

PART A

CHAPTER 3

CARGO SHIP SAFETY EQUIPMENT

3.1 Legal Requirements

3.1.1 The requirements for survey and certification in order to apply SOLAS are contained in the Merchant Shipping (Survey and Certification) Regulations 2015, SI 2015/508, as amended. These regulations are to be read in association with MSNs 1613 and 1751, as amended. The regulations apply to UK cargo ships and to other cargo ships whilst in UK waters.

3.2 Definitions

3.2.1 Definitions of terms relating to cargo ship safety equipment and surveys related to the issuance of a Cargo Ship Safety Equipment Certificate are described in Regulation 3 of SIs 2015/508 and 1999/2721, as amended.

3.3 Responsibility

3.3.1 Surveyors

3.3.1.1 In general, Class have not been authorised for Safety Equipment surveys or the issue of Safety Equipment Certificates, unless the ship is operating under the Alternative Compliance Scheme. Where an MCA surveyor is not available, Class surveyors may be appointed by Survey Operations Branch, in accordance with MCA procedure 320. It should be noted that SI 2015/508 removed the requirement for all Safety Equipment surveys in the UK to be conducted by MCA surveyors.

3.3.1.2 The general policy is that in any period of 5 years at least one survey is to be carried out by a surveyor of the MCA unless the ship is operating under the Alternative Compliance Scheme (ACS).

3.4 Surveys Required

3.4.1 The Harmonised System of Survey and Certification (HSSC) applies requiring:

- an **Initial Survey**,
- an **Annual Survey**, within three months before or after each anniversary date of the Certificate, other than where a periodical survey is required,
- a **Periodical Survey**, within three months before or after the second or third anniversary date of the Certificate,

- a **Renewal Survey**, within three months prior to expiry of the **Certificate**.

3.5 Pre- Survey Actions

3.5.1 The following items shall be checked prior to commencing the survey:

- SIAS
- MCA Survey Files
- Exemption Certificates
- New Legislative requirements
- Class Survey Status (via password protected websites)
- PSC Inspection history

Remarks from previous surveys and outstanding deficiencies must be resolved to the satisfaction of the surveyor before the issue of a renewal Cargo Ship Safety Equipment Certificate, or the annual endorsement of an existing certificate. Any overdue or postponed conditions of class must be followed up with the attending class surveyor or in the absence of a class surveyor discussed with Survey Operations Branch.

3.5.2 The surveyor/s should ensure that sufficient time will be available for the survey and should liaise with owners beforehand, noting that various options may be available such as more time in port, sailing with the ship for suitable short voyages, providing more than one surveyor and so on.

3.5.3 Where work is to be carried out on behalf of another administration a written request must be obtained from that administration requesting the MCA to carry out the work on their behalf. For REG ships fees are charged at the wider market rate (see Part C Ch2.3).

3.5.4 Surveys should only be commenced on receipt of a completed "Application for Survey" form (MSF 5100) and after sufficient fees have been received. Further guidance on fees is described in Part C, Chapter 2 of these instructions.

3.5.5 The relevant Business Support Unit administration team processes the application. CERS/SVD must be interrogated to ensure that the correct ship is on the system; if the vessel is not yet on the system (e.g. newbuild, flag-in), the Administrator (TST) should be contacted, who will check the details and arrange for the vessel to be added to the Single Vessel Database (SVD) if appropriate. A "**Survey Works Order**" is produced which is then tracked for charter standard purposes. This is then passed to the Manager, or other person nominated by them, who then appoints the Lead Surveyor (LS) for the survey.

3.6 Items to be surveyed

3.6.1 The survey is to be carried out using the relevant instructions, guidance notes and HQ advice, which may be found on MLD/SCMS. Surveyors should

be mindful of their own health and safety during surveys and take account of all guidance provided by MCA as well as their professional judgement in relation to the prevailing circumstances.

3.6.2 Regulation 7 of the MS (Survey and Certification) Regulations 2015 requires surveys of safety equipment in accordance with MSN 1751, as amended. The surveys are to ensure that the fire fighting arrangements (including inert gas system and other special measures for tankers), life saving appliances, navigational equipment, AIS, VDR, nautical publications, pilot boarding and embarkation arrangements, navigation lights and signals are in compliance with the regulations.

3.6.3 *Aide memoires* MSF 5504 (initial surveys) and MSF 5505 (annual/periodic/renewal surveys) list items that should be surveyed and are available on the Master List of Documents and SCMS library.

3.7.1 Post Survey Actions

3.7.1 Deficiencies

3.7.1.1 The lead surveyor is responsible for recording and closing out any deficiencies found during the survey/s in the SIAS database, in accordance with the requirements of Part C Chapter 4 of these instructions.

