Guidance for Surveyors, Fishing Vessel Certifying Authorities (FVCAs), Builders and Owners of Newbuild Fishing Vessels

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MCA Newbuild Fishing Vessel Guidance for Fishing Vessels of Less than 24m RL
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CHAPTER 1

Introduction
As required by the Codes of Practice for the Safety of Small Fishing Vessels (MSN 1871 and MSN 1872, as amended) for a vessel registering as a fishing vessel for the first time, the construction and outfit must conform to the recognised standard of a Certifying Authority for small Fishing Vessels or an equivalent standard recognised by the MCA as suitable for Fishing Vessels, such as those of a Recognised Organisation. Failure to do so will result in the vessel not being registered.

MCA provide survey and certification services for all new fishing vessels. Some of that work for less than 12m Registered Length (RL) fishing vessels is delegated to authorised Fishing Vessel Certifying Authorities (FVCAs). The following guidance is directed at surveyors, FVCAs, builders and outfitters of newbuild fishing vessels up to 24m RL, where the construction is not being overseen by a Recognised Organisation to their own Standards and procedures. This service is only provided for vessels that are to be registered in the UK as commercial fishing vessels.

This guide has been provided for industry to describe the process to follow through building a new fishing vessel of less than 24m RL. This guide should be read in conjunction with the Construction and Outfit Standards for Fishing Vessels.

This guide is subject to review at the discretion of the MCA. Where changes are made to this guide those changes will be highlighted and the revision table updated accordingly.

Advice and Guidance
If you have any doubts regarding the contents of this guide or require guidance in respect of the Fishing Vessel Construction and Outfit Standards or Codes of Practice, your local Maritime and Coastguard Agency Marine Office should be able to assist.

Definitions
‘The Construction Standards’ means either the ‘Construction and Outfit Standards for Fishing Vessels of less than 15m length overall’ or ‘Construction and Outfit Standards for Fishing Vessels of 15m length overall to 24m Registered Length’.
CHAPTER 2 - Procedures to Follow for Construction of a Newbuild fishing vessel less than 24m registered length

1 General

1.1 MCA will be undertaking all plan approvals for newbuild fishing vessels. Before building a vessel, drawing approval is required for the vessel intended to be built.

1.2 MCA will be undertaking all newbuild surveys of fishing vessels 12m or more RL. Surveys of fishing vessels less than 12m RL will be undertaken by an authorised FVCA on behalf of the MCA.

1.3 Where reference to MSF forms are contained within these guidelines, these are MCA forms which are to be used for all plan approval work and vessels being built of 12m or more RL. For less than 12m RL newbuild vessels an FVCA may use their own forms which may have differing references but should contain the same information.

All Vessels

1.4 Construction of a vessel should not begin until the drawings have been approved and, in the case of GRP vessels (see Section 6 below), the moulding premises have been inspected. Additionally, the survey and/or plan approval process cannot begin until we have received the required funds. Failure to follow these procedures may result in a refusal of certification.

1.5 A Notice of Intent to Build form (MSF1356) should be submitted to the Marine Office closest to where the vessel is to be built. This is the start of the application process for every newbuild fishing vessel of less than 24m RL. A list of Marine Offices can be found on the following link –


1.5.1 On receipt of the Notice of Intent to Build form (MSF1356), the form shall be assessed against the services which are required for the vessel intended to be built. If any questions arise following the assessment, for example plan approval has not been requested but plan approval is required, these shall be raised directly with the customer.

1.5.2 Once the Notice of Intent to Build form has been assessed, the Newbuild Fishing Vessel database should be updated with the relevant information.

1.5.3 Once assessed an estimate of fees (MSF1354) will be provided, indicating the estimated costs for the services requested. For guidance purposes only
a table is attached at Annex A showing estimated hours. Annex B provides a sample of a fees estimate letter.

1.5.4 If you would like the drawing approval to be dealt with separately, such as when multiple boats are to be built from the same set of drawings, then a Notice of Intent to Build form (MSF1356) will need to be completed but instead of sending this to your local Marine Office please send directly to our Stability and Plan Approval Unit. The address is –

MCA Stability & Plan Approval Unit
Albex House
1 Marchfield Drive
Paisley
Renfrewshire
PA3 2RB

1.5.5 Alternatively, applications and drawings can be submitted electronically to stability.unit@mcga.gov.uk.

1.5.5 Once received an estimate of fees (MSF1354) will be produced.

1.6 In the guide there are requirements placed on varying individuals, for example Builder, Owner etc. Responsibility to ensure that those individuals meet the requirements of this guide is with the customer who is requesting this service from the MCA and or FVCA. If any of the requirements are not met, certification for the vessel may not be issued.

