Annex 1 - Under 15m LOA FV Inspection Regime

1.0 Introduction

1.1 These instructions should be read in conjunction with MSIS 27, MSIS38 and MSIS23. In particular, MSIS27 Chapter 1 also contains additional requirements regarding the inspection of Small Fishing Vessels. These instructions are issued for the guidance of inspectors and to ensure uniformity with regard to inspection criteria, inspections, completion of inspection reports and the administrative process. The instructions incorporate earlier guidance and procedures.

1.2 MSN 1871 Amendment No.1, the Code of Practice for Small Fishing Vessels, takes the form of checklists of safety equipment arranged according to vessel arrangement and length. The owner is responsible for carrying out a risk assessment which should include vessel condition, and also be carrying out annual checks and self certification of the equipment required by the code.

1.3 Prior to each inspection, either after contact from the vessel owner/skipper or after contacting by phone the owner/skipper, an email should be sent to the owner skipper using the template at Annex 1. (A letter can be sent if the owner does not have email but should then include the documentation set out in the table at Annex 1

1.4 Aide Memoires MSF5549 and MSF5557 should be used during the inspection.

1.5 Inspections should be reported using online Pelorus and SharePoint systems.

1.6 From 1 April 2019, when arranging a Small Fishing Vessel inspection, every owner or skipper should be informed that inspections that result in a revisit will be chargeable. They should be provided, either by email or letter, with the information at Annex 1, which sets out that the formats acceptable to the MCA for demonstrating that the vessel’s deficiencies have been rectified and that the MCA may charge for any revisits if the set timescales for rectifying those deficiencies are not met. A skipper or owner should be given a copy of Annex 7, with the details inserted, if deficiencies are found.

1.7 Vessels which are built before 16 July 2007 and are undergoing a Registration Survey MUST NOT be inspected by the MCA until the Consultant Surveyor has accepted the Registration Survey Comparison Report and agreed that the vessel can be Registered, subject to any deficiencies being rectified and a successful inspection by MCA. A copy of the Registration Survey Comparison Report must be taken to the inspection by the MCA.
surveyor (see MSIS 27 Chapter 1, Section 1.8.20). MCA Inspections of vessels new to the Register shall be conducted in the water.

1.8 In remote geographical areas, such as areas of Scotland, it may not be possible to get an MCA inspector to them in a timely and cost effective manner until a number of inspections in the location can be grouped together at the one time. The introduction of MSN1871 has made it mandatory for a vessel to have a valid Certificate on board, additionally vessels may be de-registered by RSS for not having valid certificates and new vessels cannot get registered or obtain fishing licences without valid certificates – as a result individuals livelihoods are being seriously adversely affected.

1.9 In cases such as these, the procedure at Annex 8 should be followed.

2. **Legislation**

- Fishing Vessels (Codes of Practice) Regulations 2017:
- MSN 1871 (F) Amendment No.1 The Fishing Vessels Code of Practice for the Safety of Small Fishing Vessels;
- SI 1997 The Merchant Shipping and Fishing Vessels (Health and Safety at Work) Regulations (MGN 20 provides guidance)No 2962 as amended; and
- SI 2018 No. 1106 - The Merchant Shipping (Work in Fishing Convention) Regulations 2018
- SI 2018 No. 1107 - The Merchant Shipping (Work in Fishing Convention) (Survey and Certification) Regulations 2018
- SI 2018 No. 1108 - The Merchant Shipping (Work in Fishing Convention) (Medical Certification) Regulations 2018
- SI 2018 No. 1109 - The Merchant Shipping (Work in Fishing Convention) (Consequential Provisions) Regulations 2018
- MGN628 – Construction Standards for Fishing Vessels of less than 15m LOA

3.0 **Policy**

3.1 **Inspection Criteria**

3.1.1 Eligible vessels are those that are due an inspection as part of the 5 year inspection cycle or vessels where there has been a change in ownership, or where there is concern about the vessel's seaworthiness.
3.1.2 An inspection shall only take place on a vessel wishing to join the flag once the vessel has satisfied the UK Register that its construction and outfit standards are acceptable. These requirements are set out in Paragraph 1.8 of Chapter 1 of MSIS27. This MCA inspection must take place AFLOAT.

Vessels with Certification to Small Commercial Vessel Codes looking to become Fishing Vessels

New Vessels

3.1.3 New Build Vessels (constructed on or after 16 July 2007) must be constructed in accordance with the Construction Standards set out in MGN628 (or if built before 21/7/2020, the Seafish Construction Standards. New Build Procedures are contained in MSIS27 Chapter 1 Annex 24. At first MCA inspection, which must be in the water, if this new vessel is simultaneously certifying as a Small Commercial Vessel and has obtained its Certificate as a Small Commercial Vessel, then only the following need be inspected:

- items not inspected as part of the relevant Small Commercial Vessel Code
- dated items.

3.1.4 If during the inspection it is apparent that the vessel is not compliant with either Code, then a full inspection should be undertaken. Training requirements should also be checked as these differ from Code vessel requirements and the inspector shall ensure that a fishing risk assessment has been completed.

Vessels built before 16 July 2007

3.1.5 Vessels built before 16 July 2007 that wish to Register as fishing vessels and hold current Small Commercial Vessel Certification shall undergo a Registration Survey as set out in Chapter 1 and obtain a Comparison Report.

3.1.6 At first inspection by the MCA, which must be in the water, after acceptances of the Comparison Report by the MCA, if the vessel is simultaneously certifying as a Small Commercial Vessel and has obtained its Certificate as a Small Commercial Vessel, then only the following need be inspected:

- items not inspected as part of the relevant Small Commercial Vessel Code
- dated items.

3.1.7 If during the inspection it is apparent that the vessel is not compliant with either Code, then a full inspection should be undertaken. Training requirements should also be checked as these differ from Code vessel
requirements and the inspector shall ensure that a fishing risk assessment has been completed.

