

## Notes on the *Indicative Application Document*

### General:

Please download the indicative application document. Please send a completed document, and any documentary evidence, to [container.weight@mca.gov.uk](mailto:container.weight@mca.gov.uk)

### Notes on the questions:

1

Approval applies to an organisation, therefore each legal entity will need approval to ship goods.

Each legal entity, therefore, will need to pay an application fee.

There is not a need to make separate applications IF there is no distinction in operations.

2

The shipper is the organisation which enters into a contract of carriage with the shipping line. If you are unsure if you are the shipper then please contact your freight forwarder prior to making an application.

When an official checks to see if an organisation is approved it is likely they will check the details given on the bill of lading. It is important, therefore, to ensure our letters of approval capture this data.

3

Many organisations are applying for approval to satisfy contractual or commercial requirements. It is often not appropriate to expect these organisations to supply certain types of information. A clear understanding of your situation is required to ensure we are able to process your application.

4

The container weight requirements are impacting on many different types of organisations. A brief description of your operations helps the MCA ensure the information you have provided, and the processes you have in place are reasonable and appropriate.

5

If there are third parties involved in the weighing of contents or packing of containers it is important to ensure the approval document issued to you is appropriate. It is important, therefore, to give a clear picture of how your organisation fits into this and thus ensure your letter of approval captures this data appropriately.

6

If there are multiple sites it is important to ensure the approval document issued to you is appropriate. It is important, therefore, to give a clear picture of how your organisation operates and thus ensure your letter of approval captures this data appropriately.

7

The requirements are in place to ensure the container weight given is robust. This section is therefore very important.

A description of the operation will help to identify if the weighing equipment and your processes are appropriate.

Where in the operation does the weighing take place? For example are the scales built into production line, or are products wrapped and weighed on the pallet, or are the goods loaded into a container which is sealed and weighed on a weigh bridge. Without this information it is difficult to ascertain if the equipment used to generate a weight are appropriate.

Do you have a contract with a third party scale calibration company or do you have on site engineers?

We shall require evidence that the scales used are calibrated.

8

Please detail any internal checks (formal or informal) which are in place to ensure the processes described above have been carried out correctly.

Where possible the information gained from the quality assurance process should feed back into the rest of the operating process (i.e. updating product information if regular discrepancies are found).

9 & 10

It is important to ensure the total weight of the container is captured in the verified gross mass (VGM) figure. Please confirm the processes in place to capture the weight of all items placed into the container, and the tare weight of the container itself.

11

Certain products and operations are more susceptible to environmental factors than others. If there is little chance of environmental factors impacting on the weight of the container contents please detail why this is.

12

This section is to enable an organisation to put in any explanatory notes which don't fit under any other category. The questions from 1 – 11 are information which should be applicable to most operations. We cannot, however, capture every eventuality. Please provide any information relevant to your operation here.

13

The named person is for our records and their name will appear on the MCA approval document.

MCA approval is given to an organisation, not an individual. An organisation may allow any person within their organisation to allocate a VGM for each container and can authorise any person to sign shipping documents.

For information on signing shipping documents please refer to IMO circular [MSC. 1/Circ. 1475](#)

Documented evidence:

It is not a requirement to provide each of these, some may not be relevant to your organisation. There may be documents which are relevant to your application which have not been requested below. The list given is indicative only so please provide as much relevant information as possible.

Please provide electronic copies with your email.