1.7 A unique MCA identifier (for tracking purposes) starting CM will be provided along with the estimate of fees. This number must be used in all correspondence (including correspondence with an FVCA if the vessel is less than 12m RL). The identifier is also required to be marked on the hull of the newbuild.

1.7.1 It is the builder’s responsibility to mark the seven-digit unique number on the vessel in a plain typeface, clearly legible, with a letter height of at least 10mm. It must be permanently marked by the builder in a clean and visible position to the satisfaction of the attending surveyor. The number may be (i) engraved on a metal plaque with fixings drilled to prevent removal, (ii) moulded in the hull, (iii) carved into part of the structure, (iv) welded to the structure, or fixed in some similar manner to the approval of the attending surveyor who will check the marked number as part of the survey process. Certification will not be granted if the number is not marked on the vessel in the correct manner.

1.7.2 Where a vessel gains certification, the Certificate of Construction will have the same unique number clearly printed on it to identify the boat and a copy of the certificate will be supplied to the owner (as well as the RSS where applicable).

1.7.3 Where a vessel does not gain certification, but a number has been issued, records shall be kept to show that the vessel with that unique number does
not have certification. If the vessel has been marked, it will be the builder’s responsibility to remove the marking from the boat.

1.7.4 The unique number is provided as a means of identifying the boat with corresponding MCA records. It is not an indication that the boat has been certified.

Vessels Less than 12m RL

1.8 For vessels less than 12m RL, the surveys will be overseen by an FVCA. Initial contact should be made with the MCA as for all vessels above. Additionally, contact should also be made with an authorised FVCA.

1.9 MCA reserves the right to decline a request for new build survey. The MCA will not supply a service until application and requested funds have been received.

2 Requirements for builder or designer

2.1 Builders or designers unfamiliar to MCA or FVCA (for vessels less than 12m RL) will be required to provide MCA or FVCA (for vessels less than 12m RL) with evidence¹ of their capability to successfully manage new build projects.

2.2 Builders or designers shall instruct their subcontractors and suppliers of materials, components and systems that MCA’s rules apply, and that certificates shall be provided to the MCA or FVCA (for vessels less than 12m RL) as and when required by the rules and this guide.

2.3 Ensure you are aware of the structure to be included in the length overall. It is advised liaising with the MCA or FVCA surveyor if you have any doubts. Of particular note, pods and brackets for the attachment of outboard engines are usually included. A copy of MCA guidance can be found:


2.4 Steel Vessels

2.4.1 All welding of structures, machinery installations and equipment shall be carried out by approved welders, with approved welding consumables and at facilities recognised by MCA, FVCA or a Classification Society. Requirements for approval of facilities, welders, manufacturers of welding

¹ Evidence may incorporate successful outcome of similar projects carried out for a classification society, another administration, CA or successful outcome of design projects of similar nature. A folio of documentation, safe history of operation of a vessel would all be considered in providing appropriate evidence. For new yards / builders documentary evidence of build procedures, training, material quality, environmental considerations and control would be considered.
consumables, welding consumables and welding procedures can be found in applicable rules, for example, IACS/BS Standards.

2.4.2 Welding operators should be qualified or coded to an approved standard and be proficient in the type of work to be undertaken. It is up to the builder to make sure that this is the case. The builder will be required to sign a declaration (MSF1362) during build attesting to this. The process of controlling issuance of this certification will be verified as part of the build process as detailed in part 6 of this Chapter.

2.5 **Wood and Composite Materials**

2.5.1 The following documentation from the builder or designer (workshop and yard) and from subcontractors shall be submitted when requested by MCA or FVCA (for vessels less than 12m RL):

- information related to the builder's or designer's quality control and quality management system
- information related to the builder's procedures for managing materials that are excluded from use on board by statutory and/or class requirements

2.6 **All Vessels**

- an “Asbestos Free Declaration”, including structures and equipment on board (required for Steel vessels as well)
- list of relevant subcontractors to the building yard
- list of relevant subcontractors to the manufacturer of systems and components to be delivered for the product, if applicable.

2.7 To assess compliance with the rules MCA may require additional documentation.

3 **Applicable rules**

3.1 The rules that apply for construction of a new vessel are those in force at the date of “contract for construction” (Seafish Standards as at Jan 2020 or as amended to be the Fishing Vessel Construction Standards and the relevant Code of Safe Working Practice – currently MSN 1871, as amended and MSN 1872, as amended). MCA may upon special consideration and in agreement with the parties involved decide on the rules to be applied.

