



# **ANNEX 1 – UNDER 15M LOA FV INSPECTION REGIME**

MSIS27.1 ANNEX 1

Rev 12.24



**PREFACE**

- 0.1 These Marine Survey Instructions for the Guidance of Surveyors (MSIS) are not legal requirements in themselves. They may refer to statutory requirements elsewhere. They do represent the MCA policy for MCA surveyors to follow.
- 0.2 If for reasons of practicality, for instance, these cannot be followed then the surveyor must seek at least an equivalent arrangement, based on information from the owner/operator. Whenever possible guidance should be sought from either Principal Consultant Surveyors or Survey Operation Branch, in order to maintain consistency between Marine Offices.

Technical Services Ship Standards  
Bay 2/22  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

## RECENT AMENDMENTS

The amendments made in the most recent publication are shown below, amendments made in previous publications are shown in the document Amendment History.

Version Number	Status / Change	Date	Author Reviewer	Content Approver	Next Review Date/Expiry Date
01.22	<ul style="list-style-type: none"> <li>Amend Annex 5 Small FV Certificate issue letter</li> <li>Correction to Section 3.1.7 to refer to unacceptable locations for in water inspections</li> <li>New Section 3.7 and Annex 9 – 28 day Notice to attend inspection</li> </ul>	01/22	D Fenner	G Stone	31/01/2023
05/22	<ul style="list-style-type: none"> <li>Footnote in Annex 8 – vessel measurement only if vessel is new</li> <li>Definition of fit for purpose</li> <li>Amend Annex 3 - add title of MSF1336 and clarify only on ILO Aide Memoire required if needs ILO DOC or not</li> </ul>	07/22	D Fenner	G Stone	31/07/2024
10.22	<ul style="list-style-type: none"> <li>Detention Emails to MMO by Blind copy</li> </ul>	10/22	D Fenner	G stone	11/10/24
01.23	<ul style="list-style-type: none"> <li>Update to process of addressing equivalencies</li> <li>Aide Memoires no longer required for filing but still to be used during survey. Further info in MSIS27 Chapter 1 Section 1.21</li> <li>Option to use Pelorus rather than write minute</li> </ul>	01.23	D Fenner	L Page	21/12/25
05.23	<ul style="list-style-type: none"> <li>Update information on inspection requirements a change of ownership</li> </ul>	05/23	D Fenner	L Page	21/12/25
10.23	<ul style="list-style-type: none"> <li>Update to reflect FVCA can do plan approval and construction survey on vessels up to 15m LOA</li> </ul>	10.23	D Fenner	L Page	30/11/24

11.23	<ul style="list-style-type: none"> <li>Vessels to not be deregistered when medicals are only outstanding deficiency</li> <li>Owners no longer need to send MSF1316 to RSS or Surveyors send MSF1336 as both items can be viewed on PELORUS</li> </ul>	11.23	D Fenner	L Page	30.11.24
12.23	<ul style="list-style-type: none"> <li>Amend links to stability forms</li> </ul>	12.23	D Fenner	L Page	30.11.24
03.24	<ul style="list-style-type: none"> <li>Reference to MSIS27.2 for conditions to be placed on vessels meeting stability, freeboard and waterfreeing arrangements through equivalency</li> </ul>	03.24	D Fenner	L Page	08.03.25
07.24	<ul style="list-style-type: none"> <li>Revised guidance on recording of engine power of outboards</li> </ul>	05.24	D Fenner	L Page	05/25
09.24	<ul style="list-style-type: none"> <li>Amend Annex 1 of this document to simplify letter/email to owners notifying inspection is due</li> </ul>	09.24	D Fenner	L Page	08/26
12.24	<ul style="list-style-type: none"> <li>Amend Note 3 on section 3.15 to note vessels less than 15m off the register for less than 6 months do not need Comparison Report to re-register</li> </ul>	12.24	D Fenner	L Page	10.26

## MSIS27 Chapter 1 Annex 1

**1. ANNEX 1 – UNDER 15M LOA FV INSPECTION REGIME**

<b>PREFACE</b>	<b>2</b>
<b>RECENT AMENDMENTS</b>	<b>3</b>
<b>1. ANNEX 1 – UNDER 15M LOA FV INSPECTION REGIME</b>	<b>5</b>
<b>1.0 INTRODUCTION</b>	<b>7</b>
1.6 FEES FOR UNDERTAKING RETURN VISITS	7
<b>2.0 LEGISLATION</b>	<b>8</b>
<b>3.0 POLICY</b>	<b>9</b>
3.1 INSPECTION CRITERIA	9
3.1.10 VESSELS WISHING TO JOIN THE UK REGISTER	12
<b>3.2 INSPECTION REQUIREMENTS FOR VESSELS TRANSFERRING IN FROM RED ENSIGN GROUP REGISTERS.</b>	<b>15</b>
<b>3.3 PERIODS OF VALIDITY FOR FVCA, MCA OR SEAFISH CONSTRUCTION CERTIFICATES</b>	<b>15</b>
<b>3.4 PERIODS OF VALIDITY FOR FVCA (OR MCA AUTHORISED SURVEYOR) PRE-REGISTRATION SURVEY REPORTS</b>	<b>16</b>
<b>3.5 VESSELS WITH CERTIFICATION TO SMALL COMMERCIAL VESSEL CODES LOOKING TO BECOME FISHING VESSELS</b>	<b>16</b>
3.5.1 NEW VESSELS	16
3.5.2 VESSELS BUILT BEFORE 16 JULY 2007	17
<b>3.6 RENEWAL INSPECTIONS FOR SMALL FISHING VESSELS WHICH ARE CERTIFICATED AS SMALL COMMERCIAL VESSELS</b>	<b>17</b>
<b>3.7 FAILURE TO ATTEND INSPECTIONS</b>	<b>18</b>
<b>3.8 DEALING WITH NON-COMPLIANCE</b>	<b>18</b>
<b>3.9 DEFICIENCY RECTIFICATION AND REVISITS</b>	<b>19</b>
<b>3.10 ISSUE OF CERTIFICATES</b>	<b>20</b>
<b>3.11 IMPROVEMENT AND PROHIBITION NOTICES (INS/PNS)</b>	<b>22</b>
<b>3.12 DETENTION NOTICES</b>	<b>23</b>
<b>3.13 LIST OF UN-INSPECTED VESSELS /SCOTNI LIST OF ELIGIBLE BOATS</b>	<b>23</b>
<b>3.14 PELORUS</b>	<b>23</b>
<b>3.15 SIAS (SHIP INSPECTION &amp; SURVEY) DATABASE</b>	<b>23</b>
<b>3.16 WAVES DATABASE</b>	<b>24</b>
<b>4.0 INSPECTION PROCEDURES</b>	<b>24</b>
4.1 PLANNING	24
<b>4.2 INSPECTIONS (AT VESSEL)</b>	<b>26</b>
4.2.1 NEW VESSELS	26
4.2.2 MSN1871 AMENDMENT NO.2 TRANSITIONAL ARRANGEMENTS	27
4.2.3 FIT FOR PURPOSE AND CONSULTANT SURVEYOR PANEL	27
4.2.4 UNSEAWORTHY VESSELS	28
4.2.5 OTHER INSTRUCTIONS FOR INSPECTION	28
4.2.6 SPECIFIC ITEMS TO CONSIDER	28
4.2.7 PREVIOUS STANDARDS	29

4.2.7.2	2019 Construction Standard less than 15m	29
<b>4.3</b>	<b>CREW SAFETY TRAINING</b>	<b>30</b>
4.3.3	MERCHANT NAVY STCW BASIC SAFETY TRAINING.	31
<b>4.4</b>	<b>LIFE SAVING APPLIANCES</b>	<b>32</b>
<b>4.5</b>	<b>NAVIGATION LIGHTS</b>	<b>33</b>
<b>4.6</b>	<b>RADIO AND OPERATOR LICENSING</b>	<b>34</b>
<b>4.7</b>	<b>RECORDING OF MAXIMUM CONTINUOUS ENGINE POWER (MCEP)</b>	<b>34</b>
<b>4.8</b>	<b>SMALL FISHING VESSEL CERTIFICATES</b>	<b>35</b>
4.8.1	CONDITIONS ON SMALL FISHING VESSEL CERTIFICATE – SHORT AND FULL TERM.	35
4.8.2	COMPLETION OF CERTIFICATE	36
<b>5.</b>	<b>DOCUMENTATION AND ADMINISTRATIVE PROCESS FOR BUSINESS SUPPORT &amp; SURVEYORS (ALSO REFERENCE OP ID:15)</b>	<b>37</b>
<b>6.0</b>	<b>LOADLINE EXEMPTIONS</b>	<b>38</b>
6.1	GUARDSHIP DUTIES.	38
<b>6.2</b>	<b>ISSUE OF SINGLE LOAD LINE EXEMPTIONS FOR TOWING.</b>	<b>38</b>
<b>7.</b>	<b>OTHER SAFETY INFORMATION</b>	<b>38</b>
	<b>ANNEX 1 – TEMPLATE FOR EMAIL TO VESSEL OWNER BEFORE INSPECTION</b>	<b>39</b>
	APPENDIX 1	46
	<b>ANNEX 2 – OFFSET LOAD TEST</b>	<b>47</b>
	<b>ANNEX 3 – DOCUMENTS REQUIRED FOR ISSUANCE OF CERTIFICATION</b>	<b>48</b>
	<b>ANNEX 4 – GUIDANCE ON MINUTE</b>	<b>49</b>
	<b>ANNEX 5 - STANDARD SMALL FV LETTER</b>	<b>50</b>
	<b>ANNEX 6 – FLOWCHART – TRAINING REQUIREMENTS</b>	<b>52</b>
	<b>ANNEX 7 – CLEARING OF DEFECTS</b>	<b>53</b>
	<b>ANNEX 8 – REMOTE GEOGRAPHICAL AREAS</b>	<b>54</b>
1.	GENERAL	54
2.	INSPECTION	54
	<b>ANNEX 9 – NOTICE TO ATTEND INSPECTION WITHIN 28 DAYS</b>	<b>56</b>
	<b>DOCUMENT AMENDMENT HISTORY</b>	<b>58</b>

