1 VALIDITY

The validity of the full term certificate is 4 years.

6.22.2 APPLICATION / CRITERIA FOR CERTIFICATION

This certificate can be issued to cargo ships of 500 GT or greater, when engaged in International voyages.

CRITERIA FOR CERTIFICATION: Panama' Merchant Marine Circular No. 190
For fishing vessels: Part III of ILO Convention No. 126,
For vessels of all other types: Part III of ILO Convention No. 92, ILO Convention No. 68

6.22.3 SURVEYS

At the Periodical survey the survey report of Periodical Crew Accommodation survey, must be used, providing a detailed description of the condition of the arrangements for crew facilities on board.

The documentation that required to be submitted will be specifically indicated in the Instructions for Surveys. However the following documents shall be sent to PHRS Head Office:

(i) Periodical Crew Accommodation survey report,
(ii) Record of approved Crew Accommodation details (RACAD)
(iii) Copy of the Registration, Ship Station License certificates and Minimum Safe Manning Certificate,
(iv) Copy of the Annual tax receipt for the current year
(v) Copy of the previous Crew Accommodation Certificate,
(vi) Copy of the Notice for Recommendations, in case that any outstanding items have been found by the attending surveyor,
(vii) Copy of the General Arrangement Plan.
(viii) Copy of the issued Provisional Crew Accommodation Certificate,

In case of any outstanding items may be found during the periodical survey, an Occasional Survey may be carried out by a PHRS Surveyor for the purpose of the verification of the rectification of the outstanding items, for the issuance of the full term Crew Accommodation Certificate.

On completion of the occasional survey, following documentation should be submitted to Head Office for review and to be forwarded to Flag Administration:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.22.4 CERTIFICATES

The Provisional Crew Accommodation Certificate can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Crew Accommodation Survey.

The Conditional Crew Accommodation Certificate can be issued with a maximum validity of 3 months and approved / issued by the Flag Administration. The outstanding items should be indicated on the certificate.

Copies of all above mentioned Certificate and reports / records shall be kept by PHRS Head Office, as reference.

6.23 CERTIFICATE OF FITNESS FOR THE CARRIAGE OF LIQUIFIED GASES IN BULK

6.23.1 VALIDITY

The validity of the full term International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk is 5 years.

6.23.2 APPLICATION / CRITERIA FOR CERTIFICATION

IGC Code applies to ships regardless of their size, including those of less than 500 tons gross tonnage, engaged in carriage of liquefied gases having a vapour pressure exceeding 2.8 bar absolute at a temperature of 37.8°C, and other products as shown in chapter 19 of the International Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk, when carried in bulk.

Unless expressly provided otherwise, IGC Code applies to ships:

- with keel laid or ships constructed on/or after 1 July 1998, comprising at least 50 tonnes or 1% of the estimated mass of all structural material, whichever is less. Ships constructed before 1 July 1998 have to comply with IMO Resolution MSC.5(48) adopted on 17 June 1983, as amended.

- converted to a gas carrier on or after 1 July 1998 should be treated as a gas carrier constructed on the date on which such conversion commenced.

- with cargo tanks containing products for which the Code requires a type 1G ship, neither flammable liquids having a flashpoint of 60°C (closed cup test) or less nor flammable products, carried in tanks located within the protective zones.

- with cargo tanks containing products for which the Code requires a type 2G/2PG ship, the above-mentioned flammable liquids should not be carried in tanks located within the protective zones.

Note: For ship types 1G, 2G/2PG, the restriction applies to the protective zones within the longitudinal extent of the hold spaces for the cargo tanks loaded with products. The above-mentioned flammable liquids and products may be carried within these protective zones when the quantity retained in the cargo tanks of products for which the Code requires a type 1G or 2G/2PG ship is solely used for cooling, circulation or fuelling purposes.

- with products covered by IGC Code and products covered by the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk, the ship have to comply with the requirements of both Codes, in accordance with carried products.

- with products which may be considered to come within the scope of the Code but are not at present designated in chapter 19, Flag Administrations and port Administrations involved in

such carriage should establish preliminary suitable conditions of carriage based on the principles of the Code and notify the Organization of such conditions.

- designed and constructed for the carriage of products listed exclusively in chapter 19 of this Code and one or more of the products which are listed both DG Code and the IBC Code.

- intended exclusively to carry one or more of the products noted in 1.1.7.1.2, then the requirements of the International Bulk Chemical Code as amended should apply.

CRITERIA FOR CERTIFICATION: IGC Code - International Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk

6.23.3 SURVEYS

The structure, equipment, fittings, arrangements and material (cargo related) of a gas carrier should be subjected to surveys:

An Initial Survey is required before the ship will put in service or before the Certificate is issued for the first time, which should include a complete examination of its structure, equipment, fittings, arrangements and material in so far, as the ship is covered by the IGC Code. This survey should be such as to ensure that the structure, equipment, fittings, arrangements and material fully comply with the applicable provisions of the IGC Code as amended.

A Periodical Survey at intervals not exceeding five years to ensure that the structure, equipment, fittings, arrangements and material comply with the applicable provisions of the IGC Code.

One minimum Intermediate Survey need to be carried out before six months prior to, not later than six months after, the half-way date of the certificate's period of validity. Intermediate surveys need to ensure that the safety equipment, other equipment and associated pump / piping systems comply with the applicable provisions of the IGC Code and are in good working order.

An Annual Survey within three months before or after the anniversary date of the Certificate, should include a general examination to ensure the structure, equipment, fittings, arrangements and remained materials in all respects satisfactory for the service for which the ship is intended.

The documentation that required to be submitted after the completion of the Annual survey of Fitness for the Carriage of Liquefied Gases in Bulk will be specifically indicated in the instructions for surveys. However the following documents shall be sent to PHRS Head Office:

(i) Annual survey report of Fitness for the Carriage of Liquefied Gases in Bulk, as applicable
(ii) Copy of the endorsed full term Fitness for the Carriage of Liquefied Gases in Bulk certificate, as applicable.

An Occasional survey may be required to be carried out by a PHRS Surveyor for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term Certificate of Fitness for the Carriage of Liquefied Gases in Bulk.

On completion of the occasional survey, following documentation need to be submitted to PHRS Head Office for review and to be forwarded into Flag Administration Authority:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.23.4 CERTIFICATES

A Provisional Certificate of Fitness for the Carriage of Liquefied Gases in Bulk can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Periodical Survey of fitness for The Carriage of Liquefied Gases in Bulk.

A Conditional Certificate of Fitness for the Carriage of Liquefied Gases in Bulk can be issued with a maximum validity of 3 months, where the outstanding items should be indicated on the certificate.

For the issuance of a Full Term Certificate of Fitness for the Carriage of Liquefied Gases In Bulk, the surveyor should notify the owner that an Occasional survey should be carried out prior the expiry date indicated on the Conditional certificate for the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items.

Copy of all Certificates should be kept by PHRS Head Office, as reference.

6.24 CARIBBEAN CARGO SHIP SAFETY CERTIFICATE *(FOR PANAMA FLAG ONLY)*

6.24.1 VALIDITY
The validity of the full term certificate is 5 years.

6.24.2 APPLICATION / CRITERIA FOR CERTIFICATION
This certificate is required to cargo ships of less than 500 gross tonnage (>24m, not to fishing vessels and pleasure yachts) engaged on international voyages trading in the Caribbean Trading Area.

CRITERIA FOR CERTIFICATION: PMA' Merchant Marine Circular 216 [Code of Safety for Caribbean Cargo Ships (CCSS Code)].

6.24.3 SURVEYS

6.24.3.1 INITIAL / RENEWAL

Initial survey: before the ship is put in service;
Renewal survey at intervals not exceeding five years;

The documentation required to be submitted will be specifically indicated in the Instructions for surveys form. However the following documents shall be usually sent to PhRS Head Office:

(i) Survey Report for Compliance with the Caribbean Cargo Ship Safety Code
(ii) Copy of valid Flag certificates,
(iii) Copy of the previous CCSS certificate, if any
(iv) Copy of the Notice for Recommendations (if any), in case that any outstanding items have been found by the attending surveyor,
(v) Copy of the Provisional certificate issued,
(vi) Copy of the Trim and Stability booklet for approval on behalf of the flag

6.24.3.2 PERIODICAL SURVEY

Periodical survey can be carried out within three months before or after the second anniversary date or within three months before or after the third anniversary date of the Caribbean Cargo Ship Safety Certificate which should take the place of one of the annual surveys. If the ship will be found to comply with the requirements of the Periodical survey the full term Caribbean Cargo Ship Safety Certificate can be endorsed accordingly. If the ship will be found not to comply with all the requirements of the Periodical survey then specific notification should be given to the ship's Master or owner by the use of the form Notice of Recommendations, for the timely rectification of the outstanding items.
At the Periodical survey the Survey Report for Compliance with the Caribbean Cargo Ship Safety Code, must be used, providing a detailed description of the condition of the facilities on board.

The documentation that required to be submitted will be specifically indicated in the Instructions for Surveys. However the following documents shall be sent to PHRS Head Office:

(i) Survey Report for Compliance with the Caribbean Cargo Ship Safety Code
(ii) Copy of valid Flag certificates,
(iii) Copy of the Notice for Recommendations (if any), in case that any outstanding items have been found by the attending surveyor,
(iv) Copy of the CCSS certificate endorsed,

6.24.3.3 ANNUAL SURVEY

The Annual Caribbean Cargo Ship Safety survey can be carried out every calendar year within a window period of 3 months before and after the anniversary date of the Initial/Renewal survey. If the ship will be found to comply with the requirements of the Annual survey the full term Caribbean Cargo Ship Safety Certificate can be endorsed accordingly. If the ship will be found not to comply with all the requirements of the Annual

survey then specific notification should be given to the ship's Master or owner by the use of the form Notice of Recommendations, for the timely rectification of the outstanding items.

The documentation that required to be submitted will be specifically indicated in the Instructions for Surveys but is the same with that of an annual survey as per paragraph 6.24.3.2 above. If remarks will be found then additionally a Narrative survey report must be submitted on top, confirming the verification of the rectification of the outstanding items.

6.24.3.4 ADDITIONAL SURVEY

An Occasional survey may be required to be carried out by a surveyor to PhRS if an occasion arises and / or for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term certificate.

On completion of the occasional survey, following documentation should be submitted to Head Office for review:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.24.3.5 BOTTOM SURVEY

A minimum of two inspections of the outside of the ship's bottom should be carried out during any five year period. In all cases the interval between any two such inspections should not exceed thirty-six months.

The documentation that required to be submitted will be specifically indicated in the Instructions for Surveys.

6.24.4 CERTIFICATES

The Provisional Caribbean Cargo Ship Safety Certificate can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Initial or Renewal Survey.

The Conditional Caribbean Cargo Ship Safety Certificate can be issued with a maximum validity of 3 months and approved / issued by the Flag Administration. The outstanding items should be indicated on the certificate.

Copies of all above mentioned Certificate and reports / records shall be kept by PHRS Head Office, as reference.

6.25 CERTIFICATE OF ANNUAL EXAMINATION OF PLEASURE YACHT

6.25.1 VALIDITY

The validity of the full term certificate is 1 year.

6.25.2 APPLICATION / CRITERIA FOR CERTIFICATION

This certificate is required to pleasure yachts not engaged on trade.

CRITERIA FOR CERTIFICATION: depending upon the National requirements of the flag state of the ship:
PANAMA: DECREE No 18 Rules for pleasure yachts (>6m)
SIERRA LEONE: Commercial Yacht Code (as guidance only)
(no specific guidance received yet from any other Flag State)

6.25.3 SURVEYS

6.25.3.1 INITIAL
Initial survey: before the yacht is put in service;
Annual survey at interval not exceeding 1 year;

The documentation required to be submitted will be specifically indicated in the Instructions for surveys form. However the following documents shall be usually sent to PhRS Head Office:

(i) Pleasure Yacht Survey report
(ii) Copy of valid Flag certificates,
(iii) Copy of the previous certificate, if any
(iv) Copy of the Notice for Recommendations (if any), in case that any outstanding items have been found by the attending surveyor,
(v) Copy of the Provisional certificate issued,
(vi) Copy of the LSA/FFA means service certificate(s)

6.25.3.2 ANNUAL SURVEY
The annual survey shall be carried out within three months before of the expiry date of the certificate.
If the yacht will be found to comply with the requirements of the respective flag state, a new Certificate can be issued accordingly. If the yacht will be found not to comply with all the requirements of the survey then specific notification should be given to the yacht's Master or owner by the use of the form Notice of Recommendations, for the timely rectification of the outstanding items.

The documentation that required to be submitted will be specifically indicated in the Instructions for Surveys. However it is the same documentation required to the submitted during the initial survey (see above paragraph 6.25.3.1)

6.25.3.3 ADDITIONAL SURVEY
An Occasional survey may be required to be carried out by a surveyor to PhRS if an occasion arises and / or for the purpose of the verification of the vessel's compliance with the relevant requirements and the deletion of the outstanding items, for the issuance of the full term certificate.
On completion of the occasional survey, following documentation should be submitted to Head Office for review:

(i) Narrative survey report, confirming the verification of the rectification of the outstanding items.

6.25.3.4 BOTTOM SURVEY

The 5docking survey interval requirements are to be specified by the flag state of the yacht.
PANAMA: Although the bottom surveys interface period to pleasure yachts is not specified in PMA Merchant Marine Circulr Nr 204, as a general rule a minimum of two inspections of the outside of the ship's bottom should be carried out during any five year period. In all cases the interval between any two such inspections should not exceed thirty-six months.

6.25.4 CERTIFICATES

The Provisional Annual Examination Certificate For Pleasure Yacht can be issued with a maximum validity of 5 months, upon the satisfactory completion of the Initial or Annual Survey.

A Conditional Certificate can be issued with a maximum validity of 3 months and approved / issued by the Flag Administration. The outstanding items should be indicated on the certificate.

Copies of all above mentioned Certificate and reports / records shall be kept by PHRS Head Office, as reference.

6.26 INTERNATIONAL ENERGY EFFICIENCY CERTIFICATE

6.26.1 VALIDITY

The full term IEEC certificate (or SoC) shall be valid throughout the life of the ship subject to the provisions of Reg. 9(20) paragraph 11 of MARPOL Annex VI.

6.26.2 APPLICATION / CRITERIA FOR CERTIFICATION

This certificate is required to all ships of 400 gross tonnage and above except as noted in the relative regulations.

CRITERIA FOR CERTIFICATION: MARPOL ANNEX VI CHAPTER 4

6.26.3 SURVEYS

6.26.3.1 INITIAL

New ships (*New ship" means a ship the keel of which is laid or which is at a similar stage of construction on or after 1 July 2013; or the delivery of which is on or after 1 July 2015*)

- Initial survey: before a new ship is put in service;
- A general or partial survey: after a major conversion of a ship

Existing ships

- at the first intermediate or renewal survey identified in paragraph 1 of this regulation, whichever is the first, on or after 1 January 2013

For the requirements for IEEC certification refer to the ***PhRS Guidelines on Survey and Certification of the Energy Efficiency Design Index (EEDI).***

6.27 MARITIME LABOUR CONVENTION, 2006 CERTIFICATE

6.27.1 VALIDITY

The full term MLC certificate shall be valid for a period which shall not exceed five years.
The MLC certificate must be accompanied by a Declaration of Maritime Labor Compliance (DMLC) containing the DMLC Parts I & II.

6.27.2 APPLICATION / CRITERIA FOR CERTIFICATION

This certificate is required to all ships of 500 gross tonnage engaged in international voyages.
New ships: keel laid or built after 20 August 2013
Existing ships: keel laid or built before 20 August 2013.

CRITERIA FOR CERTIFICATION:

- MARITIME LABOUR CONVENTION, 2006
- DECLARATION OF MLC 2006 PART I issued by the ship' Flag

6.27.3 INSPECTIONS

6.27.3.1 INTERIM

An interim Maritime Labor Certificate shall be issued on an interim basis in the following cases:

(a) To new ships on delivery (after 20 August 2013);
(b) When a ship changes flag;
(c) When a ship-owner assumes responsibility for the operation of a ship which is new to that ship-owner.

An Interim MLC should be issued for a period not exceeding six months following verification of compliance with the provisions of the MLC Standard A5.1.3 paragraph 7.

The documentation required to be submitted will be specifically indicated in the Instructions for surveys form. However the following documents shall be usually sent to PhRS Head Office:

- Copy of issued Interim Maritime Labor Certificate
- Copy of DMLC PART I (issued by the ship' Flag)
- Copy of Draft DMLC PART II (made by ship-owner)
- MLC 2006 Vessel Inspection Checklist
- MLC_ILO report for existing ships (if not a new ship)
- Copy of General Arrangement Plan

- Copies of the vessel' valid Flag certificates

6.27.3.2 INITIAL

An initial inspection shall be carried out to ensure compliance with the National requirements implementing the MLC, 2006. At the initial inspection a list of matters as per MLC Appendix A5-I must be inspected and be found to meet the national laws and regulations and/or other measures required by the ship' Flag implementing the requirements of this Convention regarding the working and living conditions of seafarers on ships.

After a satisfactory initial inspection a short term MLC certificate can be issued with maximum validity 5 months, pending the issue of a full term certificate.