3.7.2 Declarations & Certificates

3.7.2.1 The requirements relating to the issue of certificates, i.e. type, format, extension, cancellation, issuing authority etc., are given in regulations 13 to 24 inclusive of the Merchant Shipping (Survey and Certification) Regulations 2015 as amended and are only required for ships on international voyages.

3.7.2.2 In the case where Partial Surveys are held, guidance in Part A Chapter 1, section 1.8.4.2, of these instructions should be followed.

3.7.2.3 On completion of a survey, the lead surveyor prepares the certificate, following the guidance in Part C Chapter 3 of these instructions.

3.7.2.4 When satisfactory surveys have been completed a **Cargo Ship Safety Equipment Certificate** (MSF 1109) should be issued – to cargo ships of 500 GT or over, valid for a period not exceeding 5 years, unless a **Cargo Ship Safety Certificate** (MSF 1110) is to be issued – see Part A Chapter 8 of these instructions.

3.7.2.5 UK ships should also have an up to date **Record of Cargo Ship Safety Equipment** (MSF 1102); for ACS ships class will issue instead their own equivalent Record of Approved Safety Equipment. Any previous amendments by hand should be consolidated into a new record at renewal surveys.

3.7.2.6 Ships below 500 GT, and other ships to which SOLAS does not apply (e.g. not propelled by mechanical means), may be surveyed and issued with just the MSF 1102 form on a voluntary basis, should an owner wish to use this as part of their assurance system or to demonstrate flag State compliance to a port State. In such cases, defects should be dealt with as if it was a statutory survey and the MSF 1102 withdrawn if the ship does not meet the requirements of the regulations (or an agreed equivalent). The MSF 1102 does not expire but owners volunteering for survey should be encouraged to do so at least every two years.

3.7.2.7 Annual/Periodical Survey Endorsement

3.7.2.7.1 On completion of the annual or periodical survey, the certificate should be endorsed accordingly.

3.7.2.7.2 The 2nd or 3rd annual survey must be a periodical survey; the endorsement for the same needs to be made by deleting “annual” in the endorsement panel on page 2 of the certificate. When conducting the 3rd annual survey in particular this needs to be borne in mind to ensure that one of the surveys is marked (and conducted) as “periodical”.

3.7.2.7.3 Any endorsements made to the owner’s copy of the certificate should also be recorded on the file copy of the certificate (or by adding a photocopy of the endorsement page to the file), and on the electronic version of the form, on return to the office.

3.7.3 Review of Exemptions

3.7.3.1 Any exemption or equivalents must be reviewed to ensure they are still current and that the qualifying conditions are complied with. Guidance on exemptions and equivalents are described in Part B Chapter 4 of these instructions.

3.7.4 Documents & Records

3.7.4.1 The table below describes the minimum documents to be completed and filed following a survey.

Item	Record
Record on SIAS?	Yes MSF 1602/3 survey & inspection deficiencies
Place copy on registered file, CM.../27/06	Yes Cargo Ship Safety Equipment Certificate. Complete/ Partial MCA Declaration. MSF 1602/3 forms. Complete/ Partial Aide memoire MSF 5504/ 5505. Annual/periodical endorsement

	Relevant test reports/ results Drawings Photographs Exemptions
Minute required on registered file?	Yes
Report Class Related deficiency to Survey Operations Branch?	Yes, if applicable MSF 1923

3.7.5 Fees

3.7.5.1 The **Survey Works Order** must be closed out and sent to the relevant Business Support Unit so that fee accounts may be balanced and relevant refunds made to the customer.

3.8 Flow Chart

None.

3.9 Special Instructions and Guidance

3.9.1 Recording of Excess Equipment

3.9.1.1 In general, entries should only be made on Form E against equipment which is mandatory. The standard MCA entry is “provided” with any other details recorded on the MSF 1102. In particular the number of persons [X] for which the vessel is certified is given in section 2 of Form E. The required number of lifejackets (e.g. [X]+ 25%) should be recorded in section 7 on the Form E part of the SEC even if the ship has more, see below. Where child lifejackets are provided, record; [Y] ADT [Z] CHD.

3.9.1.2 Where the ship carries equipment in excess of that required by the regulations, all such equipment must meet the requirements and may be recorded on the MSF 1102 (refer MGN 79).

3.10 References

3.10.1 Guidance and advice on survey procedure is given in Part B, Chapters 1, 2, 3 & 4 of these instructions. Additional advice will be found in the various Instructions for the Guidance of Surveyors, namely:

- ‘Survey of Life-Saving Appliances, Volume 1’,
- ‘Fire Protection Arrangements’
- ‘Survey of Lights and Signalling Equipment’

and in the MCA’s Statutory Publications:-

- ‘Safety of Navigation, Implementing SOLAS Chapter V’
- ‘Construction - Fire Protection, Fire Detection and Fire Extinction’

Implementing SOLAS Chapter II-2'

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