## 1.0 INTRODUCTION

- 1.1 These instructions should be read in conjunction with MSIS 27, MSIS38 and MSIS23. In particular, [MSIS27 Chapter 1](#) also contains additional requirements regarding the inspection of Small Fishing Vessels. These instructions are issued for the guidance of inspectors and to ensure uniformity with regard to inspection criteria, inspections, completion of inspection reports and the administrative process. The instructions incorporate earlier guidance and procedures.
- 1.2 Under 15m vessels are subject to an inspection regime, operated in accordance with [MSN1871 Amendment No.2 – The Code of Practice for the Safety of Small Fishing Vessels](#). [MSF1316](#) is issued upon satisfactory completion, valid for 5 years. The date of expiry of the Certificate shall be 5 years from the date of the initial inspection in order that the date of expiry remains consistent while the vessel is on the Register. Annual self-certification shall be carried out by the Anniversary date by the owner and recorded on [MSF1375](#). To conduct the Annual Self Certification, the owner is responsible for carrying out a risk assessment which should include vessel condition, and also be carrying out annual checks of the equipment required by the code.
- 1.3 Prior to each inspection, either after contact from the vessel owner/skipper or after contacting by phone the owner/skipper, an email should be sent to the owner skipper using the template at Annex 1. (A letter can be sent if the owner does not have email but should then include the documentation set out in the table at Annex 1.
- 1.4 Aide Memoires [MSF5549](#) and [MSF5587](#) or [MSF1376](#) should be used during the inspection but are not required to be filed (see MSIS27 Section 1.21).
- 1.5 Inspections should be reported using online Pelorus and SharePoint systems.
- 1.6 FEES FOR UNDERTAKING RETURN VISITS**
- 1.6.1 Return visits to Fishing Vessels of less than 15m LOA are chargeable.**
- 1.6.2 Every owner or skipper should be informed by email or letter prior to each inspection that revisits are chargeable. A template for this correspondence is contained in Annex 1 below**
- 1.6.3 The template at Annex 1 also sets out that the formats acceptable to the MCA for demonstrating that the vessel's deficiencies have been rectified and that the MCA may also charge for any revisits if the set timescales for rectifying those deficiencies are not met.**
- 1.6.4 A skipper or owner should be given a copy of Annex 7, with the details inserted, if deficiencies are found.**
- 1.7 Any vessel undergoing a Pre-Registration Survey (see [MGN630 \[M+F\]](#)) MUST NOT be inspected by the MCA until the Consultant Surveyor has accepted**

**the Pre-Registration Survey Comparison Report and agreed that the vessel can be Registered, subject to any deficiencies being rectified and a successful inspection by MCA. A copy of the Pre-Registration Survey Comparison Report must be taken to the inspection by the MCA surveyor (see 4.2.1 below). MCA Inspections of vessels new to the Register shall be conducted in the water**

- 1.8 In remote geographical areas, such as areas of Scotland, it may not be possible to get an MCA inspector to them in a timely and cost effective manner until a number of inspections in the location can be grouped together at the one time. The introduction of [MSN1871 Amendment No.2](#) has made it mandatory for a vessel to have a valid Certificate on board, additionally vessels may be de-registered by UKSR for not having valid certificates and new vessels cannot get registered or obtain fishing licences without valid certificates – as a result individuals livelihoods are being seriously adversely affected.
- 1.9 In cases such as these at 1.8 above, the procedure at Annex 8 should be followed.

## 2.0 LEGISLATION

- [Fishing Vessels \(Codes of Practice\) Regulations 2017](#)
- [MSN1871 Amendment No.2 The Fishing Vessels Code of Practice for the Safety of Small Fishing Vessels](#)
- [SI 1989 No 126 The Fishing Vessel \(Safety Training\) Regulations 1989](#); as amended by [SI 2004 No 2169 The Fishing Vessels \(Safety Training\) \(Amendment\) Regulations 2004](#)
- [SI 1997 The Merchant Shipping and Fishing Vessels \(Health and Safety at Work\) Regulations No 2962](#) as amended ([MGN 587](#) provides guidance) No 2962 as amended
- [SI 1996 No.75 The Merchant Shipping \(Distress Signals and Prevention of Collisions\) Regulations 1996](#) + [MSN1781 Amendment 2](#) and [corrigendum](#)
- [SI 2018 No. 1106 - The Merchant Shipping \(Work in Fishing Convention\) Regulations 2018](#)
- [SI 2018 No. 1107 - The Merchant Shipping \(Work in Fishing Convention\) \(Survey and Certification\) Regulations 2018](#)
- [SI 2018 No. 1108 - The Merchant Shipping \(Work in Fishing Convention\) \(Medical Certification\) Regulations 2018](#)
- [SI 2018 No. 1109 - The Merchant Shipping \(Work in Fishing Convention\) \(Consequential Provisions\) Regulations 2018](#)
- [MGN628 – Construction Standards for Fishing Vessels of less than 15m LOA](#)
- [SI 2006 No. 2184 - The Merchant Shipping and Fishing Vessels \(Lifting Operations and Lifting Equipment\) Regulations 2006](#)



- [SI 2006 No. 2183 - The Merchant Shipping and Fishing Vessels \(Provision and Use of Work Equipment\) Regulations 2006](#)

## 3.0 POLICY

### 3.1 INSPECTION CRITERIA

3.1.1 Eligible vessels are those that either:

- a) Seek to be registered as fishing vessels for the first time (initial inspection);
- b) are due an inspection as part of the five-year inspection cycle (renewal);
- c) are vessels where there has been a change in ownership; or
- d) where there is concern about the vessel's seaworthiness.

3.1.2 An initial inspection shall only take place on a vessel wishing to join the flag once the vessel has satisfied the UK Register that its construction and outfit standards are acceptable. These requirements are set out below in this annex.

3.1.3.1 Inspections of under 15m LOA vessels are undertaken by MCA Surveyors with eligibility under MSIS40. For first visits, these inspections are free of charge, if additional visits are required statutory fees are charged.

3.1.4 The Owner/Skipper should be sent the relevant Aide Memoire [MSF5549](#) and the ["Fishing Vessel Surveys and Inspection – How to Prepare for your next MCA visit"](#) (MCA037) when arranging the date of inspection to allow them to prepare. This booklet is available in hard copy or electronic and can be sent either by post or email. The electronic version contained links to other related Notices, guidance and advice.

3.1.5 Owners of vessels on the Register before the introduction of [MSN1871 Amendment No.2](#) on 6 September 2021 should also be sent MGN503 with advice to use the MGN to select the stability test most appropriate to their vessel and links to following link [The Code of Practice for the Safety of Small Fishing Vessels of less than 15m Length Overall - GOV.UK \(www.gov.uk\)](#) which contains the Test Measurement forms with a request that they undertake the test prior to MCA attendance.

3.1.6 Owners of vessels which use Category B or C methods of Fishing as set out in [MSN1871 Amendment No.2](#) and which Register for the first time (or have been off the Register for six months or more) from 6 September 2021 should be sent [MSF1380 Offset Load Test Measurement Form](#) and [MSF1378 Roll Test Measurement Report](#) for single hulled vessels with a request that they undertake the tests prior to MCA attendance. Authorised FVCAs can witness a simplified stability assessment, either a roll test, heel test, offset load test, or assessment in accordance with ISO 12271, for new build Category B or C method fishing vessels of less than 12m RL and provide attestation that these tests have been carried out

successfully and in accordance with the requirements of MSN 1871, Amendment 2 (F) and supporting guidance.

- 3.1.7 Owners shall be advised that it is their responsibility for presenting the vessel in-water, for the completion of stability test, the location of the vessel and to ensure safe access for MCA surveyors as required. At the time of your inspections, if you feel the proposed access for an in-water inspection is not safe, you should request Owners to provide safe access (e.g. motor to a safe pier, provide steps etc). If this is not possible, then the inspection should not take place. Owners should be advised that conducting in-water inspections from slips, beaches or shallows is not permitted and that MCA will not accept any situation where the effect of the wind and tide would preclude satisfactory completion of the required tests.
- 3.1.8 Surveyors shall also ensure that any circumstances under which the vessel is presented shall allow them the option to walk away at any time. If the surveyor does not feel this would be possible, then they may decide not to undertake the inspection. Any subsequent visit should then be considered a re-inspection and attract fees.
- 3.1.9 Owners should be informed of the following conditions when applying for a survey. Details should be contained on MSF5100:

Out of water surveys can include:

- On a slip way
- Hard standing
- On a trailer
- On the beach (providing a reasonable inspection of the hull is possible)
- 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 a 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 such time as 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 larger 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 591 \(M+F\)](#), 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 certificated for the purpose of 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 Vessel

- Safe movement around a 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/confined 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.

### 3.1.10 VESSELS WISHING TO JOIN THE UK REGISTER

- 3.1.11 If during the initial inspection it is apparent that the vessel is not compliant (with new build certificates or pre-registration report), then a full inspection should be undertaken. Training requirements should also be checked as these differ from Code vessel requirements and the inspector shall ensure that a fishing risk assessment has been completed.
- 3.1.12 Newbuildings (and vessels built after 16 July 2007 being Registered for the first time – see also Notes 2 and 3 and section 3.3 below) of under 7m LOA require a Certificate from a Fishing Vessel Certifying Authority (FVCA) (or if the build was finished before 21 July 2020, from Seafish) for the hull demonstrating compliance with the Construction Standards set out in [MGN628](#) (or if the build was finished before 21 July 2020, the Seafish Construction Standards) or from a Recognised Organisation. The New Build Procedures are set out in [MSIS27 Chapter 1 Annex 24](#) and in [MGN628 Construction Standards for Fishing Vessels of less than 15m LOA](#).
- 3.1.13 Newbuilds of 7m LOA to less than 15m Registered Length Overall (and vessels built after 16 July 2007 being Registered for the first time – see also Notes 2 and 3 and section 3.3 below) require a Hull Construction Certificate and Outfit Compliance Certificate from the Fishing Vessel Certifying Authority (FVCA) (or if the build was finished before 21 July 2020, from Seafish) (or if the vessel is 12m RL to less than 15m LOA and the build commenced with MCA, a Partial Declaration of Survey) for demonstrating compliance with the Construction and Outfit Standards set out in relevant Construction Standards) or from a Recognised Organisation. The New Build Procedures are set out in [MSIS27 Chapter 1 Annex 24](#) and in [MGN628 Construction Standards for Fishing Vessels of less than 15m LOA](#).
- ~~3.1.14 Newbuilds of 12m Registered Length to less than 15m LOA (and vessels built after 16 July 2007 being Registered for the first time – see also Notes 2 and 3 and section 3.3 below) require a Hull Construction Certificate and Outfit Compliance Certificate from the MCA (or if the build was finished before 21 July 2020, from Seafish) demonstrating compliance with the Construction and Outfit Standards set out in [MGN628 Construction Standards for Fishing Vessels of less than 15m LOA](#)) or from a Recognised Organisation. The New Build Procedures are set out in [MSIS27 Chapter 1 Annex 24](#) and in [MGN628 Construction Standards for Fishing Vessels of less than 15m LOA](#).~~
- 3.1.14 Newbuildings (and vessels built after 16 July 2007 being Registered for the first time – see also Note 3 below) need to be measured for registration. For under 15m fishing vessels, this is undertaken in accordance with [MSIS27 Chapter 1 Annex 3](#).

3.1.15 Owners of existing vessels built prior to 16 July 2007 will be required to prove their vessels are seaworthy. Vessels must undergo a Registration Survey conducted by surveyors authorised by Fishing Vessel Certifying Authorities. This Survey will examine the vessel's structure against [MGN628 The Construction and Outfit Standard for Fishing Vessels of less than 15m Length Overall](#). The Consultant Surveyor will then examine the Pre-Registration Survey Comparison Report, and either allow registration, ask the owner to address areas of concern or refuse Registration. Registration will not be allowed to proceed until areas of concern have been addressed. MCA may require the FVCA Authorised Surveyor to confirm any additional work requested by the MCA has been carried out.