3.2 The term date of “contract for construction” shall be construed as follows:

3.2.1 The date of “contract for construction” of a vessel is the date on which the contract to build the vessel is signed between the prospective owner and the shipbuilder. This date and the construction numbers (i.e. hull numbers) of all
the vessels included in the contract are to be declared to MCA by the party applying for the newbuilding.

3.2.2 The date of “contract for construction” of a series of vessels, including specified optional vessels for which the option is ultimately exercised, is the date on which the contract to build the series is signed between the prospective owner and the shipbuilder.

3.2.2.1 Vessels built under a single contract for construction are considered a “series of vessels” if they are built to the same approved plans for MCA purposes. However, vessels within a series may have design alterations from the original design provided:

   a. such alterations do not affect matters related to the Construction Standards as amended or

   b. if the alterations are subject to MCA requirements, these alterations are to comply with the MCA requirements in effect on the date on which the alterations are contracted between the prospective owner and the shipbuilder or, in the absence of the alteration contract, comply with the MCA requirements in effect on the date on which the alterations are submitted to MCA for approval.

3.2.2.2 The optional vessels will be considered part of the same series of vessels if the option is exercised not later than 1 year after the contract to build the series was signed.

3.2.3 If a contract for construction is later amended to include additional vessels or additional options, the date of “contract for construction” for such vessels is the date on which the amendment to the contract, is signed between the prospective owner and the shipbuilder. The amendment to the contract is to be considered as a “new contract” to which 1 and 2 above apply.

3.2.4 If a contract for construction is amended to change the ship type, the date of “contract for construction” of this modified vessel, or vessels, is the date on

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2 See IACS PR 29 Rev.0 – “Definition date for contract for construction”
which revised contract or new contract is signed between the Owner, or Owners, and the shipbuilder.

3.2.5 The date of ‘Keel Laid’ or a similar stage of construction will be taken as:

3.2.5.1 The date when the construction commences, OR

3.2.5.2 When assembly of the vessel has commenced comprising at least 50 tonnes or 1% of the estimated mass of all structural material whichever is less.

3.2.5.3 For GRP (FRP) vessels, the date on which the first structural reinforcement of the complete thickness of the approved hull laminate schedule is laid either in or on the mould.

3.2.6 No build should commence until the requirements of paragraph 1.4 of this chapter has been met. Failure to follow these procedures could result in certification not being issued.

3.2.7 If the vessel’s structural drawings/plans change at a later date for the purposes of building a different vessel than originally intended, the certifying authority may determine that variance is significant enough to reset the keel laid date.

3.2.8 All vessels will be marked appropriately with an MCA reference.

3.2.9 In order to prevent ‘stock piling’ of blocks, the keel laid date will only remain the official date providing the build is continued and completed (this need not include outfitting) within 12 months of keel laid date.

3.2.10 The certifying authority shall provide the shipyard/builder with the keel laid date determination via correspondence/MSF1353 certificate (see Annex C).

3.3 For a vessel in a series of identical vessels under construction to the class of, or of a design previously approved by another administration or classification society, MCA may accept the design approved by that organisation provided a review by MCA has demonstrated that the design in principle meets the safety and reliability level of MCA’s rule requirements.

3.4 Where requirements from international maritime conventions have been adopted in MCA's rules, compliance with these requirements is mandatory.

3.5 Should a fishing vessel be presented for acceptance on the basis of a design approved by another flag administration this will be considered by the flag in panel as per change of flag requirements. However, the vessel would be considered as a new vessel.

4 Plan approval

4.1 Once MCA have received payment, we will review the drawings and documents. The review process can take up to 20 working days, not including extra time if amendments are requested. This should be taken into
consideration when submitting the application. The original fee estimation does not include additional work where amendments are required.

4.2 The following documentation shall be submitted:
- drawings, plans and specifications required for plan approval as specified in the applicable chapters of the Construction Standards and according to documentation lists contained in Chapter 3.
- corresponding technical descriptions, calculations and data, including material specifications
- outline specification for the vessel.

4.2.1 Any documents submitted for re-approval shall be especially marked to identify revised sections.

4.3 Where subcontractors and suppliers are involved, the customer shall coordinate the submission of required plans and documents, in addition to coordinating any approval comments given by MCA.

4.4 The vessel structure and layout detailed on the drawings will need to meet the requirements of the Construction Standards for drawing and document approval to be granted. This will need to be taken into account when producing the drawings. See paragraph 5.1 regarding applications for equivalent arrangements.

4.5 Documents subject to approval will be examined by MCA. The results of the examination will be stated in a letter of approval. Any comments (including comments which require surveyor confirmation during the build), conditions and limitations will be stated on the letter returned with approved plan/documents. Any points requiring confirmation by an attending surveyor will be referenced in the reports required and issued throughout the newbuild process. Copies of approved documents will be provided to FVCAs for vessels less than 12m RL.

