

## **PART B**

### **CHAPTER 13**

#### **APPROVALS**

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

##### **13.1 Equipment and Material Approval**

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

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

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

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

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

13.1.6 Further information can be found in the following, listed and/or available from the Master List of Documents (MLD):

- Fire Protection Instructions to Surveyors (Appendices).
- Crew Accommodation Instructions to Surveyors
- Life Saving Appliances Instructions to Surveyors
- Prevention of Pollution from Ships Instructions to Surveyors
- Passenger Ship Instructions to Surveyors
- Relevant IMO Resolutions, MSC Resolutions and MSC Circulars
- Relevant Statutory Instruments
- Relevant BS and ISO Standards
- Relevant Merchant Shipping Notices, Marine Guidance Notes or Marine Information Notes

### **13.2 Radio Equipment Approvals – Non Directive Fishing Vessels**

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

13.2.1 The equipment must:

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

13.2.2 The following documentation is used in the process:

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

Available on the MLD:

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

Available at [http://europa.eu.int/eur-lex/lex/RECH\\_legislation.do?ihmlang=en](http://europa.eu.int/eur-lex/lex/RECH_legislation.do?ihmlang=en)

- Consolidated version of Directive 96/98/EC on Marine Equipment.
- Commission communication in the framework of the implementation of Directive 1999/5/EC of the European Parliament and of the Council of

9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity, as amended.

### **13.3 Muster List Approvals for Seagoing Passenger Ships**

*13.3.1 Details on the overall approval process can be found in MCA 292*

#### Approvals and Exemptions.

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

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

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

- SOLAS 1974 (as amended) CH III Reg. 37
- Merchant Shipping (Musters, Training and Decision Support Systems) Regulations SI 1999 No 2722, as amended.
- MGN 71(M) Musters, drills, on-board training and instructions, and Decision Support Systems
- Statutory Instrument 1999 No 2721 The Merchant Shipping (Life-Saving Appliances for Ships Other Than Ships of Classes III to VI (A)) Regulations 1999 and amendments
- MSC/Circular 681 Guidelines for Passenger Safety Instructions to Ro-Ro Passenger Ships
- MSC/Circular 699 - Revised Guidelines for Passenger Safety Instructions