Renewal Inspections for Small Fishing Vessels which are certificated as Small Commercial Vessels

3.1.8 At renewal inspection by the MCA, if the vessel has a current Certificate as a Small Commercial Vessel, then only the following need be inspected:

- items not inspected as part of the relevant Small Commercial Vessel Code
- dated items.

3.1.9 If during the inspection it is apparent that the vessel is not compliant, then a full inspection should be undertaken. Training requirements should also be checked as these differ from Code vessel requirements and the inspector shall ensure that a fishing risk assessment has been completed.

3.2 Deficiency Rectification and Revisits

3.2.1 If any Code 16s or 17s are issued, then a Fishing Vessel Certificate is not to be issued. The Surveyor should decide, if necessary with the assistance of a Consultant Surveyor, whether a revisit is necessary, or whether an email or photographic evidence is sufficient. Once the deficiencies have been rectified, a Certificate can be issued. If proof that the deficiencies have not been rectified is not received within 90 days of the inspection then, unless the owner can provide good reason as to why this has not been possible, RSS should be advised to commence de-registration.

3.2.2 Following a satisfactory inspection where defects have been cleared, the process at section 5 below should be followed, with documentation listed at Annex 3 and the certificate MSF 1316 should be issued. The Anniversary date of the Certificate shall be 5 years from the date of the inspection. Annual self-certification by the owner is required on page 2 of this form.

3.2.3 The owner should be instructed to retain their copy of the PELORUS INSPECTION REPORT / MSF 1606 and certificate until their next inspection. Owners are also required to send a copy of their Certificate to RSS when the vessel is to be registered or re-registered.

3.2.4 Certificates should be issued with a copy of the annual self certification section of the Code of Practice and a letter will be enclosed to remind owners of their responsibilities.
3.3  Issue of Certificates

3.3.1 See also MSIS 38. Since 2010 and prior to the introduction of MSN 1871 and the Fishing Vessels (Codes of Practice) Regulations, the MCA issued the Certificate as MSF 1316. This was simply a letter of compliance without legal standing. With the introduction of MSN 1871, Certificates issued after the Code comes into force will have legal standing. However, vessels holding Certificates issued prior to the entry into force of MSN 1871 do not need to be inspected for their new Certificate until the fifth anniversary of its last inspection or the date of renewal of its registration under regulation 36 of the Merchant Shipping (Registration of Ships) Regulations 1993.

3.3.2 In the case of Vessels wishing to join the Register, the Consultant Surveyor shall inform the Registry of Shipping and Seamen that the vessel meets the necessary Construction and Outfit standard and once completed its MCA Inspection satisfactorily and can be Registered (a vessel may be registered with a three month window to allow management of Marine Office resources).

3.3.3 The Owners/Skipper's attention should be drawn to the notes on the Certificate that state that:

- Any unauthorised modification to the vessel or it's equipment may invalidate this certificate or endanger the crew. If you intend to modify the vessel seek professional advice;
- This Certificate is no longer valid on change of ownership of the vessel and application to MCA should be made to inspect the vessel and renew the certificate; and
- The Certificate is no longer valid if the Annual Self Certification on page 2 of MSF 1316 is not undertaken.

3.3.4 If a vessel inspected at change of ownership, it is not intended that this inspection should change the anniversary date of the Certificate

3.4  Improvement and Prohibition Notices (INs/PNs)

3.4.1 See MSIS 38 Part C Chapter 2.

3.4.2 In relation to crew training, the lack of which is considered to intensify the consequences of any incident, refer to the flow diagram at Annex 6 for the process of issuing Improvement Notices in relation to Crew training Deficiency.

3.4.3 Where a fisherman does not have Basic Sea Survival a Prohibition Notice is to be issued to prevent the person going to sea on the vessel; no need to name vessel on notice.

3.4.4 Where an Improvement Notice has been issued to skipper or owner due to the lack of any of the 4 mandatory training courses among the engaged crew,
except Basic Sea Survival, the FV certificate should carry the same expiry date; i.e.: a Short term certificate for 3 months. (This is national policy as discussed at FP6 September 2013).

3.5 Detention Notices

3.5.1 See MSIS 38 Part C Chapter 3.

3.5.2 Detentions shall be notified to the Technical Manager, copied to the Consultant Surveyors. The Technical Manager will arrange for details to be forwarded to the MMO INTEL@marinemanagement.org.uk

3.5.3 When a vessel is released from detention, the MMO should similarly be informed

3.6 List of un-inspected vessels /ScotNI list of Eligible Boats

A list of vessels which have not yet been inspected will be available for each region, the location of and access to this information will be in accordance with regional arrangements.

3.7 PELORUS

3.7.1 From March 2020, this is the system that maintains records of all MCA ship inspections and surveys. All new records on inspections are to be inputted using this system. See also section 5 below.

3.8 SIAS (Ship Inspection & Survey) database

3.8.1 Until March 2020, this was the system used to record of all MCA ship inspections and surveys and can be used to obtain records of previous inspections of vessels prior to that date

3.8.2 SIAS remains a useful source of information if a new boat to the local area is identified and is not contained in the regional list, as you can quickly establish if the boat has been previously inspected within the current cycle.

3.9 WAVES database

3.9.1 RSS maintains records of all registered Fishing Vessels with details of engine power, length and other boat specific information and owners name and address. This information is useful in verifying the engine details and completing from PELORUS INSPECTION REPORT / MSF 1606
4.0 Inspection Procedures

4.1 Planning

4.1.1 The regional list of un-inspected vessels should always be consulted when planning inspections as all of the boats listed are eligible for inspection. The list is sorted on port of registry, however some boats are based at other ports. Local intelligence from sources such as the Sea Fisheries Inspectorate Office should be used to identify these boats. Inspectors may find it convenient to download the list as a quick reference when out in the field.