4.6 The plan approval may be revoked at any time if subsequent information indicates that the proposal was contrary to the Construction Standards.

5 Equivalent Arrangements

5.1 Any equivalences require approval from the MCA. MCA may consider deviations from the requirements where demonstration of the arrangement is
shown to be at least equivalent to the requirements. Approval must be obtained using form MSF1261 prior to build.

6 Yard Inspections

6.1 All vessel builders can be expected to undergo monitoring visits. Full details of the process are contained here (MSIS 27 Chapter 1 Annex 25).

6.2 Where only vessels of less than 12m RL are constructed, this work may be undertaken by the authorised FVCA. The FVCA should notify MCA when a yard inspection has been undertaken.

6.3 When a yard inspection has been completed the Newbuild Fishing Vessel database should be updated with the date the inspection took place. A copy of the relevant report should be stored in the company folder.

6.4 GRP Vessels only:

6.4.1 Where a GRP vessel is being constructed, the moulding premises will be inspected to ensure they comply with the requirements laid out in the Construction Standards.

7 Survey During Construction

7.1 Attending surveyors will verify:

- that the construction and scantlings comply with the Construction Standard requirements and the approved plans, and that the required materials are being used,
- that the materials, components and systems have been certified in accordance with the Construction Standards (or an alternative as agreed prior to construction with MCA)
- that the work is carried out in compliance with the Construction Standards.
- that satisfactory tests are carried out to the extent and in the manner prescribed by the Construction Standards.

7.2 Chapter 5 provides guidance as to the expected stages of build where a survey will be required.

7.3 MCA or FVCA (for vessels less than 12m RL) may increase the scope based on observed quality during construction.

7.4 MCA or FVCA (for vessels less than 12m RL) may base its verification methods on the quality system (such as ISO 9001 etc.) as implemented in the builder's fabrication processes and as accepted by MCA or FVCA (for vessels less than 12m RL). The surveys at the builder's premises may consist of a combination of visual inspection, tests, measurements and review of records.

7.5 Two weeks’ notice should be given to the local Marine Office or FVCA (for vessels less than 12m RL) by the builder/outfitter during construction, in
order to ensure that a surveyor is available to attend. A notice period less than two weeks may not guarantee a surveyor is available to attend.

7.6 It is the builder’s responsibility to inform the local Marine Office or FVCA (for vessels less than 12m RL) when the vessel is ready for an inspection. If the vessel is found to be not at the required stage, then a further inspection may be required with associated additional costs. Any vessel found to be beyond the early framing stage or other agreed stage for the first inspection (vessels 7m LOA and over) may result in refusal of certification.

8 Functional testing

8.1 Where specified by the Construction Standards, testing shall be carried out in the presence of a surveyor, and related requirements for test programmes shall be observed.

8.2 A test programme for harbour and sea trials shall be prepared by the builder and accepted by MCA or FVCA. The programme shall specify systems and components to be tested, and the testing procedure. MCA or FVCA may, in order to verify compliance, request additional tests and/or data to be recorded.

8.3 The tests shall give evidence as to satisfactory operation and performance in accordance with the Construction Standards. When testing control and safety systems, failure modes shall be simulated as realistically as possible.

9 Installation of systems and equipment

9.1 Systems and equipment to be installed on new buildings and that serves as a part of the main functions shall in general be new.

10Documents to submit upon completion of build by the builder.

10.1 Documents to submit upon completion of the vessel by the builder:
1. MCA environment/material data sheets (MSF1361) – GRP Vessels only
2. MCA, or other tank pressure testing certificate (MSF1364) – All vessels 7m LOA and over
3. MCA electrical completion certificate (MSF1363) – All vessels 7m LOA and over
4. MCA Hydraulic Completion Certificate (MSF1369) – All vessels with hydraulic systems.
5. Gas certificate, supplied and signed off by a marine certified gas technician – All vessels 7m LOA and over (where applicable)
6. MCA Declaration of Welding Operators Competency form (MSF1362) (steel and aluminium vessels)

3 If second-hand equipment complies with applicable rules for the newbuilding, it may upon special consideration be installed on new buildings, provided the owner has given a written acceptance.

4 At the discretion of MCA, where tanks are stamped by the manufacturer to a recognised standard (CE/ISO) then this may be acceptable in lieu of a test certificate.
7. Mill certificates for hull plating and main structural members – Steel and aluminium vessels only

10.2 Documents 1 to 6 will not be accepted unless signed and dated by the relevant person.

10.3 All the above documents are to be submitted to the MCA or FVCA.
CHAPTER 3 - Drawings and Plans required for approval by MCA

1 The diagrams required for approval are documented within the relevant Fishing Vessel Construction Standard (see Chapter 2, Part 4). The list below should be read in conjunction with the relevant Standard.