## PASSENGER SHIP MUSTER LIST APPROVAL CHECK LIST

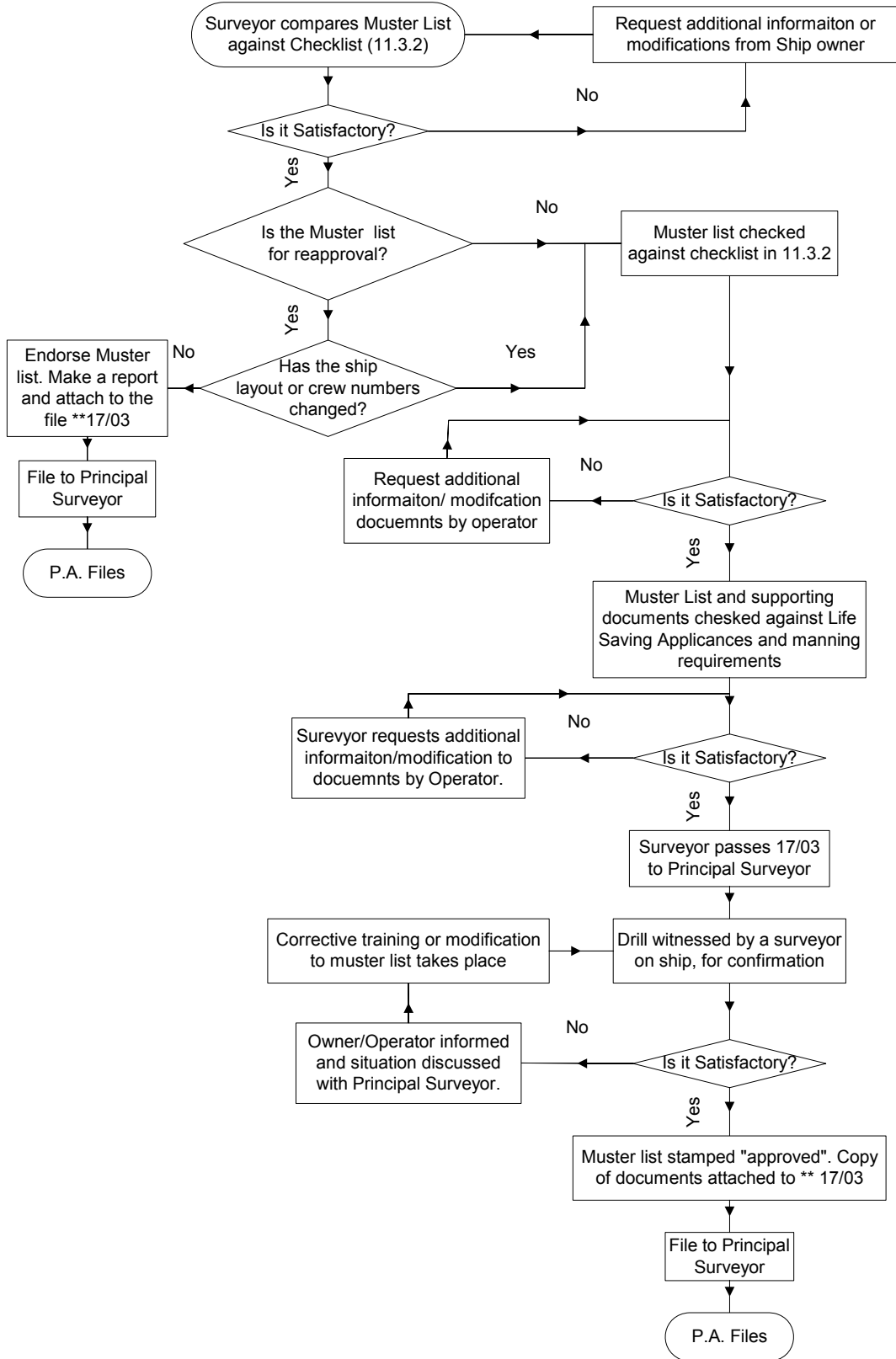
SHIP.....CLASS..... MUSTER LIST DATED .....

MUSTER LIST EXAMINED BY .....ON (DATE) .....