4.1.2 Inspections should be arranged with the owner on an agreed date and if highlighted on the regional List of Eligible Boats, within the period requested by the owner in accordance with the appropriate service standard. The owner should ensure that evidence of training courses undertaken by the crew and a copy of the certificate of registry are available. Owners can be provided with the booklet “Small Fishing Vessel Inspection – A Quick guide to preparing for inspection” which can be obtained from EC Group at the contact details in Section 8 of this Annex by quoting reference MCA/037. Owners shall also be provided MGN 570 – Emergency Drills and MGN 571 – Prevention of Man Overboard. The new MSN 1871 requires that Drills are undertaken. Therefore records of Drills should be checked and practice drills witnessed to ensure that the skipper and crew are prepared for emergencies. Particular attention should be paid to Man Overboard Procedures and recovery of persons in the water. Reference should be made to Chapter 11 of MSIS 27.

4.1.3 Radio surveys should now be arranged by the owner in accordance with Chapter 12, Section 13.2 of the Guidance for Survey and Inspection of Fishing Vessels.

4.1.5 Further guidance is also contained in MGN 392 - Radio Survey Service Authorisation

4.2 Inspections (at vessel)

4.2.1 The Code requirements for the different categories of boats up to 15m LOA are contained in MSN 1871.

4.2.2 Due to recent incidents the following additional checks to be made:

1. Risk Assessment to be discussed with operator(s) and noted in the file minute if it is written or not as referred to on the issued certificate.

http://www.seafish.org/media/Publications/SmallVesselRiskAssessment_052007.pdf
2 Bridge visibility – fishing vessels under 15 metres overall should comply as closely as practical with the wheelhouse visibility requirements for larger vessels, see MGN 314(F).

3 Single handed operation – A new leaflet – Single Handed Fishing – has been published. This can be obtained from gov.uk here
http://mca.ecgroup.net/browse.aspx

4 Potting safety especially where pots/creels are launched whilst vessel is making way.
http://www.seafish.org/media/Publications/SeafishIndustryAdvisoryNoteFS45PottingSafety_201101.pdf

5. Man Overboard Risk Review. See MSIS27 Chapter 11 Section 11.17

4.2.3 Boats that are laid up for whatever reason may be inspected but the use of Action Code 99 must be time specific followed up and closed out according to MSIS38.

4.2.4 The report of Inspections should clearly state that if the vessel is declared inactive that could lead to a consequent loss of registration, a maximum of six months should be allowed for re-inspection, after which the vessel should be notified to RSS as being inactive.

4.2.5 Vessels under 15m may be inspected for renewal surveys either in or out of the water. If the vessel is seen in the water, then the freeboard should be recorded. If the vessel is seen out of the water, then there are two options:

- The vessel should be revisited when it is in the water and the freeboard recorded; or
- The owner should be requested to mark up the vessel and forward photographic evidence of the vessels freeboard when it is in the water. (See photo’s below)
4.3 Crew Safety Training

4.3.1 The requirements for crew training are as follows:

<table>
<thead>
<tr>
<th><strong>New Entrants</strong> – (For the first time employed as a working fisherman)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day Basic Sea Survival</td>
<td>This is required to have been taken prior to starting as a fisherman</td>
</tr>
<tr>
<td>1 day Basic Fire-fighting &amp; Prevention</td>
<td>This must be taken within 3 months of starting work as a fisherman</td>
</tr>
<tr>
<td>1 day Basic First Aid</td>
<td>This must be taken within 3 months of starting work as a fisherman</td>
</tr>
<tr>
<td>1 day Basic Health &amp; Safety**</td>
<td>This must be taken within 3 months of starting work as a fisherman</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other fishermen</strong> – Born on or after 1 March 1954 and who is not a New Entrant</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day Basic Sea Survival</td>
<td>This course has been mandatory since 1 March 1989.</td>
</tr>
<tr>
<td>1 day Basic Fire-fighting &amp; Prevention</td>
<td>This course has been mandatory since 1 March 1989.</td>
</tr>
</tbody>
</table>
1 day Basic First Aid  |  This course has been mandatory since 1 March 1989.
1 day Safety Awareness and Risk Assessment  |  This course is mandatory for experienced fishermen; defined as those who have been working as a fisherman for two or more years

4.3.2 Any persons holding Deck Officer or Engineer Officer Certificates issued under the Fishing Vessels (Certification of Deck Officers and Engineer Officers) Regulations 1984 (Class 1 or Class 2 Certificates) are not required to show proof of having attended the four basic courses (Sea Survival, Fire-fighting & Prevention, First Aid and Health and Safety) as these are already covered by their certificate of competency. If the person is a holder of a Certificate of Competency as a Skipper or Second Hand issued under section 414 of the Merchant Shipping Act 1894 then he has to have also undergone an Approved Training Course in Basic Sea Survival and Basic Fire Fighting and Prevention and Safety Awareness.

Merchant Navy STCW basic safety training.

4.3.3 For those working or wanting to work in the maritime industry outside the fishing industry it is necessary for them to hold Seafarers Training Certification and Watchkeeping (STCW) basic safety training certificates. With this in mind it is agreed that the following STCW courses may be used in place of the some of the New Entrant Courses:

<table>
<thead>
<tr>
<th>Basic STCW Safety Course</th>
<th>Fishermen’s Basic Safety Training Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Survival Techniques</td>
<td>Sea Survival</td>
</tr>
<tr>
<td>STCW Ref. A-VI/1-1</td>
<td></td>
</tr>
<tr>
<td>Fire Prevention and Fire Fighting</td>
<td>Fire Fighting and Prevention</td>
</tr>
<tr>
<td>STCW Ref. A-VI/1-2</td>
<td></td>
</tr>
<tr>
<td>Elementary First Aid</td>
<td>First Aid</td>
</tr>
<tr>
<td>STCW Ref. A-VI/1-3</td>
<td></td>
</tr>
</tbody>
</table>

4.3.4 The MCA will accept STCW basic safety training which is approved by any Maritime Administration which is signatory to the STCW Convention.