1.1 Vessels less than 7m LOA:
   - General Arrangement
   - Hull Construction drawings
   - Welding details (for steel and aluminium vessels)
   - GRP laminate schedule, evidence of humidity and temperature control

1.2 Vessels 7m LOA to 24m RL:
   - General Arrangement
   - Lines Plans
   - Hull construction drawings, transverse sections and bulkheads
   - Superstructure construction drawings, including the wheelhouse
   - Welding details (for steel and aluminium vessels)
   - Crew accommodation layout
   - Water freeing arrangements
   - Steering gear and rudder
   - Propeller, shaft and bearings
   - Bilge pumping
   - Electrical arrangement
   - Freeboard Plan

1.3 Drawings may be submitted by post in hard copy format or by email in pdf or AutoCAD dwg format.

1.4 Construction drawings should generally include a profile of the vessel, a plan view of the hull structure, a plan view of the main deck and section through the vessel. In the case of GRP vessels, the drawings should also include lay-up details and sizes of connection overlaps. It is also important to show the locations of watertight bulkheads, the minimum freeboard measurement and the main scantling dimensions of the vessel (scantling length L, breadth B, and depth D as defined in the constructions standards, along with breadth ‘b’ in the case of catamarans). Where welding details are required, these may be included on the main construction drawings or as a separate schedule.

1.5 The general arrangement drawing will need to identify the purpose of each compartment in the vessel and, for vessels of 7m LOA to less than 15m LOA, it is recommended that the drawings show the locations of hatches and doors so that it can be seen where access and escape routes are. If these are not shown at drawing approval stage, there is a risk that such arrangements will be rejected during survey if they are not found to be
compliant with the standards. In addition, for vessels 7m – 15m in size, we will need to know if the deck is to be fully sealed or not and, if so, the sizes of the compartments below deck, because this will affect whether or not bilge pumping (or closed-cell foam) will be required. For vessels 15-24m in size, locations of hatches and doors have to be shown on the drawing. General arrangement drawings for any size of vessel should also show other important items such as heavy deck machinery.
CHAPTER 4 - Survey Attendance and Certification
Requirements for Newbuild Fishing Vessels

1 Certification

1.1 Failure to follow the procedures contained in this guide may result in a refusal of certification.

1.2 Vessels less than 7m LOA
   - Hull construction certificate (MSF1367)

1.3 Vessels between 7m LOA and less than 12m RL
   - Hull construction certificate (MSF1367), and
   - Outfit compliance certificate (MSF1368)

1.4 Vessels between 12m LOA and less than 24m RL
   - Partial declaration (MSF1326)

1.5 If required, vessels less than 24m RL can be issued with a keel laying certificate (MSF1353), a copy is attached at Annex C. This certificate can only be used for vessels which fall within the scope of this guide.

2 The following construction stages are required to be surveyed:

2.1 Construction of vessels less than 7m LOA

2.1.1 All materials
   - Prior to fitting of sealed compartment
   - Upon completion of the hull

2.1.2 At the discretion of the MCA or FVCA surveyor for vessels fitted with sealed compartments, good quality photographs may be supplied in lieu of the first inspection. The photographs should clearly show the shell and framing, and should include the following:
   1. View down on hull looking forward.
   2. View down on hull looking aft.
   3. Close-ups of the frame stiffening.
   4. View looking aft at transom.
   5. View looking down on the fore peak compartment.
2.1.2.1 In the case of catamarans, photos of each hull, looking forward and aft, should be included, in addition to general photos of the vessel.

2.1.2.2 All photos should be supplied attached to an email or, alternatively, they may be included in a pdf or Word document providing there are no more than 2 photos per page.

2.2 **Construction of vessels 7m LOA – 20m LOA**

2.2.1 Certification may be refused if a vessel of 7m LOA or over is found to be beyond the stage agreed at first inspection.

2.2.2 **GRP hulls**

- 1st visit – Early framing stage in mould (this build stage may vary dependent on the build method, in such cases the first inspection stage is to be agreed with the MCA or FVCA prior to construction).
- 2nd visit – On completion of hull framing, beamshelf and machinery seatings.
- 3rd visit – On completion of hull / after release from mould with the main internal bulkheads fitted (includes decks/soles where applicable).

2.2.3 **Wooden hulls**

- 1st visit – Inspection of the keel and main timber to be used in the construction.
- 2nd visit – Erected frames prior to planking.
- 3rd visit – Planking on its completion.
- 4th visit – Decks and superstructure.