The documentation required to be submitted will be specifically indicated in the Instructions for surveys form. However the following documents shall be usually sent to PhRS Head Office:

- Copy of issued Short Term Maritime Labor Certificate
- Copy of DMLC PART I (issued by the ship' Flag)
- Copy of Draft DMLC PART II (made by ship-owner)
- MLC 2006 Vessel Inspection Checklist
- MLC_ILO report for existing ships (if not a new ship)
- Copy of General Arrangement Plan
- Copies of the vessel' valid Flag certificates

6.27.3.3 INTERMEDIATE

An intermediate inspection shall be carried out to ensure compliance with the National requirements implementing the MLC, 2006. An intermediate inspection shall be conducted between the second and third anniversary date of Maritime Labor Certificate.
The scope and depth of the intermediated inspection shall be equal to an inspection of the renewal inspection.
After a satisfactory intermediate inspection the full term MLC certificate can be endorsed.

The documentation required to be submitted will be specifically indicated in the Instructions for surveys form. However the following documents shall be usually sent to PhRS Head Office:

- Copy of the endorsed Full Term Maritime Labor Certificate
- MLC 2006 Vessel Inspection Checklist
- MLC_ILO report for existing ships
- Copies of the vessel' valid Flag certificates
- Copy of General Arrangement Plan (if any alteration effected)

6.27.3.4 RENEWAL

Renewal inspection shall be carried out at the same scope and depth of an Initial Inspection.

After a satisfactory renewal inspection a short term MLC certificate can be issued pending the issue of a new full term certificate.

The documentation required to be submitted will be specifically indicated in the Instructions for surveys form. However the following documents shall be usually sent to PhRS Head Office:

- Copy of the Short Term Maritime Labor Certificate
- MLC 2006 Vessel Inspection Checklist
- MLC_ILO report for existing ships
- Copies of the vessel' valid Flag certificates
- Copy of General Arrangement Plan (if any alteration effected)

6.27.3.5 ADDITIONAL

Additional inspection may be carried out as may be deemed necessary in order to verify that the ship continues to be in compliance of the national requirements implementing the Convention, as required by Standard A 3.1, paragraph 3, if the ship carries out re-registration or substantial alteration of the accommodation, or for other reasons.
Additional inspections are to be endorsed in the Maritime Labor Certificate.
After an additional inspection the documentation required to be submitted will be specifically indicated in the Instructions for surveys form.

For specific instructions on the MLC certification and procedural requirements refer to the ***PhRS Instructions for MLC 2006 Inspection & Certification Scheme.***

7. REVISION HISTORY

ISSUE No.	REVISION No.	REVISION SUMMARY	EFFECTIVE DAY
1	5	Revision History Addition Part 7 & Procedural Amendment in 5.2.2	18/12/09
1	6	Update of Booklet of Instructions for Surveyors on Parts 5.2.2 (PHRS Documents for evaluation), 6.4.3 & 6.4.4 (ITC Plans & Checklists), 6.13.4 (IAPP Certificates), 6.16.1/3/4 (IAFS Validity – Surveys – Certs), 6.19.4 (Dangerous Goods Certs)	24/06/10
1	7	IGC Code Certificate and CICA Cert Amendments	24/10/10

1	8	Update in way of Cargo Gear (section 6.3), Caribbean Cargo Ship Safety Certificate (6.24)	25/01/10
1	9	Update in way of all sections (addition of CRITERIA FOR CERTIFICATION), addition of Yacht certificate' procedures (6.25)	18/05/2012
1	10	Addition of Energy Efficiency certification procedures (6.26)	14/03/2013
1	11	Addition of MLC 2006 certification procedures (6.27)	05/07/2013

PHOENIX REGISTER OF SHIPPING

94 Notara Str., 185 35 Piraeus, Greece, Tel: +30210 4136555 / 4136505 / 4117659, Fax: +30210 4137888, Email: mail@phrs.gr

ASSIGNMENT APPLICATION FORM

A/ GENERAL PARTICULARS All fields marked with (*) asterisk are MANDATORY!

*Name of Ship:		*Year of Built:	
*Present (or intended) Flag:		*Main Engine's BHP:	
*IMO No.:		*Previous Class Society:	
*Type of Ship:		*GMDSS Sea Area:	
*GT / NT:		Proposed date of survey:	
Length:		Proposed place of survey:	

B/ REQUESTED ASSIGNMENT (Mark with "X" in appropriate column)

(I: Initial, P: Periodical, R: Renewal, A: Annual IN: Interim, C: Conditional, IT: Intermediate, RI: Re-issue, E: Extension, A: Approval, O: Occasional)

KIND OF SURVEY / AUDIT / OTHER	I / P	A	R	IN	C	IT	RI	E	A	O
Class Survey of Hull/Machinery (CL)										
Class Survey of Refrigerating Installation (CL-Reefer)										
International Tonnage Certificate (ITC'69)										
International Load Line (LL)										
Cargo Ship Safety Construction (SC)										
Cargo Ship Safety Equipment (SE)										
Cargo Ship Safety Radio (SR)										
Passenger Ship Safety (PS)										
International Oil Pollution Prevention (IOPP)										
Carriage of Noxious Liquid Substances in Bulk (NLS)										
Int'l Sewage Pollution Prevention (ISPP)										
Garbage Pollution Prevention (IGPP)										
Int'l Air Pollution Prevention (IAPP)										
Int'l Energy Efficiency (IEEC)										
Cargo Ship Safety (SAF) (under 500 GT)										
Cargo Ship Radiotelephony (SRT) (under 300 GT)										
Document of Compliance (DOC) – ISM Code										
Safety Management Certificate (SMC) – ISM Code										
Int'l Ship Security (ISSC) – ISPS Code										
Exemption (EXE) [*Mark : SOLAS / MARPOL / LL*]										
Underwater Diver Survey (UWS) / Dry-Docking Survey (DDS)										
Seaworthiness (SW)										
Crew Accommodation Certificate (CICA) - *Panama flag only*										
Maritime Labour Certificate (MLC)										
Int'nal CoF for Carriage of Dangerous Chemicals in Bulk (IBC)										
CoF for Carriage of Dangerous Chemical in Bulk (BCH)										
Int'nal CoF for Carriage of Liquefied Gases in Bulk (IGC)										
CoF for Carriage of Liquefied Gases in Bulk (GC)										
Cof for Carriage of Solid Bulk Cargoes (IMSBC Code)										
Cof for Carriage of Dangerous Goods (DG)										
Cargo Gear (CG) (ILO 152)										
Anti-Fouling Certificate (IAFS)										
Fishing Vessel Safety (FVS)										
Annual Inspection for Pleasure Yachts (YA)										
Caribbean Cargo Ship Safety (Caribbean CCSS Code)										
Carriage of Grain in Bulk (GRA)										
Cargo Securing Manual (CSM)										
Stability Booklet (TS) – (Intact / Damage)										
SOPEP / SMPEP										
Fire Control Plan (FCP)										
Garbage Management Plan (GMP)										
Ship Security Plan (SSP)										
Other Service (describe) :										

C/ APPLICANT'S PARTICULARS			
*Name & Address:			
*Tel No.:		Fax No.:	
*E-mail :		*Position in Company :	
All fields marked with (*) asterisk are MANDATORY!			

D/ OTHER ESSENTIAL INFORMATION	
SHIP-OWNER *	
*Name of company:	
*Person in charge:	
*Permanent address:	
*Phone:	
Fax:	
*e-mail address:	
SHIP-MANAGER *	
*Name of company:	
*Person in charge:	
*Permanent address:	
*Phone:	
Fax:	
*e-mail address:	
SHIP-OPERATORS *(if other than the Manager or Owner)* *	
Name of company:	
Person in charge:	
Permanent address:	
Phone:	
Fax:	
e-mail address:	

E/ TERMS OF CLASS AND SUBSEQUENT SURVEYS OF SHIPS

1. The Ship's owner or his representative will proceed to make the necessary preparations for the ship to be ready to undertake the requested surveys or other services.
2. Classification Services are offered in compliance with the valid PH.R.S Rules and Regulations and the PH.R.S practices for the meaning and interpretation of which PH.R.S is the sole qualified to decide upon. Under consideration of PH.R.S. Technical Committee, other acceptable regulations may be applied. Services leading to issue Statutory Certificates are offered in compliance with the International Conventions and with the Regulations and/or instructions of the Flag State Administration concerned.
3. Documents and records issued after surveys carried out by PH.R.S surveyors reflect the condition of the ship at the time of the survey. It is the owner's sole responsibility to maintain the condition required by the Rules/Conventions/Regulations (as above 2) otherwise deviation can result to the suspension of class/other certification.
4. PH.R.S officers, employees, agents representatives or subcontractors shall have access to all drawings, plans, places and documents necessary to complete the agreement services.
5. Ship's owner must report to PH.R.S any incident or event affecting the condition of his ship, as soon as practical, after its occurrence. They must also report any change to the ship with regard to the actual ship's drawings existing in the ship's file.
6. In case the applicant fails to mention or omits to submit or submits incorrect or incomplete data or information concerning or affecting class/statutory certification or other and the overall situation of the ship, when committed or requested to do so, certification of PHRS is directly affected and can be either interrupted or withdrawn with immediate effect and as from the date of the event.
7. All plans, drawings, specifications and information given to or prepared by PH.R.S in connection with performance under this Agreement shall be treated as confidential by PH.R.S and shall not be used for any other purposes than those for which they were furnished, without prior written consent.
8. The issuance of classification/statutory or other certificates or the performance of services shall be at the sole discretion of PH.R.S, which reserves the right to withhold classification, certificates or services, for lack of conformity with its Rules and Regulations or for any other reason, regardless of what the other party contends.
9. Nothing expressed herein is intended or shall be construed to give any person or corporation, other than the parties hereto, any right, remedy or claim. All provisions hereof are for the sole and exclusive benefit of the parties hereto.
10. The selection, the appointment or the replacement of a PH.R.S Surveyor is the responsibility of PH.R.S.
11. PH.R.S shall exercise due care and shall act with professionalism and workmanship.
12. PH.R.S liability for services rendered is defined and remains as contained in its Rules and Regulations.
13. Any change of the ownership or of the managing company of the ship must be reported to PH.R.S as soon as practicable.
14. It remains understood that owner authorizes PH.R.S to obtain any information or document directly from ship's records of the former classification society and or Recognized Organization.

FEES

15. Services offered by PH.R.S or its representatives are priced according to its current fees table/Quotations given and terms, unless otherwise agreed in writing.
16. Any intervention of PH.R.S, whether completed or interrupted, for any reason, shall be invoiced and paid as agreed not later than the ending of the assignment. Exceptionally, invoices can be paid within 30 days from their issue or other agreed in written.
17. Legal interest may be charged and demanded on any amounts not paid within this date.
18. Should PH.R.S is required to take any legal or administrative action for the collection of fees hereunder; the amount of all costs of such action shall be added to the invoice amount.
19. In the event of default in the payment of any owned fees, the class/certification scheme of a ship may be withheld, suspended or withdrawn and all plans, drawings, information and reports in possession of PH.R.S shall be subject to a lien.

NOTICE: (1) Signing of this application denotes acceptance of the terms and conditions stated on page 3 and under which PhRS services are offered. It is understood that the same terms shall govern the subsequent surveys and other services to be offered to the ship as the application made remains always and in all cases applicable with all terms and conditions therein stated. (2) In case of change of ownership and/or management of the ship, the new owner and/or managing company should fill and sign this form, in case they wish their ship to retain the PhRS class.	
Date of application:	APPLICANT'S NAME, SIGNATURE AND STAMP *

CLASSIFICATION SURVEY REPORT ON:

☐ **ANNUAL SURVEY OF HULL AND MACHINERY (PART I)[1)]**
☐ **INTERMEDIATE SURVEY OF HULL AND MACHINERY (PART II)[1)]**
☐ **ANNUAL/INTERMEDIATE SURVEY OF CHEMICAL TANKERS/GAS CARRIERS (PART III)[1)]**

This survey incorporates the relevant provisions of the International Convention for the Safety of Life at Sea, 1974 as amended and the IMO Codes for Chemical Tankers and Gas Carriers.

Name of Ship	IMO number	Port of Registry	Year of Built	Gross Tonnage / DWT [1)]

Note: Where dates are to be reported give *year, month, day*

1. Other type than below	☐
2. Bulk Carrier	☐
3. Oil Carrier	☐
4. Chemical Tanker (Appendix CLA/030400/CHEM applies also)	☐
5. Gas Carrier (Appendix CLA/030400/GAS applies also)	☐
6. Container Ship	☐

Code Number:

0 = surveyed and found not in order *
1 = surveyed and found satisfactory
2 = not applicable

* Note: Any deficiencies, repairs, recommendations, etc. to be stated in section "Surveyor's Notes.

1. Complete Survey:

1.1 Complete annual ☐ / intermediate survey ☐ of Cargo Ships ☐ / Oil Tankers ☐ (SOLAS 74, Ch. 1, Reg. 10) ☐

1.2 Complete annual ☐ / intermediate ☐ survey of Chemical Tankers ☐ / Gas Carriers ☐ ..... ☐

1.3 Other intermediate survey in accordance with class regulations ..... ☐

2. Partial Survey:

2.1 Parts, which remain to be examined, are listed in ..... ☐

The survey has to be completed not later than .....

2.2 Completion of survey. Parts now examined are listed in 5. ..... ☐

3. Alterations:

3.1 The survey showed no alterations affecting the Class / SAFCON Certificate ☐ / Passenger Ship Safety Certificate ☐ ..... ☐

3.2 Alterations and/or renewals affecting the Class / SAFCON Cert. ☐ / Passenger Ship Safety Cert. ☐ are listed in 6. ..... ☐

4. This is to certify that according to the results of the survey undertaken, the undersigned recommends that the ship be retained as classed with this Society, subject to compliance with the previous and new recommendations, as mentioned in Surveyor's Notes, if any.

4.1.1 Provisional Classification Certificate, valid till was issued on ..... ☐

4.1.2 Conditional Classification Certificate, valid till was issued on ..... ☐

4.1.3 Full Term Classification certificate valid till was endorsed on ..... ☐

,
Place and date

Surveyor(s) to Phoenix Register of Shipping
( )

[1)] To be marked as appropriate

5. Partial Survey

5.1 Parts to be examined for the completion of survey are listed below ----------	☐
5.2 Survey completed. Parts now examined are listed below ----------	☐

Items acc. to check list	Remarks

6. Particulars of alterations, renewals and replacement

Items acc. to check list	Remarks

7. Special Reporting

Survey Check List

PART I ANNUAL SURVEY

1. Examination of current certificates and other records, as appropriate

1.1 Character of Class: Hull , Machinery , running from

1.2 The Class, Statutory Certificates, Survey Reports have been checked (at Class Annual, Intermediate and Renewal Survey)

1.3 Checking whether any new equipment has been fitted and, if so, confirm that it has been approved before installation and that any changes are reflected in the appropriate certificate

1.4 The stability information and the damage control plans are on board (SOLAS 74, Ch II-1/22 and 23-1)

1.5 The manoeuvring booklet is on board and the manoeuvring information is displayed on the navigating bridge (SOLAS 74, Ch. II-1/28)

1.6 Check by the log book entries that the testing and the emergency drills of the steering gear have been carried out (SOLAS 74, Ch. V/26)

1.7 Check that, as appropriate, the hull and machinery has been presented for survey in accordance with a continuous survey scheme approved by PhRS

In case of overdue CS-items, a recommendation for max 3 months from due date has been given

1.8 The prescribed periodical surveys for the automatic/remote control systems such as the main propulsion automation system have been conducted

1.9 Check the latest PSC inspection reports and verify that any imposed deficiencies are rectified and remain in fit condition

2. Hull Survey

2.1 General examination of the hull and its closing appliances as far as practicable

2.1.1 Weather decks, hatch coamings and covers

2.1.2 Small hatches, weathertight doors, skylights

2.1.3 Air and sounding pipes with their means of closing

2.1.4 Ventilators with their means of closing

2.1.5 Bulwarks, railings, stairs and ladders

2.1.6 Side scuttles and windows including means of closing (where subject to Load Line Requirements

2.1.7 Shell doors

2.1.8 Holds [1]), tween decks [1]). List the spaces examined:

2.1.9 Machinery and other spaces [1]). List the spaces examined

2.1.10 Scupper and discharge pipes [1]), their means of closing

2.1.11 Superstructures and deckhouses

2.1.12 The drainage from enclosed cargo spaces, situated on the freeboard deck is satisfactory (SOLAS 74, Ch. II-1/21)

2.1.13 Masts, posts [1])

2.2 Examination of anchoring and mooring equipment as far as practicable (without ranging the chain cables)

2.3 Examination of the collision and the other watertight bulkheads as far as can be seen(SOLAS 74, Ch. II-1/11 and 14)

2.4 All watertight doors in watertight bulkheads have been examined and tested (locally and remotely) (SOLAS 74, Ch. II-1)

2.5 No changes have been made in the structural fire protection as far as can be seen(SOLAS 74, Ch. II-2)

2.6 All manual and automatic fire doors have been examined and operation tested (SOLAS 74, Ch. II-2/9.4.1.1 and 9.4.2)

2.7 The closing arrangements of the main inlets and outlets of all ventilation systems have been function tested (SOLAS 74, Ch. II-2/5.2, 8.2, 8.5 and 9.7)

2.8 The means of escape from accommodation and other spaces are satisfactory (SOLAS 74, Ch. II-2/13; FSS Code)

[1]) Random survey. Scope dependent on age and condition of ship, and type of cargo carried