4.3.5 Courses from other providers and foreign governments are also accepted as equivalent to certain UK courses. All require documentary evidence or verification from a training provider. Currently the majority of the one day courses do not have an expiry date.

<table>
<thead>
<tr>
<th>Provider/Course</th>
<th>Basic Sea Survival</th>
<th>Basic Health And Safety</th>
<th>Basic Fire Fighting</th>
<th>Basic First Aid</th>
<th>Safety Awareness</th>
</tr>
</thead>
<tbody>
<tr>
<td>STCW A-VI</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>RYA/DFT¹</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Belgium²</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

MSIS 27/CH 1/Annex 1/Rev 0820/Page 10 of 32
1. Inshore skipper ticket.
2. Fishing Basic Safety Course equivalents
3. On completion of Royal Navy Basic Training

4.3.6 The Safety Awareness and Risk Assessment course and the Basic Health and Safety courses have no STCW alternatives. Any fishermen coming from outside the UK must, regardless of whether they have undertaken the Merchant Navy STCW basic safety training, undertake the Basic Health and Safety course before commencing work for the first time on a UK Registered fishing vessel. If the vessel is being purchased/skippered by a fishermen who is also a new entrant, then that owner/skipper need not undertake the Safety Awareness course until he can be considered an experienced fishermen under the Fishing Vessels (Safety Training) Regulations 1989.

4.3.7 OPITO courses are not acceptable in place of Basic Safety Training Courses.

4.3.8 If crew safety training cannot be validated, this should be recorded as a deficiency - type 0252 - with Action Code 99. In the remarks box of the inspection report form, the following information should be inserted.

“99 = Improvement Notice to be issued allowing 3 months to complete all crew training”.

4.3.9 If crew training is not according to the requirements an Improvement Notice is to be issued following consultation with Technical Manager or a Consultant Surveyor. An Improvement Notice shall also be raised against the boat owner, if crew are not fully trained, for employing or engaging them.

4.3.10 If there is no response within the 3 month allocation, detention procedures will be initiated by Consultant. An update from the inspector will be requested before proceeding with detention actions.

4.4 General Condition of the Boat

4.4.1 Although this is not specifically mentioned in the Code, it was agreed with industry that this is the responsibility of the owner and should be included in the risk assessment. Some consideration should however be given to the approach of the owner and condition of the boat, a general look at the structure,
machinery and electrical system should indicate whether a surveyor should be contacted.

4.4.2 The Aide Memoires contains a reminder of items to inspect, but the following is an overview.

STRUCTURE

- Check hull for damage, are there signs of corrosion or holes in the deck?
  Ask for nets, gear etc. to be moved if necessary;
- Freeboard – is the boat lower in the water than similar boats?
- Are bulkheads are in good condition?
- Doors and hatches are free, toggles free and greased. Do they close? Are the rubber seals intact?
- Are vent flaps and air pipes intact and closeable?
- Freeing ports are clear and are free to operate?
- Have there been any modifications which could affect stability? (Ask owner & check last photographs)

MECHANICAL

- Does propulsion plant look well maintained? Are there fuel/lub oil or exhaust pipe leaks? Are guards in place, vibration or smoke levels OK?
- Hydraulic oil leaks, rubber hoses, temporary repairs to pipes, corrosion, leaking stern glands, defective steering gear?
- Sea cocks easily located and operated? Non return valves free on discharges?
- Bilge alarms, pumps, filters and pipes OK?

ELECTRICAL

- Does wiring look OK, are there signs of overheating?
- Electrical protection devices (fuses etc), security of wires, condition of connections OK?
- Battery condition, terminals, liquid levels, stowage and position OK?

4.4.3 Take photos of anything considered suspect!

4.4.4 When the Code came into force, fitness of vessel was at the request of industry left to owners to assess and maintain. Inspectors to date have not received specific training to cover the areas above and training needs are currently being considered. Inspectors of the vessels who feel they have the necessary competencies to carry out expanded inspections may wish to do so and report their findings as appropriate. Where inspectors feel they need further training we should encourage them to contact their line manager who will arrange for training to be given.
4.5 Life Saving Appliances

The life saving equipment required by the code is detailed in the checklists. Some additional points to consider when inspecting equipment are:

- Lifejackets, these should be accessible in an emergency if they are not constantly worn. Can the owner put them in a box somewhere on deck or on the wheel house roof?
- Flares etc. should also be easily accessible and could be for instance in a ‘grab bag’ in an easily accessed position with medical kit etc.; and
- Where a liferaft is carried, it should be stowed in a position as far as possible from any items which may obstruct inflation and deployment.

Hydrostatic release unit should be acceptable for the size and type of liferaft. It is apparent that a number of smaller vessels covered by MCA certification are likely to be carrying life rafts which are smaller than those carried on board vessels which are subject to SOLAS requirements.

There may be some doubt as to whether or not the hydrostatic release units supplied for SOLAS size life rafts are appropriate for life rafts of below SOLAS size.

In cases where smaller than SOLAS size life rafts are fitted, and there is any doubt with respect to the compatibility of HRU and the raft itself, then confirmation is to be sought from manufacturers and/or equipment suppliers that the breaking strength of the weak link and the size of the raft are compatible.

Hammar have also produced a small green cartridge type weak link which is for attaching to the standard Hammar HRU. They are now recommending that the new green coloured HRU should be used for small rafts.

4.6 Navigation Lights

4.6.1 There are no exemptions to the Collision Regulations. All vessels must comply regardless of their size or operating areas.
4.6.2 **Fishing vessels (Rule 26)**

Vessel trawling (i.e. towing some kind of net):

All-round green over white lights. Show regular navigation lights when making way, but not when stopped.