2.2.4 **Steel and aluminium hulls**

- 1st visit – Fully framed stage or an equivalent build stage\(^5\).
- 2nd visit – When hull is fully plated or an equivalent build stage\(^5\).
- 3rd visit – On completion of hull (includes decks/soles where applicable).

2.3 **Steel and aluminium hulls 20m LOA – 24m RL**

- 1st visit – 50% framed stage or an equivalent build stage\(^5\).
- 2nd visit – When full is fully framed or an equivalent build stage\(^5\).
- 3rd visit – Hull fully plated or an equivalent build stage\(^5\).
- 4th visit – On completion of hull (includes decks).

3 **Outfit Inspections**

3.1 **Outfit of all vessels 7m LOA – 20m LOA**

- 1st visit – When engine is installed (or equivalent).
- 2nd visit – When nearing completion.

\(^5\) Where the build programme does not follow a conventional sequence of construction.
• 3rd visit – On completion (including witness of trials).

3.2 **Outfit of all vessels 20m LOA – 24m RL**

- 1st visit – When engine is installed or an equivalent build stage.
- 2nd visit – 50% of fit-out or an equivalent build stage.
- 3rd visit – When nearing completion or an equivalent build stage.
- 4th visit – On completion (will include witness of trials).

3.3 For outfitting of 7m LOA to 15m LOA vessels and from 15m LOA to 24m RL Guidance Reports will be completed. These are numbered MSF1359 and MSF1352 respectively.

4 **Notes on Outfit Inspections**

4.1 If a vessel is less than 10m LOA and has a completely sealed main deck (i.e. no access to below deck areas) then only one outfit inspection will be required upon completion (in addition to the hull inspections).

4.2 If a vessel is less than 10m LOA and is being built and fitted out by the same builder then the last hull inspection may be combined with the 1st outfit inspection, except where Note 4.1 is applied and only at the discretion of the MCA or FVCA.

4.3 For vessels 7m LOA and over: Where the requested service is for hull only certification with the outfit carried out by another applicant, and where there are still outstanding deficiencies from the final hull inspection which have not been completed to the satisfaction of MCA/FVCA prior to the hull leaving the builders yard, then the final hull inspection report will be issued to the other applicant upon receipt of their completed application for survey, to ensure any outstanding hull deficiencies are addressed.

4.4 It is the builder’s responsibility to inform the local Marine Office or FVCA (for vessels less than 12m RL) when the vessel is ready for a particular inspection. If the vessel is found to be not at the required stage, then a further inspection may be required with associated additional costs. Any vessel found to be beyond the early framing stage or other agreed stage for

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6 Where the build programme does not follow a conventional sequence of construction.
the first inspection (vessels 7m LOA and over) may result in refusal of certification.

5 Attendance During Survey

5.1 During a survey, the attending surveyor will verify that the vessel complies with the approved drawings and Construction Standards where applicable at that particular stage of the build.

5.2 Any deficiencies will be noted and, where possible, the surveyor will discuss these with the builder or outfitter at the time of the survey.

5.3 All deficiencies will be recorded, and a report of survey will be issued.
CHAPTER 5 – Instructions for Fishing Vessel Certifying Authority

1 General

1.1 This Chapter should be read in conjunction with the FVCA Agreement which will be in place between the MCA and FVCA.

2 Request for Survey

2.1 For all vessels, regardless of size, initial contact will be with the MCA as per Chapter 1. This is for the purpose of verifying that plans are either to be approved, or for a series of vessels, the approved plans have not changed. The MCA will also issue the builder/owner with a unique number pre-fixed with the letters CM. This number will form the reference for the vessel and should be used in all correspondence.

2.2 Where a vessel is less than 12m RL, then contact with the FVCA by the builder/owner will also need to be made. The MCA will advise the builder/owner of this as part of the initial contact with MCA.

2.3 Once contact is made, the FVCA should provide the builder/owner with a letter/contract which clearly details the service being provided and the estimated cost to provide that service.

3 Procedures

3.1 This guide forms part of the agreement between the MCA and authorised FVCAs.

3.2 The FVCA should carry out its work following the processes as detailed in this guide and in the Construction Standards.

3.3 Forms used by the FVCA should contain the same information and be in a similar format as those MCA forms detailed in this Guide.

4 Documents Submitted to the MCA

4.1 All documents submitted to the MCA either during the process or on completion of the build should be sent in the following format to the local marine office where initial contact by the builder/owner was made:

4.2 The naming of documents comprises of the vessels CM number, Folder Code, Date in YYYYMMDD format and document type arranged as follows:

CMNo-FolderCode-DateYYYYMMDD-Documenttype.
4.3 A dash “-“ is used between each term and no special characters such as # or , are to be used. For example: CM00000-EXQ-20281228-CORR

4.4 Should there be two or more documents types created on the same day then the document number should be added to the end of the name.