2.9 Examination of ballast tanks when required as a consequence of the results of a previous survey ☐

2.9.1 List the ballast tanks examined

Name of space	*Location (frames)*	*Remarks*

(add extra rows if necessary)

2.10 When extensive corrosion is found, thickness measurements are to be carried out. Results to be reported. ☐

2.11 Ships with the class notation "Container Ship" or "Equipped for the Carriage of Containers": ☐
Random check of container stowage and lashing equipment

2.12 Bulk carriers, oil tankers and chemical tankers with the class notation "ESP":

Annual survey carried out and reported on in accordance with the ESP programme ☐

Confirm, when appropriate, that a complete file of the enhanced survey reports are on board ☐

2.13 Other special items:

1. Single Hold Cargo Ships Retroactive Measures : ☐

Water level detectors system in the hold is provided, system surveyed and found in fit condition
(for all single hold cargo ships with length less than 80m or 100m if built before 01.07.1998, by the 1st renewal /intermediate SC survey after 01/01/2007, whichever comes first)

2. Bulk Carriers Retroactive Measures : ☐

☐ Water level detectors system/alarms in holds/ballast tank fwd of the collision bulkhead are provided, system surveyed and found in fit condition

☐ Dewatering system of dry spaces and ballast tanks fwd of the collision bulkhead/foremost cargo hold are Provided, system surveyed and found in fit condition

☐ Assessment of double bottom Nr 1 with hold Nr 1 loaded and flooded:

☐ Assessment of damage stability with cargo hold Nr 1 flooded:

☐ Assessment of vertically corrugated transverse bulkhead between holds Nos 1 / 2 :

☐ Loading instrument provided & approved by:

☐ Bulk Carrier Booklet:

☐ Confirmation that the approved manual includes typical loading sequences where the ship is loaded from commencement of cargo loading to loading where full deadweight capacity is reached, for homogeneous loading conditions, relevant partial loading conditions and alternate loading conditions. Typical unloading sequences for these conditions are also included : ☐

3. Oil Tankers Measures (for Oil Tankers >130 m in length & age >10 years) ☐

☐ Assessment of longitudinal strength

3. Machinery and Electrical Plant Survey

3.1 Generally

3.1.1 A general examination of the propulsion system, auxiliary machinery, boilers, all steam, hydraulic, pneumatic and other systems and their associated fittings has been carried out (SOLAS 74, Ch. II-1/26 and 27) ☐

3.1.2 The emergency escape routes are free of obstruction ☐

3.1.3 All precautions provided against shock, fire, explosion and other hazards of electrical origin are in satisfactory condition (SOLAS 74, Ch. II-1/45) ☐

3.1.4 The engineer's alarm is clearly audible in the engineer's accommodation (SOLAS 74, Ch. II-1/38) ☐

3.1.5 Expansion joints in the sea water system have been visually examined ☐

3.1.6 Arrangement and storage of gaseous fuel for domestic purposes have been examined (SOLAS 74, Ch. II-2/4.3) ☐

3.1.7 The machinery space ventilation is operating satisfactorily (SOLAS 74, Ch. II-1/35) ☐

3.1.8 The measures to prevent noise in machinery spaces are effective (SOLAS 74, Ch. II-1/36) ☐

3.1.9 The bilge pumping system, bilge wells including operation of pumps, remote reachrods and level alarms have been examined as far as practicable (SOLAS 74, Ch. II-1/21) ☐

3.1.10 Incinerator surveyed for condition, safe operation and safety functions ☐

[1]) Random survey. Scope dependent on age and condition of ship, and type of cargo carried

3.2 Main, Auxiliary and Electrical Machinery

3.2.1 All means of communication between the navigation bridge, machinery control, steering gear compartment and alternative steering positions have been tested, including the engine room telegraph. The means of indicating the angular position of the rudder are operating satisfactorily (SOLAS 74, Ch. II-1/29) ☐

3.2.2 The electrical machinery, main and emergency sources of electrical power, the switchgear and other electrical equipment were examined and operation tested (SOLAS 74, Ch. II-1/40, 41, 43 and 44) ☐

3.2.3 Normal operation of the propulsion machinery can be sustained or restored even though one of the essential auxiliaries become inoperative (SOLAS 74, Ch. II-1/26) ☐

3.2.4 Machinery can be brought into operation from the dead ship condition without external aid (SOLAS 74, Ch. II-1/26) ☐

3.2.5 The means for operation of main and auxiliary machinery essential for propulsion and safety of the ship including, when applicable, the means of the propulsion machinery's remote controls (from navigation bridge and machinery control room) have been examined (SOLAS 74, Ch. II-1/31) ☐

3.2.6 The arrangements for periodically unattended machinery spaces have been examined. Alarms, automatic and shutdown functions have been random tested (SOLAS 74, Ch. II-1/46 to 53) ☐

3.3 Boilers and Pressure Vessels

3.3.1 A visual examination of boilers and their appurtenances including safety devices, foundations, controls, relieving gear, high pressure and steam escape piping, insulation and gauges has been carried out (SOLAS 74, Ch II-1/26, 32 to 34) ☐

3.2.2 Date of last external / internal boiler survey ☐ / ☐

3.3.3 An external examination of pressure vessels and their appurtenances including safety devices and gauges has been carried out (SOLAS 74, Ch II-1/26, 32 to 34) ☐

3.3.4 Date of last pressure vessel survey (internal or hydr. Pressure test ☐

3.4 Steering Gear

3.4.1 All main and auxiliary steering arrangements including their associated equipment and control systems have been tested (SOLAS 74, Ch. II-1/29) ☐

3.4.2 The means of relying heading information and, when appropriate, supply visual compass readings to the emergency steering position are satisfactory (SOLAS 74, Ch II-1/29 and V/19.2.5.2) ☐

3.4.3 The alarms required for hydraulic power-operated, electric or electro-hydraulic steering gear have been tested; the re-charging arrangements, if appropriate, for hydraulic power-operated steering gears are maintained satisfactorily (SOLAS 74, Ch II-1/29 and 30) ☐

3.5 Fire fighting (SOLAS 74, Ch II-2/5 to 9, 11 and 13; FSS Code)

3.5.1 The remote controls for stopping fans and machinery and shutting off fuel supplies in machiner spaces are in working order ☐

3.5.2 The closing arrangements of ventilators, funnel annular spaces, skylights, doorways and tunnel have been examined, where applicable ☐

3.5.3 No changes have been made in the structural fire protection as far as can be seen ☐

3.5.4 Manual and automatic fire doors have been examined and function tested ☐

3.5.5 The fire fighting and smoke detection systems and equipment were checked and properly maintained ☐

3.5.6 CO2 FFEA in machinery spaces and cargo pump room mast have two remote stations for releasing the mean ☐

3.5.7 Date of last test of fixed fire fighting system ☐

3.5.8 Date of last test of fire extinguishers ☐

4. Additional Requirements for Tankers

4.1 Weather Deck

4.1.1 Cargo and slop tank openings including gaskets, covers, coamings, pressure/vacuum valves and flame screens have been examined, and found satisfactory ☐

4.1.2 Vents heads to all bunker, ballast and void spaces are satisfactory as far as could be seen ☐

4.1.3 Cargo, crude oil washing, bunker, ballast and vent piping systems, including vent masts and heade are in satisfactory condition ☐

4.1.4 The electrical equipment in dangerous zones is in satisfactory condition as far as could be seen ☐

4.1.5 The emergency towing arrangements (applicable for all tankers of not less than 20,000 tonnes deadweight including chemical tankers and gas carriers ,SOLAS 74, Ch. II-1/3-4), and the means to again safe access to tanker bows (SOLAS 74, Ch. II-1/3-3) have been examined as far as practicable ☐

4.2 Cargo Pump Rooms

4.2.1 Potential sources of ignition in or near the cargo pump room have been eliminated, such as gear adrift, excessive product in bilges, excessive vapours, combustible materials, etc. ☐

4.2.2 Access ladders are in good condition ☐

4.2.3 All electric equipment is in good condition ☐

4.2.4 All pump room bulkheads have been examined for absence of oil leakage or fractures and, in particular, the sealing arrangements of bulkhead penetrations ☐

4.2.5 The condition of all piping systems has been examined externall ☐

4.2.6 An examination, as far as practicable, of cargo, bilge, ballast, and stripping pumps for excessive gland seal leakage, operation of electrical and mechanical remote operating and shutdown devices, pump room bilge system and pump foundations has been carried out ☐

4.2.7 The pump room ventilation system including dampers is operational, ducting intact and screens clean ☐

4.2.8 Installed pressure gauges on cargo discharge lines and level indicator systems are operable as far as could be seen ☐

4.3 Other Items

4.3.1 The piping and cut-out valves of cargo tank and cargo pump room fixed fire-fighting systen have been examined externally ☐

4.3.2 Deck foam and deck sprinkler system are in sound operating condition ☐

4.3.3 When appropriate, the arrangements to regain steering capability within 45 s for Oil & Chemical Tankers or Gas Carriers exceeding 10,000 GT in the event of the prescribed single failure are satisfactory maintained (SOLAS 74, Ch. II-1/29, 16.1) ☐

4.3.4 In case of Oil Tankers and Chemical Tankers exceeding 15 years of age all sea water ballast tanks adjacent to a cargo or fuel oil tank with heating coils are to be examined internally ☐

4.4 Inert Gas System

4.4.1 The prescribed periodical surveys for the inert gas systems in tankers have been conducted within the last three months ☐

4.4.1.1 Date of last test ☐

4.4.2 From external examination all piping and components are free of signs of corrosion or gas/effluent leakage ☐

4.4.3 Both inert gas blowers are operational ☐

4.4.4 The scrubber room ventilation system is operational ☐

4.4.5 The deck water seal has been checked for automatic filling and draining and for absence of water carry-over ☐

4.4.6 The non-return valve is without obstruction ☐

4.4.7 All remotely operated or automatically controlled valves and, in particular, the flue gas isolating valves are in good working condition ☐

4.4.8 The interlocking feature of soot blowers has been tested ☐

4.4.9 The gas pressure regulating valve automatically closes when the inert gas blowers are secured ☐

4.4.10 The following alarms and safety devices of the inert gas system have to be checked, as far as practicable, using simulated conditions where necessary; indicate if tested.

.1 High oxygen content of gas in the inert gas main ☐

.2 Low gas pressure in the inert gas main, ☐

.3 Low pressure in the supply to the deck water seal, ☐

.4 High temperature of gas in the inert gas main, ☐

.5 Low water pressure to the scrubber, ☐

.6 Accuracy of portable and fixed oxygen measuring equipment by means of calibration gas. ☐

PART II INTERMEDIATE SURVEY

(Including Part I and the following additional items. Type and age of ship are to be observed.)

A. All Ships Up to 10 Years of Age.

1. Internal general examination of representative spaces used for salt water ballast ☐

List the spaces examined:

Notes:

– If such inspections reveal no visible structural defect, the examination may be limited to a verification that the protective coatings remain efficient.

For spaces outside the double bottom only:

– Where significant coating break down, corrosion or other defects are found in salt water ballast spaces or where a protective coating was not applied from the time of construction, the examination is to be extended to other ballast spaces of the same type.

– Where a protective coating is found to have deteriorated and it is not renewed, or where a protective coating was not applied from the time of construction; maintenance of class is to be made subject to the spaces in question being internally examined and gauged as necessary at annual intervals.

2. Periodical survey of shell doors of Ro-Ro-vessels ☐

3. Examination of elastic mounting of deck houses, if applicable ☐

4 Machinery and Electrical Plant Survey

4.1 Following measurements have been performed and/or proved by up-to-date protocols, when appropriate:

4.1.1 Crank web deflection of main engine(s) ☐

4.1.2 Crank web deflection of auxiliary diesel engines ☐

4.1.3 Axial thrust bearing clearance of shaft system ☐

4.1.4 Axial thrust bearing clearance of main and auxiliary turbine rotor ☐

4.1.5 Insulation resistance of generators and essential electrical motors including cabling and switch gear ☐

4.2 Following system components have been operation tested, when appropriate:

4.2.1 Machinery and electrical installations for furnishing proof of unrestricted operability ☐

4.2.2 Emergency generating set including emergency switch board ☐

4.2.3 Emergency bilge valve ☐

4.2.4 Bilge pumping, ventilation and monitoring system for the carriage of dangerous goods ☐

4.2.5 Drainage facilities of start air and control air receivers ☐

5. Check, whether C., D. or F. is applicable, depending on ship's type and/or class notation.

B. All Ships Over 10 Years Old.

1. Internal general examination of all spaces used for salt water ballast ☐

List the spaces examined:

Notes:

– If such inspections reveal no visible structural defect, the examination may be limited to a verification that the protective coatings remain efficient.

For spaces outside the double bottom only:

– Where a protective coating is found to have deteriorated and it is not renewed, or where a protective coating was not applied from the time of construction; maintenance of class is to be made subject to the spaces in question being internally examined and gauged as necessary at annual intervals.

2. **Dry cargo ships other than C. only**

Internal examination of selected cargo holds. ☐

List the holds examined:

---

3. Periodical survey of shell doors of Ro-Ro vessels ☐

4. Examination of elastic mounting of deck houses, if applicable ☐

5. Machinery and Electrical plant survey is to be performed, see A.4

6. **Check, whether C., E. or F. is applicable, depending on ship's type and/or class notation.**

C. Bulk Carriers With the Class Notation "ESP"

1. See A. or B. as appropriate

2. Intermediate survey carried out and reported on in accordance with the ESP programme on ESP Survey Reports ☐

D. Tankers*) up to 15 Years of Age

1. See A.
2. Weather deck

2.1 Examination of cargo, crude oil washing, bunker, ballast, steam and vent piping systems as well as vent masts and headers ☐

Note: If upon examination there is any doubt as to the condition of the piping it may be required to be pressure tested, gauged or both. Particular attention is to be paid to any repairs such as welded doublers.

2.2 Function test of pressure / vacuum valves has been carried out and found satisfactory ☐

3. Electrical equipment in gas-dangerous zones is satisfactory with respect to the following:

– protective learthing (spot check) ☐

– integrity of certified safe type equipment ☐

– damage of outer sheet of cables and dead ended wiring ☐

– testing of insulation resistance of circuits (only to be made when the ship is in gas-free condition) ☐

Relevant readings made by the crew have been examined and accepted ☐

4. Since the last survey

– modifications or extensions ☐

– repairs ☐

were effected on electrical installations in gas-dangerous zones

Are particulars at hand respecting modifications or extensions ☐

Have these particulars been approved by PhRS ☐

Have repairs been carried out satisfactorily as far as can be seen ☐

E. Tankers *) of 15 Years of Age and Over

1. See B.
2. As for oil tankers up to 15 years of age, see D.

3. Hull

3.1 Examination of the shell including bottom and bow plating, keel, stern and stern frame ☐

3.2 Examination of the rudder (in place) ☐

3.3 Examination of the sea chests ☐

3.4 Clearances measured in the rudder bearings ☐

3.5 Examination of the sea connections and overboard discharge valves and their connections to the hull ☐

3.6 Examination of anchoring and mooring equipment as far as practicable, for which purpose the anchors should be partially lowered and raised using the windlass ☐

3.7 Examination of at least two selected cargo tanks internally[1) 2)] ☐

4. Machinery

4.1 General examination of machinery and boiler spaces including tank tops, bilges and cofferdams, sea suctions and overboard discharges with particular attention to the propulsion system and the fire and explosion hazards; confirmation that emergency escape routes are not blocked ☐

4.2 Examination of the propeller and shaft seals as far as practicable ☐

4.3 Clearances measured in the propeller shaft(s) stern tube bearings ☐

4.4 Ascertain that the routine surveys of boilers and other pressure vessels as determined by the Administration have been carried out as required and that safety devices such as boiler safety devices have been tested ☐

F. Tankers With the Class Notation "ESP"

1. See D. or E. as appropriate
2. Intermediate survey carried out and reported on in accordance with the ESP Programme on ESP Survey Reports ☐

*) Also applicable to Chemical Tankers and Gas Carriers

1) Cargo tanks are to be cleaned and the ship gas-freed to such an extent that the necessary surveys could be safely conducted, taking into account whether or not the ship is fitted with an inert gas system.

