

CHAPTER 2

PROCEDURE FOR SURVEYS

2.1 General

2.1.1 In carrying out Surveys for statutory purposes surveyors should ensure that all the equipment required under the Regulations is carried and is fit and ready for use, that the stowage and means of launching lifeboats, liferafts, etc. are in accordance with the Regulations and Instructions, and that where appropriate proper pilot boarding arrangements are provided and that the requisite number of certificated persons as defined in the 1999 Regulations.

2.2 United Kingdom registered cargo ships required to carry safety equipment certificates

2.2.1 Survey and issue of surveyor's declaration

Before a safety equipment certificate can be issued the ship must be surveyed by a surveyor who must satisfy himself, and make a declaration to that effect, that, inter alia, its life-saving appliances comply with the relevant Regulations.

2.2.2 Application for survey

Application for survey should be made by the owner or master to the nearest Regional Office on Form MSF 5100 (obtainable from any Marine Office) accompanied by the appropriate fee, preferably with at least three days notice to avoid delay. In the case of ships which are to be surveyed in areas remote from the United Kingdom application for survey should be made directly to headquarters. The application will be passed to the surveyor who is to carry out the survey and should indicate whether the fee has been paid. Normally no survey should be started until the fee is paid.

2.2.3 Presence of owner's representative at survey

A responsible person representing the owner should if possible be present during an inspection, but if the owner does not instruct anyone, the surveyor may, at his discretion proceed with his inspection.

2.2.4 Difference of opinion

Any difference of opinion between the surveyor and the owner or his representative as to repairs to be carried out should be reported to the Regional Manager or directly to headquarters in cases where ships are being surveyed in areas remote from the United Kingdom and which are not under the direct control of a Regional

Manager. A written statement of the repairs which it is decided must be carried out before the surveyor can issue his declaration should be given to the owner or his representative, and a copy kept at the Marine Office.

2.2.5 Issue of surveyor's declaration

On satisfactory completion of a survey the surveyor should complete the Declaration Form MSF 1101 together with the detailed record on Form MSF 1102 and send them to the Regional Manager (or directly to headquarters in cases where survey is not carried out under the direct control of a Regional Manager) who will issue direct to the owner, master or agent a Safety Equipment Certificate (in duplicate) valid for a period not exceeding 24 months from the date of completion of the survey, together with two copies of Form MSF 1102.

2.2.6 Intermediate or Annual Surveys

On satisfactory completion of an Intermediate or Annual Survey the surveyor should endorse the supplement to the Cargo Ship Safety Equipment Certificate in the case of an Intermediate Survey or the attachment to the Cargo Ship Safety Equipment Certificate in the case of an Annual Survey as appropriate.

2.2.7 Posting up of copy of Safety Equipment Certificate

One certificate must be kept posted up in some conspicuous place so as to be seen by all persons on board while the certificate remains in force and the ship is in service.

2.2.8 Safety equipment record - Form MSF 1102

One copy of Form MSF 1102 should be kept on board so that the surveyor may record on it the dates of the mandatory annual survey, any other inspection and the details of any changes in the ship's safety equipment. This will simplify surveys after the first one, and will also serve as a source of information for the ship's staff.

2.2.9 Alteration or damage to safety equipment

If there is reason to believe that any of the safety equipment of a ship for which a safety equipment certificate is in force has been altered or damaged the ship must again be surveyed and, if necessary, the certificate should be withdrawn until the ship again complies with the Regulations.

2.3 United Kingdom registered ships not required to carry passenger or safety equipment certificates

2.3.1 Survey procedure

Surveys of these ships at the request of owners or their agents should broadly follow the procedure indicated below.

2.3.2 Issue of safety equipment record - Form MSF 1102

On satisfactory completion of a survey the surveyor should complete and issue to the owner two copies of Form MSF 1102; this will normally relieve the ship from further detailed inspections for two years from the date of issue.

2.3.3 Inspection of new ships

The safety equipment of all new United Kingdom ships and ships coming onto the United Kingdom Registry to which the Regulations apply is to be inspected. In no case should Form MSF 1102 be issued unless the safety equipment complies fully with the Regulations subject to any exemption granted. If the owner does not require Form MSF 1102 a record of the equipment is to be kept at the Marine Office.

2.3.4 Small commercial vessels which proceed to sea

2.3.4.1 Safety of United Kingdom sailing vessels and motor vessels of up to 24 metres Load Line length which are engaged at sea in activities on a commercial basis and which do not carry cargo or more than 12 passengers is provided for by Codes of Practice.

2.3.4.2 Five Codes of Practice have been drawn up for:

- small commercial sailing vessels,
- small commercial motor vessels,
- workboat and pilot vessels,
- nominated port of departure, and
- large commercial sailing and motor vessels.

The primary aim of these Codes is to set standards of safety and protection for all on board and particularly for those who are trainees or passengers. The level of safety it sets out to achieve is based on the area of operation and is considered to be commensurate with the current expectations of the general public. Included in these Codes are provisions which cover Life-Saving Appliances.

2.3.5 Small craft that do not normally proceed to sea

2.3.5.1 Surveyors should regularly check the life-saving appliances on small ships that do not normally proceed to sea. They should also arrange for records to be kept of the ships, indicating dates of periodic inspections and, where appropriate, any exemption from the Regulations that may have been granted.

2.3.5.2 Owners of such craft should, where necessary, be reminded of their statutory obligation under the Merchant Shipping (Life-Saving Appliances for Ships Other Than Ships of Classes III to VI(A)) Regulations 1999 and the Merchant Shipping (Life-Saving Appliances for Passenger Ships of Classes III to VI(A)) Regulations 1999 to provide the ships, subject to any exemption that may have been granted, with the equipment appropriate to the classification of the ship in accordance with those Regulations.

2.4 Ships registered in countries which have not accepted the 1974 Safety Convention

When in United Kingdom ports these ships are liable to inspection as if they were United Kingdom registered ships. In case of difficulty the matter should be referred to MCA, Maritime Operations Directorate.