    CM00000-EXQ-20281228-CORR-001
    CM00000-EXQ-20281228-CORR-002

4.5 Folder Codes - CONS (Construction), GENSI (General Survey and Inspection), STAB (Stability)

4.6 Document Type - Correspondence (General Correspondence of value to ongoing issues), MSF… (MSF form / certificate relevant to the vessel (include number)), Misc (Miscellaneous)

5 Review of Construction Standards

5.1 As a FVCA, you will be invited to be a member of the Construction Standards Working Group. The ToR for that Group will be made available if the FVCA chooses to be a member.

6 Vertical Contract Audits of FVCA Surveyors

6.1 In line with the supervision requirements of the FVCA Agreement, surveyors authorised by an FVCA will be subject to Vertical Contract Audits. These audits will take the form of a monitoring assessment whereby a suitable MCA surveyor will attend a survey alongside an FVCA surveyor to ensure that the processes put in place by the FVCA, as well as the activity being undertaken by the FVCA surveyor, follows the requirements laid down in the documents covered by the FVCA Agreement.

6.2 The process which will be followed is similar to that undertaken by the MCA of their own surveyors as contained in MSIS 40 – Activity Monitoring. Form MSF5568 can be used for this activity, however, it should be noted that the following sections are not relevant for this activity:

    A.2, B.9, B.10, B.16, C.18, Section D, Section E

6.3 At the completion of any Activity Monitoring undertaken on an FVCA surveyor, feedback should be documented by the MCA surveyor and provided to the FVCA surveyor.

6.4 A copy of the report (MSF5568) should be sent to the appropriate FVCA in addition to the MCAs BIA branch. The reports will be considered by MCAs auditors as part of FVCA monitoring visits.

6.5 Where concerns are raised which identify concerns with respect of the competence of the FVCA surveyor to undertake the work of the FVCA
agreement, these concerns will be shared with other FVCAs who have
authorised the surveyor to undertake work under the FVCA agreement.

6.6 Where the MCA are made aware of concerns regarding the competence of
an FVCA surveyor, we retain the write to undertake additional monitoring of
that surveyor. This will be discussed with the FVCA(s) whom have
authorised the surveyor.

6.7 This activity is not chargeable.

6.8 Monitoring during period of Interim Authorisation

6.8.1 During any period of interim FVCA Agreements, increased monitoring will be
undertaken by the MCA to ensure that any new FVCA is undertaking the
work as required by the MCA.

6.8.2 During this period the FVCA must notify the local Marine office, closest to
where an inspection is to take place, and provide the name of the FVCA
surveyor undertaking the work and the nature of the work. If the FVCA
surveyor has already been monitored during the interim authorisation period
then the local Marine office need not be advised.

6.8.3 Upon receiving a request to monitor an FVCA surveyor, the MCA shall make
arrangements with the FVCA surveyor to undertake a monitoring exercise.

6.8.4 Where a surveyor may be authorised by more than one FVCA, that surveyor
need only be monitored once unless concerns are raised to require further
monitoring.

6.9 Monitoring during period of Full Authorisation

6.9.1 It is expected that every authorised FVCA surveyor is monitored at least
every three years.

6.9.2 It is the responsibility of the FVCA and their surveyors to ensure that they
maintain this requirement.

6.9.3 If an FVCA surveyor is due to be monitored they, or the FVCA on their behalf,
must contact the local Marine office closest to where an inspection is to take
place to arrange for an MCA surveyor to monitor the FVCA surveyor.

6.9.4 Where a surveyor may be authorised by more than one FVCA, that surveyor
need only be monitored once in three years unless concerns are raised to
required further monitoring.

6.10 If a request for an FVCA surveyor to be monitored cannot be achieved by
the MCA, this will not prevent the intended FVCA inspection from being
undertaken, however, it will require the FVCA surveyor whom is to be
monitored to continue to make contact with the local Marine Offices nearest
to where future planned inspections are to take place until such time as the FVCA surveyor is monitored.
## Annex A – Guidance on Hours to Undertake Work

The below table is provided as a guide only when estimating fees for work to be undertaken to oversee work prescribed in this guide.

The fees estimate referred to variously in the guide will also include travelling time which has not be accounted for below.