YES NO N/A

GENERAL EMERGENCY ALARM SIGNAL (GEAS) SPECIFIED  
ACTION BY CREW ON HEARING GEAS SPECIFIED  
ACTION BY PAX ON HEARING GEAS SPECIFIED  
ABANDON SHIP SIGNAL SPECIFIED  
ACTION BY CREW ON HEARING ABANDON SHIP SIGNAL SPECIFIED  
OTHER EMERGENCY SIGNALS AND CREW ACTIONS SPECIFIED  
LOCATION OF PAX MUSTER STATIONS SPECIFIED  
CLOSING OF W/T DOORS SPECIFIED  
CLOSING OF FIRE DOORS SPECIFIED  
CLOSING OF VALVES SPECIFIED  
CLOSING OF SCUPPERS SPECIFIED  
CLOSING OF SIDE SCUTTLES SPECIFIED  
CLOSING OF SKYLIGHTS (INC. E.R.) SPECIFIED  
CLOSING OF PORTHOLES SPECIFIED  
CLOSING OF OTHER OPENINGS (STATE WHICH):  
CLOSING OF SPECIFIED  
CLOSING OF SPECIFIED  
CLOSING OF SPECIFIED  
STOPPING FORCED VENTILATION (ACCOM) SPECIFIED  
STOPPING FORCED VENTILATION (E.R.) SPECIFIED  
STOPPING FORCED VENTILATION (CARGO) SPECIFIED  
EQUIPPING OF SURVIVAL CRAFT (1ST AID, RADIO) SPECIFIED  
EQUIPPING OF SURVIVAL CRAFT (BLANKETS, FOOD) SPECIFIED  
PREPARATION & LAUNCHING OF SURVIVAL CRAFT SPECIFIED  
PREPARATION OF OTHER LSA (E.G. BUOY, APP.) SPECIFIED  
MUSTER OF PASSENGERS SPECIFIED  
USE OF COMMUNICATIONS SPECIFIED  
MANNING OF FIRE/EMERGENCY PARTIES SPECIFIED  
MANNING OF OTHER FFE (CO<sub>2</sub>, EM, FIRE P/P, DRENCHERS ETC) SPECIFIED  
WARNING OF PASSENGERS SPECIFIED  
CHECK PAX SUITABLY DRESSED  
CHECK PAX WEARING LIFEJACKET CORRECTLY SPECIFIED  
ASSEMBLING PAX AT MUSTER STATIONS SPECIFIED  
CLEARING PASSENGER ACCOMMODATION SPECIFIED  
ALLEY AND LADDERWAY GUIDES SPECIFIED  
OFFICER RESPONSIBLE FOR MAINTENANCE/READINESS OF LSA SPECIFIED  
OFFICER RESPONSIBLE FOR MAINTENANCE/READINESS OF FFE SPECIFIED  
SUBSTITUTES FOR KEY PERSONNEL SPECIFIED  
MANNING OF SURVIVAL CRAFT AND LAUNCHING ARRANGEMENTS ARE IN ACCORDANCE  
WITH THE CURRENT "M" NOTICE (MSN 1767)  
PERSON IN CHARGE OF EACH LIFEBOAT SPECIFIED  
SECOND IN CHARGE OF EACH LIFEBOAT SPECIFIED  
PERSON CAPABLE OF OPERATING ENGINE AND CAPABLE OF CARRYING OUT MINOR  
ADJUSTMENTS FOR EACH MOTORBOAT SPECIFIED  
CREW MEMBER FOR EACH LIFERAFT SPECIFIED  
RESCUE/EMERGENCY BOATS CREW SPECIFIED  
PERSON IN CHARGE EACH MUSTER STATION SPECIFIED  
LOWERERS FOR BOAT AND ILR SPECIFIED  
PA SYSTEM ANNOUNCEMENTS SPECIFIED  
LOCATING AND RESCUING OF PASSENGERS TRAPPED IN CABINS SPECIFIED  
IS A DEDICATED COMMUNICATIONS OFFICER SPECIFIED  
IF THE V/L IS A RO/RO PASSENGER V/L, DOES IT COMPLY WITH MSC/CIRC 681 & 699