2) Not applicable to Gas Carriers unless the Class Notation "Oil Tanker" is also assigned

PART III ANNUAL/INTERMEDIATE SURVEY OF CHEMICAL TANKERS AND GAS CARRIERS (Survey in addition to Part I / I and II)

1. Annual/Intermediate [1]) Survey of Chemical Tankers

1.1 Survey in accordance with **sect. 4, and par 5.1/5.2** [1]) of the Rules for the Classification of Steel Ships ☐

1.2 See attached (Appendix CLA/030400/CHEM) ☐

1.3 See also IOPP/Annex II/030400 (NLS) ☐

2 Annual/Intermediate [1]) Survey of Gas Carriers

2.1 Survey in accordance with **sect. 4, and par 5.1/5.2** [1]) of the Rules for the Classification of Steel Ships ☐

2.2 See attached (Appendix CLA/030400/GAS) ☐

SURVEYOR'S NOTES:
For major repairs, alterations or modification of a major character, and recommendations if any, describe in detail

[1]) To be marked as appropriate

REPORT OF SURVEY OF AIR POLLUTION PREVENTION FROM SHIPS

☐ **Initial Survey** ☐ **Intermediate Survey**

☐ **Annual Survey** ☐ **Certificate Renewal Survey**

Name of Ship		
IMO Number		
Port of Registry		
Date on which keel was laid		
Gross Tonnage		
Place of survey:	Survey date:	

	INITIAL / RENEWAL SURVEY	
1	**Documentation**	
	1. Confirm that there are written procedures covering fuel change over, where applicable;	☐
	2. Confirm that there is for each Exhaust Gas Cleaning System(EGCS) Sox either a Sox Emission Control Area(SECA*) Compliance Certificate for the EGCS Sox, or an Onboard Monitoring Manual(OMM) as appropriate, plus in either cases a SECA Compliance Plan(regulation 4 of Annex VI) or approved documentation in respect of other technological means if achieving compliance;	☐
	3. confirm that there are Engine International Air Pollution Prevention(EIAPP) Certificates for each marine diesel engine, required to be certified, as described in chapter 2.1 of the Nox Technical Code;	☐
	4. confirm that there is on board an approved Technical File for each marine diesel engine required to be certified;	☐
	5. confirm that there is a record book of engine parameters for each marine diesel engine required to be certified in the case where the engine parameter check method is used as a means of onboard NOx verification	☐
	6. confirm that there is an approved onboard monitoring manual for each marine diesel engine required to be certified in the case where the direct measurement and monitoring method is to be used as a means of onboard Nox verification	☐
	7. confirm that there is an Ozone Depleting Substances Record Book, if applicable	☐
	8. confirming that there is a record of fuel changeover, where applicable, and that this record should take the form of a logbook as prescribed by the Administration* * When not prescribed by the Administration, this information could be contained in the engine-room logbook, the deck logbook, the official logbook, the oil record book or a separate logbook solely for this purpose.	☐
	9. confirm that there is a transfer procedure, if required, for the VOC collection system	☐
	10. confirm that records documenting training of the crew in operating each incinerator, if required	☐
	11. confirm that there is a VOC Management Plan (Only for a tanker carrying crude oil)	☐
	12. confirm that there is an instruction manual for each incinerator if required	☐
	13. confirm that there is a Ship Energy Efficiency Management Plan (SEEMP) onboard	☐
2	**FUEL OIL QUALITY (Reg. 18)**	
	1. Confirm that Bunker Delivery Notes conform to the requirements of MARPOL Annex VI, Appendix V	☐
	2. Confirm that MARPOL samples as required are retained on board and labels duly completed or otherwise retained under the ship's control	☐
3	**INCINERATION (Reg. 16)**	
	1. Installed after 01/01/2000 which complies with Res. MEPC.76(40)	☐
	2. Installed before 01/01/2000 which does not comply with Res. MEPC.76(40)	☐
	3. Confirming, by simulated test or equivalent, the satisfactory operation of each incinerator, its alarms and safety devices	☐
	4. Confirm that prohibited materials have not been incinerated	☐

	5. Confirm that shipboard incineration of sewage sludge or sludge oil in boilers or marine power plants is not undertaken while the ship is inside ports, harbours or estuaries	☐
4	**NITROGEN OXIDES(NOX) EMISSIONS FROM EACH DIESEL MARINE ENGINE (Reg. 13)**	
	[marine diesel engine with a power output of more than 130 kW]	☐
	1. confirm that each marine diesel engine has been operated as required in accordance with its applicable Nox emission limit(s) [Refer to Annex VI / Reg. 13)]: a. ☐ Tier I (for ships constructed prior to 1 January 2000) b. ☐ Tier II (ship constructed on or after 1 January 2000 and prior to 1 January 2011) c. ☐ Tier III (ship constructed on or after 1 January 2011)	☐
	2. confirm that no marine diesel engine been subject to major conversion in the intervening period	☐
	3. If engine parameter check method is used:	☐
	a. review engine documentation contained in the Technical File and the record book of engine parameters to check, as far as practicable, engine rating, duty and limitation/restrictions as given in the Technical File;	☐
	b. confirm that the engine has not undergone any modifications or adjustments outside the options and ranges permitted in the Technical File since the last survey	☐
	c. conduct survey as detailed in the Technical File	☐
	d. review engine documentation contained in the Technical file	☐
	4. if the simplified method is used:	☐
	a. review engine documentation contained in the Technical file	☐
	b. confirm that the test procedure is acceptable to the Administration	☐
	c. confirm that the analysers, engine performance sensors, ambient condition measurement equipment, span check gases and other test equipment are the correct type and have been calibrated in accordance with the Nox Technical Code	☐
	d. confirm that the correct test cycle, as defined in the engine's Technical File, is used for this onboard confirmation test measurements	☐
	e. ensure that a fuel sample is taken during the test and submitted for analysis;	☐
	f. witness the test and confirm that a copy of the test report has been submitted for approval on completion of the test	☐
	5. if the direct measurement and monitoring method is used;	☐
	a. review the Technical File and the onboard monitoring manual that the arrangements are as approved	☐
	b. the procedures to be checked in the direct monitoring and measure method and the data obtained as given in the approved onboard monitoring manual should be followed;	
5	**OZONE-DEPLETING SUBSTANCES (Reg. 12)**	
	1. The following systems and equipment may continue in service: ☐ Halon 1211, Location ☐ Halon 1301, Location ☐ Halon 2402, Location ☐ CFC 11, Location ☐ CFC 12, Location ☐ CFC 113, Location ☐ CFC 114, Location ☐ CFC 115, Location ☐ HCFC, Location	☐
	2. Confirming that no installation or equipment containing ozone depleting substances has been installed after 19/05/2005, other than hydro-chlorofluorocarbons (HCFCs)	☐
	3. examine externally any installation or equipment as far as practicable to ensure satisfactory maintenance and that there are no emissions of ozone depleting substances	☐
	4. confirm through documentary evidence that there has been no deliberate emission of ozone depleting	☐

	substances	
6	**SULFUR OXIDES (SOx) (Reg. 14)**	☐
	1. confirming, if appropriate, that:	☐
	a. Satisfactory arrangements are in place for using compliant fuel as required; or	☐
	b. Satisfactory installation and operation of the fuel switching arrangements are in place when tanks are provided for different grades of fuel, including records of the change-over to an from low sulphur fuel during transit through an emission control area established for SOx and particulate matter control; or	☐
	c. Satisfactory installation and operation of the exhaust gas cleaning system or other technological methods are examined.	☐
	Compliant fuel : Outside SECA areas: 4.50% m/m prior to 1 January 2012; 3.50% m/m on and after 1 January 2012; and 0.50% m/m on and after 1 January 2020. Emission Control Areas: 1.00% m/m on and after 1 July 2010; and 0.10% m/m after 1 January 2015) SOx Emission Control Areas (Reg. 14.3 of Annex VI): The Baltic Sea area, North American regions, US Caribbean area	
7	**VOLATILE ORGANICS COMPOUNDS (VOCD) (Reg. 15)**	
	1. if a Crude oil carrier, shall have a vapour emission collection system approved by the Administration in accordance to MSC/Circ.585, and shall use this system during the loading of relevant cargoes.	☐
	2. if a Crude oil carrier, is provided with an approved VOC Management Plan	☐
8	**ENERGY EFFICIENCY (Regs. 19 – 23)**	
	1. A ship specific Attained Energy Efficiency Design Index (EEDI) and EEDI technical file are available. The Attained EEDI. (All ships built after 01.01.2013)	☐
	2. A ship specific Ship Energy Efficiency Management Plan (SEEMP) is available. This may form part of the ship's Safety Management System (SMS). (by the first Intermediate or Renewal survey after 01.01.2013)	☐

9	**ANNUAL / INTERMEDIATE SURVEY**	
	1. Check the above 1 - 8	☐
	2. Confirm that no changes have been made or any new equipment installed which would affect the validity of the certificate;	☐
	3. Confirm the vessel' flag (Registry, Minimum Safe Manning) and applicable statutory certificates are valid	☐
	4. Confirming a SEEMP is onboard and implemented	☐

EXAMINATION AND / OR TEST (SURVEYOR'S NOTE)
For negative entries, major repairs and additional information, if any, describe in detail

Surveyor to **Phoenix Register of Shipping (PhRS)**

PHOENIX REGISTER OF SHIPPING

REPORT OF CARGO SHIP SAFETY CONSTRUCTION SURVEY

Extend of survey:	☐ PERIODICAL SURVEY	☐ ANNUAL INSPECTION	☐ INTERMEDIATE SURVEY

Ship Name:		IMO Nr:	
Port of Registry:		Call Sign:	
Gross Tonnage:		Type of Ship:	
Place of Survey:		☐ on dock	☐ afloat
Date(s) of survey:			

ANNUAL INSPECTION

☐

1. Examination of current certificates and other records:
   - 1.1. checking the validity, as appropriate, of the following certificates:
     - 1.1.1. Cargo Ship Safety Equipment Certificate, the Cargo Ship Safety Radio Certificate, the Cargo Ship Safety Construction Certificate or the Cargo Ship Safety Certificate;
     - 1.1.2. checking the validity of the Safety Management Certificate (SMC) and that a copy of the Document of Compliance (DOC) is on board;
     - 1.1.3. checking the validity of the International Load Line Certificate or International Load Line Exemption Certificate;
     - 1.1.4. checking the validity of the International Oil Pollution Prevention Certificate, the International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk, the International Sewage Pollution Prevention Certificate, the International Air Pollution Prevention Certificate
     - 1.1.5. checking the certificate of class, if the ship is classed with a classification society;
     - 1.1.6. checking, when appropriate, the validity of the International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk or the Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk, the International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk;
   - 1.2. checking that the ship's complement complies with the Minimum Safe Manning Document (SOLAS 74/88 reg.V/14);
   - 1.3. checking that the Master, officers and ratings are certificated as required by the STCW'95 Convention;
   - 1.4. checking whether any new equipment has been fitted and, if so, confirm that it has been approved before installation and that any changes are reflected in the appropriate certificate;
   - 1.5. confirming that the stability information, including damage stability, where applicable, and the damage control plans are on board (SOLAS 74/88/00 regs.II-1/22, 23 and 25);
   - 1.6. confirming that the manoeuvring booklet is on board and that the manoeuvring information is displayed on the navigating bridge (SOLAS 74/88 reg.II-1/28);
   - 1.7. confirming that the approved loading instrument on bulk carriers of 150 m in length and upwards is provided on board (SOLAS 2004 Amend / Chapter XII Reg. 11)
   - 1.8. checking by the log-book entries that the testing and the emergency drills of the steering gear have been carried out (SOLAS 74/00 reg.V/26) (SOLAS 74/88 reg.V/19);
   - 1.9. checking that the routine surveys of the boilers and other pressure vessels, as determined by the Administration, have been carried out as required and that safety devices, such as the boiler safety valves, have been tested;
   - 1.10. checking that, as appropriate, the hull and machinery has been presented for survey in accordance with the continuous survey scheme approved by the Administration or a classification society;
   - 1.11. confirming, when appropriate, that a complete file of the enhanced survey reports and the Condition Evaluation Report are on board (for Bulk Carrier and oil Tanker ships)
   - 1.12. for bulk carriers confirming, that the loading/unloading booklet required in SOLAS regulation VI/7 is on board (SOLAS 74/97 reg.XII/8.1);
   - 1.13. confirming, for bulk carriers of 150 m in length and upwards of single skin construction designed to carry solid bulk cargoes having a density of 1,780 kg/m^3 and above, constructed before 1 July 1999, have sufficient stability and strength to withstand flooding of the foremost cargo hold (SOLAS 74/97 reg.XII/3, 4, 5 and 6);
   - 1.14. confirming approved Cargo Securing Manual for ships carrying cargo units including containers is on board (SOLAS 74/94 reg.VI/5.6);
   - 1.15. confirming that the loading booklet for carriage of cargoes in bulk is on board (SOLAS 74/00 reg.VI/7);
   - 1.16. confirming, for oil tankers of 500 gross tonnage and over and bulk carriers of 20,000 gross tonnage and over, constructed on or after 1 January 2006, that the Ship Structure Access Manual is on board (SOLAS 74/00/02, reg. II-1/3-6(4));
   - 1.17. confirming that structural alterations performed, if any, have been approved and reported on the as-built drawings kept on board (SOLAS 74/04 reg. II-1/3-7).

	1.18. Confirm up-to-date as Built Construction Drawings are available onboard including other plans showing any subsequent structural alterations (Mandatory requirement of SOLAS II-1/3.7 for ships constructed on or after 1 Jan. 2007)? 1.19. confirming that suitable Material Safety Data Sheets are available on board (SOLAS 2009 Amend / Chapter VI / Reg. 51) 1.20. confirming that the Emergency Towing Procedure Booklet, as per IMO guidelines MSC.1/Circ.1255 is available onboard (SOLAS MSC.256(84));
	Survey requirements for all cargo ships
☐	2. examining, in general and as far as can be seen, the hull and its closing appliances including gaskets, covers, coamings and screens
☐	3. examining the anchoring and mooring equipment as far as can be seen. For ships built after 01/01/2007, confirming that the towing and mooring equipment is properly marked with any restriction associated with its safe operation (SOLAS 74/04 reg. II-1/3-8);
☐	4. examining the collision and the other watertight bulkheads as far as can be seen (SOLAS 74/88 regs.II-1/11 and 14);
☐	5. examining and testing (locally and remotely) all the watertight doors in watertight bulkheads (SOLAS 74/88 reg.II-1/18);
☐	6. examining each bilge pump and confirming that the bilge pumping system for each watertight compartment is satisfactory (SOLAS 74/88 reg.II-1/21);
☐	7. confirming that the drainage from enclosed cargo spaces situated on the freeboard deck is satisfactory (SOLAS 74/88 reg.II-1/21);
☐	8. confirming that the machinery, boilers and other pressure vessels, associated piping systems and fittings are installed and protected so as to reduce to a minimum any danger to persons on board, due regard being given to moving parts, hot surfaces and other hazards (SOLAS 74/00 reg.II-2/4.2 (except 4.2.2.3.4 relating to remote closing of valves included in safety equipment)) (SOLAS 74/88 regs.II-1/26, 32, 33 and 34) (SOLAS 74/88 reg.II-2/15 (except 15.2.5));
☐	9. confirming that the normal operation of the propulsion machinery can be sustained or restored even though one of the essential auxiliaries becomes inoperative (SOLAS 74/88 reg.II-1/26);
☐	10. confirming that means are provided so that the machinery can be brought into operation from the dead ship condition without external aid (SOLAS 74/88 reg.II-1/26);
☐	11. carrying out a general examination of the machinery, the boilers, all steam, hydraulic, pneumatic and other systems and their associated fittings to see whether they are being properly maintained and with particular attention to the fire and explosion hazards (SOLAS 74/88 regs.II-1/26 and 27);
☐	12. examining and testing the operation of main and auxiliary steering arrangements, including their associated equipment and control systems (SOLAS 74/88 reg.II-1/29);
☐	13. confirming that the means of communication between the navigation bridge and steering gear compartment and the means of indicating the angular position of the rudder are operating satisfactorily (SOLAS 74/88 reg.II-1/29) (SOLAS 74/00 reg.V/19);
☐	14. confirming that with ships having emergency steering positions there are means of relaying heading information and, when appropriate, of supplying visual compass readings to the emergency steering position (SOLAS 74/88 regs.II-1/29 and SOLAS 74/00 reg.V/19 or the SOLAS 74/88 text in force prior to 1 July 2002 reg.V/12 as appropriate);
☐	15. confirming that the various alarms required for hydraulic power-operated, electric and electro-hydraulic steering gears are operating satisfactorily and that the re-charging arrangements for hydraulic power-operated steering gears are being maintained (SOLAS 74/88 regs.II-1/29 and 30);
☐	16. examining the means for the operation of the main and auxiliary machinery essential for the propulsion and the safety of the ship, including, when applicable, the means of remotely controlling the propulsion machinery from the navigating bridge (including the control, monitoring, reporting, alert and safety actions) and the arrangements to operate the main and other machinery from a machinery control room (SOLAS 74/88/00/02 reg. II-1/31);
☐	17. confirming the operation of the ventilation for the machinery spaces (SOLAS 74/88 reg.II-1/35);
☐	18. confirming that the measures to prevent noise in machinery spaces are effective (SOLAS 74/88 reg.II-1/36);
☐	19. confirming that the engine room telegraph, the second means of communication between the navigation bridge and the machinery space and the means of communication with any other positions from which the engines are controlled are operating satisfactorily (SOLAS 74/88 reg.II-1/37);
☐	20. confirming that the engineer's alarm is clearly audible in the engineers' accommodation (SOLAS 74/88 reg.II-1/38);
☐	21. examining, as far as practicable, visually and in operation, the electrical installations, including the main source of power and the lighting systems (SOLAS 74/88 regs.II-1/40 and 41);
☐	22. confirming, as far as practicable, the operation of the emergency source(s) of electrical power including their starting arrangements, the systems supplied and, when appropriate, their automatic operation (SOLAS 74/88 regs.II-1/43

