



UK Ship Register

# APPLICATION FOR SURVEY OF LARGE YACHT

For Guidance Notes (see overleaf). Complete using BLOCK CAPITALS

## APPLICANT DETAILS

Name:	Company:
Address:	
	Telephone:
Postcode:	E-mail:

### NAME AND ADDRESS (of owner/operator if different from above)

Name:	Company:
Address:	
	Telephone:
Postcode:	E-mail:

### PARTICULARS OF SURVEY/INSPECTION APPLIED FOR

Ship Name /Builder's Hull Number:	Nature of Survey/Inspection:

I apply for the survey/inspection described above and enclose additional fees

£ \_\_\_\_\_ and agree to pay any

Please tick this box if you require a receipt

I am aware that the yacht should be prepared ready for survey, and appropriate safety precautions taken for all areas to be surveyed, including provision of safe means of access for boarding. I understand that surveyors may refuse to continue with surveys if it is not safe for them to do so and may charge for any time wasted.

Name		Position in Company	
Signature		Date	

PLEASE COMPLETE THE PAYMENT DETAILS ON PAGE 3

## HEALTH AND SAFETY STANDARDS

### General

- In signing the Application for Survey (MSF 5198), the owner/manager agrees to provide appropriate safety precautions, including those described below. Maritime & Coastguard Agency (MCA) surveyors will not sign any documentation limiting the liability of the owner or operator.
- The MCA expects appropriate safety precautions to be taken when one of its surveyors attends a vessel or site for survey or inspection purposes.
- The vessel/site owner has responsibility for all activities onboard/onsite respectively and for ensuring compliance with the relevant national health and safety legislation (Merchant Shipping Act (worldwide) and Health & Safety at Work Act (UK only)).
- When conducting work overseas, the MCA expects equivalent standards to those of the UK to be provided and in addition, compliance with any local requirements.
- Guidance and information on acceptable safety arrangements onboard can be found in the Code of Safe Working Practices for Merchant Seafarers, available at <https://www.gov.uk/government/organisations/maritime-and-coastguard-agency> For shore side operations (including drydocks) guidance can be obtained from the Health & Safety Executive ([www.hse.gov.uk](http://www.hse.gov.uk))
- The MCA surveyor will make a professional judgement, including the use of risk assessment if appropriate, as to the health and safety arrangements provided. If the arrangements are judged to be insufficient, the surveyor will refuse to continue with the survey or inspection until they have been satisfactorily addressed.

### Safe Means of Access

- Provision of safe means of access on UK Ships (when operating in the UK or overseas) is a legal requirement.
- On large ships the accommodation ladder or a gangway should be used; these must be fit for purpose and properly maintained. If boarding at sea, an accommodation ladder should be used where possible, but where a safe transfer from the boat to the bottom platform cannot be provided an appropriate pilot ladder should be considered.
- Reference should be made to MGN 337 (M+F), as amended, for guidance on acceptable arrangements on smaller vessels.
- Portable ladders should only be used where no safer access is reasonably practicable, it must be fit for purpose, properly maintained and secured against movement.

### Transfer Vessels

- A vessel used for any transfer to a ship underway or at anchor must be fit for purpose. In the UK the vessel must be appropriately certified for which it is being used (e.g. Workboat, Pilot Boat).
- If overseas, an equivalent level of safety will be expected, including compliance with any local requirements. A letter detailing minimum acceptable arrangements is available from the relevant MCA Marine Office upon request.
- The transfer will not take place if actual or forecast weather conditions are beyond the capability and/or certification of the transfer vessel throughout the expected time for the work, including return transfer time.

### Access in and around the Vessel

- Safe movement around the vessel or site should not be impeded by cables, hoses, waste material, work equipment, etc. Adequate ventilation and lighting should be provided in all work areas.
- Strict procedures must be in place for higher risk activities, e.g. working at height, working in enclosed/confirmed spaces. Further guidance can be found in the Code of Safe Working Practices for Merchant Seafarers.
- Procedures for the use of stages and staging (e.g. scaffold towers) should be according to a national industry standard and the structure must have been inspected by a competent person. Stages and staging should always be secured against movement.

## GUIDANCE NOTES

- 1 When you have completed this form, please send it to the address shown below with the appropriate deposit/fee. You can get information on the level of fees from the Large Yacht Services team. A 50% premium will be levied for Sunday and Bank Holiday time.
- 2 Payment can be made by credit transfer, credit card payment and by cheque, made payable to 'Maritime & Coastguard Agency'. Cheques should be paid in sterling. Please complete the Payment Details below.
- 3 Any refunds or requests for additional fees will be made to the applicant, in whose name the account will be held.
- 4 **Work cannot start until this form has been completed, signed and the deposit/fee received.**
- 5 MCA's service standards are laid out on MCA's website - [www.ukshipregister.co.uk](http://www.ukshipregister.co.uk)
- 6 Please note that, if paying by cheque, any refund due will be paid directly to the account by BACS transfer.

### MCA Large Yacht Services

To make payment by card: [LYS CLICK HERE](#)

#### If paying by BACS/CHAPS:

Sort Code: 60-70-80

Account No: 10013431

Bank Name: NATWEST

Account: MCA EASTERN

IBAN: GB02NWBK60708010013431

SWIFT: NWBKGB2L

#### Contact Details for Payment only (if not using GOV Pay/BACS/CHAPS):

Beverley Business Unit  
 Crosskill House  
 Mill Lane  
 Beverley  
 East Yorkshire  
 HU17 9JB  
 Please call: +44 (0)20 381 72019

#### Contact Details for any other correspondence:

MCA Large Yacht Services  
 c/o STC  
 St George's Avenue  
 South Shields  
 NE34 6ET  
 Please call: +44 (0)20 381 72014  
[large.yachts@mcga.gov.uk](mailto:large.yachts@mcga.gov.uk)

Signature:

Date:

#### Your Information

We collect personal information about you to carry out our official duty and to keep the UK ship register up to date and to make sure our services are planned to meet ship owner's needs.

For more information on how we use your information please see our full privacy policy available on our website <https://www.gov.uk/government/organisations/maritime-and-coastguard-agency>