4.6.3 **Vessel fishing (other than trawling)**

All-round red over white lights, plus sidelights and stern light (if making way). When outlying gear extends more than 150m an all round white light (or, by day, a cone – point up) in the direction of the gear.

By day: trawlers and fishing vessels show a shape consisting of two cones with their points together

In the case of small open boat for example, less than 7 metres in length with a speed of less than 7 knots this can be a single all-round white light, as sidelights or a combination lantern would be impractical.

4.7 **Radio and Operator Licensing**

4.7.1 It is important for owners to understand the need to license their radio, particularly if they use DSC/GMDSS because the MMSI number has to be programmed into the radio for DSC to work. The MMSI number is issued with the radio licence, if the unit is unlicensed the MMSI may have been re-allocated.

4.7.2 Fishermen can obtain Guidance notes and the Ship Radio Licence Application Form from the website below:
4.7.3 Because radio and operator licensing is not covered by Merchant Shipping legislation, Inspectors should restrict their findings to comments and recommendation using the Notes section of the Inspection Report or alternatively an Authorised Radio Surveyor should be requested to attend.

4.8 Recording of Maximum Continuous Engine Power (MCEP)

4.8.1 When inspecting a vessel the tally plate on the engine should be located and MSF 1336 completed. The box ‘Engine Tally Plate Data’ should be ticked if a tally plate is located and the data on the tally plate entered on the form. If no plate is located, the box Indicating ‘No tally plate found on engine, details should be taken as those declared by the owner’ should be ticked. The details declared should be compared to the engine onboard. The completed form should then be faxed to the RSS on 0203 90 85202.

4.9 Completion of Certificate:

4.9.1 An electronic copy of the certificate is to be sent using PELORUS. However as the letter to owners which previously contained a copy of the Certificate contains important reminders to the owner, this should still be sent to owners using the template in Annex 5.

4.9.2 The relevant “check list of requirements” attached to each certificate as a “Record of equipment” to be consistent with other certificates. FV Checklist of requirements are to be completed in a suitable format to issue to the owner with the FV Certificate – rough copy completed at the time of the inspection is not always suitable.

4.9.3 The number of LSA on the FV Certificates shall correspond to the FV Checklist completed at inspection.

4.9.4 Since September 2012 the Seafish Construction Rules (and now subsequently the Construction Standards contained in MGN628) for new vessels have an operational limitation on open vessels and decked vessels with a freeboard less than 300mm. Builders are required to fit such vessels with a notice visible at the helm position stating limited area of operation. Presently, there are no means of recording this limitation on the certificate. The following text can be over printed on the completed certificate:

**Area of Operation is restricted to 20 miles from a safe haven and in favourable weather conditions.**
5. Documentation and Administrative Process for Business Support & Surveyors (also reference OP ID:15)

5.1 The following process using Pelorus should be followed where possible:

1. Inspection request comes into the Marine Office
2. Survey Case created within Pelorus by Business Support
3. Survey created allocating surveyor, time of survey and location by Business Support
4. Pre-survey paperwork prepared by Surveyor using SharePoint, Pelorus and CM files as reference
5. Inspection report created using Pelorus
6. The inspection report should be set to “temporary report” and provided to owner / skipper in pdf or paper format. [The relevance of Section 3.2 should be highlighted].
7. The documents listed at Annex 3 shall be fully completed and placed in vessel Sharepoint file before sending the certificate for approval. Other than Company and Owner data, documentation that identifies an individual’s personal information shall not be retained for the purposes of the inspection.
8. The Evaluation function should be used to record items relevant to the inspection. Annex 4 refers.
9. Once all deficiencies have been rectified the SFVC MSF1316 sent for approval.
10. Once SFVC MSF 1316 approved this should be sent together with the final report to the owner / skipper.

5.2 In remote areas or where the survey case has not been created, the inspection should be undertaken using the “unannounced survey” tab on Pelorus.

5.3 The Retention label in the Sharepoint file is to be set to “vessel record” by the approving surveyor on approval of the certificate.

6. Other Safety Information

6.1 Handouts and other safety information can be obtained from

http://mca.ecgroup.net/browse.aspx

6.2 M Notices can be obtained from https://www.gov.uk/topic/ships-cargoes/m-notices

6.3 Copies of the SEAFISH risk assessment folder can be obtained from https://www.seafish.org/media/1404347/safety_management_folder__june_2015_v3_.pdf or Seafish Tel: 0131 524 8678, or Email seafish@seafish.co.uk.
Alternatively, there is also a free on line safety folder [http://www.safetyfolder.co.uk/](http://www.safetyfolder.co.uk/) which can be utilised by fishing owners, skippers and crew to prepare a risk assessment for their particular boat. Further details are contained in MGN 587.
Annex 1 – Template for email to Vessel Owner before inspection

Dear Mr /Ms

Use either

Thank you for [your call/email to MCA [name of Marine office]. As per your telephone call, you need an inspection to confirm that your vessel complies with MSN 1871 so that it can be certified by MCA.

Or if MCA initiated the contact

Further to our discussion regarding your vessel, you need an inspection to confirm that your vessel complies with MSN 1871 so that it can be certified by MCA.

On the day of the inspection, the inspector will require to see:

i) UK Certificate of Registry, (if issued)

ii) All crew training records (Please ensure that you and your crew have done all courses and or registered for the course and confirmed date of attendance and complete attached document)

iii) Your ship’s radio license.

iv) Confirmation that you have completed a risk assessment specific to your vessel and fishing method.

v) Fishing Vessel Work agreement- if you have any crew/skipper working for you, to comply with ILO 188 requirements. (Guidance included below)

Please see below a list of relevant documents which can help you prepare for your inspection. In particular, please familiarise yourself with the Code as this will make the inspection easier for both you and the surveyor.

It is advised to keep your vessel safe by meeting all the requirements.

If the vessel has to be re-inspected, those visits are chargeable at £147 per hour.

