



**ANNEX 22 – PROCEDURE FOR DEALING WITH
FISHERIES AND SEAFOOD SCHEME (FASS)
APPLICATIONS AND ENGINE FLEET MODERNISATION
SCHEME
MSIS27.1 ANNEX 22**

Rev 04.23



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.

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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
10.22	<ul style="list-style-type: none">Procedure for dealing with FaSS applications	31/10/22	D Fenner	G Stone	31/10/24
04.23	<ul style="list-style-type: none">Add process for dealing with engine modernisations	1/4/23	D Fenner	L Page	31/12/24

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PROCEDURE FOR DEALING WITH FASS APPLICATIONS

1. INTRODUCTION

- 1.1 Applicants seeking funding from the MMO, Marine Scotland or the Welsh Government (Fisheries Administrations) for vessel modifications must comply with the requirements of Codes of Practice and have their modifications approved by the MCA.
- 1.2 Fisheries Administrations must accept and provide funding for, or reject the applications within eight weeks of receipt.
- 1.3 All modification proposals shall be dealt with in accordance with MSIS27 Chapter 1 Section 1.23. As eight weeks may be insufficient time for MCA to decide on the safety implications of an application, to obtain funding, owners must demonstrate to the Administration that they have engaged with the MCA regarding their proposal.

2. ACTION ON RECEIPT BY HQ TECHNICAL STANDARDS

- 2.1 On receipt of an application and supporting documents, HQ Technical Standards will place a copy of the FaSS Application form to the Vessel CM File in Sharepoint (in the General Survey and Inspection folder). Technical Standards will then reply to the applicant and Fisheries Administration using the template at Annex A.
- 2.2 Technical standards shall update the central record on receipt of applications and on receipt of updates from Marine offices

3. ACTIONS BY MARINE OFFICES

- 3.1 The Marine Office on receipt of MSF5100 will confirm receipt to the applicant. The application shall be dealt with as Business as usual by the allocated surveyor. The surveyor shall check the Vessels CM file to check if a proposed modification is being undertaken using FaSS funding.
- 3.2 The Fisheries Administration may from time to time seek confirmation that the owner has applied to the MCA. If necessary, the Marine Office shall check records and reply direct to the Fisheries Administration.
- 3.3 As soon as a proposed modification has been addressed by the surveyor and either accepted, accepted with alterations or rejected, the Fisheries Administration and Technical Standards fishing@mca.gov.uk shall be informed for the central record to be updated.

PROCEDURE FOR DEALING WITH APPLICATIONS FOR NEW ENGINES UNDER FLEET MODERNISATION SCHEME

4. INTRODUCTION

- 4.1 Applicants seeking funding from Defra for new Engines under the Fleet Modernisation scheme must have their new engines approved by the MCA.
- 4.2 The process differs initially from that for FaSS modifications in that owners will contact MCA surveyors initially to discuss the forms that they should submit.
- 4.3 Surveyors should hold an initial discussion regarding the proposals for new engines and decide if the owner needs to submit an MSF 5100 or additionally a MSF1261.
- 4.4 Owners should be informed at this stage to submit the forms to the relevant Business Unit and that all applications will be treated as business as usual.

NOTE: The process of MMO and Defra considering a proposal from an owner will take 12 weeks from receipt of the application for a grant from an owner. The owner cannot submit his application to MMO/Defra until they have submitted their application to MCA.

A grant application may be approved at that 12 week point but the owner is not permitted to carry out any work until they have MCA approval.

If MCA reject any application, Defra/MMO will revoke the grant funding acceptance. Owners do not get any funding until after the engine is fitted. If the owner has fitted an engine without permission, MCA may take action as appropriate. Owners will not be provided with funding for any engines that may have been fitted without approval.

- 4.5 When also considering MSF 5100 after receipt, Sections 1.23 and 1.24 of MSIS27 Chapter 1 should be considered to decide if the proposal needs consideration as a significant modification.
- 4.6 Applications accompanied by a MSF1261 should be considered in accordance with section B.4.2 of MSIS23.

5. ACTION ON RECEIPT BY HQ TECHNICAL STANDARDS

- 5.1 HQ Technical Standards will receive the application by the owner to MMO and any supporting documents, Technical Standards will place a copy of these documents in the Vessel CM File in Sharepoint (in the General Survey and Inspection folder). Technical Standards. However, unlike the process for FaSS modification grants, as applicants have been informed they should submit their MSF5100/12612 direct to Marine Offices and cannot submit an application to MMO/Defra prior to their application to MCA, HQ Technical Standards will not reply to the applicant.

5.2 Technical standards shall update the central record on receipt of applications and on receipt of updates from Marine offices

6. ACTIONS BY MARINE OFFICES

6.1 The Marine Office on receipt of MSF5100/1261 will confirm receipt to the applicant. The application shall be dealt with as Business as usual by the allocated surveyor.

6.2 As soon as a proposed engine modernisation has been addressed by the surveyor and either accepted, accepted with alterations or rejected, the MMO and Technical Standards fishing@mcga.gov.uk shall be informed for the central record to be updated.



Maritime &
Coastguard
Agency

<Sender>

Maritime and Coastguard Agency

<Insert your office address here>

www.gov.uk/mca

<date format: 1 July 2021>

Recipient Name

Address Line 1

Address Line 2

Town

Post Code

Dear INSERT NAME HERE

FV: [Insert Name Here] [Insert Official No. Here]

FASS GRANT APPLICATION NUMBER: [Insert Number Here]

Thank you for your notification to the MCA with regards to the recent Fisheries and Seafood Grant Scheme application referenced in the subject line above. The submitted information has been recorded on the vessel file for future reference.

In accordance with our instructions, we are acknowledging the application; You may wish to notify the Marine Management Organisation of this letter.

A detailed review of the proposal has not taken place and this letter does not endorse or approve that which has been submitted.

It is expected that the vessel continues to comply with the relevant Code of Practice and that any modification, alterations or work scope meets the requirements of the relevant construction standard as would be applied to a new vessel joining the register. Failure to comply with the requirements outlined above may lead to the invalidation and withdrawal of your Fishing Vessel Certificate and commencement of the de-registration process.

The owner is responsible for ensuring that any modifications to the vessel that may impact safety of operation including stability follow the requirements outlined in the relevant Code of Practice.

An application is to be made to your local Marine Office using the MSF5100 form and you will be advised of any appropriate fees. A link to the MSF 5100 may be found below including instructions on how to make payment.

<https://www.gov.uk/government/publications/application-for-survey-of-ships-and-fishing-vessels-msf-5100>

Submission of the MSF5100 will satisfy the requirements set out in the MMO Guidance [Guidance for improving health and safety - GOV.UK \(www.gov.uk\)](#) that you are engaging with the MCA. The MMO will require evidence from yourself that the MSF5100 has been submitted.

Yours sincerely

Mrs A. Sample

Job Title

DOCUMENT AMENDMENT HISTORY

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