



Radio Communications: GMDSS – Shore-Based Maintenance

Notice to all Shore-Based Maintenance Service Companies, ship owners and masters

This Notice should be read in conjunction with MSN 1690 (M) and MSN 1801 (F)

This Notice replaces MGN 417 (M+F)

Summary

Key Points

- A Self Certification process for the registration of GMDSS Shore-Based Maintainers.
- The requirements to be met by any company offering this service are in this MGN.
- This Note may also be useful to UK Radio Survey Authorised Persons as noted in MGN 608 (M+F).
- Throughout the term of registration as a MCA GMDSS SBM provider, the registered entity should maintain valid classification society and quality assurance certification required under points 2.2 and 2.3 within this document. MCA should be duly notified of any changes, including renewals.
- Revised technical qualifications as instructed within Annex 2.

1. Introduction

1.1 Maritime Administrations must ensure that companies offering a GMDSS Shore-Based Maintenance (SBM) service are acceptable in accordance with IMO Resolution A.702 (17). Where the ship owner has opted for radio equipment to be maintained through a SBM Agreement, the Maritime and Coastguard Agency (MCA) has agreed with industry a set of requirements that needs to be met by a SBM provider. Companies wishing to be registered as UK GMDSS Shore-Based Maintainers should ensure that they comply with the requirements as set out in this MGN.

1.2 Reference should also be made to MSN 1690 (M) and MSN 1801 (F).



2. Shore-Based Maintenance Requirements

- 2.1 To become a registered GMDSS SBM provider, the applicant must fulfil the criteria set out below and in Annex 1 and 2 of this MGN. The Self Certification form in Annex 3 must be completed and sent to the address provided on the form.
- 2.2 Prior to applying, when renewing and throughout their SBM registration, the company must ensure they are certified by a Recognised Organisation (a U.K. recognised classification society, listed here: www.gov.uk/guidance/uk-authorized-recognised-organisations-ros in accordance with the IACS document Z17 – Procedural Requirement for Service Suppliers (IACS Req.1997/Rev.14 2019)), with specific attention to Annex 1, paragraph 6, and be able to provide copies of the relevant documentation. The certification required for this purpose must relate to GMDSS radio communications equipment on ships.
- 2.3 The MCA requires ISO 9001 certification and/or Original Equipment Manufacturer/main agent (OEM) certification to ensure that the SBM provider manages the operation according to written procedures and has been audited by an appropriate third party as part of their certification.
- 2.4 Throughout the term of registration as a MCA GMDSS SBM provider, the registered entity should maintain valid classification society and quality assurance certification required under 2.2 and 2.3 above. MCA should be duly & continuously updated with approved provider's certification status by submitting copies of changed or renewed certificates. MCA reserves the right to revoke SBM registration if these are not provided.
- 2.5 The MCA publish an up to date list of MCA approved SBM providers on www.Gov.uk (<https://www.gov.uk/government/publications/mgn-417-companies-offering-shore-based-maintenance-of-radio-equipment>). Failure to provide the MCA with replacement certificates described in 2.4 will result in the MCA applying the right to revoke SBM registration and the removal from the online published list.
- 2.6 Non-U.K. companies may apply to become MCA registered GMDSS SBM for UK flagged vessels. However, the certification provided must be from a UK recognised classification society as in 2.2 above.
- 2.7 In accordance with IMO Resolution A.702 (17) SBM providers should be able to provide the required service anywhere within the trading area of a ship with which they have a service agreement.
- 2.8 MCA GMDSS SBM registration will be limited to the organisation or part of the organisation that has been inspected and approved for this work by the classification society. Applicants should be aware that this might result in a region or port division being accepted as an MCA registered GMDSS SBM whilst the rest of a larger company or group is excluded.
- 2.9 In some cases the accreditation granted by classification societies may be restricted to specific manufacturer's equipment. Should that be the case, any MCA GMDSS SBM registration would be subject to the same restriction.
- 2.10 Companies may, on successful registration, include 'MCA registered GMDSS Shore-Based Maintainer' in their documentation and web site content but must on no account use the MCA logo or phrases to the effect of – "MCA approved".