In order to receive your small fishing vessel certificate you will be required to provide clear evidence that any recorded defects have been rectified. Clear evidence may include: Digital images of repairs or modifications; Copies of receipts and invoices; Copies of any certificates, such as training or lifesaving equipment servicing.

Copies of the above can be emailed to: xxxxxxx.mo@mcga.gov.uk
When sending any correspondence you **must** identify the vessel by its name and port or official numbers and mark for the attention of the attending inspector.

Alternatively, you may use our postal address:

[Marine Office Address]

**PLEASE NOTE, IF ANY DEFECTS ARE NOT RECTIFIED WITHIN THE PERIOD FROM THE DATE OF INSPECTION, SPECIFIED BY THE MCA THIS MAY RESULT IN A SECOND CHARGEABLE VISIT.**

We are working towards your safety and the safety of the environment. It should be noted that the inspection regime has changed over the years and the inspections are now far more comprehensive to ensure your safety.

Kindly acknowledge the receipt of this mail and confirm that you have read and understood all that is required for the inspection, to confirm your inspection slot.

Please click on the links in the table below and get access to the relevant documents. MSF 5549 and checklists for different sizes of FVs are attached for quick reference. We would be grateful if you could complete the crew qualifications form and Risk assessment confirmation.

If you require further assistance with any of this information, please contact [name of Marine Office] on [telephone number] and ask to speak to a surveyor or drop your query to [marineoffice.fishing@mcga.gov.uk] and we will get back to you within 3 working days.
<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Link</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Ship’s radio license</td>
<td><a href="https://www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/ships-radio">https://www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/ships-radio</a></td>
<td>This is a new licensing portal and existing users are advised to re-register as a new user by clicking Register as a new user link using their email address. After registering, users will be asked to set a new password. This will enable you to log in to the portal and manage your license online. If you require further assistance please contact the Spectrum Licensing Team on 020 7981 3131 or via email at <a href="mailto:spectrum.licensing@ofcom.org.uk">spectrum.licensing@ofcom.org.uk</a>.</td>
</tr>
<tr>
<td>3</td>
<td>Risk Assessment</td>
<td><a href="http://www.safetyfolder.co.uk">www.safetyfolder.co.uk</a></td>
<td>Please refer to various examples and documents when writing a risk assessment. Risk assessment folder also includes Block accounting log for recording your Loler and power inspections.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://www.seafish.org/media/1705063/guidelines_for_performing_and_completing_risk_assessments.pdf">https://www.seafish.org/media/1705063/guidelines_for_performing_and_completing_risk_assessments.pdf</a></td>
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</tbody>
</table>
https://www.seafish.org/media/Publications/SeafishIndustryAdvisoryNoteFS45PottingSafety_201101.pdf | Guidance Leaflet on Creeling safety  
Guidance for prevention of flooding on fishing vessels  
Plotting Safety |
| 7 | MOB Risk Review and MGN 571 | https://www.seafish.org/media/1704417/risk_review_1.pdf  
Prevention of Man Overboard |
| 8 | ILO 188 | https://www.gov.uk/government/collections/ilo-work-in-fishing-convention | MCA guidance on ILO 188 and links to Fishing Vessel Work Agreements |
How to carry out roll test and heel test  
Wolfson method |
Annex 2

Offset load test

An offset load test should be conducted when the vessel is loaded according to the operating conditions as specified in 3.8.1.2 of the IMO Publication “Safety Recommendations for Decked Fishing Vessels of Less than 12m in Length and Undecked Fishing Vessels”.

A weight equivalent to 25 x LOA x B (kgs) should be distributed along one side of the vessel,

where:

LOA and B, in metres, Length overall and beam

The stability is deemed satisfactory when the angle of heel does not exceed 15° and the freeboard to the deck is not less than 75 mm at any point.

The Operating Conditions listed in 3.8.1 of “Safety Recommendations for Decked Fishing Vessels of Less than 12m in Length and Undecked Fishing Vessels” which are the type of conditions that should be considered to the satisfaction of the Competent Authority are as follows:

3.8.1.1 departure for the fishing grounds with full fuel, stores, ice, fishing gear, etc.;

3.8.1.2 departure from the fishing grounds with full catch, 30 percent stores, fuel etc;

3.8.1.3 arrival at home port with full catch and 10 percent stores, fuel, etc: and

3.8.1.4 arrival at home port with 10 percent stores, fuel etc., and minimum catch, which should normally be 20 percent of full catch, but may be upto 40 percent of full catch provided the competent authority is satisfied that operating patterns justify such a value.

Notes

B is defined as breadth" means the maximum breadth of the ship, measured amidships to the moulded line of the frame in a vessel with a metal shell and to the outer surface of the hull in a vessel with a shell of any other material.

LOA is defined as means the distance between the foreshide of the foremost fixed permanent structure and the afterside of the aftermost fixed permanent structure.
ANNEX 3 – Documents required for issuance of Certification

Check against docs for other vessel sizes also take account of Seafish reports, Wolfson etc that could be included

<table>
<thead>
<tr>
<th>Ser</th>
<th>DOCUMENTS REQUIRED</th>
<th>Storage location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Report of Inspection</td>
<td>Pelorus</td>
</tr>
<tr>
<td></td>
<td>See Notes 1 and 2</td>
<td>(or SharePoint if MSF 1606)</td>
</tr>
<tr>
<td>2</td>
<td>Photograph / vessel layout</td>
<td>SharePoint</td>
</tr>
<tr>
<td>3</td>
<td>Evidence of rectification of defects</td>
<td>SharePoint</td>
</tr>
<tr>
<td>4</td>
<td>Improvement Notice/Prohibition Notice/Detention Notice if applicable.</td>
<td>Pelorus</td>
</tr>
<tr>
<td>5</td>
<td>Stability book or approval etc. as applicable</td>
<td>SharePoint</td>
</tr>
<tr>
<td>6</td>
<td>MSF5549 – Aide Memoire for FVs under 15m</td>
<td>SharePoint</td>
</tr>
<tr>
<td>7</td>
<td>MSF5558 – Aide Memoire for Work in Fishing Convention</td>
<td>SharePoint</td>
</tr>
<tr>
<td>8</td>
<td>Small FV Certificate MSF 1316 prepared</td>
<td>Pelorus</td>
</tr>
<tr>
<td>9</td>
<td>Minute (see Annex 4 below)</td>
<td>SharePoint</td>
</tr>
</tbody>
</table>

Other than Company and Owner data, documentation that identifies an individual’s personal information shall not be retained for the purposes of the inspection.