	and 44);
☐	23. examining, in general, that the precautions provided against shock, fire and other hazards of electrical origin are being maintained (SOLAS 74/88 reg.II-1/45);
☐	24. examining the arrangements for periodically unattended machinery spaces (SOLAS 74/88 regs.II-1/46 to 53) and, in particular, the random testing of alarm, automatic and shutdown functions;
☐	25. confirming, as far as practicable, that no changes have been made in the structural fire protection, examining any manual and automatic fire doors and proving their operation, testing the means of closing the main inlets and outlets of all ventilation systems and testing the means of stopping power ventilation systems from outside the space served (SOLAS 74/00 regs.II-2/4.4, 5.2, 5.3.2, 5.3.2, 6.2, 6.3, 7.5.5, 7.7, 8.2, 8.3, 8.4, 9.2.1, 9.2.3, 9.3, 9.4.2, 9.5, 9.7.1, 9.7.2, 9.7.3, 9.7.5.2, 11.2, 11.3, 11.4, 11.5, 19.3.8, 19.3.10, 20.2.1 and 20.3) (SOLAS 74/88 regs.II-2/42 to 44, 46 to 50 and 52);
☐	26. confirming that the means of escape from accommodation, machinery and other spaces are satisfactory (SOLAS 74/00 reg. II-2/13.2, 13.3.1, 13.3.3, 13.4.2 and 13.6) (SOLAS 74/88 reg.II-2/45);
☐	27. examining the arrangements for gaseous fuel for domestic purposes (SOLAS 74/00 reg.II-2/4.3) (SOLAS 74/88 reg.II-2/51); [Storage of gas bottles shall be located on the open deck or in a well ventilated space which opens only to the open deck.]
☐	28. examining visually the condition of any expansion joints in seawater systems;
☐	29. confirming that new equipment containing asbestos was not fitted on board since last survey (SOLAS 74/00 reg.II-1/3-5);
☐	30. examining the functionality of bilge well alarms to all cargo holds and conveyor tunnels (SOLAS 74/97 reg.XII/9);
☐	31. for single hull, single hold cargo ships, examining the cargo hold water level detector and its audible and visual alarm (SOLAS 74/04 reg. II-1/23-3).
☐	32. confirming that ship's identification number is permanently marked (SOLAS74/02, reg. XI-1/3); .1 in a visible place either on the stern of the ship or on either side of the hull, amidships port and starboard, above the deepest assigned load line or either side of the superstructure, port and starboard or on the front of the superstructure .2 in an easily accessible place either on one of the end transverse bulkheads of the machinery spaces, or on one of the hatchways or, in the case of tankers, in the pump-room.
☐	33. confirming that by the 1st dry-dock survey after 01/01/2010, CO2 fixed systems in the machinery spaces and cargo pump room, shall be provided with two separate controls for releasing the CO2 (SOLAS CH. II-2 / 10 and amended FSS Code (Ch. 5/2.2.2))
☐	34. Check the latest PSC inspection reports and verify that any imposed deficiencies are rectified and remain in fit Condition
☐	35. Examining visually the drainage facilities for blockage or other damage and confirming the provision of means to prevent blockage of drainage arrangements, for closed vehicle and ro-ro spaces and special category spaces where fixed pressure water-spraying systems are used (SOLAS 2008 Amend / Chapter II-2 / Reg. 20.6.1.5)

	Additional Survey requirements for bulk carriers
☐	36. for bulk carriers, examining the hold, ballast and dry space water level detectors and their audible and visual alarms. (SOLAS 74/02 reg. XII/12);
☐	37. for bulk carriers, checking the arrangements for availability of draining and pumping systems forward of the collision bulkhead (SOLAS 74/02 reg. XII/13);
☐	38. Hull surveys according to the Guidelines on the Enhanced Programme of Inspections During Surveys of Bulk Carriers (resolution A.744(18), annex A) carried out;
☐	39. confirming, when appropriate and as far as is practicable when examining internal spaces, that the means of access to cargo and other spaces remain in good condition. (SOLAS 74/00/02 reg. II-1/3-6);
☐	40. confirming, for bulk carriers constructed before 1 July 1999 with restrictions imposed with respect to the carriage of cargoes with a density of 1,780 kg/m3 and above, that a triangle is permanently marked at midship (SOLAS 2004 Amend / Chapter XII / Reg. 8)

	Additional Survey requirements for oil / chemical tankers
☐	41. for oil tankers, confirming, when appropriate, that the requisite arrangements to regain steering capability in the event of the prescribed single failure are being maintained (SOLAS 74/88 reg.II-1/29);
☐	42. for oil tankers, examining the cargo tank openings, including gaskets, covers, coamings and screens;
☐	43. for oil tankers, examining the cargo tank pressure/vacuum valves and devices to prevent the passage of flame (SOLAS 74/00 reg. II-2/11.6);
☐	44. for oil tankers, examining the devices to prevent the passage of flame on vents to all bunker, oily-ballast and oily-slop tanks and void spaces, as far as practicable;
☐	45. for oil tankers, examining the cargo tank venting, cargo tank purging and gas-freeing and other ventilation systems (SOLAS 74/00 reg. II-2/4.5.3, 4.5.4, 4.5.6 and 4.5.8) (SOLAS 74/88 reg.II-2/59);

☐	46. for oil tankers, examining the cargo, crude oil washing, ballast and stripping systems both on deck and in the cargo pump rooms and the bunker system on deck;
☐	47. for oil tankers, confirming that all electrical equipment in dangerous zones is suitable for such locations, is in good condition and is being properly maintained;
☐	48. for oil tankers, confirming that potential sources of ignition in or near the cargo pump room are eliminated, such as loose gear, combustible materials, etc., that there are no signs of undue leakage and that access ladders are in good condition;
☐	49. for oil tankers, examining all pump room bulkheads for signs of oil leakage or fractures and, in particular, the sealing arrangements of all penetrations of cargo pump room bulkheads;
☐	50. for oil tankers, examining, as far as practicable, the cargo, bilge, ballast and stripping pumps for undue gland seal leakage, verification of proper operation of electrical and mechanical remote operating and shutdown devices and operation of cargo pump room bilge system, and checking that pump foundations are intact;
☐	51. for oil tankers, confirming that the pump room ventilation system is operational, ducting intact, dampers are operational and screens clean;
☐	52. for oil tankers, verifying that installed pressure gauges on cargo discharge lines and level indicator systems are operational;
☐	53. for oil tankers, examining access to bow arrangement (SOLAS 74/00 reg.II-1/3-3);
☐	54. for oil tankers, examining the towing arrangement for tankers of not less than 20,000 tonnes deadweight (SOLAS 74/00 reg.II-1/3-4);
☐	55. for oil tankers, confirming that the corrosion prevention system fitted to dedicated ballast water tanks of oil tankers and bulk carriers is maintained (SOLAS 74/00 reg.II-1/3-2);
☐	56. for oil tankers, examining the emergency lighting in all cargo pump rooms of tankers constructed after 1 July 2002 (SOLAS 74/00 reg.II-1/43).
☐	57. for chemical tankers and gas carriers, confirming, when appropriate, that the requisite arrangements to regain steering capability in the event of the prescribed single failure are being maintained (SOLAS 74/88 reg.II-1/29);
☐	58. Hull surveys according to the Guidelines on the Enhanced Programme of Inspections During Surveys of Oil Tankers (resolution A.744(18), annex B) carried out;
☐	59. confirming, when appropriate and as far as is practicable when examining internal spaces, that the means of access to cargo and other spaces remain in good condition. (SOLAS 74/00/02 reg. II-1/3-6);
☐	60. Is the ship (Oil Tanker) provided with a calibration instrument for combustible gas indicators (SOLAS Chapter II-2, Reg.59/5)?
☐	61. Are tank-cleaning procedures for mainly intended cargo documented? (Chemical Tanker)

INTERMEDIATE SURVEY

	Survey requirements for all cargo ships including bulk carriers
☐	62. checking the provisions of Annual Survey paragraph 1-40
☐	63. for ships over 5 years of age, an internal examination of representative spaces used for water ballast; (reference must be made to the Condition Evaluation Report from the last Periodical survey according to the Enhanced Program of Surveys on which spaces may be subject to mandatory annual examination, if any also to the surveys)
☐	64. for ships over 10 years of age, other than ships engaged in the carriage of dry cargoes only, an internal examination of selected cargo spaces; (reference must be made to the Condition Evaluation Report from the last Periodical survey according to the Enhanced Program of Surveys on which spaces may be subject to mandatory annual examination, if any also to the surveys)

	Additional Survey requirements for oil tankers
☐	65. checking the provisions of Annual Survey paragraph 1-35 and 41-61 as appropriate
☐	66. should there be any doubt as to its condition when examining the various piping systems, the piping may be required to be pressure tested, gauged or both. Particular attention is to be paid to repairs such as welded doublers;
	67. for ships over 5 years of age, an internal examination of representative spaces used for water ballast; (reference must be made to the Condition Evaluation Report from the last Periodical survey according to the Enhanced Program of Surveys on which spaces may be subject to mandatory annual examination, if any also to the surveys)
☐	68. for ships over 10 years of age an internal examination of selected cargo spaces; (reference must be made to the Condition Evaluation Report from the last Periodical survey according to the Enhanced Program of Surveys on which spaces may be subject to mandatory annual examination, if any also to the surveys)
☐	69. testing the insulation resistance of electrical circuits in dangerous zones such as cargo pump rooms and areas adjacent to cargo tanks, but in cases where a proper record of testing is maintained, consideration should be given to accepting recent readings.

	Additional Survey requirements for chemical tankers and gas carriers

☐	70. checking the provisions for Intermediate survey of oil tankers paragraphs 65-69 as appropriate
☐	71. confirming, when appropriate, that the requisite arrangements to regain steering capability in the event of the prescribed single failure are being maintained (SOLAS 74/88 reg.II-1/29);

PERIODICAL SURVEY (Certificate Renewal)	
	Survey requirements for all cargo ships including bulk carriers
☐	72. checking the provisions of Intermediate Survey paragraphs 62-64 as appropriate
☐	73. examination of sea valves and their connections to the hull;
☐	74. examination of anchoring and mooring equipment for which purpose the anchors should be lowered and raised using the windlass.

	Additional Survey requirements for oil tankers
☐	75. checking the provisions of Intermediate Survey paragraphs 65-69 as appropriate

	Additional Survey requirements for chemical tankers and gas carriers
☐	76. checking the provisions for Intermediate survey of oil tankers paragraphs 70-71 as appropriate
☐	77. confirming, when appropriate, that the requisite arrangements to regain steering capability in the event of the prescribed single failure are being maintained (SOLAS 74/88 reg.II-1/29);

CONCLUSION	
☐	78. This is to certify that the undersigned has examined the ship as reported herein
☐	79. All parts surveyed were found to be well maintained and in an efficient and good working condition
☐	80. the full term Cargo Ship Safety Construction Certificate was endorsed for annual survey
☐	81. the full term Cargo Ship Safety Construction Certificate was endorsed for intermediate survey
☐	82. A provisional Cargo Ship Safety Construction Certificate was issued after a satisfactory survey and a full term Cargo Ship Safety Construction Certificate is recommended to be issued by the Head Office.

SURVEYOR REMARKS (state recommendations or repairs)

Date: ..... Surveyor: .....

PHOENIX REGISTER OF SHIPPING

REPORT OF CARGO SHIP SAFETY EQUIPMENT CERTIFICATE
INITIAL & RENEWAL SURVEY

To Meet the Provisions of the
INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974, as amended, and of the
INTERNATIONAL REGULATIONS FOR PREVENTING COLLISIONS AT SEA, 1972, as amended

Name of Ship:	Distinctive Letters:	Port of Registry:
Gross Tonnage:	Dead Weight (metric tons):	Year of Build:
IMO Nr.:	Type of Ship: **(choose)**	Length (III/3.10):
Owner and Address:		
Agent and Address:		
Place of Survey:	Survey commenced:	
☐ in dry-dock ☐ on slipway ☐ afloat	Survey completed:	

Mark "X" or "Yes" to indicate complied with, "No" for not complied with or "N/A" for Not Applicable. All required dates should be recorded at all surveys. Fill the blanks applicable and give details of the condition actually found as the case may be.

EXTENT OF SURVEY

1.1 ☐ Survey is completed at this time.
Survey is carried out in accordance with Chapter I, Regulation 8 of the above Convention and its Protocol covering all applicable items as listed in the Record of Cargo Ship Safety Equipment.

1.2 ☐ Survey is not completed at this time.
Parts which remain to be examined and deficiencies are listed under Surveyor's Notes Item 9

1.3 The survey has to be completed no later than: **(date)** .....

CERTIFICATION

2. Previous Cargo Ship Safety Equipment Certificate was,
issued by .....
issued date ..... expiry date .....

3. Validity of existing certificate now extended to .....

4. A Short Term Cargo Ship Safety Equipment Certificate No. ..... was issued on ..... at ..... valid until .....

It is recommended that:

.5.1 ☐ A full term Cargo Ship Safety Equipment Certificate valid till .....
is recommended to be issued by the Head Office of the Society.

.5.2 ☐ No full term Cargo Ship Safety Equipment Certificate is to be issued before the survey is completed.

SURVEYS

		Yes	No
6.	Are any alterations affecting the Cargo Ship Safety Equipment Certificate shown in the survey?	☐	☐
7.	Are any alterations and/or renewals affecting the Record of Safety Equipment? If so, list the alterations and/or renewals under Surveyor's Notes Item 9.	☐	☐

8. The surveys have been carried out according to the "Survey Check List" (see Item 12) and comparing the arrangement and equipment on board with the Record of Cargo Ship Safety Equipment and found

Satisfactory / Poor / Good

SURVEYOR'S NOTES

9. Describe in detail parts, which remain to be examined, and deficiencies, if any.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

10. The following items with expiry date such as distress signals which expire within the validity of the Cargo Ship Safety Equipment Certificate concerned should be renewed upon expiry by the Owner.

11. If alterations and/or renewals affecting the text of the Record of Cargo Ship Safety Equipment describe in detail and correct the Record kept on board accordingly.

TO RECORD	RECORD CORRECTED TO

12. SURVEY CHECK LIST

12.1 DOCUMENTATION

.1.1 Fire Control Plans, Duplicate set stored outside accommodation ☐

.1.2 Updated Muster List and emergency instructions ☐

.1.3 Update Edition of Nautical Charts and Publications: ☐

Nautical Almanac, List of Lights, List of Tide Tables, Radio Signals, SAR Manual, Notices to Mariners, Medical Guide, IAMSAR Volume III, etc. ☐

.1.4 International Code of Signals ☐

.1.5 Practice Musters and Drills, ☐

.1 Lifeboat & fire drill and checking of complete lifeboat equipment carried out monthly and when > 25% of the crew have been replaced ☐

.2 Lifeboats used in turn and every boat swung out monthly and each lowered to water at least every 3 month ☐

.3 Rescue boat was launched and manoeuvred. (Required monthly where practicable but interval between launchings and manoeuvrings not to exceed 3 months) ☐

.4 Operating instructions in the vicinity of the survival craft, and easily seen under emergency lighting conditions ☐

.5 Freefall lifeboat lowered into water (free-fall launched or lowered by secondary means) and manoeuvred (see Note 2 below) ☐

.6 freefall lifeboat free-fall launched or simulated launched* (see Note 2) ☐

.7 Instructions for manning survival craft and supervision ☐

.8 Muster and embarkation stations illuminated also by emergency light ☐

.9 Entries of fire and abandon ship drills in Log-book examined ☐

.10 It is also confirmed that the person in charge of survival craft and in the case of lifeboats the second in-command have a list of the survival craft crew ☐

.1.6 LSA/SOLAS Training Manual provided in all crew mess-room, recreation room/cabin

.1.7 Fire safety operational booklets shall be provided onboard. May be combined with SOLAS Training manual ☐

.1.8 Maintenance plan for all LSA / FFA systems shall be kept onboard ☐

.1.9 Instructions provided for operational readiness maintenance and inspections ☐

.1.10 IMO signage provided and LSA/FFA ☐

.1.11 Ready Availability of Fire-Extinguishing Appliances
The Master is aware of the intent of Ch. II-2, Reg. 15 that fire-extinguishing appliances shall be kept in good order and available for immediate use at all times during the voyage ☐

.1.12 The Flag Administration required documents (Log Books, Circulars, etc) checked ☐

Notes:

1. Each lifeboat is required to be launched and manoeuvred in the water by its assigned operating crew, at least once every 3 months
2. Freefall lifeboats are required to be either free-fall launched or lowered by secondary means, and manoeuvred in the water at least once every 3 months. Freefall lifeboats shall be free-fall launched or simulated launched at intervals of not more than 6 months

12.2 MANNING

.1.1 Does the ship's complement comply with the Minimum Safe Manning Document? ☐

.1.2 Is the manning and supervision of survival craft complied with? ☐

.1.3 Are the master, officers and ratings certificated as required by the STCW Convention? ☐

12.3 SAFETY OF NAVIGATION

NOTE: Items that cannot be checked with the ship in port should be verified from records.

