PART B

CHAPTER 13

APPROVALS

To be read in conjunction with QA Procedure MCA 292 – Approvals and Exemptions

13.1 Equipment and Material Approval

13.1.1 Please note that in general, these approvals are carried out by Notified or Nominated Bodies, details can be found in MSN 1734 and MSN 1735 respectively. Where equipment is of a novel nature, or subject to significant design changes, or the specifications or testing requirements are not considered to be sufficiently developed or experience of their usage is limited, the MCA will undertake the necessary approval.

13.1.2 Once an enquiry is received a lead surveyor is appointed by the appropriate Head of Branch or Principal Surveyor. An Application for Survey form (MSF 5100) and deposit of fees must accompany the submission for approval.

13.1.3 As part of the approval testing may be required. If this is the case the test is to be witnessed or accepted. Once the test report is received a thorough examination of the submission in comparison with MCA requirements is to be undertaken. If the equipment/material is unacceptable the unused fees are returned and manufacturer informed accordingly with reasons for rejection. If the equipment/material is acceptable make sure the fees are sufficient, if not invoice the applicant. Upon receipt of correct fees issue the certificate accordingly. When issuing certificate arrange for the return any unused fees. If alterations are made by the manufacturer the certificate will become invalid. The manufacturer should be advised of this when a certificate is issued.

13.1.4 If alterations are made by the manufacturer they should advise the MCA. The lead surveyor must consider the possible impact of the alterations on the ability of the equipment/material to meet the approval standard and assess whether the work will require application for survey, fee deposit retesting etc. If there are even minor changes to an item specified on the certificate then it must be modified as necessary. In all cases the list of approved equipment and material must be updated. Please refer to the Approvals and Exemptions procedure for the final stages of the process.

13.1.5 The certificate should be issued on a Certificate of Inspection and Tests (MSF 1814).

13.1.6 Further information can be found in the following, listed and/or available from the Master List of Documents (MLD):
13.2 Radio Equipment Approvals – Non Directive Fishing Vessels

The request in this case is for the approval of equipment.

13.2.1 The equipment must:

- Bear the CE mark of conformity to Radio and Telecommunications Terminal Equipment Directive
- Meet the requirements of MSN 1809 (F)
- Pass the MCA Ergonomic Test. (This test includes testing the suitability of equipment for use under winter conditions at sea, suitability of software, correct operation of controls and protection from inadvertent use of emergency alerting equipment.) If the last two are not met the officer conducting the approval liaises with applicant to solve difficulties.

13.2.2 The following documentation is used in the process:

- MSN 1809 (F) Standards of Performance of Radio Equipment, required by the Merchant Shipping (Radio) (Fishing Vessels) Regulations 1999
- Statutory Instrument 1999 No. 3210, as amended by SI 2002 No. 2201
- Certificate of Inspection MSF 1814. Further information can be found in the following:

Available on the MLD:

- MSN 1809 (F) Standards of Performance of Radio Equipment, required by Merchant Shipping (Radio) (Fishing Vessels) Regulations 1999
- Statutory Instrument 1999 No. 3210
- Statutory Instrument 2002 No. 2210


- Consolidated version of Directive 96/98/EC on Marine Equipment.
- Commission communication in the framework of the implementation of Directive 1999/5/EC of the European Parliament and of the Council of
13.3 Muster List Approvals for Seagoing Passenger Ships

13.3.1 Details on the overall approval process can be found in MCA 292 Approvals and Exemptions.

13.3.2 When a request is received from a ship operator for the initial approval or re-approval of a muster list the relevant principal surveyor will appoint a lead surveyor for the project. The procedure to be followed is detailed on the flow chart.

13.3.3 The marine office lead surveyor must ensure that all relevant plans and documents are to hand. They must attach relevant plans and documents to the CM ****/17/03 file, and complete the following check list at comparing detail of the muster list with the statutory requirement. The approval is subject to a satisfactory drill on board.

