

PART A

CHAPTER 8

CARGO SHIP SAFETY CERTIFICATE

8.1 Legal Requirements

As for Safety Equipment, Safety Construction and Safety Radio Certificates.

8.2 Definitions

8.2.1 A Cargo Ship Safety Certificate (CSSC), is issued as an alternative to separate Cargo Ship Safety Construction, Cargo Ship Safety Equipment and Cargo Ship Safety Radio Certificates. This includes provisions for recording all the surveys required for the Cargo Ship Safety Construction, Safety Equipment and Safety Radio on the single combined Certificate.

8.3 Responsibility

8.3.1 Delegation of survey responsibilities remains the same as when individual certificates are to be issued.

8.4 Surveys Required

8.4.1 As for Safety Equipment, Safety Construction and Safety Radio Certificates.

8.5 Pre- Survey Actions

8.5.1 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 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.

8.5.2 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.

8.5.3 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).

8.5.4 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.

8.5.5 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 "job control sheet" (MSF 5108) 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.

8.6 Items to be surveyed

8.6.2 As for Safety Equipment, Safety Construction and Safety Radio Certificates.

8.6.1 The survey is to be carried out using the relevant instructions, guidance notes and HQ advice, which may be found on MLD/SCMS. IMO Resolution A.1053(27), as amended, details the items to be covered. 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

8.7 Post Survey Actions

8.7.1 Deficiencies

8.7.1.1 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.

8.7.2 Declaration and Certificates

8.7.2.1 The requirements relating to the issue of certificates, i.e. type, format, extension, cancellation, issuing authority etc., are given in regulations 10 to 19 inclusive of the Merchant Shipping (Survey and Certification) Regulations 1995 as amended and are only required for ships on international voyages.

8.7.2.2 In the case where Partial Surveys are held, guidance in Part A Chapter 1, section 1.8.2, of these instructions should be followed.

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

8.7.2.4 When satisfactory surveys have been completed a **Cargo Ship Safety Certificate**(MSF 1110) should be issued – to cargo ships of 500 GT or over, valid for a period not exceeding 5 years.

8.7.2.5 UK ships should also have an up to date **Record of Cargo Ship Safety Equipment** (MSF 1102). Any previous amendments by hand should be consolidated into a new record at renewal surveys.

8.7.2.6 Form E of the certificate should record only the equipment which is required for compliance with SOLAS (rather than the actual provision on board). This ensures that there is a record of the statutory provision for the benefit of the ship and surveyors and avoids difficulties, particularly with PSC, if any excess equipment becomes unavailable. However, if excess equipment is carried the actual provision should be recorded on the MSF1102.

8.7.2.7 Annual/Periodical Survey Endorsement

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

8.7.2.7.2 The 2nd or 3rd annual survey must be a periodical/intermediate survey for the Safety Equipment and Safety Construction aspects; the endorsement for the same needs to be made by deleting “annual” in the appropriate endorsement panel 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”/“intermediate”.

8.7.2.7.3 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.

8.7.3 Review of Exemptions

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.

8.7.4 Documentation and Records

8.7.4.1 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.../15/01	Yes Cargo Ship Safety Certificate. Complete/ Partial MCA Declaration. MSF 1602/3 forms. Complete/ Partial Aide memoires. Annual/periodical/intermediate endorsement Relevant test reports/ results Drawings Photographs Exemptions
Minute required on registered file?	Yes
Report Class Related deficiency to Survey Operations Branch?	Yes MSF 1923

8.7.5 Fees

8.7.5.1 The Job Control Sheet must be closed out and sent to the relevant Business Unit so that fee accounts may be balanced and relevant refunds made to the customer.

8.8 Flow Chart

None.

8.9 Special Instructions and Guidance

8.9.1 Issue of Cargo Ship Safety Certificates

8.9.1.1 Because of the potential difficulties brought about by UK delegation of survey responsibilities, MCA does not recommend the issue of this combined certificate. Where the Alternative Compliance Scheme is in use the

classification society will have authorisation for all parts of the survey and may issue this combined certificate.

8.9.1.2 Where MCA has been requested to issue the CSSC, the **lead surveyor** must ensure that they have obtained survey declarations from all the relevant certifying authorities **(Class and/or an authorised person for radio)**.

8.10 References

8.10.1 Guidance and advice on survey procedure is given in **Part B, Chapters 1 to 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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