Aide Memoires should identify the vessel and survey and should be annotated with any relevant information that may be necessary to the next attending surveyor or file record.
ANNEX 4 – GUIDANCE ON MINUTE

Where Pelorus is used for Reports of Inspection the requirement for a minute could be incorporated into the evaluation tab of the report.

Information to be contained within the Evaluation section of the Inspection Report, is to give an overview of the current status and issues for the benefit of owner, colleagues and managers and the next attending surveyor. It is to be general in nature being sensitive to it being an external document. Further guidance can be found in MSIS27 Chapter 1 Annex 12

The minute should provide one or more of the following:

• a very short outline of the survey;

• brief summary of any significant issues during or following survey;

• request for further action or explain why a minute is there,

• include comments about a specific decision or policy;

• explain why the file should be seen and actioned by relevant person(s); and

• provide reference to relevant documents

The Evaluation section / minute should be kept as short as possible consistent with the above.

An Evaluation section / minute should be placed on the file every time there is an action or a change to record.

Where a complex minute or further information for the use of surveyors is required the evaluation can be annotated to include the reference to the vessel SharePoint file where the information is filed
ANNEX 5

Standard SMALL FV Letter

Belfast Marine Office
Scotland & N Ireland Region
Bregenz House, Quay Street
Bangor
Down
BT20 5ED
mcabelfast@mcga.gov.uk
TEL: +44 (0)2891 475300
DDI: +44 (0)2891 475300
FAX: +44 (0)2891 475321

Insert Date

To:

Your ref:

Our ref: CM xxxxx/31/01

Dear Sir,

MFV “XXXXXX” - KY165 - SMALL FISHING VESSEL CERTIFICATE

You have been sent an electronic Small Fishing Vessel Certificate for the above vessel, which expires on 31 October XXXX. The certificate should be exhibited in a conspicuous place on board.

The electronic Certificate also includes your annual self-certification document. This document should be signed at each annual self-certification period, which should be [Insert anniversary month relating to certificate expiry day, i.e. [October] of each year.

If the vessel ownership changes before the next Certificate is due to be issued, this Certificate becomes invalid until such time as the Vessel has been satisfactorily re-inspected by the MCA.

It is also your responsibility to ensure that the renewal inspection is arranged. If you have not contacted and arranged a renewal inspection before the expiry of the existing Small Fishing Vessel Certificate, then de-registration procedures will be started.

It should be noted that the Certificate might be cancelled if any of the following conditions are infringed:

1. Fire extinguishing equipment must be maintained in an efficient condition.

2. Lifesaving Equipment should be regularly inspected and serviced or replaced when due.

3. No alterations are to be undertaken which may affect the stability or seaworthiness of the vessel as they may not only invalidate the certificates but may seriously endanger the safety of the vessel and the crew.
4. The surveyor is to be notified in the event of:-
   a) Any accident occasioning loss of life or serious injury.
   b) Any material damage effecting the seaworthiness or efficiency of the ship, either in the hull or any part of the machinery.
   c) Any proposed alterations, additions or modification to the vessel.

You are also asked to keep the booklet “Fishermen & Safety” onboard the vessel, available for the crew’s reference.

Please acknowledge receipt of the certificate.

Yours faithfully

A Surveyor
Marine
Annex 6

Does crew member have Approved Training Course in each of the following:

- (i) basic survival at sea
- (ii) basic fire-fighting and prevention,
- (iii) basic first aid, and
- (iv) basic health and safety

Has crew man completed training course within 3 months?

- NO
  - Issue Improvement Notice to crew man
  - Issue Improvement Notice to Skipper/Owner
  - Does crew member have Approved Training Course in each of the following?
    - YES
      - NO FURTHER ACTION
  - SEND PROHIBITION NOTICE TO HQ ENFORCEMENT UNIT
    - NO
      - Issue Prohibition Notice to crew man

- YES
  - Issue Prohibition Notice to crew man
  - Issue Prohibition Notice to crew man
  - Issue Improvement Notice to crew man
  - Issue Improvement Notice to Skipper/Owner
  - Issue Improvement Notice to crew man
  - Issue Improvement Notice to Skipper/Owner

Is crew man an experienced fisherman (a fisherman who has not less than two years service working on board fishing vessels)?

- NO
  - NO FURTHER ACTION
  - Issue Prohibition Notice to crew man
- YES
  - Issue Improvement Notice to Skipper/Owner

Is he/she the holder of a certificate or certificates certifying that he has undergone an Approved Training Course in Safety Awareness?

- NO
  - Issue Prohibition Notice to crew man
- YES
  - Issue Improvement Notice to crew man
  - Issue Improvement Notice to crew man
  - Issue Improvement Notice to Skipper/Owner

SEND PROHIBITION NOTICE TO HQ ENFORCEMENT UNIT
Under 15 Metre Fishing Vessels

How to clear your defects and receive your Small Fishing Vessel Certificate

Inspections that require MCA to revisit the vessel are chargeable.

In order to receive your small fishing vessel certificate you are required to provide clear evidence that any recorded defects have been rectified. Clear evidence may include: Digital images of repairs or modifications; Copies of receipts and invoices; Copies of any certificates, such as training or lifesaving equipment servicing.