13.3.4 Further information can be found in the following, listed and/or available on the MLD:

- SOLAS 1974 (as amended) CH III Reg. 37
- MGN 71(M) Musters, drills, on-board training and instructions, and Decision Support Systems
- Statutory Instrument 1999 No 2721 The Merchant Shipping (Life-Saving Appliances for Ships Other Than Ships of Classes III to VI (A)) Regulations 1999 and amendments
- MSC/Circular 681 Guidelines for Passenger Safety Instructions to Ro-Ro Passenger Ships
- MSC/Circular 699 - Revised Guidelines for Passenger Safety Instructions
# PASSENGER SHIP MUSTER LIST APPROVAL CHECK LIST

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<tr>
<th>S.I.P</th>
<th>CLASS</th>
<th>MUSTER LIST DATED</th>
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<tr>
<td>YES</td>
<td>NO</td>
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**GENERAL EMERGENCY ALARM SIGNAL (GEAS) SPECIFIED**  
**ACTION BY CREW ON HEARING GEAS SPECIFIED**  
**ABANDON SHIP SIGNAL SPECIFIED**  
**ACTION BY CREW ON HEARING ABANDON SHIP SIGNAL SPECIFIED**  
**LOCATION OF PAX MUSTER STATIONS SPECIFIED**  
**CLOSING OF W/T DOORS SPECIFIED**  
**CLOSING OF FIRE DOORS SPECIFIED**  
**CLOSING OF VALVES SPECIFIED**  
**CLOSING OF SCUPPERS SPECIFIED**  
**CLOSING OF SIDE SCUTTLES SPECIFIED**  
**CLOSING OF SKYLIGHTS (INC. E.R.) SPECIFIED**  
**CLOSING OF PORTHOLES SPECIFIED**  
**CLOSING OF OTHER OPENINGS (STATE WHICH):**  
**CLOSING OF SPECIFIED**  
**CLOSING OF SPECIFIED**  
**CLOSING OF SPECIFIED**  

**STOPPING FORCED VENTILATION (ACCOM) SPECIFIED**  
**STOPPING FORCED VENTILATION (E.R.) SPECIFIED**  
**STOPPING FORCED VENTILATION (CARGO) SPECIFIED**  
**EQUIPPING OF SURVIVAL CRAFT (1ST AID. RADIO) SPECIFIED**  
**EQUIPPING OF SURVIVAL CRAFT (BLANKETS, FOOD) SPECIFIED**  
**PREPARATION & LAUNCHING OF SURVIVAL CRAFT SPECIFIED**  
**PREPARATION OF OTHER LSA (E.G. BUOY. APP.) SPECIFIED**  
**MUSTER OF PASSENGERS SPECIFIED**  
**USE OF COMMUNICATIONS SPECIFIED**  
**MANNING OF FIRE/EMERGENCY PARTIES SPECIFIED**  
**MANNING OF OTHER FFE (CO2, EM. FIRE P/P, DRENCHERS ETC) SPECIFIED**  
**WARNING OF PASSENGERS SPECIFIED**  
**CHECK PAX SUITABLY DRESSED**  
**CHECK PAX WEARING LIFEJACKET CORRECTLY SPECIFIED**  
**ASSEMBLING PAX AT MUSTER STATIONS SPECIFIED**  
**CLEARING PASSENGER ACCOMMODATION SPECIFIED**  
**ALLEY AND LADDERWAY GUIDES SPECIFIED**  
**OFFICER RESPONSIBLE FOR MAINTENANCE/READINESS OF LSA SPECIFIED**  
**OFFICER RESPONSIBLE FOR MAINTENANCE/READINESS OF FFE SPECIFIED**  
**SUBSTITUTES FOR KEY PERSONNEL SPECIFIED**  
**MANNING OF SURVIVAL CRAFT AND LAUNCHING ARRANGEMENTS ARE IN ACCORDANCE WITH THE CURRENT "M" NOTICE (MSN 1767)**  
**PERSON IN CHARGE OF EACH LIFEBOAT SPECIFIED**  
**SECOND IN CHARGE OF EACH LIFEBOAT SPECIFIED**  
**PERSON CAPABLE OF OPERATING ENGINE AND CAPABLE OF CARRYING OUT MINOR ADJUSTMENTS FOR EACH MOTORBOAT SPECIFIED**  
**CREW MEMBER FOR EACH LIFERAFT SPECIFIED**  
**RESCUE/EMERGENCY BOATS CREW SPECIFIED**  
**PERSON IN CHARGE EACH MUSTER STATION SPECIFIED**  
**LOWERERS FOR BOAT AND ILR SPECIFIED**  
**PA SYSTEM ANNOUNCEMENTS SPECIFIED**  
**LOCATING AND RESCUING OF PASSENGERS TRAPPED IN CABINS SPECIFIED**  
**IS A DEDICATED COMMUNICATIONS OFFICER SPECIFIED**  
**IF THE V/L IS A RO/RO PASSENGER V/L, DOES IT COMPLY WITH MSC/CIRC 681 & 699**
Flowchart for approval and reapproval of muster lists