## Flowchart for approval and reapproval of muster lists



## **13.4 Examination and Approval of Ship Stability and Subdivision Arrangements**

See MSIS 9

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

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

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

## **13.6 Crew Agreement Approvals (Fishing Vessels Only)**

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

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

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

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

### Forms

#### Merchant Ships

MSF 4126

List of Crew

MSF 4129

List of Young Persons employed in a ship

#### Fishing Vessels

MSF 4139

Crew Agreement

MSF 4144

Crew Agreement List of Crew of Fishing Vessel

MSF 4140

List of Fishing Crew

MSF 4141

List of Crew Agreement

MSF 4142

Standard Agreement Clause

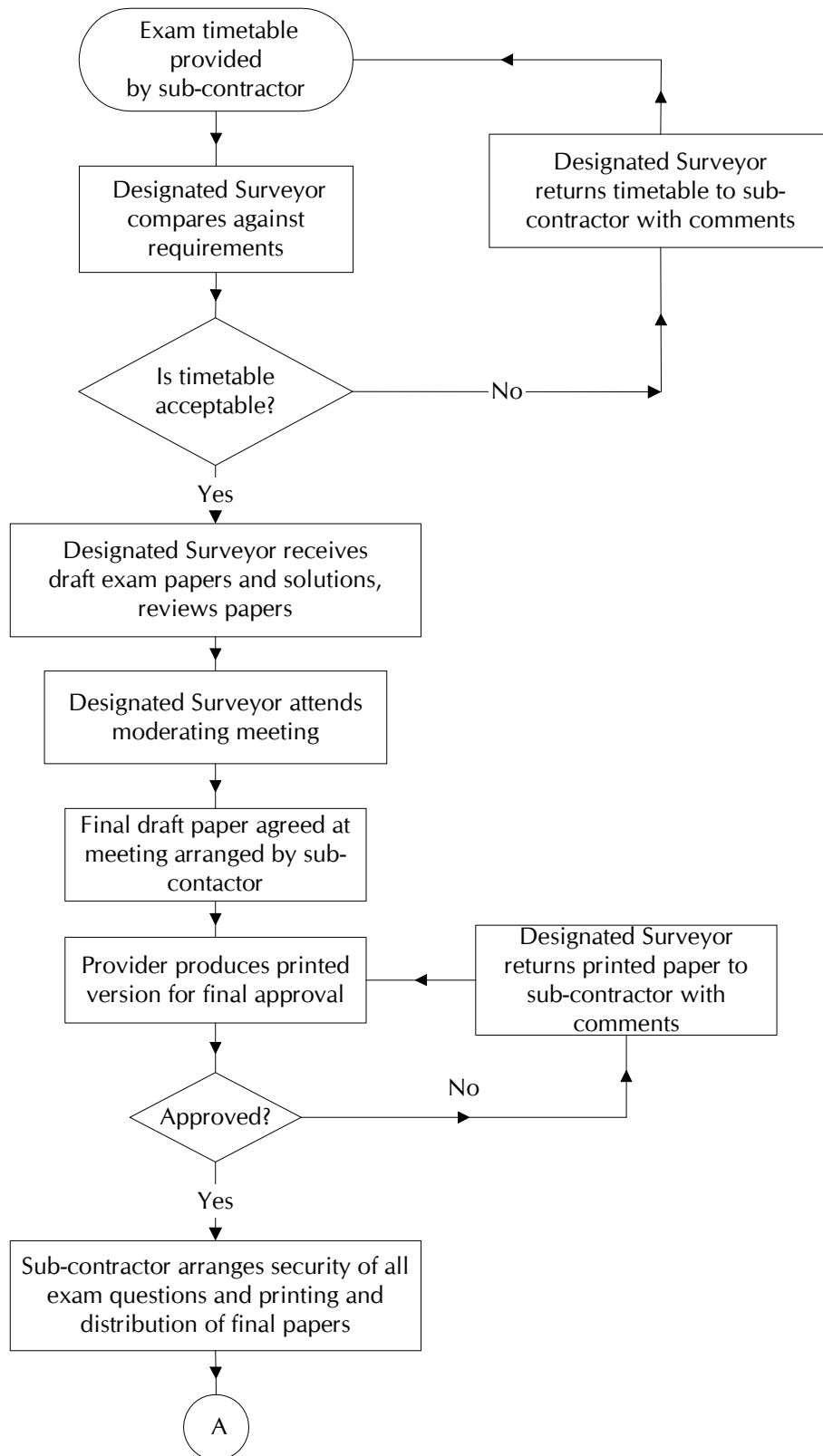
### **13.7 External STCW Examination Centres and Short Training programmes (other than watch-rating and type-rating certificates) Approvals**