Copies of the above can be emailed to: xxxxxx.mo@mcga.gov.uk

When sending any correspondence you must identify the vessel by its name and port or official numbers and mark for the attention of the attending inspector.

Alternatively, you may use our postal address:

[Marine Office Address]

PLEASE NOTE, IF ANY DEFECTS ARE NOT RECTIFIED WITHIN THE PERIOD FROM THE DATE OF INSPECTION, SPECIFIED BY THE MCA THIS MAY RESULT IN A SECOND CHARGEABLE VISIT.
Annex 8

REMOTE GEOGRAPHICAL AREAS
UNDER 15 METRE REGISTRATIONS AND INSPECTION PROCESS.

In order for a vessel to be registered it has to be proven that all the relevant requirements of Merchant Shipping Acts (including any instrument made under them) have been complied with. In order to provide evidence of this the vessel has to be inspected.

A number of applications for inspection are received from vessels in remote geographical areas and it is not always possible to get an MCA inspector to them in a timely and cost effective manner until a number of inspections in the location can be grouped together at the one time.

From 26 March 2020 to the issue of MIN623, the following applied.

In accordance with MIN612, in order to not to unduly delay registration for vessel under 15 metres Registered length in the UK, the following procedure was followed:-

1. The vessel must have had one of the following:
   - Registration Survey Report, which has been examined by MCA: or
   - Hull Construction Certificate issued by a Fishing Vessel Certifying Authority for vessels of less than 12m RL and Outfit Compliance from a FVCA and for vessels from 7m LOA to less than 12m RL (Hull and Outfit Certificates will be from Seafish if vessel build was finished before 21 July 2020).
   - Hull Construction and Outfit Certificates issued by MCA for vessels of 12m RL to less than 15m LOA and Outfit Compliance from MCA (Hull and Outfit Certificates will be from Seafish if vessel build was finished before 21 July 2020).

2. The Owner must have provided: -
   - an Annual Self Certification (Annex 8 of MSN1871 Amendment No.1);
   - confirmation in writing compliance with the relevant checklist of requirements for the vessel size contained in MSN1871 Amendment No.1;
   - photographic evidence showing carving marking;
• evidence by photo and paperwork for installation of liferaft, EPIRB, Lifejackets, handheld VHF, Fire extinguishers, lifebuoys and medical kit;

• a video of operation of fixed VHF including MMSI verification check;

• video evidence of operation of bilge pumping arrangements and bilge alarms;

• written evidence of risk assessments for operations on board, a procedure for recovery of a man overboard and evidence of assessment of the risk of going overboard, including the actions taken to mitigate or eliminate the risk and if the risk cannot be eliminated, a statement that PFDs or a lifeline will be worn;

• photographic evidence of measurement of freeboard, written confirmation that no modifications have been made since the FVCA or MCA new build surveys (or Seafish prior to 21 July 2020) and that the vessel complies with the stability requirements of MSN 1871 Amendment 1; and

• photographs of Safety Training and radio operator certificates for the engaged crew

3. This evidence shall have been provided to the local Marine Office by the Owner for review.

4. If the evidence, and in the case of vessels built before 16 July 2007, the Registration Survey, was acceptable, the local office would have issued a short term SFVC (3 months) annotated with “vessel is to operate only for the duration of this certificate and will require on completion a full inspection to the scope of MSN 1871 Amendment 1 including measurement for issue of Certificate of British Registry.”

From the issue of MIN623, the following now applies

5. Following the expiry of MIN612, owners of new vessels looking to Register as a fishing vessel and vessels undergoing Registration Survey must now contact the local Marine Office to commence making arrangements for the survey/inspection of their vessels at the earliest opportunity or, where the vessel has been issued with a short-term certificate under MIN612, prior to the expiration of that certificate.

6. Limited extensions to a short-term certificate issued on the basis of a declaration as set out in MIN 612(M+F) may be considered on an individual basis in cases when an MCA surveyor is not available but
shall not be granted for other reasons except in exceptional circumstances.

7. Where considered appropriate due to the remote geographical location of certain vessels, at the discretion of the local Marine Office, the issue of short-term certificates may be considered in lieu of initial inspections based on the process for inspections in remote areas as set out in this document.

8. Owners should provide the Marine Office with details of the evidence required to demonstrate compliance in order to use this process.

The following remains applicable to Scotland and Northern Ireland only:

5. Owner requests local Fishery Officer to sign C&M Note and to complete a Certificate of Measurement MSF 2301A and send to RSS.

6. Owner contacts local MO to arrange Inspection

8. For Inspection

If Marine offices cannot attend within Regional Service Standard Date then:

MSN 1871 Code of Practice for the Safety of Small Fishing Vessels of less than 15m Length Overall, replacing MSN 1813


8. Owner completes:-

8.1. ANNUAL SELF CERTIFICATION, ANNEX 6 of MSN 1871

8.2 MSN 1871 CHECK LIST OF REQUIREMENTS appropriate to the length and type of vessel.

8.3 Small vessel risk assessment specifying fishing method, crew numbers and area of operation (if single handed this also to be included in the risk assessment).

8.4 Compiles package containing all the Safety Training and radio operator certificates for the engaged crew.

9. Owner submits pack at item 8 to local marine for review.

10. If package acceptable local office will issue short term Inspection Certificate in order for the vessel to complete registration. (can the certificate be
endorsed to the effect issued to vessel following review of documentation. Full inspection to be completed by Limit date XXXXXX

11. Allocated Marine Office and Owner to agree a date for final inspection prior to issue of Short Term certificate.

12. A full term certificate will be issued after the inspection confirms that all the relevant requirements of Merchant Shipping Acts (including any instrument made under them) have been complied with. If the inspection result is not to the inspector’s satisfaction a re-visit will be required at the owners cost; otherwise the outcome will result in the vessel being de-registered. (Certificate should be valid from time of issue of Short Term Cert)