**Note 1: Vessels which are built before 16 July 2007 and are undergoing a Registration Survey MUST NOT be inspected by the MCA until the Consultant Surveyor has accepted the Pre-Registration Survey Comparison Report and agreed that the vessel can be Registered, subject to any deficiencies being rectified and a successful inspection by MCA. A copy of the Pre-Registration Survey Comparison Report must be taken to the inspection by the MCA surveyor.**

*Note 2: If the owner can supply a FVCA, MCA, Recognised Organisation or Seafish Construction Certificate for the vessel which was issued when the vessel was built and is less than 5 years old, then this is acceptable to the UK Registry and Registration can proceed subject to a satisfactory inspection of the vessel against the requirements of [MSN1871 Amendment No.2 – The Code of Practice for the Safety of Small Fishing Vessels](#). See Paragraphs 3.3 below.*

*Note 3: Vessels of less than 15m LOA previously on the UK Register but have been off the Register for six months or more shall be treated as vessels built prior to 16 July 2007, unless they can provide a valid FVCA, MCA or Seafish Construction Certificate (and Outfit Certificate if applicable). A report will be required to confirm that the vessel has not been modified since the Construction Certificate has been issued. Vessels of less than 15m LOA may seek re-registration without a Pre-Registration Comparison Report if they have been de-registered for less than 6 months.*

*Note 4: Vessels may present themselves with Pre-Registration Survey Comparison Reports. Advice on the treatment of such vessels is at sections 3.2, 3.3, 3.4, 4.2.2 and 4.2.12 below.*

3.1.16 This Pre-Registration survey, comparing the vessel against [MGN628](#), and any subsequent work required by MCA in which the FVCA Authorised Surveyor is involved, is chargeable at a rate decided by the FVCA Authorised Surveyor.

3.1.17 The MCA should not undertake any work on the vessel with regard to measurement or inspection until the MCA requirements for measurement have been met. A certificate of measurement [MSF2301](#) is issued, see Annex 4 to this chapter.



- 3.1.18 The FVCA Authorised Surveyor will require the owner to sign a [Declaration of Vessels Registration Survey Condition \(MSF5589\)](#) when applying for a Pre-Registration Survey, confirming that the vessel is presented to them in a completed state and that no changes or modifications shall be made after the Pre-Registration Survey without written authorisation from the MCA (with the exception of rectifying any identified deficiencies).
- 3.1.19 The FVCA Authorised Surveyor shall also include in their report the types of equipment that were and were not present for the type of fishing that the owner intends to carry out. The FVCA Authorised Surveyor will use this information to decide if the vessel was presented in a state ready for survey or not.
- 3.1.20 The Pre-Registration Survey Comparison Report shall be reviewed by a Consultant Surveyor and, if satisfactory, a letter shall be issued to the owners advising them that the vessel will require inspection by the MCA in the complete condition and fitted out for its method of fishing. The MCA inspection will take place in the AFLOAT condition. If the vessel is presented to MCA in a state different from that seen by the FVCA Authorised Surveyor, MCA may require it to be re-surveyed by the FVCA Authorised Surveyor or MCA can continue with the inspection whilst paying particular attention to any changes. When completing the inspection the freeboard should be recorded and noted on MSF 1606 – Report of Inspection. When seeing the vessel afloat, a short trial should take place to confirm the machinery etc. is satisfactory.
- 3.1.21 All fishing vessels of 12 metres (L) to less than 15 metres (LOA) vessels built after the 23rd October 2017 shall be provided with approved stability information in accordance with [MGN281](#), appropriate for the vessels intended operation. Placement of the draught marks should be witnessed by the MCA or an Authorised FVCA. Vessels of 12 metres (L) to less than 15 metres (LOA) built before 23 October 2017 are recommended to comply with these requirements but otherwise must comply with the requirements in [MSN1871 Amendment No.2](#) and [MSIS27 Chapter 3](#) when presented for inspection by MCA.
- 3.1.22 The FVCA Authorised Surveyors when conducting Surveys on new builds or inspecting existing vessels wishing to join the Register, will include in their report relevant measurements for the placement of a Wolfson freeboard mark (the Wolfson Mark need not be marked on the vessel) and associated wave heights, The method is based on the vessel size and its residual stability characteristics in the situation of interest, and provides guidance on the level of safety from capsizing in various seastates. The method has been developed further for application to fishing vessels. Download the free Stability Notice and Freeboard calculator (Excel spreadsheet, 303KB) from <http://www.wumtia.soton.ac.uk/services/vessel-safety>.
- 3.1.23 FVCA Authorised Surveyors will provide attestation when they have witnessed a simplified stability assessment, either a roll test, heel test, offset load test, or assessment in accordance with ISO 12271, for new build Category B or C method

fishing vessels of less than 12m RL which has been carried out successfully and in accordance with the requirements of MSN 1871, Amendment 2 (F) and supporting guidance.

3.1.24 FVCA Authorised Surveyors will provide attestation when they have witnessed the verification of the minimum loaded freeboard on new build fishing vessels of less than 12m RL which has been carried out successfully and in accordance with the requirements of MSN 1871, Amendment 2 (F) and supporting guidance.

3.1.25 At the in water inspection, MCA shall assess these measurements against the observed freeboard/positive clear height at side. [MSIS27 Chapter 3](#) provides further instruction on freeboard and positive clear height at side requirements.

## **3.2 INSPECTION REQUIREMENTS FOR VESSELS TRANSFERRING IN FROM RED ENSIGN GROUP REGISTERS.**

3.2.1 Vessels transferring in from Red Ensign Group Registers shall undergo the same process as applicable to other vessels looking to be registered as fishing vessels in the UK.

## **3.3 PERIODS OF VALIDITY FOR FVCA, MCA OR SEAFISH CONSTRUCTION CERTIFICATES**

3.3.1 Vessels may present themselves for Registration where a period of time has elapsed between the Certificate of Construction being issued and its first inspection against [MSN1871 Amendment No.2 – The Code of Practice for the Safety of Small Fishing Vessels](#) and Registration as a fishing vessel.

3.3.2 Vessels issued with a FVCA, MCA or Seafish Construction (and, if appropriate Outfit) Certificate can be inspected by MCA provided the Certificate is less than five years old. Where the MCA Inspection confirms compliance and that the vessel is unaltered and in substantially the same condition when it was first surveyed, the vessel should be accepted.

3.3.3 For a vessel issued with such a certificate when the certificate is less than five years old, but the MCA inspection identifies the vessel has been altered and where defects are sufficient to warrant it, a Pre-Registration Survey by the FVCA should be undertaken.

3.3.4 For a vessel issued with such a certificate when the certificate is more than five years old a Pre-Registration Survey is required in addition to the MCA inspection confirming continued compliance with Construction and Outfit Standards in [MGN628 Construction Standards for Fishing Vessels of less than 15m LOA](#).

### **3.4 PERIODS OF VALIDITY FOR FVCA (OR MCA AUTHORISED SURVEYOR) PRE-REGISTRATION SURVEY REPORTS**

- 3.4.1 Vessels may present themselves for Registration where a period of time has elapsed between the Pre-Registration Survey Comparison Report issued and the vessel requesting its first inspection against [MSN1871 Amendment No.2 – The Code of Practice for the Safety of Small Fishing Vessels](#) and registration as a fishing vessel.
- 3.4.2 Where the Pre-Registration Survey Comparison Report is less than 12 months old and the vessel had no defects or the defects were recorded as rectified, an inspection against [MSN1871 Amendment No.2 – The Code of Practice for the Safety of Small Fishing Vessels](#) should be arranged which should also look to check the vessel against the Pre-Registration Survey Comparison Report. If the vessel is as shown in the original report, it may be accepted. If the vessel is changed from the arrangement shown in the original report, and if the changes are relevant, for structural alterations (not specified as a repair in the first report – all vessels) and outfit alterations (not specified as a repair in the first report - >7m vessels), then a new Pre-Registration Survey Comparison Report should be requested.
- 3.4.3 Where the Pre-Registration Survey Comparison Report is less than 12 months old, but the defects are not recorded as rectified, the owner shall confirm to the MCA that these have been completed prior to the MCA arranging an inspection. If the vessel is as shown in the original report, with only the changes required by the report being made, it may be accepted. If the vessel is changed from the arrangement shown in the original report, and if the changes are relevant, for structural alterations (not specified as a repair in the first report – all vessels) and outfit alterations (not specified as a repair in the first report - >7m vessels), or the Surveyor is not satisfied with the vessel's condition, then a new Pre-Registration Survey Comparison Report should be requested.
- 3.4.4 Any vessel where the report is more than 12 months old, regardless of nature of defect and whether they have been rectified, should be requested to obtain a new Pre-Registration Survey Comparison Report.

### **3.5 VESSELS WITH CERTIFICATION TO SMALL COMMERCIAL VESSEL CODES LOOKING TO BECOME FISHING VESSELS**

#### **3.5.1 NEW VESSELS**

- 3.5.1.1 New Build Vessels (constructed on or after 16 July 2007) must be constructed in accordance with the Construction Standards set out in [MGN628](#).
- 3.5.1.2 [MGN628](#) (or if built before 21/7/2020, the Seafish Construction Standards. New Build Procedures are contained in [MSIS27 Chapter 1 Annex 24](#). At first MCA inspection, which must be in the water, if this new vessel is simultaneously



certifying as a Small Commercial Vessel and has obtained its Certificate as a Small Commercial Vessel, then only the following need be inspected:

- items not inspected as part of the relevant Small Commercial Vessel Code; and
- dated items.

3.5.1.3 If during the inspection it is apparent that the vessel is not compliant, with either Code, then a full inspection should be undertaken. Training requirements should also be checked as these differ from Code vessel requirements and the inspector shall ensure that a fishing risk assessment has been completed.

3.5.1.4 Operation as Small Commercial vessel will have limitations on operational area, cargo weight etc. Operation as a fishing vessel is to be subject to the same limitations.

### **3.5.2 VESSELS BUILT BEFORE 16 JULY 2007**

3.5.2.1 Vessels built before 16 July 2007 that wish to Register as fishing vessels and hold current Small Commercial Vessel Certification shall undergo a Pre-Registration Survey as set out in Section 3.1 above and obtain a Comparison Report.

3.5.2.2 At first inspection by the MCA, which must be in the water, after acceptances of the Comparison Report by the MCA, if the vessel is simultaneously certifying as a Small Commercial Vessel and has obtained its Certificate as a Small Commercial Vessel, then only the following need be inspected:

- items not inspected as part of the relevant Small Commercial Vessel Code; and
- dated items.

3.5.2.3 If during the inspection it is apparent that the vessel is not compliant with either Code, then a full inspection should be undertaken. Training requirements should also be checked as these differ from Code vessel requirements and the inspector shall ensure that a fishing risk assessment has been completed.

### **3.6 RENEWAL INSPECTIONS FOR SMALL FISHING VESSELS WHICH ARE CERTIFICATED AS SMALL COMMERCIAL VESSELS**


3.6.1 At renewal inspection by the MCA, if the vessel has a current Certificate as a Small Commercial Vessel, then only the following need be inspected:

- items not inspected as part of the relevant Small Commercial Vessel Code; and
- dated items.