1. Surveyor compares Muster List against Checklist (11.3.2)
2. Is it Satisfactory?
   - Yes
   - No
3. Request additional information or modifications from Ship owner
4. Muster list checked against checklist in 11.3.2
5. Is the Muster list for reapproval?
   - Yes
   - No
6. Has the ship layout or crew numbers changed?
   - Yes
   - No
7. Endorse Muster list. Make a report and attach to the file **17/03
8. File to Principal Surveyor
9. Surveyor requests additional information modification documents by operator
10. Is it Satisfactory?
    - Yes
    - No
11. Muster List and supporting documents checked against Life Saving Appliances and manning requirements
12. Surveyor requests additional information modification to documents by Operator.
13. Is it Satisfactory?
    - Yes
    - No
14. Surveyor passes 17/03 to Principal Surveyor
15. Drill witnessed by a surveyor on ship, for confirmation
16. Owner/Operator informed and situation discussed with Principal Surveyor.
17. Corrective training or modification to muster list takes place
18. Is it Satisfactory?
    - Yes
    - No
19. Muster list stamped "approved". Copy of documents attached to ** 17/03
20. File to Principal Surveyor
21. P.A. Files
13.4 Examination and Approval of Ship Stability and Subdivision Arrangements

See MSIS 9

13.5 Procedures and Arrangement Manuals for Carriage of Noxious Liquid Substances in Bulk - Approvals

13.5.1 For ACS ships this approval is considered fully delegated to class.

13.5.2 For other ships the initial approval of Procedures and Arrangements manual should be carried out by the classification society. After this an MCA surveyor, when satisfied that the manual is in English and the class approval remains valid, annotate at least one copy of the manual to indicate that the manual is acceptable to the UK and attach another copy of the manual, with a copy of the ship’s Certificate of Fitness, to the ship’s CM xxxxx/41/01 file and forwarded to Environmental Policy Branch for final check.

13.6 Crew Agreement Approvals (Fishing Vessels Only)

13.6.1 All crew agreement approvals are carried out by Seafarer Safety and Health Branch.

13.6.2 Follow the process of the standard approvals process in MCA 292 Approvals and Exemptions. Where necessary obtain legal advice from DfT Legal Branch.

13.6.3 The following documents may be referred to in this process; they are all available on the MLD:

- The Merchant Shipping Act 1995 (Sections 25, 26, 110 and 112)
- The Merchant Shipping (Crew Agreements, List of Crew and Discharge of Seamen) (Fishing Vessels) Regulations 1972 No. 919
- The Merchant Shipping (Crew Agreements, List of Crew and Discharge of Seamen) (Fishing Vessels) (Amendment) Regulations 1983 No. 478

Forms

Merchant Ships
MSF 4126 List of Crew
MSF 4129 List of Young Persons employed in a ship

Fishing Vessels
MSF 4139 Crew Agreement
MSF 4144 Crew Agreement List of Crew of Fishing Vessel
MSF 4140 List of Fishing Crew
MSF 4141 List of Crew Agreement
MSF 4142 Standard Agreement Clause
13.7  **External STCW Examination Centres and Short Training programmes (other than watch-rating and type-rating certificates) Approvals**

13.7.1  The training provider should be directed to their local marine office Surveyor in Charge who will appoint a lead surveyor.