2.11 Registration will normally last for a period of five years and may be renewed on request, subject to continuing to meet the requirements set out in this MGN and the completion of a new self-certification form.

2.12 Within this MGN, Annex 4 is a sample document included for reference.

More Information

Navigation Safety Branch
Maritime and Coastguard Agency
Bay 2/25
Spring Place
105 Commercial Road
Southampton
SO15 1EG

Tel: +44 (0) 203 81 72000
e-mail: navigationsafety@mcga.gov.uk

Website Address: www.gov.uk/government/organisations/maritime-and-coastguard-agency

General Enquiries: infoline@mcga.gov.uk

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Requirements to be met by companies offering GMDSS Shore-Based Maintenance (SBM)

Company literature dedicated to operational procedures relevant to the SBM service provided should indicate that certain requirements are met and include related information, as follows:

Requirements

- (1) The company operates a quality control system to either the requirements of ISO 9001 (or equivalent) or is audited and approved by a GMDSS product manufacturer or their UK – based main Distributor;**

(NOTE: GMDSS product manufacturers or their UK based main Distributor shall not unreasonably refuse to approve a Shore-Based Maintenance organisation that meets the appropriate standards. In the event of a GMDSS product manufacturer (or their UK based main Distributor) turning down a request by a company for approval on commercial grounds, an opinion on the validity of the decision may be sought from MCA)

- Company literature to contain:
 - a copy of the ISO 9001 Accreditation Certificate or accreditation from GMDSS product manufacturers or their UK based main Distributor detailing tasks and addresses of the facilities covered by the accreditation; and
 - a full schedule listing Product Groups for which the company offers SBM.

- (2) Service staff are available 24 hours a day, 365 days a year to provide technical advice and arrange immediate service;**

- Company literature to contain evidence showing how they will cover this requirement indicating the actual arrangements to cover “out of hours contact” and/or absence of staff. All relevant telephone landline and mobile numbers to be included and kept updated.

- (3) Service staff have access to suitable repair and maintenance facilities and sufficient tools and test equipment (calibrated if appropriate) to undertake SBM duties;**

- (4) Service staff have a full understanding of relevant rules, regulations, codes and guidelines related to SBM activities;**

(NOTE: Service personnel should hold industry recognised technical qualifications as at Annex 2 and GMDSS equipment should be operated by a qualified person or under the authority of a qualified person.)

- Company literature to contain the names of SBM company directly- employed attending engineers, their industry recognised technical qualifications, and any manufacturers’ technical training courses attended with locations, dates and product content.

- (5) The SBM provider takes all reasonable steps to ensure that attending engineers are competent to carry out the work required;**



NOTE: If work is sub-contracted the SBM supplier must obtain advance confirmation that the Recognised Organisation is satisfied with the arrangement and that the certification remains valid for this work.

(6) One of the SBM-provider staff is nominated as being responsible overall for the company's shore-based maintenance activities;

- Company literature to indicate the name, professional qualification details and contact details of the person having overall responsibility for the company SBM activities.

(7) A continuing training programme concerning new developments and techniques are provided for all personnel involved in shore-based maintenance;

- Company literature to contain the training programme related to SBM together with a schedule consolidating the Training Review of each employee emphasising training issues relating to SBM.

(8) Access is provided to a full set of technical manuals to cover the equipment under contract;

- Company literature to contain a full list of technical manuals held and their location. Updates to documentation to be logged with relevant dates.

(9) Access is available to service exchange units, spare parts and the latest software versions and updates as advised by the manufacturer;

- Company literature to contain:
 - Proof that it has direct access to service exchange units, spare parts and the latest software versions and updates for the products maintained by the SBM; and
 - a full list (if produced) of Manufacturers' recommended service exchange units, specialised test equipment or jigs and spare parts for equipment mentioned in Requirement 1.

(10) Appropriate records of repair and maintenance are kept and available for inspection by the Administration as may be required;

- Company literature to contain details of Document Control listing, specifically, details of the appropriate files/records of repair and maintenance to vessels under contract.