### 3.7 FAILURE TO ATTEND INSPECTIONS

- 3.7.1 The owner of any vessel of less than 15m LOA may be requested to present their vessel for inspection within 28 days, in accordance with [Regulation 11 of the Fishing Vessels \(Codes of Practice\) Regulations 2017 No.943](#), to ascertain whether the vessel complies with the applicable Code of Practice. The letter should state time, date and place of the MCAs choosing. The chosen date must be within 28 days of the date of the letter.
- 3.7.2 A draft letter is attached at Annex 9. The owner should also be provided with the same details as set out in Annex 1 regarding what the Inspection will expect to be provided with on the day of inspection, the conditions set out in MSF5100 and Appendix 1 of Annex 1 of these instructions.
- 3.7.3 A prohibition notice should be issued if the owner has not confirmed attendance or arranged an alternative date within 2 weeks of the date of the letter.
- 3.7.4 Any decision to issue a letter requiring attendance must be agreed with the Technical Manager or Consultant Fishing Vessel Surveyor.
- 3.7.5 The owner may arrange an alternative date, time and location. The alternative date must remain within the 28 day period from the date of the letter. If the owner fails to present his vessel on this date without good reason, or fails to present the vessel in accordance with the conditions on MSF5100, then the case should be passed to Enforcement and UKSR requested to commence deregistration procedures and any subsequent inspections shall be chargeable.

### 3.8 DEALING WITH NON-COMPLIANCE

- 3.8.1 Vessels must demonstrate meeting the requirements for stability, water freeing arrangements, freeboard, or positive clear height at side, before certification can be issued. In cases of non-compliance, the surveyor should issue a Code 17 deficiency, and unless it suspected that the vessel would proceed to sea then enforcement action is not necessary.
- 3.8.2 Local restrictions are to be agreed at G7 level. TM and PFVC should be made aware of the proposal and an agreement sought. These should be recorded.
- 3.8.3 A 3-month short term certificate should be issued to allow continued operation under the agreed conditions whilst the owner seeks an agreed solution by submitting MSF1261 (see also [MSIS27 Chapter 2 Section 2.23 to 2.26](#), subject to MSF1385 being issued to the owner, which they are required to sign.  [MSF1385 R07.22.docx](#)
- 3.8.4 For vessels requiring equivalence the owner is to then request formally using the route of MSF1261 - Assessment of Equivalence / Exemptions / Alternative Design

Arrangement (ADA) from Statutory Requirement. It has been agreed that no fees will be charged for this work at this time.

3.8.5 Accepted arrangements are to be outlined as conditions on the MSF 1316 - Small Fishing Vessel Certificate. **See also Section 2.26 of MSIS27 Chapter 2 for conditions relating to Stability, Freeboard and Waterfreeing arrangements.**

3.8.6 Refer to MSIS 23 Part B Chapter 4 detailing the relevant process for initial approval and issue of equivalences.

3.8.7 It is not intended that exemptions from the requirements will be granted but the form is the same.

### 3.9 DEFICIENCY RECTIFICATION AND REVISITS

3.9.1 Any vessel of less than 15m LOA that has a deficiency with a Code 16 or 17 must NOT be given a Small Fishing Vessel Certificate until these deficiencies have been closed off. Unless there are exceptional circumstances, then the owner has 90 days to close off the deficiencies. To close the deficiencies off, the surveyor must decide whether the vessel must either be inspected again, at the MCA fees rate, or proof provided to the MCA that the deficiency has been cleared. The required corrective action should be recorded on the survey documentation so that it is clear what is required of the owner and by when. Exceptional circumstances may include when the vessel cannot be inspected within the 90 day period, for example in remote geographical areas or the owner is not able to close the deficiencies within 90 days. In circumstances where the 90 day period cannot be met, provided there is agreement between MCA and owner regarding progress towards clearing the deficiencies and/or the MCA has a date scheduled for a re-inspection, then an agreed period of extension should be agreed.

3.9.2 Subject to 3.9.1 above, if deficiencies have not been cleared within 90 days, or within any agreed extended period, then a prohibition notice shall be issued and the vessel be referred to UKSR with a request that deregistration procedures begin **(NOTE: Deregistration procedures shall not be commenced if the only unrectified deficiencies are due to medical certification requirements).**

3.9.3 Following a satisfactory inspection where defects have been cleared, the process at section 5 below should be followed, with documentation listed at Annex 3 and the certificate [MSF1316](#) should be issued. The Anniversary date of the Certificate shall be 5 years from the date of the inspection. Owners can present their vessel for its In Water inspection at any time in the SIX months prior to the expiry of the Certificate. If the vessel passes the inspection, then a new Small Fishing Vessel Certificate will be issued from the date of expiry of the previous Certificate. A Certificate shall not be issued until the In Water inspection and stability check is completed unless Annex 8 of these instructions shall apply. Annual self-certification by the owner on [MSF1375](#) from 6 September 2021 when [MSN1871](#)

[Amendment No.2](#) entered into force and page 2 of [MSF1316](#) if it was conducted before that date) is required on page 2 of this form.

3.9.4 The owner should be instructed to retain their copy of the PELORUS INSPECTION REPORT / MSF 1606 and certificate until their next inspection. ~~Owners are also required to send a copy of their Certificate to UKSR when the vessel is to be registered or re-registered.~~

3.9.5 Certificates shall be issued with [MSF1375 Annual Self Certificate](#) and a letter will be enclosed to remind owners of their responsibilities.

### 3.10 ISSUE OF CERTIFICATES

3.10.1 See also MSIS 38.

3.10.2 Any vessel joining the Register as New Vessel after the introduction of [MSN1871 Amendment No.2](#) need only undergo an In Water Inspection prior to the issue of its first Certificate, on the basis that it has been seen out of the water by the FVCA or MCA less than six months prior to its presentation to the MCA for its Small Fishing Vessel Certificate. Such vessels new to the Register to which this applies must subsequently present their vessel for their first MCA Code Out of Water Inspection within five years of the date of the FVCA or MCA Out of Water New Build or Registration Surveys.

3.10.2.1 [MSN1871 Amendment No.2](#), new requirements relating to:

- Construction, watertight and weather-tight integrity for all vessels;
- Stability for new and existing vessels of all sizes;
- Machinery for all vessels;
- Electrical installations for all vessels;
- Crew protection;
- Man overboard recovery; and
- In and out of water inspections.

3.10.3 All Vessels whose renewal inspections fall after the introduction of [MSN1871 Amendment No.2](#) must undertake an in water inspection before the Certificate can be re-issued. If they are beach-launched the owners will need to take the vessel to sheltered water for inspection and the stability test. Normal risk assessments will apply, and Surveyors should use professional judgement. Following a successful in water inspection, a Small Fishing Vessel Certificate shall be issued with a validity of one year from the anniversary of the In water inspection.

3.10.4 Assuming the survey scope for all other elements have been completed satisfactorily and weather prevents the conduct of the stability test, from being completed AND assuming that there have been no changes to the vessel leading the surveyor to believe the vessel has changed, then a conditional Short Term Certificate of one year may be considered for issuance. This Certificate shall not

be renewed if a successful stability test has not been conducted in that period (see also section 4.8 below).

- 3.10.5 However, as vessels may not have previous records, a case-by-case consideration is required and surveyors should involve the Consultant Surveyor Panel in these decisions, based upon the facts as presented should be undertaken, for example:
- Less than 15m vessel on Roll Test with no previous history, with low freeboards, poorly maintained – no Short Term Certificate;
  - Less than 15m vessel on Roll Test with adequate margins on roll period and freeboard and documented "no modification" - then can be considered;
  - Less than 15m vessel on SiB and lightship check with no mods - then can be considered.
- 3.10.6 The first out of water inspection can take place at any time whilst the one-year Small Fishing Vessel Certificate is valid. The date for the next Out of Water Inspection shall be 5 years after the date on which the previous Out of Water Inspection was conducted. Following a successful out of water inspection a Full-Term Certificate shall be issued. The renewal date shall correspond with the date the next in water renewal is required.
- 3.10.7 Some owners may be unable to present their vessels in water for the first inspection under [MSN1871 Amendment No.2](#). In those circumstances, an out of water inspection may be arranged. However, the Certificate shall not be issued until the vessel has successfully undergone its in water inspection and stability check is completed unless Annex 8 of these instructions shall apply.
- 3.10.8 After the Surveyor has conducted the first Out of Water Inspection, the date by which the next Out of Water must be undertaken shall be recorded on the Full term Certificate. The date recorded on the full term Certificate for the next Out of Water Inspection shall be five years from the previous Out of Water Inspection and the owner informed that failure to meet this requirement will render the Certificate invalid.
- 3.10.9 Owners may present their vessels for a subsequent out of water inspection before the next out of water date is due but the next out of water due date shall be five years from the date of the most recent out of water inspection.
- 3.10.10 Owners shall be informed that their Certificates are invalid if they do not arrange their Out of Water by the required date. Refer to section [1.8.10 of MSIS27 Chapter 1](#) for appropriate enforcement action.
- 3.10.11 ~~Vessels need not undergo an out of water inspection~~ At change of ownership the owner can opt for 5- year Renewal Inspection or chargeable GI. If the owner opts for the renewal inspection, if the vessel meets requirements, it should be given a 5 year Certificate (taking into account the requirements in 3.10 above. If the owner

opts for a GI, the Small FV Certificate shall only be valid until the date of next OOW or IW inspection. If the OOW inspection is due before IW, then on completing the OOW inspection, another Short term Small FV Certificate shall be issued until IW due date. ~~unless the next out of water inspection is due within six months of the date of change of ownership. However, the owner must ensure that the out of water inspection is still undertaken within five years of the previous out of water inspection.~~

3.10.12 In the case of Vessels wishing to join the Register, the Registry of Shipping and Seamen can accept the vessel when provided with the necessary Construction and Outfit standard (or confirmation from the Consultant Surveyor that MCA accepts its Pre-Registration Survey Report and once completed its MCA Inspection satisfactorily and can be Registered (a vessel may be registered with a three month window to allow management of Marine Office resources).

3.10.13 The Owners/Skipper's attention should be drawn to the notes on the Certificate that state that:

- Any unauthorised modification to the vessel or its equipment may invalidate this certificate or endanger the crew. If you intend to modify the vessel seek professional advice;
- This Certificate is no longer valid on change of ownership of the vessel and application to MCA should be made to inspect the vessel and renew the certificate; and
- The Certificate is no longer valid if the Annual Self Certification ([MSF1375](#) from 6 September 2021 page 2 of [MSF1316](#) if it was conducted before that date) is not undertaken.

~~3.10.14 If a vessel inspected at change of ownership, a new five year Certificate should be issued to ensure it aligns with the Certificate of Registry.~~

### **3.11 IMPROVEMENT AND PROHIBITION NOTICES (INS/PNS)**

3.11.1 See MSIS 38 Part C Chapter 2.

3.11.2 In relation to crew training, the lack of which is considered to intensify the consequences of any incident, refer to the flow diagram at Annex 6 for the process of issuing Improvement Notices in relation to Crew training Deficiency.