The following were found in satisfactory condition:

.3.1	Gyro Compass	☐
	.3.1.1 Gyro compass heading / bearing repeater (mark what apply)	☐
	.3.1.2 Compass bearing device	☐
.3.2	Standard Magnetic compass, properly adjusted	☐
.3.3	Steering Magnetic compass	☐
.3.4	Spare magnetic compass	☐
.3.5	Means of communication between Standard compass and Normal Navigation control position	☐
.3.6	Radar reflector (if <500 gross)	☐
.3.7	Pelorus or other means for taking bearing through 360°	☐
.3.8	Echo-sounder (if cargo ship > 300 gross)	☐
.3.9	Magnetic compass deviation table – Last Date: *(by adjuster max yearly)*	☐
.3.10	Min. 1 x 9 Ghz Radar (if cargo ship > 300 GT)	☐
.3.11	2nd Radar (if cargo ship > 3000 GT)	
.3.12	Radar plotting facilities	☐
.3.13	Diagram of the radar installations shadow sectors displayed	☐
.3.14	Automatic Radar Plotting Aids (ARPA) (if cargo ship > 10,000 GT)	☐
.3.15	Transmitting heading device (THD)	☐
.3.16	Automatic tracking aid	☐
.3.17	Second automatic tracking aid	☐
.3.17	Global Navigation Satellite System	☐
.3.18	Speed and distance measuring device and indicator	☐
.3.19	Rudder angle indicator	☐
.3.20	Propeller revolution counter	☐
.3.21	Propeller pitch and mode indicator	☐
.3.22	Rate and turn indicator	☐
.3.23	Auto-Pilot changeover instructions	☐
.3.24	Steering gear changeover procedures	☐
.3.25	Log book entries referring to steering gear testing and drill *(3 monthly)*	☐
.3.26	Heading information at emergency steering position shall consist of telephone (or similar)	☐
.3.27	GPS	☐
.3.28	Telephone or other means, to communicate heading information to the emergency steering position	☐
.3.29	Life-saving signals table (illustrated) for use by ships, aircraft or persons in distress	☐
.3.30	General alarm system (check also weekly test records)	☐
.3.31	Radar transponders (SARTs)	☐
	Two (2) for ships >500 gross, One (1) for ships between 300 - 500 gross	
.3.32	Two-way VHF radiotelephone apparatus (3 for every passenger and Cargo ship > 500 gross. 2 for cargo ships between 300-500 gross	☐
.3.33	Long-Range Identification and Tracking System (LRIT) all ships> 300 gross tons in GMDSS Areas A1+A2 and upwards	☐
.3.34	Voyage Data Recorder (VDR) or Simplified (S)-VDR All passenger ships and cargo ships> 3000 gross tons	☐
.3.35	A Bridge Navigation Watch Alarm System (BWNAS) Timetable of application: ☐Passenger ships (all), first PSS survey from 01.07.2012 ☐Cargo ships >3000 gross tons, first CSSE survey from 01.07.2012 ☐Cargo ships 500-2999 gross tons, first CSSE survey from 01.07.2013 ☐Cargo ships 300-499 gross tons, first CSSE survey from 01.07.2014	☐
.3.36	Electronic Chart Display and Information System (ECDIS)	☐

12.4 NAVIGATION LIGHTS (Revised COLREG 1972)

.4.1 Navigation lights according to Record are tested and operating satisfactorily ☐

.4.2 Sidelight inboard screens painted matt black ☐

.4.3 Navigation light failure warning device on bridge operating efficiently: State Visual / Audible? ☐

12.5 SIGNALLING APPARATUS AND SHAPES

.5.1 Daylight signalling lamp is tested on mains and emergency source of power ☐

.5.2 Forecastle bell ☐

.5.3 Shapes: Gong ☐, Ship's whistle ,☐ Three black ball shapes ☐ ☐

One black diamond shape ☐ Other shapes:

12.6 BRIDGE DISTRESS SIGNALS

.4.1 Line throwing rockets, Expiry: ☐

.4.2 4 x Igniters cartridges (if applicable) Expiry: ☐

.4.3 12 red parachute signals Expiry: ☐

.4.4 Distress signals are stored in the wheelhouse all found to be satisfactory ☐

12.7 SURVIVAL CRAFT, RESCUE BOAT AND ASSOCIATED LAUNCHING AND RECOVERY APPLIANCES

Yes/No/NA **LIFEBOATS**

.7.1 Each lifeboat turned out, lowered and manoeuvred in the water ☐

.7.2 Each motor lifeboat engine readily started and operated satisfactorily, ahead and astern ☐

.7.3 Each lifeboat self contained air support system generally examined and found satisfactory ☐

.7.4 Each lifeboat water spray system generally examined and found efficient ☐

.7.5 Each lifeboat waterspray system/self contained air support sytem* in satisfactory condition and operation ☐

.7.6 Each motor lifeboat provided with sufficient fuel for 24 hours continuous operation ☐

.7.7 Air cases removed, found or placed in good condition, replaced and secured, OR ☐

.7.8 Built-in buoyancy found in good condition as far as seen ☐

.7.9 Each lifeboat found in good condition and fully equipped ☐

.7.10 Two-way VHF radiotelephone apparatus and radar transponders tested and found to be satisfactory, together with their stowage arrangements ☐

.7.11 All sheaves, blocks, falls, lifting hooks, hook foundations and securing arrangements, release arrangements and all moving parts found free and well lubricated or made good at time of survey ☐

.7.12 Fire extinguisher in motorboat is available and valid serviced ☐

.7.13 Lifeboat Distress Signals

	LIFEBOAT NO.			
	1	2	3	4
Rocket red parachute signals (4)				
Expiry Date: (month/year)				
Hand flares (6)				
Expiry Date: (month/year)				
Buoyant orange smoke signals (2)				
Expiry Date: (month/year)				

Yes/No/NA **RESCUE BOAT**

.7.14 Rescue boat turned out, lowered and manoeuvred in the water ☐

.7.15 Rescue boat motor readily started and operated satisfactorily, ahead and astern ☐

.7.16 Rescue boat examined, found in good condition and fully equipped (Inflated rescue boats are to be fully inflated at all times) ☐

.7.17 Date of last service of inflated rescue boat (if applicable): ☐

.7.18 Launching and recovery appliance found satisfactory when examined as far as practicable ☐

.7.19 Release hook, falls and associated moving parts (blocks, sheaves, etc) were found free and well lubricated or made good at time of survey ☐

.7.20 Foul weather recovery strops provided as appropriate ☐

.7.21 Rescue boat fitted with retro-reflective material ☐

.7.22 For ships with keels laid on or after 1 July 1999 each rescue boat launch tested at installation with the ship travelling at five knots in calm water at its lightest seagoing draught ☐

12.8 LAUNCHING AND EMBARKATION ARRANGEMENTS

.8.1 All sheaves, blocks, falls and all moving parts are free and well lubricated ☐

.8.2 Emergency power, lighting and general alarm all operating satisfactorily ☐

.8.3 Means of preventing discharge water into boats found satisfactory ☐

.8.4 Illumination of muster and embarkation stations and the alleyways, stairways and exits giving access to the muster and embarkation stations, including when supplied from the emergency source of power, in working order ☐

.8.5 Lifelines on davit spans* and bowsing tackles* were found or placed in good condition (if applicable) ☐

.8.6 Lifeboat embarkation ladders found or placed in good condition ☐

.8.7 Abandon ship audible signals operating satisfactorily ☐

.8.8 All embarkation arrangements and launching gear found to be satisfactory when examined as far as practicable ☐

.8.9 Symbols as required posted throughout the vessel ☐

.8.10 Survival craft launching instructions posted ☐

.8.11 Hidden parts of wire falls have been inspected ☐

.8.12 Dates of reversal or renewal of falls *(according to Log Book's entries)* *****

	RENEWED			**REVERSED**		
	Month	Day	Year	Month	Day	Year
Boat No. 1						
Boat No. 2						
Boat No. 3						
Boat No. 4						
Rescue boat						

(*) *Renewal of falls not beyond 5 years. Turned end for end at not more than 30 months interval*

12.8 LAUNCHING AND EMBARKATION ARRANGEMENTS (Continued)

.8.13 Launching appliances, on-load release gear and automatic release hook to undergo: ☐

(i) thorough examination and dynamic test every 12 months;
(ii) proof load dynamic / operational test every 5 years

Applicable to lifeboats, rescue boats and davit launched liferafts.

Craft ID	Launching Appliances			Lifeboat And Rescue Boat On-Load Release Gear And Liferaft Automatic Release Hook		
	Date of service	Date of examination & operational test	Date of proof load dynamic test	Date of service	Date of examination and operational test	Date of proof load operational test

.8.14 Was examination and testing carried out by the manufacturer or an authorised service supplier? Yes/No ☐

.8.15 Details of the launching appliances: ☐

Craft ID	Launching Appliance	On-Load Release Gear	Manufacturer or Service Supplier	Name of Manufacturer or Service Supplier	If a service supplier, approved by
		Yes/No			
		Yes/No			
		Yes/No			
		Yes/No			

.8.16 Freefall lifeboats: launch track, release and recovery arrangements in satisfactory condition ☐

.8.17 All survival craft launching and recovery appliances found satisfactory when examined as far as practicable ☐

.8.18 Each lifeboat fitted with retro-reflective material ☐

.8.19 Provision for hanging-off the lifeboat to free the release gear for maintenance ☐

.8.20 For ships of 20,000 GT and above, with keels laid on or after 1 July 1999, each lifeboat launch tested at installation with the ship travelling at five knots in calm water at its lightest seagoing draught ☐

12.9 INFLATABLE LIFERAFTS

.9.1 Inflatable liferafts periodical inspection (due every 12 months) by manufacturer or an authorised service supplier ☐

.9.2 The inflatable liferafts have been serviced during the previous 12 months* / are new* and a valid service certificate sighted ☐

Location	Description makers name & serial number	Marking	H.R.U. type / expiry	Capacity	Date serviced

.9.1 Liferaft stowage will facilitate proper release including float free facility ..... ☐

.9.2 Launching instructions posted ..... ☐

.9.3 Liferafts provided for easy side to side transfer are less than 185kg in weight ..... ☐

.9.4 Each liferaft examined, found in good condition, stowed to facilitate rapid launchir and fitted with retro-reflective material ..... ☐

.9.5 Liferafts capacity available on each side of ship covers : ..... ☐

aggregate 100% of the persons onboard, if easy side-to-side transfer ..... ☐

100% of the persons onboard on each side, if not easy side-to-side transfer ..... ☐

12.10 RIGID LIFERAFTS

.10.1 Raft and equipment complete, raft fitted with retro-reflective material and in good condition ..... ☐

Rigid Liferaft Distress Signals	RAFT NO.		
	1	2	3
High altitude parachute signal (4)			
Expiry Date:_____ (month/year)			
Hand flare of bright red light (6)			
Expiry Date:_____ (month/year)			

12.11 LIFERAFT LAUNCHING APPLIANCES

.11.1 The embarkation arrangements of inflatable liferafts and, where provided, the launching arrangements of davit launched liferafts found satisfactory ..... ☐

.11.2 Dates of reversal or renewal of falls *(according to Log Book's entries)* *****

	RENEWED			**REVERSED**		
	Month	Day	Year	Month	Day	Year
Raft No. 1						
Raft No. 2						
Raft No. 3						
Raft No. 4						
Raft No. 5						

(*) *Renewal of falls not beyond 5 years. Turned end for end at not more than 30 months interval*

12.12 MARINE EVACUATION SYSTEM (MES)

.12.1 Marine evacuation systems are due for service every 12 months by manufacturer or an authorised service supplier and a valid service certificate sighted ..... ☐

.12.2 Was MES deployed on a rotational basis. Due every 6 years ..... ☐

.12.3 Deployment of 50% of the MES after installation ..... ☐

Location	Description makers name & serial number	Marking	Capacity	Date serviced

12.13 LIFEJACKETS, LIFEBUOYS & IMMERSION SUITS

.13.1 Lifejackets are complete in number _____and all found in good condition

.13.2 Approved lifejacket for every person plus for Watch persons (bridge/engine room, etc) , each with valid battery light, whistle, retro-reflective material and in good condition ☐

.13.3 Lifejackets stowed in accessible and clearly marked places ☐

.13.3 Vessels with Keel Laying Date on/or after 1 July 2010 should also have releasable buoyant line and lifting loop ☐

.13.4 Inflatable lifejackets are to be serviced every 12 months ☐

.13.5 If the adult lifejackets are not designed to fit persons weighing up to 140 kg and with a chest girth up to 1,750 mm, has it been demonstrated that the number of lifejacket accessories provided (if any), that allow them to be secured to persons up to 140 kg and 1,750 mm, are sufficient for the persons on board the vessel? ☐

.13.6 All lifebuoys are:

1. Complete in number _____and all found in good condition ☐
2. Marked with the name and Port of registry of the ship ☐
3. Of highly visible colour, fitted with beckets, retro-reflective
4. material and readily accessible ☐
5. Capable of being rapidly cast loose ☐
6. At least half of the total number of lifebuoys fitted with Self-ignition light the lights' batteries are within valid expiry date ☐
7. Fitted with a buoyant line (length 2 times height or 30 m) ☐
8. Two(2) are fitted with valid Self-activating smoke and lights signals (M.O.B.) State expiry date of the MOBs:_____ ☐

.13.7 All immersion suits are:

1. Complete in number _____and all found in good condition ☐
2. Air pressure test conducted in the last 3 years, also thermal protective aids stowed in survival craft as equipment. ☐

12.14 MARKING OF LIFESAVING EQUIPMENT

.14.1 Lifeboats, liferafts, lifebuoys and lifejackets are sufficiently marked ☐

12.15 PILOT TRANSFER ARRANGEMENTS

.15.1 Pilot ladder' side ropes, man ropes, spreaders and steps are in good condition ☐

.15.2 The illumination for the ladder and boarding position is in good order ☐

.15.3 A heaving line and one of the lifebuoys with self-igniting light available at hand ☐

.15.4 Where the distance from water to the deck exceeds 9 m , an accommodation ladder (sited aft) should be used in conjunction with the pilot ladder, or ☐

.15.5 A mechanical pilot hoist, located within the parallel body of the ship, amidships ☐

12.16 MECHANICAL PILOT HOIST

.16.1 Hoist rigged and examined under working conditions and found in a satisfactory condition ☐

12.17 MEANS OF EMBARKATION AND DISEMBARKATION - ACCOMMODATION LADDER(S)

.17.1 Accommodation ladders' steps, platforms, support points, pivot points, rollers, suspension points (lugs, brackets), stanchions, handrails, ropes, turntables are in good condition ☐

.17.2 davit structure, sheaves, blocks, falls, and securing arrangements, all ☐

moving parts found free and well lubricated .....

12.17 MEANS OF EMBARKATION AND DISEMBARKATION - ACCOMMODATION LADDER(S) - continued

.17.3 lighting, lifebuoy with a self-igniting light and a buoyant lifeline, and safety net readily available ☐ .....

.17.4 All associated fittings and davits on the ship's deck were examined for satisfactory condition ☐ .....

.17.5 Fittings or structures for means of access to decks such as handholds in a gateway or bulwark ladder and stanchions were examined for satisfactory condition ☐ .....

.17.6 The accommodation ladder(s) have been subjected to an operational load test, in accordance with paragraph 5.1.1.2 of MSC.1/Circ.1331 within the previous 5 years (Note: If no evidence exists of such test, the test should be conducted at the first Renewal survey after 1 January 2010, but no later than 1 January 2015, and thereafter at 5 yearly intervals) ☐ .....

.17.7 Date operational load test conducted: ☐ .....

.17.8 The accommodation ladder(s) were operationally tested with the specified maximum operational load of the ladder, if not carried out during the previous 5 years. ☐ .....

.17.9 Following satisfactory completion of the operational load test(s), the load used for that test was marked as the maximum operational load in accordance with paragraph 3.5 of MSC.1/Circ.1331 ☐ .....

.17.10 Dates when wires/falls renewed : .....

	RENEWED			**REVERSED**		
~~Ladder Position~~	Month	Day	Year	Month	Day	Year

(*) *Renewal of falls not beyond 5 years. Turned end for end at not more than 30 months interval*

12.18 MEANS OF EMBARKATION AND DISEMBARKATION – GANGWAYS / WHARF LADDERS

The following items were thoroughly examined and checked for satisfactory condition:

.18.1 Treads, side stringers, cross-members, decking, deck plates, all support points such as wheel, roller, stanchions, rigid handrails, hand ropes etc. ☐ .....

.18.2 lighting, lifebuoy with a self-igniting light and a buoyant lifeline, and safety net ☐ .....

.18.3 All associated fittings and davits on the ship's deck were examined for satisfactory condition ☐ .....

.18.4 Fittings or structures for means of access to decks such as handholds in a gateway or bulwark ladder and stanchions were examined for satisfactory condition ☐ .....

.18.5 The gangway(s) have been subjected to an operational load test, in accordance with paragraph 5.1.2.2 of MSC.1/Circ.1331 within the previous 5 years (Note: If no evidence exists of such test, the test should be conducted at the first Renewal survey after 1 January 2010, but no later than 1 January 2015, and thereafter at 5 yearly intervals) ☐ .....

.18.6 Date operational load test conducted: ☐ .....

.18.7 The gangway(s) were operationally tested with the specified maximum operational load of the ladder, if not carried out during the previous 5 years. ☐ .....

.18.8 Following satisfactory completion of the operational load test(s), the load used for that test was marked as the maximum operational load in accordance with paragraph 3.5 of MSC.1/Circ.1331 ☐ .....

.18.9 If wires are used to support the gangway, dates when renewed ☐ .....