13.7.2  Detailed guidance is provided in SAN 09.
13.8 Approval and Monitoring of External STCW Examination Papers

The following flow chart should be used:

Exam timetable provided by sub-contractor

Designated Surveyor compares against requirements

Is timetable acceptable?

Yes

Designated Surveyor receives draft exam papers and solutions, reviews papers

Designated Surveyor attends moderating meeting

Final draft paper agreed at meeting arranged by sub-contractor

Provider produces printed version for final approval

Approved?

Yes

Sub-contractor arranges security of all exam questions and printing and distribution of final papers

No

Designated Surveyor returns timetable to sub-contractor with comments

Designated Surveyor returns printed paper to sub-contractor with comments
Exams conducted by sub-contractor at approved centres

Exam papers collected and marked by sub-contractor

Provisional marks, borderline scripts, marking schemes and exam stats received by Designated Surveyor from sub-contractor and reviewed

Are any marks to be revised? Yes

No

Results confirmed with sub-contractor

Sub-contractor publishes results

Is this a major revision? Yes

No

Surveyor calls for all papers on subject

Surveyor amends results

Results passed to sub-contractor
13.9 Watch Rating Certificates – Approval for Shipping Company Issue

13.9.1 The submission of a proposal for training and assessment programme is assessed by an examiner against Regulations II/4 and III/4 of STCW '95. If the qualifying conditions are met the examiner prepares and sends the provisional letter of approval to the shipping company. A certificate for full approval is sent to the chief examiner/authorised person for signature. If accepted the Certificate of Full Approval is returned to examiner and dispatched to shipping company. See MCA 292 Approvals and Exemptions procedure for details on the rest of the approval process.

13.9.2 Further Information relating to this process can be found in the following, available on the MLD:

- MGN 97 (M) Training and Certification Guidance Notes - Part 10 Ratings
- MCA 100 Control of Documents

13.9.3 Issue of watch rating certificates by MCA is covered in MIN 303.
13.10 Passenger Counting and Registration Systems Approvals

13.10.1 The systems may be approved by a person of any grade provided the individual is fully conversant with the area of operation and the vessel whose system is being approved. The Area Operations Manager (AOM) (Survey and Inspection), Surveyor in Charge, Principal Surveyor or a Surveyor with delegated power to sign and issue certificates, is responsible for ensuring that the person approving the system is qualified and experienced to do so and for the issue of the certificate.

13.10.2 The following forms are available on the MLD:

- MSF 1238 - Passenger Counting and Registration of Persons on Board Passenger Ships Regulations Approval
- MSF 1239 - The Merchant Shipping (Counting and Registration of Persons on Board Passenger Ships) Regulations 1999 - Application for Approval

13.10.3 Further information can be found in the following, available on the MLD:

- MSN 1794 (M) - Counting and Registration of Persons on board Passenger Ships
- The classification of passenger ships of Class I to II(A) inclusive can be found in the Merchant Shipping (Passenger Ship Construction Ships of Classes I, II, II(A)) Regulations 1998 (SI 1998/2514)
- The classification of passenger ships of Class III to VI(A) inclusive can be found in the Merchant Shipping (Passenger Ship Construction Ships of Classes III to VIA) Regulations 1998 (SI 1998/2515)
- The classification of passenger ships of Classes A to D inclusive can be found in EU Directive 98/18/EC

13.10.4 Further information can be found in the following, available from Registry:

- MS 117/008/01 Parts 1 - 8 Counting and Registration of persons on Board Passenger Ships – Approved Systems

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<th>Branch</th>
<th>Survey Operations</th>
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