3.11.3 Where a fisher does not have Basic Sea Survival a Prohibition Notice is to be issued to prevent the person going to sea on the vessel; no need to name vessel on notice.

3.11.4 Where an Improvement Notice has been issued to skipper or owner due to the lack of any of the 4 mandatory training courses among the engaged crew, except Basic Sea Survival, the FV certificate should carry the same expiry date; i.e.: a Short term certificate for three months. (This is national policy as discussed at FP6 September 2013).

### 3.12 DETENTION NOTICES

- 3.12.1 Under Regulation 12 of [The Fishing Vessels \(Codes of Practice\) Regulations 2017 No 943](#), a fishing vessel to which the Regulations apply may be detained from proceeding season a voyage as per Regulation 5 unless an appropriate Fishing Vessel Certificate of Compliance is in force and is produced on demand to any officer of Customs or of the Department for Transport. The Certificate of Compliance may be cancelled if [The Fishing Vessels \(Codes of Practice\) Regulations 2017 No 943](#) are breached. The vessel may also be detained by a surveyor under Section 95 of the Act if it is unsafe; notwithstanding that it holds a Fishing Vessel Certificate of Compliance. This also applies to foreign fishing vessels in UK ports, which are subject to Port State Control in accordance with Article 4 of the Torremolinos Protocol.
- 3.12.2 Detention procedures are contained in MSIS 38 – Part C, 5.0 **Sources of Information** Chapter 3 – “Inspection Policy”. “Unsafe” detentions as opposed to non-compliance with the Code are especially to be discussed with a Principal Consultant Surveyor Fishing.
- 3.12.3 BY BLIND COPY Detentions shall be notified to the MMO [INTEL@marinemanagement.org.uk](mailto:INTEL@marinemanagement.org.uk) as part of the group email issued to Border force, Coastguard, Harbour master etc.
- 3.12.4 When a vessel is released from detention, the MMO should similarly be informed.

### 3.13 LIST OF UN-INSPECTED VESSELS /SCOTNI LIST OF ELIGIBLE BOATS

- 3.13.1 A list of vessels which have not yet been inspected will be available for each region, the location of and access to this information will be in accordance with regional arrangements.

### 3.14 PELORUS

- 3.14.1 From March 2020, this is the system that maintains records of all MCA ship inspections and surveys. All new records on inspections are to be inputted using this system. See also section 5 below.

### 3.15 SIAS (SHIP INSPECTION & SURVEY) DATABASE

- 3.15.1 Until March 2020, this was the system used to record of all MCA ship inspections and surveys and can be used to obtain records of previous inspections of vessels prior to that date.
- 3.15.2 SIAS remains a useful source of information if a new boat to the local area is identified and is not contained in the regional list, as you can quickly establish if the boat has been previously inspected within the current cycle.



### 3.16 WAVES DATABASE

- 3.16.1 UKSR maintains records of all registered Fishing Vessels with details of engine power, length and other boat specific information and owners name and address. This information is useful in verifying the engine details and completing from PELORUS INSPECTION REPORT / MSF 1606.

## 4.0 INSPECTION PROCEDURES

### 4.1 PLANNING

- 4.1.1 The regional list of un-inspected vessels should always be consulted when planning inspections as all of the boats listed are eligible for inspection. The list is sorted on port of registry, however some boats are based at other ports. Local intelligence from sources such as the Sea Fisheries Inspectorate Office should be used to identify these boats. Inspectors may find it convenient to download the list as a quick reference when out in the field.
- 4.1.2 Inspections should be arranged with the owner on an agreed date and if highlighted on the regional List of Eligible Boats, within the period requested by the owner in accordance with the appropriate service standard. The owner should ensure that evidence of training courses undertaken by the crew and a copy of the certificate of registry are available. Owners can be provided with the booklet [“Fishing Vessels Survey and Inspection – How to Prepare for your next MCA visit”](#) which can be obtained from EC Group at the contact details in Section 8 of this Annex by quoting reference MCA/037. Owners shall also be provided [MGN 570 – Emergency Drills](#) and [MGN 571 – Prevention of Man Overboard](#). The new [MSN1871 Amendment No.2](#) requires that Drills are undertaken. Therefore records of Drills should be checked and practice drills witnessed to ensure that the skipper and crew are prepared for emergencies. Particular attention should be paid to Man Overboard Procedures and recovery of persons in the water. Reference should be made to [Chapter 11 of MSIS 27](#).
- 4.1.3 When communicating with the owner in advance of the inspection attention should be drawn to the need for satisfactory access to the vessel for a full inspection and that if the surveyor is unable to gain full access then the survey may be deemed incomplete and certificate issue delayed. The booklet [“Fishing Vessel Surveys and Inspections – How to Prepare for your next MCA visit”](#) also sets these out and is sent to each owner with their reminder letters. Owners should be informed that a return visit would be chargeable.

External:

- The conditions set out in the Application for Survey should be complied with.
- The hull should be washed down and all growth removed, but no painting should have commenced;



- Safe access should be provided to enable the surveyor to check all seams, butts and planking on wooden boats, and welds, indentations and pitting on steel hulls, and blistering or damage to GRP hulls. This can be full scaffolding, or mobile tower scaffolding, or a “cherry picker / manlift”;
- Steel vessels – ultra sound hull scantling thickness tests;
- Draught marks checked (Survey items such as taking ultrasonic hull thickness readings; inspection of rudder, including, bearings, alignment, and clearances; inspection of bow thruster; inspection of tail shaft, including clearances; and checking of draught marks, should all be carried out by a suitably qualified person);
- Anchor chain to be ranged in dock bottom for survey. This allows internal inspection of chain locker and testing of bilge pumping;
- All open hatches on main deck and between decks should have the portable stanchions and rails in place; and

Internal:

- Access is required to fully examine the hull and framing internally:
- Forepeak and stores should be cleared of all spare gear, etc;
- Fish room to have boxes removed and bilge well and tank tops steam-cleaned for examination;
- Where a fish room is lined then a lower section should be opened out for survey (for vessels 10 years old and upwards or when requested by the surveyor);
- Engine room to have bilges steam-cleaned if necessary and all floor plates ready for removal to allow inspection of structure and pipe work systems;
- Shell valves, both inlet and overboard should be dismantled for the survey, with access or staging provided where necessary;
- Accommodation – All door keys to be available. Where possible there should be access to the spaces behind the linings for inspection;
- All structural tanks due survey should be emptied and gas freed, with certificates posted, prior to entry;
- Record propeller shaft clearances;
- Check condition of the propeller hub and blades and operation; and
- Record rudder pintle bearing clearances.

4.1.4 The owner’s attention should also be drawn to items that the surveyor will check if the vessel is being seen out of the water. These include but are not limited to:

- Pressure wash the hull (but do not repaint until after the survey).
- Provide/arrange safe access to vessel including external hull areas.
- Remove and clean sea valves, both inlets and overboard.

- Check and record propeller shaft clearances, A decision can then be made on whether withdrawal or renewal of the shaft is required.
- Check condition of propeller hub and blades and operation.
- Check and record the rudder pintle bearing clearances.
- For steel vessels; carry out ultra-sonic tests on the hull plating and any suspect areas when the Surveyor is present.
- For GRP vessels Surveyors will check for signs of de-lamination, damage, osmosis or loss of strength caused by insufficient thickness of GRP, poor bonding, lack of stiffeners etc.
- For wooden vessels Surveyors will check for signs of attack by marine borers (gribble/ toredo), damage and may check fastenings by withdrawing a sample to check the condition.
- For wooden vessels; fastenings will be withdrawn at the discretion of the surveyor.

4.1.5 Radio surveys should now be arranged by the owner in accordance with Chapter 12, Section 13.2 of the [Guidance for Survey and Inspection of Fishing Vessels](#).

4.1.6 Further guidance is also contained in [MGN 608 – Radio Survey Service Authorisation](#).

## 4.2 INSPECTIONS (AT VESSEL)

### 4.2.1 NEW VESSELS

4.2.1.1 FVCA and MCA surveys of New Builds and Pre-Registration Surveys are conducted out of the water. MCA Inspections of vessels new to the Register shall be conducted in the water. MCA procedures for these inspections are set out in this annex and can be printed off as a standalone guide for inspectors under the small FV Code. If the vessel is a New Build and is constructed outside the UK, then the Certifying Authority may also conduct the Inspection of the Vessel against [MSN1871 Amendment No.2 – The Code of Practice for the Safety of Small Fishing Vessels](#). If the vessel is in the UK, only the MCA may conduct this Inspection.

4.2.1.2 Surveyors, when visiting vessels which have been accepted through the Pre-Registration Survey process, should review the vessel against the Comparison Report. If the Surveyor considers that the vessel is not as described in the Report, either due to its condition, through modifications undertaken after the Pre-Registration Survey but before the MCA Inspection, or for any other reason, the Surveyor should refer the issue to the Consultant Surveyor to consider whether to continue with the Inspection or refuse Certification and to require a new Pre-Registration Survey to be conducted.

## **4.2.2 MSN1871 AMENDMENT NO.2 TRANSITIONAL ARRANGEMENTS**

- 4.2.2.1 Vessels to which transitional arrangements apply are set out at the beginning of each chapter. The transitional arrangements apply for two years from the date [MSN1871 Amendment No.2](#) comes into force.
- 4.2.2.2 Although the vessel is not required to meet the requirements to which transitional arrangements apply during the transitional period, the vessel should be inspected against these requirements and the owner should be informed that any items that would be considered as deficiencies after 5 September 2023 must be addressed by the end of transitional period. These potential future deficiencies shall be recorded in PELORUS using Code 99. The Under 15m Fishing vessel section of Evaluation Tab in PELORUS Section should be used with the frequently used text function to insert “this deficiency has been raised during the 2 year phase in period (2021-2023). If the vessel changes ownership before 5 September 2023, the new owner inherits the future deficiencies. The transition period must not be extended.
- 4.2.2.3 Code Section 1.3.1 states "Vessels inspected in the 90 days prior to 6 September 2023 will have 90 days from the date of inspection to provide proof that the Vessel is in full compliance with the Code." Normal arrangements for rectifying deficiencies as set out in section 3.8 above will apply after 8/6/2023.

## **4.2.3 FIT FOR PURPOSE AND CONSULTANT SURVEYOR PANEL**

- 4.2.3.1 It is recognised that in a number of areas it would be impractical for existing vessels to comply fully with the new provisions for construction and permanently fitted equipment. For these vessels, the term “fit for purpose” has been used.
- 4.2.3.2 Where the provision of “fit for purpose” has been used within the Code this was provided to capture those vessels which had been built to a previous, uncatalogued or undefined standard; a local design standard used in local waters or to a design that may have been superseded. In order to identify “fit for purpose” the owner and surveyor should be able to ascertain:
- Originality of the construction, system or design;
  - Length of time that the vessel has been in service with no adverse report of the area in question;
  - The intended use of the construction, system or design is still “as built” – meaning that the attending surveyor should be aware of adjacent modifications that may have an unintended consequence to affect the original intention;
  - The functionality of the construction, system or design is still effective; and
  - As a whole the construction, system or design must remain “efficient in service”.