	RENEWED			**REVERSED**		
~~Ladder Position~~	Month	Day	Year	Month	Day	Year

(*) *Renewal of falls not beyond 5 years. Turned end for end at not more than 30 months interval*

12.19 MEANS OF EMBARKATION AND DISEMBARKATION – WHINCHES

The following items were thoroughly examined and checked for satisfactory condition:

.19.1 brake mechanism including condition of brake pads and band brake, if fitted, remote control system, power supply system (motor) ☐

.19.2 The winch(es) have been subjected to an operational load test, in accordance with MSC.1/Circ.1331 within the previous 5 years (Note: the test should be conducted at the first Renewal survey after 1 January 2010, but no later than 1 January 2015, and thereafter at 5 yearly intervals. This is a static test - the accommodation ladder should not be raised or lowered whilst fully loaded) ☐

.19.3 Date operational load test conducted ☐

.19.4 The winches were operationally tested with the specified maximum operational load of the accommodation ladder, if not carried out during the previous 5 years. (Note: This is a static test – the accommodation ladder should not be raised or lowered whilst fully loaded) ☐

12.20 FIRE APPLIANCES IN SPACES CONTAINING MAIN AND AUXILIARY MACHINERY AND BOILERS

.20.1 Fire Pumps
Fire Pumps, including emergency fire pump capable of producing two jets of water, and when applicable also permitting the simultaneous operation of a deck foam system of a tanker ☐

.20.2 Fire main, Hydrants, hoses and Shore Connections

.2.1 Fire main, hydrants, hoses, nozzles and relief valves in good condition ☐

.2.2 Each hose complete with couplings, nozzle and tools kept ready for use ☐

.2.3 International shore connection with gasket, 4 bolts, 8 washers ☐

.20.3 Fire extinguishers (portable / non-portable)

.3.1 All extinguishers fully charged, in their stowed position and in good condition ☐

.3.2 In each boiler firing space: - sand in box with scoop, OR ☐
-an approved portable extinguisher provided ☐

.3.3 Spare charge for each extinguisher other than for gas cylinder provided ☐

.3.4 Spare gas cylinders provided ☐

.3.5 All extinguishers in their stowed positions and a random check revealed no discharged containers ☐

.3.6 Foam applicator unit was fully charged and in its stowed position ☐

.3.7 Foam concentrate to be replaced at intervals not exceeding 10 years ☐

.20.4 Date of recharging of fire extinguishers, control of fixed systems and foam samples by an approved service supplier:

	MONTH	YEAR
Portable extinguishers		
Non-portable extinguishers		
CO_2 bottles for fixed systems		
Halon bottles for fixed systems		
Foam applicator(s) / Foam Samples		
Date container(s) last hydraulically pressure tested		
Other (specify):		

Was servicing carried out by an approved service supplier? Yes/No

.20.5 Fixed Fire Extinguishing and Protection Systems (machinery spaces and cargo area)

Location	Indicate Type of System Fitted
Engine room	
Boiler room	
Pump room	
Dry cargo spaces	
Accommodation spaces	
Cargo tanks	
Galley exhaust ducts	
Deep-fat cooking equipment	
Spaces containing paint and/or flammable liquids	
Other spaces	

.5.1 Installation tests completed as applicable and means of operation clearly marked ☐

.5.2 Each system examined as far as practicable; piping and nozzles found in good condition and clear of obstructions; gas release alarm system (visual / audible) operating satisfactorily. ☐

.5.3 Each system is serviced and issued with valid service certificate ☐

.5.4 Local Application System(s) examined and tested as far as practicable and found satisfactory ☐

.5.5 Fixed Foam System(s) examined and tested, foam sample tested. *(Note: Foam concentrate to be tested after 3 years from new, then annually thereafter)* ☐

.5.6 Control valves of all systems internally inspected at least once every 5 years ☐

.20.6 Special Arrangements in Machinery Spaces

.6.1 Means of stopping fans, fuel pumps and shutting off fuel oil suction pipes. Remote controls operating satisfactorily ☐

.6.2 Exclusion of air. Ventilator, Funnel openings, Skylights, power operated and other Doorways, Tunnel door, close from outside, tested and found satisfactory ☐

.6.3 Operation of the remote means of control provided for the opening and closing of the skylights funnel ☐

12.18 FIRE APPLIANCES IN CARGO SPACES, CARGO TANKS DECK AREA AND OTHER SPACES

.18.1 Fire Extinguishing System for protecting the Cargo Spaces

.1.1 System tested, operating satisfactorily and serviced ☐

.1.2 Piping and nozzles good and clear of obstructions ☐

.1.3 Vent. fans can be stopped and ventilators and all other openings close from outside ☐

.18.2 Arrangements in Other Spaces

.2.1 All openings can be closed from outside the protected space ☐

.2.2 Remote controls of the emergency generator fuel tank valve located separate from the remote control of valves for tanks in machinery spaces ☐

.2.3 For oil tankers, test that the minimum number of jets of water at the required pressure in the fire main is obtained when the deck foam system is in operation ☐

.18.3 Cargo Pump Room Protection for oil tankers
The following were checked as far as practicable (as far as possible) and found satisfactory:

.3.1 Temperature sensing devices for bulkheads glands and alarms ☐
.3.2 Interlock between lighting and ventilation ☐
.3.3 Gas detection system ☐
.3.4 Bilge level monitoring devices and alarms ☐
.3.5 All cut-out valves and piping of the fixed fire fighting system ☐
.3.6 Temperature sensing devices for bulkhead shaft glands, bearing and pump casings, audible and visual alarm. ☐
.3.7 Continuous monitoring system for hydrocarbon gas system(s) ☐
.3.8 Continuous monitoring system for hydrocarbon gas – accuracy of measuring equipment (by means of calibration gas) ☐

.18.4 Cargo Tank Protection
.4.1 Fixed system to tanks operating satisfactorily ☐
.4.2 All cut-out valves and piping of the cargo tank fixed fire fighting system found satisfactory and externally examined as far as practicable ☐

.18.5 Inert Gas System

	MONTH	DAY	YEAR
.5.1 Last IGS Survey			

.5.2 General examination to the whole system made, all components and piping found free from signs of corrosion or gas leakage ☐
.5.3 Check from the records that the system is being operated correctly ☐
.5.4 The following opened up and/or examined and/or tested and found satisfactory: ☐
Inert gas generator, Scrubbers and blowers, Gas distribution line, Shut-off valves, Soot blower interlocking devices, Deck seal (internally), Non-return valve, Effluent piping, Overboard discharge for scrubbers, Automatic shut-down devices, Alarms
Complete installation (both blowers) tested under working conditions ☐
.5.5 The scrubber room ventilation system ☐
.5.6 The deck water seal automatic filling and draining system operational and without evidence of water carry-over ☐
.5.7 The non-return valve operational ☐
.5.8 Operation of all remotely operated or automatically controlled valves, in particular the flue gas isolating valve(s), satisfactory ☐
.5.9 Interlocking feature of soot blowers tested and found satisfactory ☐
.5.10 Gas pressure regulating valve automatically closed when the inert gas blowers secured ☐
.5.11 The following safety devices of the inert gas system checked as far as practicable (using simulated conditions where necessary) and found satisfactory: ☐

High oxygen content of gas in inert gas main	☐	Accuracy of portable and fixed oxygen measuring equipment by means of calibration gas	☐
Low gas pressure in inert gas main	☐	High water level in the scrubber	☐
Low pressure in the supply to the deck water seal	☐	Failure of the inert gas blowers	☐
High temperature of gas in inert gas main	☐	Failure of the power supply to the automatic control system for the gas regulating valve and to the instrumentation for continuous indication and permanent recording of pressure and oxygen content in the inert gas main	☐
Low water pressure or low water-flow rate to scrubber	☐		
High pressure of gas in the inert gas main	☐		

12.19 OTHER FIRE APPLIANCES

.19.1 Fireman's Outfit

.1.1 At least two Fireman's Outfits – Four for all Tankers>500 gross ..... ☐

.1.2 Each outfit complete and in good condition ..... ☐

.19.2 Breathing (CABAs) & Escape (EEBDs) Apparatus

.2.1 At least two sets of Breathing Apparatus.
Air cylinders fully charged – Spare bottles ..... ☐

LOCATION	DESCRIPTION (MAKER, APPROVED BY)	LATEST CERTIFICATE DATE

.2.2 At least two Emergency escape breathing devices (EEBDs) in accommodation. ..... ☐

.2.3 Sufficient number of Emergency escape breathing devices in E/R ..... ☐

.19.3 Paint lockers and flammable liquid lockers

.3.1 Paint locker and Flammable liquid lockers protected by fire-extinguishing arrangement [portable if <4m^2, fixed if>4m^2] ..... ☐

.19.4 Fixed Fire Detection and Fire Alarm Systems

.4.1 All systems found operable and in a satisfactory condition upon examination and testing, as feasible ..... ☐

.3.2 An audible alarm was activated automatically if visual and audible signals at fire control panel(s) were not responded to within two minutes ..... ☐

.19.5 Special Arrangements for Certain Ships

.5.1 Ships With U.M.S. Notation: .....

1. Fire detection system and required audible and visual alarms found operable ..... ☐
2. Remote controls for sea inlets and discharges below the waterline or bilge injection system if fitted) found operable ..... ☐

.5.2 Vehicle, special category and RO-RO spaces which are protected by fixed water spray systems are provided with means to prevent blockage of drainage ..... ☐

.5.3 Helicopter facilities found in good order ..... ☐

Date: ..... Surveyor: .....

PHOENIX REGISTER OF SHIPPING

RECORD OF EQUIPMENT FOR THE CARGO SHIP SAFETY RADIO TELEPHONE CERTIFICATE

This record shall be permanently attached to the Cargo Ship Safety Radio Telephony Certificate
Issued under the applicable regulation for the ships under 300 grt, under the authority of the Government of the

REPUBLIC OF PANAMA

by *PHOENIX REGISTER OF SHIPPING*

1 Details of ship:

Name of ship	Call Sign	IMO Number	Minimum number of persons with required qualifications to operate radio installation

2 Details of radio facilities

Item	Actual provision
2.1 Primary systems	
2.1.1 VHF radio installation	
2.1.1.1 DSC encoder	
2.1.1.2 DSC watch receiver	
2.1.1.3 Radiotelephony	
2.1.2 MF/HF radio installation	
2.1.2.1 DSC encoder	
2.1.2.2 DSC watch receiver	
2.1.2.3 Radiotelephony	
2.2 COSPAS-SARSAT	
2.3 Ship's radar transponder	
2.4 Radiotelephone distress frequency watch receiver on 2182 Khz[2]	
2.5 Device for generating the radiotelephone alarm signal on 2182 Khz[3]	

3 For ship required to be fitted with radiotelephony in accordance with Decree No. 45, - December 21st , 1981 in force prior to January 1st, 1982.

	Requirement of regulation	Actual Provision
Hours of listening		
Number of operators		

THIS IS TO CERTIFY that, on the date of issue, this Record is correct in all respects.

Issued at_____, on_____

For the
PHOENIX REGISTER OF SHIPPING

.....
/ The Attending Surveyor

PHOENIX REGISTER OF SHIPPING, 94 Notara Str., 185 35 Piraeus, Greece, Tel: +302104136555, Fax: +302104137888, E-mail: mail@phrs.gr, URL: www.phrs.gr

Phoenix Register of Shipping (PhRS)
ISM CODE CERTIFICATION
AUDIT LOG

Ship / IMO Nr. / Type:	/ /		
Company / IMO Nr / Address:	/		
Place of Audit:		Date of Audit:	
Flag State:			
Type of Verification	DOC ☐ / SMC ☐		
	Certificate		
	Issued	Validity	Endorsed
☐ Interim DOC / SMC			
☐ Initial DOC / SMC			
☐ Renewal DOC / SMC			
☐ Annual DOC			
☐ Intermediate SMC			
☐ Additional SMC			

Audit Summary : The undersigned have carried out the above audit and found the Safety Management System is in compliance with the requirements of the ISM Code subject to correction of the non-conformities, mentioned in Form NCN, if any*/ the provisions of paragraphs 14 of the ISM Code*.
Audit log :

☐ Continue to next page
☐ The End
(*/Delete as applicable)

Master (ship audit) or DPA's (office audit) signature	Auditor to PhRS

Phoenix Register of Shipping (PhRS)
ISM CODE CERTIFICATION
SHORE BASED (DOC) INTERIM AUDIT CHECKLIST
(Verification according to Chapter 14 of the ISM Code)

Company's Name / IMO Nr	_____
Address	_____
Flag state	_____
Date / Place of Audit	_____/_____
Name of Auditor / audit team	_____

Reason for the company being certified according to §14.1 of the ISM Code: *(mark as applicable)*

	The company is newly established
	The company is taking responsibility for the operation of a ship, which is new to the company
	New types of ship are added to an existing DOC
	A flag state is newly added

Types of ship managed	Defined	Remarks
Oil Tanker:	Chapt. II-1/2.12 SOLAS 92 Amend to 74 SOLAS	
Chemical tanker:	Chapt. VII-B-8.2 SOLAS 92 Amend to 74 SOLAS	
Gas carrier:	Chapt. VII-B-11.2 SOLAS 92 Amend to 74 SOLAS	
Bulk carrier:	New Chapt. IX 94 Amend to 74 SOLAS	
Passenger ship:	Chapt. I-2(f) 81 Amend to 74 SOLAS	
Other Cargo ship:	Chapt. I-2(g) 81 Amend to 74 SOLAS	
Mobile offshore drilling unit:	New Chapt. IX 94 Amend to 74 SOLAS	
Passenger high speed craft:	New Chapt. X-1.2 94 Amend to 74 SOLAS	
Cargo high speed craft:	Chapt. I-2(f) 81 Amend to 74 SOLAS	

Names/IMO Nr of ship managed	Type of ship	Remarks

	C0NCLUSION	Y	N	N/A
	The undersigned auditor(s) have audited the above-mentioned company and it was found that:			
(1)	The SMS ensures compliance with mandatory rules and regulations.			
(2)	Applicable codes, guidelines and standards recommended by the Organization, Administrations, classification societies and maritime industry organizations are taken into account			
(3)	The Auditor(s) are satisfied that shore side personnel are conversant with their responsibilities and duties as prescribed by the SMS.			
(4)	The requirements set out in the ISM Code § 14.1 are complied with			

Auditor to PhRS

Nº	Items to be checked	Y	N	N/A
1.	**SAFETY MANAGEMENT SYSTEM: GENERAL**			
(1)	The SMS is adequate and relevant to the Company's activities and current practices.			
(2)	The SMS is adequate to the types of ships to be managed.			
2.	**SAFETY AND ENVIRONMENTAL PROTECTION POLICY**			
(1)	Does the Safety Management Policy of the Company meets the ISM Code § 2?			
(2)	How do all employees concerned are notified of the safety management policy?			
3.	**COMPANY RESPONSIBILITIES AND AUTHORITY**			
(1)	How does the procedure define the responsibilities & authority of all concerned?			
	a. Company? (Nav´operation, maintenance & seafarer)			
	b. Shipboard?			
	c. Is any person specified to verify each service?			
	d. Interrelation of each section is accurately specified?			
(2)	Are the sections and persons responsible described in the Manual shown on the Organization Chart?			
(3)	Does your SMS include Manning & Maintenance companies?			
	a. Do you have a procedure to inform Manning & Maintenance companies of your SMS requirement?			
(4)	The company can demonstrate the policies concerning risk management, has identified all risks to its ships, personnel and the environment, procedures and instructions are in place for the risk assessment methods chosen, the associated responsibilities and authorities are clearly defined?			
4.	**DESIGNATED PERSON(S)**			
(1)	Is responsibility and authority of designated person same as in Manual?			
	a. Control of Safety Management Manual?			
	b. Non-conformities in SMS reported to top management?			
	c. Are necessary corrective actions for non-conformities implemented?			
	d. Plan and implement internal audits?			
	e. Is there a procedure for absence of designated person?			
5.	**MASTER´S RESPONSIBILITY AND AUTHORITY**			
(1)	Is responsibility and authority of master clearly specified?			
	a. Is safety/environmental protection policy implemented?			
	b. Are instructions in place for periodically reviewing the SMS and reporting its deficiencies to Shore Management?			
	c. Verify that rules & specified company requirements are observed?			
(2)	Master´s overriding authority is specified in other than Manual?			
6.	**RESOURCES AND PERSONNEL**			
	(Manning management)			
(1)	Procedure for assignment of technical expert seafarer for each type of ship?			
(2)	Procedure to manage license and medical fitness records?			
(3)	Procedure to provide necessary SMS information before crew members onboard?			
(4)	Procedure to provide your SMS information to crew members employed by manning company before onboard?			

Nº	Items to be checked	Y	N	N/A
	(Training for crew members)			
(1)	Procedure to educate new crew members about skills and knowledge?			
(2)	Adequate training and guidance have been provided to individual members of staff according to the extent and level of their involvement in the risk management process?			
	(Training for shore based personnel about Rules, Regulations and Code)			
(1)	Any planning of training?			
(2)	Are person in charge and person responsible for training specified?			
(3)	Are training records kept?			
	(Language)			
(1)	Is language used in Manual understandable to both company and ship personnel?			
7.	**DEVELOPMENT OF PLANS FOR SHIPBOARD OPERATIONS**			
(1)	Procedures for navigational operations are proper for type of ship and navigation area for registered ships			
	a. Preparedness for navigation?			
	b. Navigation operation itself?			
	c. Leaving/entering port stand-by?			
	d. Procedures for crew member embarkation & disembarkation?			
(2)	Procedure of prevention for marine pollution established & implemented?			
(3)	Procedures regarding special operations proper for type of ship and navigation area for registered ship?			
	a. Navigation in reduced visibility?			
	b. Navigation in heavy weather?			
	c. Navigation in ice sea and shallow water?			
	d. Navigation in narrow channel?			
	e. Charts correction & Notice to Mariners regarding safety navigation?			
(4)	Fuel oil and lubricant oil			
	a. Receiving in port (in harbor & out of harbor)			
	b. Transfer fuel oil and lubricant oil during ship operation.			
(5)	Procedure of cargo handling operations is proper for cargo?			
	a. Procedure to provide cargo handling for each type of cargo?			
	b. Procedure to handling cargoes during emergencies?			
	c. Operating procedures in case of occurrence of cargo accidents?			
8.	**EMERGENCY PREPAREDNESS**			
(1)	Company's program for shipboard emergency situations			
	a. Clear routine for reporting to designated person during shipboard emergency situation(Master to Company)?			
	b. List of contact addresses during shipboard emergency?			
	c. Procedure for activating the emergency response team?			
	d. List of contact addresses for emergency response team members and personnel concerned (night time and holiday)?			
	e. Assignment of each emergency response team member is clear?			
	f. Duty priorities for emergency response team members ensured clearly set forth?			
	g. Procedure for contacting family of crew members?			