<table>
<thead>
<tr>
<th></th>
<th>Admin / Scrutineering</th>
<th>Approvals</th>
<th>Hull Inspection</th>
<th>Outfit Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No.</td>
<td>Hours</td>
<td>No.</td>
<td>Hours</td>
</tr>
<tr>
<td>Less than 7m LOA</td>
<td>3</td>
<td>5</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>7m to 10m LOA Sealed Deck or Outfit at Builders Yard (GRP)</td>
<td>4.5</td>
<td>6</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>7m LOA to 10m LOA (GRP)</td>
<td>5</td>
<td>8</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>7m to 10m LOA (Metal)</td>
<td>5</td>
<td>10</td>
<td>2</td>
<td>16.5</td>
</tr>
<tr>
<td>10m to 12m RL (GRP)</td>
<td>5</td>
<td>8</td>
<td>2</td>
<td>13</td>
</tr>
<tr>
<td>10m to 12m RL (Metal)</td>
<td>5</td>
<td>15</td>
<td>2</td>
<td>17.5</td>
</tr>
<tr>
<td>7m to 12 RL (Wood)</td>
<td>6</td>
<td>10</td>
<td>4</td>
<td>21.5</td>
</tr>
<tr>
<td>12m RL to less than 15m LOA (GRP)</td>
<td>6</td>
<td>10</td>
<td>3</td>
<td>20</td>
</tr>
<tr>
<td>12m RL to less than 15m LOA (Metal)</td>
<td>6</td>
<td>15</td>
<td>3</td>
<td>26</td>
</tr>
<tr>
<td>12m RL to less than 15m LOA (Wood)</td>
<td>6.5</td>
<td>10</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>15m LOA to 20m LOA (Metal)</td>
<td>10.5</td>
<td>20</td>
<td>3</td>
<td>35</td>
</tr>
<tr>
<td>15m LOA to 20m LOA (GRP)</td>
<td>10.5</td>
<td>13</td>
<td>3</td>
<td>31</td>
</tr>
<tr>
<td>20m LOA to 24m RL (Metal)</td>
<td>10.5</td>
<td>25</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>20m LOA to 24m RL (GRP)</td>
<td>10.5</td>
<td>16</td>
<td>4</td>
<td>42</td>
</tr>
</tbody>
</table>

7 The hours listed does not include time for approval of stability information if required.
Annex B – Sample of Fees Estimate Letter

30 June 2020

Dear Sir/Madam

Survey of Proposed New XXXXXX Vessel at XXXXXX

We are pleased to confirm that we can provide survey services for the construction of the above proposed new vessel in accordance with the requirements of the Fishing Vessel Construction and Outfit Standards and the relevant Code of Practice as issued by the Maritime and Coastguard Agency, to the extent requested on the application forms (MSF5100 & MSF 1356).

Your point of contact is XXXXXX of XXXXXX Marine Office.

The number of inspections applicable for this service is estimated to be *Hull and *Outfit based upon Annex A of MCA Newbuild Fishing Vessel Guidance.

We understand that Plan Approval has been undertaken under unique reference number XXXXXX and that the above vessel will be built to this approval.8

We understand that Plan Approval is required to be undertaken as part of this project. The number of hours required for Plan Approval is estimated to be XXXXXX10.

Owing to the size of the vessel and/or method of fishing stability information will be required to be approved. The estimated number of hours to undertake this is XXXXXX10.

Please refer to the guide for full guidance. The fees are an estimate of services and costs.

Carving and Marking Note, the Certificate of Measurement and the Tonnage Certificate (15 – 24m only) will be required as part of the outfit survey.

Our estimated fees to undertake the above is £ XXXXXX excluding travel and subsistence within the UK. Fees may be paid in full or in instalments. In all cases fees shall be in advance of each stage visit.

Please complete form MSF 5100 and return to the Marine Office. Funds will be required before work is commenced.

Should you have any queries please contact your point of contact above.

Yours faithfully,

XXXXXXXX Marine Office

8 Delete as appropriate
Certificate of Laying of Keel
(or Similar Stage of Construction)

This is to certify that the stage of construction:

of the Hull Number

was reached on

According to the yard, the total net steel / aluminium / FRP / wood weight determined by computations is ______t. The weight of the hull sections assigned for keel laying amounts to ______t and these hull sections are clearly marked with:

Marking (Hull No. – Date):

Stamping Position:

The ‘keel laying date’ YYYY-MM-DD may only be accepted as official keel laying date for this Hull No. _____, if the newbuilding construction activities will be continued, latest until YYYY-MM-DD (1 year). This certificate has been issued without prejudice of the term ‘LAYING OF KEEL’ according to the building contract applicable.

Date / Place: .................................
Name: .................................
Signature: .................................

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9 The amount of steel / aluminium / FRP / wood laid must be greater than 50 tonnes or 1% of the estimated mass of all structural material, whichever is the least amount. The latest MCA rules for construction of fishing vessels apply.