4.2.3.3 If there is doubt regarding whether the arrangements on an existing vessels are acceptable or not for the issue of a Certificate, then the details should be forwarded to the three Fishing Vessel Consultant Surveyors for a decision. This decision shall be recorded on the vessel file.

#### 4.2.4 UNSEAWORTHY VESSELS

4.2.4.1 If the MCA Surveyor feels that the vessel is not seaworthy, including concerns over construction or stability, a Small Fishing Vessel Certificate should not be issued until these aspects have been cleared by the surveyor. Any re-inspection of the vessel before a Certificate is issued shall attract fees.

#### 4.2.5 OTHER INSTRUCTIONS FOR INSPECTION

4.2.5.1 Further instructions on the Inspection of fishing vessels of less than 15m LOA to [MSN1871 Amendment No.2](#) are also contained in [Chapters 2-16 of MSIS27](#).

#### 4.2.6 SPECIFIC ITEMS TO CONSIDER

4.2.6.1 Take photos of anything considered suspect!

4.2.6.2 The vessel should also be requested to carry out Drills in accordance with [MSIS 27, Chapter 11](#) and [MGN 570: Emergency Drills](#). Special emphasis should be placed on the conduct of Man Overboard Drills and their recovery in accordance with [MSIS 27 Chapter 11 Sections 11.7, 11.11, 11.13 and 11.17](#). See also [MGN 571 Prevention of Man Overboard](#).

4.2.6.3 The Code requirements for the different categories of boats up to 15m LOA are contained in [MSN1871 Amendment No.2](#).

4.2.6.4 Due to recent incidents the following additional checks to be made:

1. Risk Assessment to be discussed with operator(s) and noted in the file minute or inspection report on Pelorus if it is written or not as referred to on the issued certificate.  
<https://www.safetyfolder.co.uk/>
2. Bridge visibility – fishing vessels under 15 metres overall should comply as closely as practical with the wheelhouse visibility requirements for larger vessels, see [MGN314\(F\)](#).
3. Single handed operation – A new leaflet – Single Handed Fishing – has been published. This can be obtained from gov.uk here <http://mca.ecgroup.net/browse.aspx>
4. Potting safety especially where pots/creels are launched whilst vessel is making way.  
[http://www.seafish.org/media/Publications/SeafishIndustryAdvisoryNoteFS45Potting\\_Safety\\_201101.pdf](http://www.seafish.org/media/Publications/SeafishIndustryAdvisoryNoteFS45Potting_Safety_201101.pdf)  
[http://www.rnli.org.uk/assets/downloads/17889%20lifejackets%20Potting\\_LR.pdf](http://www.rnli.org.uk/assets/downloads/17889%20lifejackets%20Potting_LR.pdf)

5. Man Overboard Risk Review. See [Chapter 11 of MSIS 27](#) Section 11.17

4.2.6.5 Boats that are laid up for whatever reason may be inspected but the use surveyors should refer to Section 3.7.1 above but given 6 months rather than 90 days and a re-inspection is required and any deficiencies closed out according to MSIS38.

4.2.6.6 The report of Inspections should clearly state that if the vessel is declared inactive that could lead to a consequent loss of registration, after which the vessel should be notified to UKSR as being inactive.

#### **4.2.7 PREVIOUS STANDARDS**

4.2.7.1 [MSN1871 Amendment No.2](#) requires that is a vessel was built to a Standard, it should be maintained to that standard. Previous Standards include:

- Seafish Construction and Outfit Standard 2019
- Seafish Construction and Outfit Standard 2012
- Seafish Construction and Outfit Standard 2007
- Seafish Construction and Outfit Standard 2001
- Seafish (SFIA) Wooden Vessel Rules 1983
- Seafish (SFIA) Steel Vessel Rules 1984
- Seafish (SFIA) GRP Vessel Rules 1987
- Seafish (SFIA) Wooden Rules 1975

4.2.7.2 2019 CONSTRUCTION STANDARD LESS THAN 15M

4.2.7.2.1 Important changes to the revised 2019 U15m Seafish Construction Standards

All-in-One U15m Standards

#### **2012 Construction Standards less than 15m**

Part 1 General Requirements

Part 2 Drawings Markings and Trials

Part 3 Hull Integrity and Arrangement

Part 4 Steel and Aluminium Construction

Part 5 Welding

Part 6 GRP Construction

Part 7 Wood Construction

Part 8 Machinery Installations

Part 9 Pumping and Piping Systems

Part 10 Electrical Installations

Part 11 Outfit and Structural Fire Protection

Process to apply for a new vessel registration survey

SFIN14 Petrol Tanks

**Seafish Construction and Outfit Standard 2007**

**Seafish Construction and Outfit Standard 2001**

**Seafish (SFIA) Wooden Vessel Rules 1983**

**Seafish (SFIA) Steel Vessel Rules 1984**

**Seafish (SFIA) GRP Vessel Rules 1987**

**Seafish (SFIA) Wooden Rules 1975**

4.2.18 Access or copies of these Standards can be obtained by emailing [fishing@mcga.gov.uk](mailto:fishing@mcga.gov.uk)

### 4.3 CREW SAFETY TRAINING

4.3.1 The requirements for crew training are as follows:

<b>New Entrants</b> – (For the first time employed as a working fisherman)	
1 day Basic Sea Survival	<i>This is required to have been taken prior to starting as a fisherman</i>
1 day Basic Fire-fighting & Prevention	<i>This must be taken within three months of starting work as a fisherman</i>
1 day Basic First Aid	<i>This must be taken within three months of starting work as a fisherman</i>
1 day Basic Health & Safety**	<i>This must be taken within three months of starting work as a fisherman</i>
<b>Other fishermen</b> – Born on or after 1 March 1954 and who is not a New Entrant	
1 day Basic Sea Survival	
1 day Basic Fire-fighting & Prevention	
<i>1 day basic Health and Safety</i>	
1 day Basic First Aid	
1 day Safety Awareness and Risk Assessment	<i>This course is mandatory for experienced fishermen; defined as those who have been working as a fisherman for two or more years</i>

4.3.2 Any persons holding Deck Officer or Engineer Officer Certificates issued under the [Fishing Vessels \(Certification of Deck Officers and Engineer Officers\) Regulations 1984](#) (Class 1 or Class 2 Certificates) are not required to show proof of having attended the four basic courses (Sea Survival, Fire-fighting & Prevention, First Aid and Health and Safety) as these are already covered by their certificate of competency. If the person is a holder of a Certificate of Competency as a Skipper or Second Hand issued under section 414 of the Merchant Shipping Act 1894 then he has to have also undergone an Approved Training Course in Basic Sea Survival and Basic Fire Fighting and Prevention and Safety Awareness.

**4.3.3 MERCHANT NAVY STCW BASIC SAFETY TRAINING.**

4.3.3.1 For those working or wanting to work in the maritime industry outside the fishing industry it is necessary to hold Seafarers Training Certification and Watchkeeping (STCW) basic safety training certificates. It is agreed that the following STCW courses may be used in place of the some of the New Entrant Courses:

Basic STCW Safety Course	Fishermen’s Basic Safety Training Course
Personal Survival Techniques STCW Ref. A-VI/1-1	Sea Survival
Fire Prevention and Fire Fighting STCW Ref. A-VI/1-2	Fire Fighting and Prevention
Elementary First Aid STCW Ref. A-VI/1-3	First Aid

4.3.3.2 The MCA will accept STCW basic safety training which is approved by any Maritime Administration which is signatory to the STCW Convention.

4.3.3.3 Courses from other providers and foreign governments are also accepted as equivalent to certain UK courses. All require documentary evidence or verification from a training provider. The majority of one day courses do not have an expiry date.

Provider/Course	Basic Sea Survival	Basic Health And Safety	Basic Fire Fighting	Basic First Aid	Safety Awareness
STCW A-VI	Yes	No	Yes	Yes	No
RYA/Dft <sup>1</sup>	Yes	No	No	Yes	No
Belgium <sup>2</sup>	Yes	No	Yes	Yes	No
Spain <sup>2</sup>	Yes	No	Yes	Yes	No
Republic of Ireland <sup>2</sup>	Yes	No	Yes	Yes	No
The Netherlands <sup>2</sup>	Yes	No	Yes	Yes	No
Denmark/Faroe Islands <sup>2</sup>	Yes	No	Yes	Yes	No
Iceland <sup>2</sup>	Yes	No	Yes	Yes	No
Lithuania <sup>2</sup>	Yes	No	Yes	Yes	No
UK Royal Navy <sup>3</sup>	Yes	No	Yes	Yes	No
RNLI	No	No	Yes	No	No

1 Inshore skipper ticket  
 2 Fishing Basic Safety Course equivalents  
 3 On completion of Royal Navy Basic Training



- 4.3.3.4 The Safety Awareness and Risk Assessment course and the Basic Health and Safety courses have no STCW alternatives. Any fishermen coming from outside the UK must, regardless of whether they have undertaken the Merchant Navy STCW basic safety training, undertake the Basic Health and Safety course before commencing work for the first time on a UK Registered fishing vessel. If the vessel is being purchased/skippered by a fishermen who is also a new entrant, then that owner/skipper need not undertake the Safety Awareness course until he can be considered an experienced fishermen under [SI 1989 No 126 The Fishing Vessel \(Safety Training\) Regulations 1989](#). Seafish will accept six months as a minimum sea time for entry to the Safety Awareness Course.
- 4.3.3.5 OPITO courses are not acceptable in place of Basic Safety Training Courses.
- 4.3.3.6 If crew safety training cannot be validated, this should be recorded as a deficiency - type 0252 - with Action Code 99. In the remarks box of the inspection report form, the following information should be inserted.
- “99 = Improvement Notice to be issued allowing 3 months to complete all crew training”.
- 4.3.3.7 If crew training is not according to the requirements an Improvement Notice is to be issued following consultation with Technical Manager or a Consultant Surveyor. An Improvement Notice shall also be raised against the boat owner, if crew are not fully trained, for employing or engaging them.
- 4.3.3.8 If there is no response within the three month allocation, detention procedures will be initiated by Consultant. An update from the inspector will be requested before proceeding with detention actions.

## 4.4 LIFE SAVING APPLIANCES

- 4.4.1 The lifesaving equipment required by the code is detailed in the checklists. Some additional points to consider when inspecting equipment are:
- Lifejackets, these should be accessible in an emergency if they are not constantly worn. Can the owner put them in a box somewhere on deck or on the wheel house roof?
  - Flares etc. should also be easily accessible and could be for instance in a ‘grab bag’ in an easily accessed position with medical kit etc.; and
  - Where a liferaft is carried, it should be stowed in a position as far as possible from any items which may obstruct inflation and deployment.
  - Where a liferaft is carried than a portable two way VHF is also required.
- 4.4.2 Hydrostatic release unit should be acceptable for the size and type of liferaft. It is apparent that a number of smaller vessels covered by MCA certification are likely



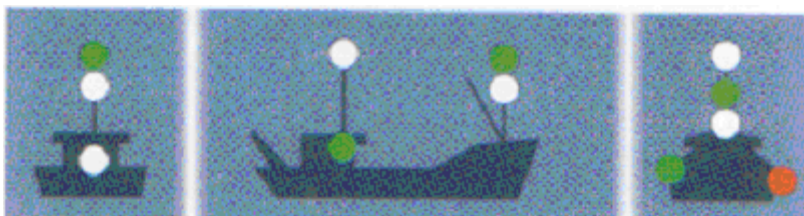
to be carrying life rafts which are smaller than those carried on board vessels which are subject to SOLAS requirements.