Nº	Items to be checked	Y	N	N/A
(2)	Procedure of company emergency drills			
	a. Plan			
	b. How to implement?			
	c. Evaluation and Maintaining of reports			
	(Ship's program for handling of shipboard emergency situations)			
(3)	Procedure for drills and training for each type of emergency situation?			
	a. Main engine failure			
	b. Failure or emergency stop of steering gear?			
	c. Failure of power source?			
	d. Security against terrorism and hijacking?			
	e. Fire in all relevant areas			
	f. Abandon ship			
	g. Collision			
	g. Others			
(4)	Are the following items included in emergency drill and training procedure?			
	a. Order for emergencies drill and training			
	b. Muster list			
	c. Roll call			
	d. Duties and responsibilities of all personnel?			
	e. Procedure for informing Company.			
	f. Procedure for informing relevant administration and organization.			
	g. Procedure for requesting support?			
	h. Procedure for recording and reporting?			
9	**REPORT AND ANALYSIS OF NON-CONFORMITIES, ACCIDENTS AND HAZARDOUS OCCURRENCES**			
(1)	Are the following items included in procedure for management of non-conformity?			
	a. Procedure for reporting non-conformities?			
	b. Decision and implementation of corrective actions?			
	c. Analyzing and examination of non-conformities? An effective root cause analysis is needed before the corrective action is defined and implemented.			
	d. Planning, examination and approval of preventive actions? The measures taken to avoid recurrence should address the root cause of the non-conformity, accident or hazardous occurrence.			
	e. Record of non-conformities, corrective actions and preventive actions taken?			
(2)	Are the following items included in procedure for management of Accidents and Hazardous occurrences?			
	a. Procedure for reporting Accidents and Hazardous occurrences?			
	b. Decision and implementation of corrective actions?			
	c. Analyzing and examination of accidents and hazardous occurrences?			
	d. Planning, examination and approval of preventive actions?			
	e. Record of accidents and hazardous occurrences and corrective action?			
10	**MAINTENANCE OF SHIP AND EQUIPMENT**			
(1)	Person responsible for maintenance designated?			
(2)	When an outside company is contracted to do maintenance, are procedures for contract & evaluation in SMS is clearly specified?			

Nº	Items to be checked	Y	N	N/A
(3)	Are following documents properly identified and controlled?			
	a. Certificates of Registry, Station License?			
	b. Convention certificates?			
	c. Classification certificates?			
	d. Records of inspection and maintenance?			
	e. Finished drawings?			
(4)	Is continuous planning of maintenance and inspection carried out done?			
	a. Planning of maintenance and inspection for each ship?			
	b. Procedures for drydocking, repair and survey?			
(5)	Are standards of proper maintenance and inspection in place?			
	a. Procedure for maintenance and inspection of spare machinery/system?			
(6)	Procedure for reporting breakdown/inspection of machinery?			
	a. When accident/machinery breakdown occurs, are procedures for modification/contact and action to be taken clear?			
(7)	Is equipment/function of essential machinery specified?			
(8)	Are procedures for managing essential machinery established?			
(9)	Are records for safety management concerning maintenance clear?			
(10)	records of the risk assessments carried out are maintained			
11.	**DOCUMENTATION and DOCUMENT CONTROL**			
(1)	Are manual/procedures readily usable by personnel concerned?			
	a. Are control documents properly identified?			
(2)	Is person in charge of documents specified?			
(3)	Is person in charge of establishing, verifying and revising of documents specified?			
(4)	Are procedures for document distribution properly specified?			
(5)	Are procedures for actual control of Manual established?			
	a. Revision/abolition?			
	b. Distribution?			
12.	**COMPANY VERIFICATION, REVIEW AND EVALUATION**			
(1)	Are the following items included in procedures for implementing internal audits?			
	a. Has the company planned to audit the ship(s) within 3 months from the interim ship-borne audit?			
	c. Qualification of auditors?			
	c. Members of auditing team?			
	d. Method of implementing audits?			
	e. Record/report of audit (including check lists)?			
	f. Corrective action based on results of audits?			
	g. Procedures for evaluating audits?			
	(1) Review of SMS?			
	(2) Clear responsibility and authority?			
	(3) Necessity of training?			

---End of Report---

Phoenix Register of Shipping (PhRS)
ISM CODE CERTIFICATION
SHORE BASED (DOC) PERIODICAL AUDIT CHECKLIST
(Verification according to Chapter 13 of the ISM Code)

Company's Name / IMO Nr	_____
Address	_____
Flag state	_____
Date / Place of Audit	_____ / _____
Name of Auditor / audit team	_____

Type of Verification according to §13 of the ISM Code: *(mark as applicable)*

	Initial DOC audit for the issuance of a new DOC
	Renewal DOC audit for the revalidation of an existing DOC for 5 more years
	Annual DOC audit

Types of ship managed	Defined	Remarks
Oil Tanker:	Chapt. II-1/2.12 SOLAS 92 Amend to 74 SOLAS	
Chemical tanker:	Chapt. VII-B-8.2 SOLAS 92 Amend to 74 SOLAS	
Gas carrier:	Chapt. VII-B-11.2 SOLAS 92 Amend to 74 SOLAS	
Bulk carrier:	New Chapt. IX 94 Amend to 74 SOLAS	
Passenger ship:	Chapt. I-2(f) 81 Amend to 74 SOLAS	
Other Cargo ship:	Chapt. I-2(g) 81 Amend to 74 SOLAS	
Mobile offshore drilling unit:	New Chapt. IX 94 Amend to 74 SOLAS	
Passenger high speed craft:	New Chapt. X-1.2 94 Amend to 74 SOLAS	
Cargo high speed craft:	Chapt. I-2(f) 81 Amend to 74 SOLAS	

Names/IMO Nr of ship managed	Type of ship	Remarks

	C0NCLUSION	Y	N	N/A
	The undersigned auditor(s) have audited the above-mentioned company and it was found that:			
(1)	The company has a SMS containing the functional requirements described in the ISM Code and that the SMS ensures compliance with mandatory rules and regulations.			
(2)	Applicable codes, guidelines and standards recommended by the Organization, Administrations, classification societies and maritime industry organizations are taken into account			
(3)	The Auditor(s) are satisfied that shore side personnel are conversant with their responsibilities and duties as prescribed by the SMS.			
(4)	The appropriate materials are provided to the ship personnel to facilitate compliance			

Auditor to PhRS

Nº	Items to be checked	ISM Code ref	Gen. Meet´g	
1.	**SAFETY MANAGEMENT SYSTEM: GENERAL**		Top Mana´t	
(1)	Please explain the company's activities in ship management.			
(2)	What types of ships do you manage?			
(3)	When was the SMS applied in the office and aboard ships?			
2.	**SAFETY AND ENVIRONMENTAL PROTECTION POLICY**	2.2		
(1)	Please explain the main points of Safety Management Policy of your Company.			
(2)	How do you notify all employees concerned of your safety management policy?			
(3)	Do you verify Internal Audit records?			
(4)	Please explain company response to emergency situations.			
3.	**COMPANY RESPONSIBILITIES AND AUTHORITY**			DPA
(1)	How does the procedure define the responsibilities & authority of all concerned?			
	a. Company? (Nav´operation, maintenance & seafarer)			
	b. Shipboard?			
	c. Is any person specified to verify each service?			
	d. Interrelation of each section is accurately specified?			
(2)	Are the sections and persons responsible described in the Manual shown on the Organization Chart?	3.2		
(3)	Does your SMS include Manning & Maintenance costs?			
	a. Do you have a procedure to inform Manning & Maintenance Companies of your SMS requirements?			
(4)	The company can demonstrate the policies concerning risk management, has identified all risks to its ships, personnel and the environment, procedures and instructions are in place for the risk assessment methods chosen, the associated responsibilities and authorities are clearly defined?			
4.	**DESIGNATED PERSON(S)**			
(1)	Is responsibility and authority of designated person same as in Manual?	4		
	a. Control of Safety Management Manual?			
	b. Non-conformities in SMS reported to top management?			
	c. Are necessary corrective actions for non-conformities implemented?			
	d. Plan and implement internal audits?			
	e. Is there a procedure for absence of designated person?			
5.	**MASTER´S RESPONSIBILITY AND AUTHORITY**			
(1)	Is responsibility and authority of master clearly specified?	5.1		
	a. Is safety/environmental protection policy implemented?			
	b. Are instructions in place for periodically reviewing the SMS and reporting its deficiencies to Shore Management?			
	c. Verify that rules & specified company requirements are observed?			
(2)	Master´s overriding authority is specified in other than Manual?	5.2		

Nº	Items to be checked	ISM	DPA	
6.	**RESOURCES AND PERSONNEL**		Crewing	
	(Manning management)	6.2		
(1)	Procedure for assignment of technical expert seafarer for each type of ship?			
(2)	Procedure to manage license and medical fitness records?			
(3)	Procedure to provide necessary information before crew members onboard?			
(4)	Procedure to provide your SMS information to crew members employed by manning company before onboard?			
	(Training for crew members)	6.3		
(1)	Procedure to educate new crew members about skills and knowledge ?			
(2)	Adequate training and guidance have been provided to individual members of staff according to the extent and level of their involvement in the risk management process?			
	(Training for shore based personnel about Rules, Regulations and Code)	6.4		
(1)	Any planning of training?			
(2)	Are person in charge and person responsible for training specified?			
(3)	Are training records kept?			
	(Language)			
(1)	Is language used in Manual understandable to both company and ship personnel?	6.6		
7.	**DEVELOPMENT OF PLANS FOR SHIPBOARD OPERATIONS**			
(1)	Procedures for navigational operations are proper for type of ship and navigation area for registered ships			
	a. Preparedness for navigation?			
	b. Navigation operation itself?			
	c. Leaving/entering port stand-by?			
	d. Procedures for crew member embarkation & disembarkation?			
(2)	Procedure of prevention for marine pollution established & implemented?			
(3)	Procedures regarding special operations proper for type of ship and navigation area for registered ship?			
	a. Navigation in reduced visibility?			
	b. Navigation in heavy weather?			
	c. Navigation in ice sea and shallow water?			
	d. Navigation in narrow channel?			
	e. Charts correction & Notice to Mariners regarding safety navigation?			
(4)	Fuel oil and lubricant oil			
	a. Receiving in port (in harbor & out of harbor)			
	b. Transfer fuel oil and lubricant oil during ship operation			
(5)	Procedure of cargo handling operations is proper for cargo for registered ships			
	a. Procedure to provide cargo handling for each type of cargo?	7		
	b. Procedure to handling cargoes during emergencies?	7		
	c. Operating procedures in case of occurrence of cargo accidents?	7		

Nº	Items to be checked	ISM				
8.	**EMERGENCY PREPAREDNESS**	8.1	DPA	Operation	Maint	Crew´g
(1)	Company´s program for shipboard emergency situations					
	a. Clear routine for reporting to designated person during shipboard emergency situation(Master to Company)?					
	b. List of contact addresses during shipboard emergency?					
	c. Procedure for activating the emergency response team?					
	d. List of contact addresses for emergency response team members and personnel concerned (night time and holiday)?					
	e. Assignment of each emergency response team member is clear?					
	f. Duty priorities for emergency response team members ensured clearly set forth?					
	g. Procedure for contacting family of crew members?					
(2)	Procedure of company emergency drills					
	a. Plan					
	b. How to implement?					
	c. Evaluation and Maintaining of reports					
9.	**REPORT AND ANALYSIS OF NON-CONFORMITIES, ACCIDENTS AND HAZARDOUS OCCURRENCES**					
(1)	Are the following items included in procedure for management of non-conformity?					
	a. Procedure for reporting non-conformities?					
	b. Decision and implementation of corrective actions?					
	c. Analyzing and examination of non-conformities? An effective root cause analysis is needed before the corrective action is defined and implemented.					
	d. Planning, examination and approval of preventive actions? The measures taken to avoid recurrence should address the root cause of the non-conformity, accident or hazardous occurrence.					
	e. Record of non-conformities and corrective and preventive actions taken?					
(2)	Are the following items included in procedure for management of Accidents and Hazardous occurrences?					
	a. Procedure for reporting Accidents and Hazardous occurrences?					
	b. Decision and implementation of corrective actions?					
	c. Analyzing and examination of accidents and hazardous occurrences?					
	d. Planning, examination and approval of preventive actions?					
	e. Record of accidents and hazardous occurrences and corrective action?					
	(Ship´s program for handling of shipboard emergency situations)	8.1				
(3)	Procedure for drills and training for each type of emergency situation?					
	a. Main engine emergency trip					
	b. Failure or emergency stop of steering gear?					

Nº	Items to be checked	ISM	DPA	Operation	Maint	Crew´g
	c. Failure of power source?					
	d. Security against terrorism and hijacking?					
	e. Others					
(4)	Are the following items included in emergency drill and training procedure?	8.2				
	a. Order for emergencies drill and training.					
	c. Muster					
	d. Roll call					
	d. Duties and responsibilities of all personnel?					
	e. Procedure for informing Company.					
	f. Procedure for informing relevant Administration and organization.					
	g. Procedure for requesting support?					
	h. Procedure for recording and reporting?					

Nº	Items to be checked	ISM	Maintenance
10	**MAINTENANCE OF SHIP AND EQUIPMENT**		
(1)	Person responsible for maintenance designated?	10.1	
(2)	When an outside company is contracted to do maintenance, are procedures for contract & evaluation in SMS is clearly specified?	1.4	
(3)	Are following documents properly identified and controlled?	10.1	
	a. Certificates of Registry, Station License?		
	b. Convention certificates?		
	c. Classification certificates?		
	d. Records of inspection and maintenance?		
	e. Finished drawings?		
(4)	Is continuous planning of maintenance and inspection carried out done?	10.2	
	a. Planning of maintenance and inspection for each ship?		
	b. Procedures for drydocking, repair and survey?	10.2	
(5)	Are standards of proper maintenance and inspection in place?	10.2	
	a. Procedure for maintenance and inspection of spare machinery/system?	10.2	
(6)	Procedure for reporting breakdown/inspection of machinery?	10.2	
	a. When accident/machinery breakdown occurs, are procedures for modification/contact and action to be taken clear?	10.2	
(7)	Is equipment/function of essential machinery specified?	10.3	
(8)	Are procedures for managing essential machinery established?	10.3	
(9)	Are records for safety management concerning maintenance clear?	11.1	
(10)	records of the risk assessments carried out are maintained		

Nº	Items to be checked	ISM	DPA	Operation	Maint ’nce	Crew´g
11	**DOCUMENTATION and DOCUMENT CONTROL**					
(1)	Are manual/procedures readily usable by personnel concerned?	11.2				
	a. Are control documents properly identified?					
(2)	Is person in charge of documents specified?	11.1				

Nº	Items to be checked	ISM	DPA	Operation	Maint'nce	Crew´g
(3)	Is person in charge of establishing, verifying and revising of documents specified	11.1				
	a. Are documents controlled as a rule?	11.2				
(4)	Are procedures for document distribution properly specified?	11.2				
	a. Is Safety Management Manual distributed as a rule?					
(5)	Are document transfer and information exchange between company and ship controlled and verified?	11.1				
	a. Are records of sending/receiving documents maintained and verified by specified responsible person?	11.1				
(6)	Are procedures for actual control of Manual established?	11.2				
	a. Revision/abolition?					
	b. Distribution?					
(7)	Is Manual actually reviewed and updated?	12.2				
	a. Procedure for periodically reviewing?					
	b. Standards of review?					
	c. The review addresses procedures for the measurement, analysis and evaluation of SMS for the purpose of reviewing the effectiveness of the SMS and how they review whether improvements implemented are effective	12.2				
(8)	Record to approve carrying out a contract (Contract sheets, abstract log book of Deck & Engine Department, etc.)					

Nº	Items to be checked	ISM	DPA
12	**COMPANY VERIFICATION, REVIEW AND EVALUATION**		
(1)	Are the following items included in procedures for implementing internal audits?		
	a. Interval of implementing the internal ship and office audit not exceeding 12 months.	12.1	
	b. Qualification of auditors?	12.3	
	c. Members of auditing team?	12.3	
	d. Method of implementing audits?	12.4	
	e. Record/report of audit (including check lists)?	11.1	
	f. Corrective action based on results of audits?	12.6	
	g. Procedures for evaluating audits?	12.3	
	(1) Review of SMS?		
	(2) Clear responsibility and authority?		
	(3) Necessity of training?		