(11) The company has original verification certificates, renewed annually, showing the existence of current SBM agreements, copies of which to be provided to ships to be kept with ships papers or displayed at the main radio installation.

- Company literature to contain an example of a Company SBM Agreement – see Annex 4.

(12) Make available to the Administration, upon request, dates of commencement and termination of SBM contracts.

- Company literature to contain a full schedule showing current SBM contracts in existence with dates of commencement and termination.



Existing Technical Qualifications - Suitability for Shore-Based Maintainer

Qualifications required:

a. GMDSS operating certificate; and

b. A minimum of 2 years' relevant experience endorsed by employer, plus at least one of the following:

- British Marine Electronics Technician (BMET) Intermediate or above.
- 1st Class Radio Electronic Certificate.
- An appropriate technical HNC/HND/ONC/OND or equivalent.
- An appropriate technical NVQ (SVQ) 3 or 4.

Manufacturers' technical training courses - Acceptable in conjunction with other recognised qualifications as above.



GMDSS Shore-Based Maintenance Self-Certification Form

| | | | |
|---|-----------|-------------------------|--|
| COMPANY DETAILS: | | | |
| Company Name | | | |
| Country of registration | UK | Name country if non-UK: | |
| CONTACT DETAILS: | | | |
| Please enter details for the CEO or equivalent: | | | |
| Contact Person: | | | |
| Telephone: | | | |
| Mobile: | | | |
| Fax: | | | |
| E-Mail: | | | |
| Postal address: | | | |

DECLARATION:

I hereby declare that I have read MGN 417 and my company complies with all the requirements for a company offering GMDSS Shore-Based Maintenance (SBM) and hereby request to be registered to offer this service for UK flagged vessels.

SIGNED: _____ **PRINT:** _____ **DATE:** _____

If undertaking SBM as a contracted third party, please state company on behalf of which you are undertaking the work here:

_____.

Information Privacy

The Maritime and Coastguard Agency complies with current UK data protection, the General Data Protection Regulation (GDPR). Information you provide for MCA accreditation will be protected in accordance with our Personal Information Charter which is available on the link below.

<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency/about/personal-information-charter#your-information-privacy>



This form, along with accreditation documentation, should be sent to:

Maritime & Coastguard Agency,
Navigation Safety Branch,
Bay 2/25,
Spring Place,
105 Commercial
Road, Southampton,
SO15 1EG.

For Official Use Only

Reference:

Date:

Renewal Due:

MCA Registered SBM provider no: _____



Certificate of Shore-Based Maintenance
 (As required by SOLAS Ch IV Reg 15.6 and 15.7, and IMO Res.
 A.702(17))

We hereby certify that the owner/manager of the Vessel:

_____ has entered
 into an Agreement with us for the provision of Shore-Based Maintenance of the
 GMDSS Equipment described in the Schedule below.

| Primary Systems | Equipment Onboard | | |
|--|-------------------|------------|----------|
| | Make | Type/Model | Quantity |
| VHF Radio Installation | | | |
| VHF Radiotelephone | | | |
| DSC Encoder | | | |
| DSC Watchkeeping Receiver | | | |
| | | | |
| MF/HF Radio Installation | | | |
| Radiotelephony | | | |
| DSC Encoder | | | |
| DSC Watchkeeping Receiver | | | |
| Direct Printing and Radiotelegraphy | | | |
| Battery Charger | | | |
| | | | |
| Recognised Mobile Satellite Service | | | |
| Ship Earth Station | | | |
| | | | |
| MSI Facilities | | | |
| Navtex Receiver | | | |
| EGC Receiver | | | |
| Direct Printing | | | |
| Radiotelegraphy | | | |
| | | | |
| Radio LSA | | | |
| EPIRB | | | |
| SART | | | |
| Portable VHF | | | |
| Airband VHF Radio | | | |

This Certificate is valid for a period of 1 (one) year expiring: __/__/20__

Signed: _____ For & on behalf of _____

Dated: _____

| |
|---|
| For 24/7 Emergency Shore-Based intervention contact (insert as applicable) Phone: Fax: E.mail: Telex: |
|---|