- 4.4.3 There may be some doubt as to whether or not the hydrostatic release units supplied for SOLAS size life rafts are appropriate for life rafts of below SOLAS size.
- 4.4.4 In cases where smaller than SOLAS size life rafts are fitted, and there is any doubt with respect to the compatibility of HRU and the raft itself, then confirmation is to be sought from manufacturers and/or equipment suppliers that the breaking strength of the weak link and the size of the raft are compatible.
- 4.4.5 Hammar have also produced a small green cartridge type weak link which is for attaching to the standard Hammar HRU. They are now recommending that the new green coloured HRU should be used for small rafts.



## 4.5 NAVIGATION LIGHTS

- 4.5.1 There are no exemptions to the Collision Regulations. All vessels must comply regardless of their size or operating areas.
- 4.5.2 **Fishing vessels (Rule 26)**



Stern

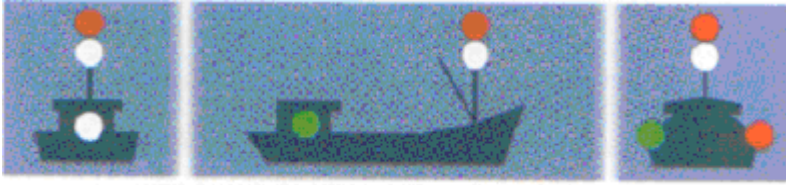
stbd side

bow

Vessel trawling (i.e. towing some kind of net):

All-round green over white lights. Show regular navigation lights when making way, but not when stopped.

### 4.5.3 Vessel fishing (other than trawling)



Stern

stbd side

bow

All-round red over white lights, plus sidelights and stern light (if making way).  
When outlying gear extends more than 150m an all round white light (or, by day, a cone – point up) in the direction of the gear.

By day: trawlers and fishing vessels show a shape consisting of two cones with their points together.



In the case of small open boat for example, less than 7 metres in length with a speed of less than 7 knots this can be a single all-round white light, as sidelights or a combination lantern would be impractical.

## 4.6 RADIO AND OPERATOR LICENSING

4.6.1 It is important for owners to understand the need to license their radio, particularly if they use DSC/GMDSS because the MMSI number has to be programmed into the radio for DSC to work. The MMSI number is issued with the radio licence, if the unit is unlicensed the MMSI may have been re-allocated.

4.6.2 Fishermen can obtain Guidance notes and the Ship Radio Licence Application Form from the website below:

<http://licensing.ofcom.org.uk/radiocommunication-licences/ships-radio/forms/>

4.6.3 Because radio and operator licensing is not covered by Merchant Shipping legislation, Inspectors should restrict their findings to comments and recommendation using the Notes section of the Inspection Report or alternatively an Authorised Radio Surveyor should be requested to attend.

## 4.7 RECORDING OF MAXIMUM CONTINUOUS ENGINE POWER (MCEP)

4.7.1 When inspecting a vessel for the first time, the tally plate on the engine should be located and [MSF1336](#) completed. **This applies equally to inboard and outboard main engines.** A new MSF1336 form should be completed **and sent to UKSR** if

any changes are noted at future inspections The box 'Engine Tally Plate Data' should be ticked if a tally plate is located and the data on the tally plate entered on the form. If no plate is located, the box Indicating 'No tally plate found on engine, details should be taken as those declared by the owner' should be ticked. The details declared should be compared to the engine onboard. **The completed form should be submitted to UKSR. The completed form should then be emailed to UKSR at [fishing.registry@meqa.gov.uk](mailto:fishing.registry@meqa.gov.uk).**

4.7.2 Guidance on the de-rating of engines is given in MGN435. Note that outboard engines should not be de-rated. "Factory modified" outboard engines will be accepted at the power indicated on the tally plate provided that the factory modification remains extant. See Chapter 4 Section 4.4 for more guidance.

## 4.8 SMALL FISHING VESSEL CERTIFICATES

### 4.8.1 CONDITIONS ON SMALL FISHING VESSEL CERTIFICATE – SHORT AND FULL TERM.

- 4.8.1.1 All open boats carry a condition limiting their area of operation to 20 miles from a safe haven in favourable weather. Attending surveyors should ensure this condition is stated.
- 4.8.1.2 All surveyors may propose to the validating G7 additional conditions on the fishing vessel certificate.
- 4.8.1.3 Small Fishing Vessel Certificates allow most vessels to operate within a boundary of range restricted by crew qualifications, radio equipment and lifesaving apparatus. In the opinion of the surveyor, unrestricted operation may not be appropriate on some vessels. Any such restrictions should be recorded on the Certificate conditions.
- 4.8.1.4 A condition may be placed on the certificate where the vessel fundamentally meets the requirements of the Code, but may have limited capability in a particular area as required by the Code.
- 4.8.1.5 A **short-term** certificate may be issued where outstanding proposals for modification information is being sought (waterfreeing, freeboard). The placing of a condition on the certificate may allow continued operation of the vessel.
- 4.8.1.6 For example, the surveyor may wish to consider:
1. Geographical restriction;
  2. Operation from a safe haven;
  3. Maximum sea state;
  4. Anticipated weather conditions;
  5. Maximum speed / maximum time to return to port;
  6. Loading conditions and
  7. Operating history and operating conditions

8. Build standard or alternative compliance e.g.: Workboat Code / RCD / ISO Stds.
- 4.8.1.7 A **short-term** certificate may also be raised where an inclining test has been completed and the preliminary inclining report has been verified, the preliminary stability book onboard with appropriate loading conditions based on the results of the inclining test before the ST cert is issued. A short-term certificate should be issued for three months.
- 4.8.1.8 The purpose of a conditional certificate is to allow the vessel to continue to work safely, within a boundary of operation.
- 4.8.1.9 As with all conditional certificates, the obligation to comply with the conditions resides with the Owner. The owner shall sign and date that MSF1385 – Owner Declaration for Issuance of Short Term Small Fishing Vessel Certificate to say that they have read, understood and shall comply with the conditions on the Certificate.
- 4.8.1.10 Any condition place on a certificate should be supported on the survey report or file minute to the validating G7 surveyor.
- 4.8.1.11 It is the intention that certificates with conditions placed upon them should be for existing vessels only as it is expected that all vessels built to a standard will continue to comply with the original build standard.
- 4.8.2 COMPLETION OF CERTIFICATE**
- 4.8.2.1 Currently a version of [MSF1316](#) Small FV Certificate relating to the new Code [MSN1871 Amendment No.2](#) is not available on PELORUS. Until this is available, Surveyors should complete a Word/PDF version of [MSF1316](#) available from the MLD (any Word version shall be converted to PDF prior to issue) and then entered onto PELORUS as an “external certificate” The Certificate will then be recorded as having been issued.
- 4.8.2.2 An electronic copy of the Certificate in PDF format shall then be issued to the owners under cover of the letter template at Annex 5.
- 4.8.2.3 The relevant “check list of requirements” which will act as a “Record of equipment” are to be completed in a suitable format to issue to the owner with the FV Certificate – rough copies are not always suitable. The relevant Checklists to issue are [MSF1338](#), [MSF1339](#), [MSF1340](#), [MSF1341](#), [MSF1342](#) or [MSF1343](#).
- 4.8.2.4 The number of LSA on the FV Certificates shall correspond to the FV Checklist completed at inspection.
- 4.8.2.5 Freeboard requirements are set out in [MSN1871 Amendment No.2](#) in [Chapter 3](#) along with operational limitations. Builders are required to fit such vessels with a notice visible at the helm position stating limited area of operation. Presently, there

are no means of recording this limitation on the certificate. The following text can be over printed on the completed certificate:

**Area of Operation is restricted to 20 miles from a safe haven and in favourable weather conditions.**

4.8.2.6 The Fishing methods are also to be recorded on the Certificate. It is the responsibility of the owner to provide proof of fishing methods.

## **5. DOCUMENTATION AND ADMINISTRATIVE PROCESS FOR BUSINESS SUPPORT & SURVEYORS (ALSO REFERENCE OF ID:15)**

5.1 The following process using Pelorus should be followed where possible:

1. Inspection request comes into the Marine Office
2. Survey Case created within Pelorus by Business Support
3. Survey created allocating surveyor, time of survey and location by Business Support
4. Pre-survey paperwork prepared by Surveyor using SharePoint, Pelorus and CM files as reference
5. Inspection report created using Pelorus
6. The inspection report should be set to “final report” and provided to owner / skipper in pdf or paper format. [The relevance of Section 3.2 should be highlighted].
7. The documents listed at Annex 3 shall be fully completed and placed in vessel SharePoint file before sending the certificate for approval. Other than Company and Owner data, documentation that identifies an individual’s personal information shall not be retained for the purposes of the inspection.
8. The Evaluation function should be used to record items relevant to the inspection. Annex 4 refers.
9. Once all deficiencies have been rectified the SFVC [MSF1316](#) sent for approval.
10. Once SFVC [MSF1316](#) approved this should be sent together with the final report to the owner / skipper and with a completed checklist of requirements (see 4.8.2 above).

5.2 In remote areas or where the survey case has not been created, the inspection should be undertaken using the “unannounced survey” tab on Pelorus.

5.3 The Retention label in the SharePoint file is to be set to “vessel record” by the approving surveyor on approval of the certificate.

## 6.0 LOADLINE EXEMPTIONS

### 6.1 GUARDSHIP DUTIES.

6.1.1 A pre-requisite for 'Loadline Exemption to undertake guardship duties' (GSS) is that the vessel possesses a UKFV Certificate. As vessels under 15m do not possess a UKFVC, then any vessel in this size range would not be eligible for a GSS and would require a Workboat Code survey and certification to undertake guardship duties.

### 6.2 ISSUE OF SINGLE LOAD LINE EXEMPTIONS FOR TOWING.

6.2.1 Vessels wishing to undertake towing operations, other than in an emergency, should comply with the requirements of [Section 25, Section 11.7 and Section 17 of The Workboat Code Edition 2](#).

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/769826/Workboat\\_Code\\_2\\_FINAL\\_12.18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/769826/Workboat_Code_2_FINAL_12.18.pdf)

6.2.2 Vessels that can comply with this Code will be issued with a single Load Line Exemption to cover the period of the proposed towing operation. Once that towing operation is complete the Load Line Exemption cease to be valid. If the vessel wishes to engage in another towing operation, another Load Line Exemption must be sought.

6.2.3 If the vessel seeking to undertake the tow is unable to meet the requirements of the Workboat Code, then either an alternative towing vessel must be put forward for similar consideration or a commercial tow must be obtained.

