



INSTRUCTIONS FOR THE GUIDANCE OF SURVEYORS ON

## **CM DOCUMENT SCHEDULE**

MSIS27 CHAPTER 1 ANNEX 12

Rev 01.23



**PREFACE**

- 0.1 These Marine Survey Instructions for the Guidance of Surveyors (MSIS) are not legal requirements in themselves. They may refer to statutory requirements elsewhere. They do represent the MCA policy for MCA surveyors to follow.
- 0.2 If for reasons of practicality, for instance, these cannot be followed then the surveyor must seek at least an equivalent arrangement, based on information from the owner/operator. Whenever possible guidance should be sought from either Principal Consultant Surveyors or Survey Operation Branch, in order to maintain consistency between Marine Offices.

Technical Services Ship Standards

Bay 2/30

Spring Place

105 Commercial Road

Southampton

SO15 1EG

### Recent Amendments

The amendments made in the most recent publication are shown below, amendments made in previous publications are shown in the document Amendment History.

Version Number	Status / Change	Date	Author Reviewer	Content Approver	Next Review Date/Expiry Date
01.23	<ul style="list-style-type: none"><li>Delete requirement for Aide Memoires</li></ul>	17/11/23	D Fenner	L Page	01/02/25



Maritime &  
Coastguard  
Agency

**From: Role**

**Date:** 4 November 2022

**Ref:** CM File number

## **FV NAME – SURVEY/ INSPECTION TYPE**

### **General;**

Description of vessel; size/ ownership/ fishing method/ homeport

Class status; Classed or unclassified. If classed with which Class Society, and class certificate expiry dates and progress on annuals. Any Specific/ relevant Conditions of Class.  
If unclassified what status of survey is – tank inspections, machinery schedule etc.

Maintenance Status; Description of maintenance arrangements and records.

Manning; Crew numbers, and whether CECs held.

Type of survey/ inspection conducted; Renewal/Intermediate/Annual/GI etc. Load Line Exemption

General Comments; a subjective assessment of survey preparation/ state of the vessel and crew

**Radio survey status (if relevant to issues requiring the minute);** date last radio survey completed

**Drills completed (if relevant to issues requiring the minute);** Description of drills undertaken at sea and reason why not completed at sea if completed alongside.

### **Survey Issues;**

Any deviation from the regulations allowed must be explained and evidence to substantiate provided.

Delays and extensions should similarly be explained. For instance if the FTC has not been issued for 12 months since completion of survey due to waiting on stability approval etc.

Any Enforcement action necessary – Prohibition/Improvement

Whether any MARPOL surveys carried out and reference correct file number

**Stability (if relevant to issues requiring the minute);** Latest verification and any outstanding issues/ priorities.

**Fees;** State the job number, and confirm or otherwise that all work has been charged and costs recovered.

**Certificates Issues (if relevant to issues requiring the minute);;** issue date and validity.

**Next MCA survey dates and requirements;** List next survey dates (expiry /

windows for intermediates). Include any issues which need addressing at next survey (for example requirement to incline at next renewal due to issue with stability etc).

*Signature.*

<b>CM FILE DOCUMENTS CHECK LIST (FISHING VESSELS)</b>			
<b>Name of Vessel: MFV</b>			
<b>Mandatory Documents</b>	<b>Folder on Sharepoint</b>	<b>Date</b>	
UKFVC/ IFVC/SFVC	GENSI		
Exemption Application	GENSI		
Record of Particulars MSF 1301	GENSI		
Supplement to Records of Particulars	GENSI		
Transcript of British Registry	GENSI		
Radio Survey MSF 1820 & 1821	GENSI		
Stability Verification MSF 2200 & 2202	STAB		
<b>Aide Memoire</b>	<b>GENSI</b>		
Statement of Compliance (MSF1346)	GENSI		
<b>MARPOL (as applicable)</b>			
IOPP Certificate	POLLN		
IAPP Certificate	POLLN		
EIAPP Certificate	POLLN		
ISPP Certificate	POLLN		
IAFS Certificate & Declaration (MSF3227)	POLLN		
<b>Classed Vessel</b>			
Certificate of Class	GENSI		
Partial Declaration of Class (MSF1351)	GENSI		
<b>Unclassed Vessel</b>			
MSF 1328 Hull Survey Report	MACH		
MSF 1355 Condition of Stern Gear Evidence of Machinery Maintenance	MACH		
Ultrasonics Report	MACH		
Megger Test Report	MACH		
Air Receiver Safety Valve Test Certificate	MACH		
<b>Optional Documents</b>	<b>Folder on sharepoint</b>	<b>Date</b>	<b>Sighted/Initialed</b>
<b>FFE</b>			
Fire Detection System Servicing Certificate	SEC		
Fixed Fire Extinguishing System Servicing Certificate	SEC		
Portable Fire Extinguishers Servicing Certificate	SEC		
Firefighter's Outfit & SCBA Servicing Certificate	SEC		
<b>LSA</b>			

Rescue Boat Launching Apparatus	SEC		
Liferaft Servicing Certificate	SEC		
Rescue Boat Servicing Certificate	SEC		
<b>Nav</b>			
Gyro Compass Servicing Certificate	SEC		
Compass Certificate/ Deviation Card	SEC		
<b>ILO188</b>			
Certificate Doc (MSF1334)	ILO		
Report of Inspection (MSF1335)	ILO		
WIFC Aide Memoire	ILO		
Safe Manning Doc	SAM		
<b>Guardship/ Load Line Exemption</b>			
LLEx Cert	LLT		
<b>Exemptions/ Exceptions</b>			
MSF1000	EXEMP		
Partial Survey/Declarations of Survey – Dependent on vessel size and/or any delegations			
MSF1326 Partial Declaration of survey of a Fishing Vessel (Hull and Machinery) on completion of build and intended for the UK Flag (MCA) 15-24m			
MSF1332 Small Fishing vessel Declaration of Survey			
MSF 1351 Partial Declaration of Statutory Surveys of a UK Fishing Vessel (24m and Over)			
MSF 1333 Partial Declaration of survey of a UK Fishing Vessel (Hull and Machinery) on completion of build and intended for the UK Flag (24m Registered Length and Over) (Class)			

MSF 1370 Partial Declaration of survey of a UK Fishing Vessel (Hull and Machinery) on completion of build and intended for the UK Flag (MCA) Less than 15m LOA			
MSF 1371 Partial Declaration of survey of a UK Fishing Vessel (Hull and Machinery) on completion of build and intended for the UK Flag (Class) 15-24m			
MSF 1372 Delegated Partial Declaration of Statutory Surveys less than 15m LOA			
MSF 1373 Partial Declaration Completion of Build less than 15m LOA (Class)			
MSF 1374 Partial Declaration of Statutory Surveys of a UK Fishing Vessel of 5m LOA to less than 24m Registered Length Delegated			
<b>If there has been any departure from the regulations that has been agreed or allowed, then evidence must be provided in the CM File and also explained within the file minute.</b>			



**DOCUMENT AMENDMENT HISTORY**

Version Number	Status / Change	Date	Author Reviewer	Content Approver	Next Review Date/Expiry Date
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