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

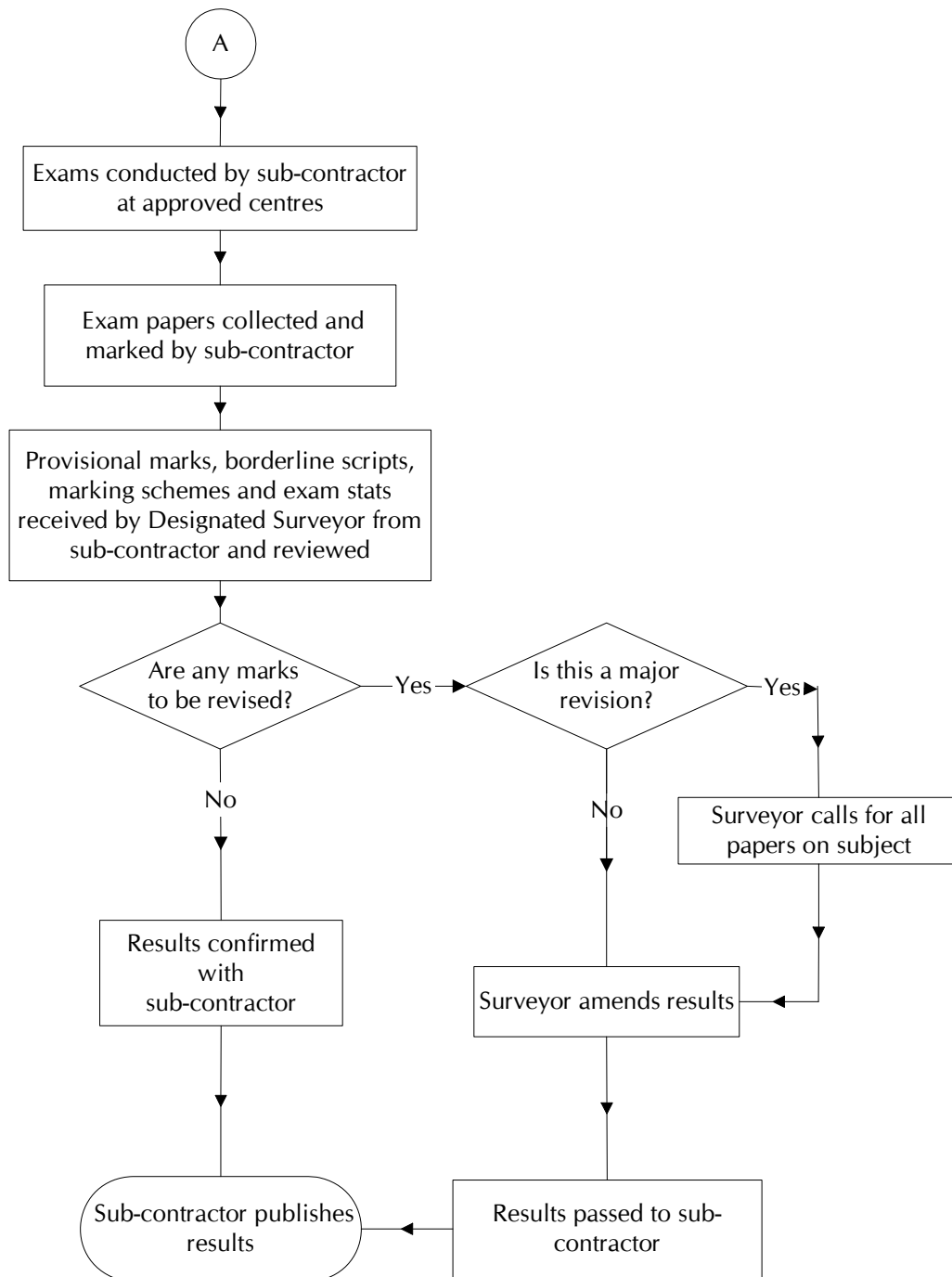
13.7.2 Detailed guidance is provided in SAN 09.

## 13.8 Approval and Monitoring of External STCW Examination Papers

The following flow chart should be used:







### **13.9 Watch Rating Certificates – Approval for Shipping Company Issue**

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

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

- MGN 97 (M) Training and Certification Guidance Notes - Part 10 Ratings
- STCW - International Convention for the Standards of Training Certification and Watchkeeping 1978, as amended.
- MCA 100 Control of Documents

13.9.3 Issue of watch rating certificates by MCA is covered in MIN 303.

### 13.10 Passenger Counting and Registration Systems Approvals

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

13.10.2 The following forms are available on the MLD:

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

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

- The Merchant Shipping (Counting and Registration of Persons on Board Passenger Ships) Regulations 1999 (SI 1999 No. 1869).
- MSN 1794 (M) - Counting and Registration of Persons on board Passenger Ships
- The classification of passenger ships of Class I to II(A) inclusive can be found in the Merchant Shipping (Passenger Ship Construction Ships of Classes I, II, II(A)) Regulations 1998 (SI 1998/2514)
- The classification of passenger ships of Class III to VI(A) inclusive can be found in the Merchant Shipping (Passenger Ship Construction Ships of Classes III to VIA) Regulations 1998 (SI 1998/2515)
- The classification of passenger ships of Classes A to D inclusive can be found in EU Directive 98/18/EC

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

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

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