6.2.4 In accordance with section 4.1.3 of the [Workboat Code](#), open boats will not be considered for towing operations.

## 7. OTHER SAFETY INFORMATION

7.1 Handouts and other safety information can be obtained from:

<http://mca.ecgroup.net/browse.aspx>

7.2 M Notices can be obtained from <https://www.gov.uk/topic/ships-cargoes/m-notices>

7.3 Copies of the SEAFISH risk assessment folder can be obtained from [https://www.seafish.org/media/1404347/safety\\_management\\_folder\\_june\\_2015\\_v3\\_.pdf](https://www.seafish.org/media/1404347/safety_management_folder_june_2015_v3_.pdf) or Seafish: Tel. 0131 524 8678, or Email [seafish@seafish.co.uk](mailto:seafish@seafish.co.uk).

7.4 Alternatively, there is also a free online safety folder <http://www.safetyfolder.co.uk/> which can be utilised by fishing owners, skippers and crew to prepare a risk assessment for their particular boat. Further details are contained in [MGN587](#).



## ANNEX 1 – TEMPLATE FOR EMAIL TO VESSEL OWNER BEFORE INSPECTION

Dear Mr Ms

*Use either*

*Thank you for [your call/email to MCA [name of Marine office]]. As per your telephone call, you need an inspection to confirm that your vessel complies with [The Code of Practice for the Safety of Small Fishing Vessels of less than 15m Length Overall](#), and supporting [MSN 1871 Amendment No.2](#) so that it can be certified by MCA.*

Or if MCA initiated the contact

*Further to our discussion regarding your vessel, you need an inspection to confirm that your vessel complies with [The Code of Practice for the Safety of Small Fishing Vessels of less than 15m Length Overall](#), and supporting [MSN 1871 Amendment No.2](#) so that it can be certified by MCA.*

On the day of the inspection, the inspector will require to see:

- i UK Certificate of Registry, (if issued)
- ii All crew training records (Please ensure that you and your crew have done all courses and or registered for the course and confirmed date of attendance and complete attached document)
- iii Your ship's radio [licence](#).
- iv Confirmation that you have completed a risk assessment specific to your vessel and fishing method [www.safetyfolder.co.uk](http://www.safetyfolder.co.uk).
- v Fishing Vessel Work agreement, if you have any crew/skipper working for you, to comply with [ILO 188](#) requirements. (Guidance included below)
- vi If the vessel is due for an In Water inspection, a Stability test will be carried out. Please refer to [The Code of Practice for the Safety of Small Fishing Vessels of less than 15m Length Overall](#) and supporting [MSN1871 Amendment 2](#). for the test that is applicable to your vessel and what you are required to do to ensure the test can be carried out. The In water inspection and stability check must be conducted in sheltered water. MCA do not consider that it is practical or feasible to attempt to carry out in water surveys off the beach, slip or shallow harbour or a similar location where the effect of the wind and tide would preclude satisfactory completion of the tests required. Failure to undertake the test will lead to a chargeable return visit. You should also conduct your own test prior to the inspection. If

you do identify any issues with your vessel’s stability you must contact the local Marine Office in advance of your MCA inspection.

- vii You may present your vessel for its In Water inspection at any time in the SIX months prior to the expiry of your Certificate. If your vessel passes the inspection, then a new Small Fishing Vessel Certificate will be issued from the date of expiry of the previous Certificate.

Stability verification:

- For Owners of vessels on the Register before the introduction of [The Code of Practice for the Safety of Small Fishing Vessels of less than 15m Length Overall](#), and supporting [MSN 1871 Amendment No.2](#) on 6 September 2021 please can I request that you undertake the test prior to MCA attendance ([MSF1378](#) [for single hulled vessels] or [MSF1382](#) [for multi hulled vessels]).
- For Owners of vessels which use Category B or C methods of Fishing as set out in [The Code of Practice for the Safety of Small Fishing Vessels of less than 15m Length Overall](#), and supporting [MSN 1871 Amendment No.2](#) and which Register for the first time (or have been off the Register for 6 months or more) 6 September 2021 please can I request that you undertake the test prior to MCA attendance [MSF1380](#) and [MSF1378](#).

~~\*Delete as appropriate depending on which method for providing documentation is chosen~~

Please see the following page on Gov.uk [Safety of fishing vessels and crew and Fishing vessel survey guide for owners and operators](#) for more information and a list of relevant documents which can help you prepare for your inspection. In particular, please familiarise yourself with the Code as this will make the inspection easier for both you and the surveyor.

~~\*[Please see the list below for more information and a list of relevant documents which can help you prepare for your inspection. In particular, please familiarise yourself with the Code as this will make the inspection easier for both you and the surveyor.]~~

	Name	Link
4	Single handed Fishing	Single handed fishing risk assessment
2	Safety Leaflets	Creeling safety Prevent flooding of fishing vessels Potting Safety
3	MOB Risk Review and MGN 571	Man Overboard Risk Review MGN 571 fishing vessels prevention of man overboard
4	Stability Guidance and MGNs	Fishing vessel stability guidance MGN 503 heel and roll test for fishing vessel stability MGN 526 stability guidance for fishing vessels wolfson method
5	MGN 435– Maximum Continuous Engine Power	MGN 435 declaration of maximum continuous engine power
6	MGN 570– Drills on Fishing Vessels	MGN 570 f fishing vessels emergency drills



~~It is advised to keep your vessel safe by meeting all the requirements.~~

Vessels that are re-inspected will be charged for those visits. Those visits are chargeable at £147 per hour.

In order to receive your small fishing vessel certificate you will be required to provide clear evidence that any recorded defects have been rectified. Clear evidence may include: Digital images of repairs or modifications; Copies of receipts and invoices; Copies of any certificates, such as training or lifesaving equipment servicing.

Copies of the above can be emailed to: **xxxxxxx.mo@mcga.gov.uk**

When sending any correspondence you **must** identify the vessel by its name and port or official numbers and mark for the attention of the attending inspector.

Alternatively, you may use our postal address

**[Marine Office Address]**

**PLEASE NOTE, IF ANY DEFECTS ARE NOT RECTIFIED WITHIN THE PERIOD FROM THE DATE OF INSPECTION, SPECIFIED BY THE MCA THIS MAY RESULT IN ADDITIONAL CHARGEABLE VISITS.**

~~We are working towards your safety and the safety of the environment. It should be noted that the inspection regime has changed over the years and the inspections are now far more comprehensive to ensure your safety.~~

**Kindly acknowledge the receipt of this mail and confirm that you have read and understood all that is required for the inspection, to confirm your inspection slot.**

~~Please click on the links in the table below and get access to the relevant documents, and checklists for different sizes of FVs are attached for quick reference.~~ We would be grateful if you could complete the crew qualifications form and Risk assessment confirmation. Please also note the requirements for enabling the surveyor to conduct a full and complete inspection. If the surveyor is unable to complete their inspection, this will lead to a return visit which is chargeable.

The conditions as set out in your Application for Inspection ([MSF5100](#)) must also be complied with.

If your vessel is to be inspected out of the water, you should also note the surveyor checks will include but may not be limited to the items set out in page 4 of [Fishing vessel survey guide for owners and operators](#).

If you require further assistance with any of this information, please contact [name of Marine Office] on [telephone number] and ask to speak to a surveyor or drop

your query to [marineoffice.fishing@mega.gov.uk] and we will get back to you within three working days.

~~\*Delete table if information is being provided using Gov.uk option~~

No.	Name	Link	Use
1	MSN 1874	[Redacted]	All the requirements are listed under this document
2	Ship's radio license	<p>[Redacted]</p> <p>Should you require to register your radio please follow this link to OFCOM radio licensing</p>	<p>This is a new licensing portal and existing users are advised to re-register as a new user by clicking Register as a new user link using their email address. After registering, users will be asked to set a new password. This will enable you to login to the portal and manage your license online. If you require further assistance please contact the Spectrum Licensing Team on 020 7981 3131 or via email at [Redacted]</p>
3	Risk Assessment	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>Please refer to various examples and documents when writing a risk assessment.</p> <p>Risk assessment folder also includes Block accounting log for recording your LOLER and PUWER inspections.</p>
4	How to prepare for	[Redacted]	Guidance documents with all other relevant

	MCA surveys are inspection		information for preparation of inspection
5	Single handed Fishing		Please read this document to develop your single handed risk assessment
6	Safety Leaflets		Guidance Leaflet on Creeling safety Guidance for prevention of flooding on FV Plotting Safety
7	MOB Risk Review and MGN 571		Man Overboard Risk review Prevention of Man Overboard
8	ILO 188		MCA guidance on ILO 188 and links to Fishing Vessel Work Agreements
9	Stability Guidance and MGNs		Guidance for stability of FVs How to carry out roll test and heel test Wolfson method Report forms to record results of Test conducted

		[Redacted]	
9	MGN 435- Maximum Continuous Engine Power	[Redacted]	Engine Power
10	MGN 570- Drills on Fishing Vessels	[Redacted]	Guidance related to drills on fishing vessels

## APPENDIX 1

### Survey Out of Water checks

- Pressure wash the hull (but do not repaint until after the survey)
- Provide/arrange safe access to vessel including external hull areas.
- Remove and clean sea valves, both inlets and overboard.
- Check and record propeller shaft clearances. A decision can then be made on whether withdrawal or renewal of the shaft is required.
- Check condition of propeller hub and blades.
- Check and record the rudder pintle bearing clearances.
- For steel vessels; carry out ultra-sonic tests on the hull plating and any suspect areas when the Surveyor is present.
- For GRP vessels Surveyors will check for signs of de-lamination, damage, osmosis or loss of strength caused by insufficient thickness of GRP, poor bonding, lack of stiffeners etc.
- For wooden vessels Surveyors will check for signs of attack by marine borers (gribble/toredo), damage and may check fastenings by withdrawing a sample to check the condition.
- For wooden vessels; fastenings will be withdrawn at the discretion of the surveyor.

## **ANNEX 2 – OFFSET LOAD TEST**

An offset load test should be conducted as set in [MSIS27 Chapter 3](#) Section 3.3 and MGN503



## ANNEX 3 – DOCUMENTS REQUIRED FOR ISSUANCE OF CERTIFICATION

Check against documents for other vessel sizes also take account of Seafish reports, Wolfson etc that could be included.

Ser	DOCUMENTS REQUIRED	Storage location
1	Report of Inspection – In water and OOW (when required by Code) See Notes 1 and 2	Pelorus (or SharePoint if MSF 1606)
2	Photograph / vessel layout	SharePoint
3	Evidence of rectification of defects	SharePoint
4	Improvement Notice/Prohibition Notice/Detention Notice if applicable.	Pelorus
5	Stability book or approval etc. as applicable	SharePoint
6	<a href="#">MSF5549</a> – Aide Memoire for FVs under 15m	SharePoint
7	<a href="#">MSF5587</a> – Aide Memoire for Work in Fishing Convention (vessels requiring ILO DOC or <a href="#">MSF1376</a> – Aide Memoire – Work in Fishing convention 2007, ILO Convention 188 (WIFC) – for small fishing vessels not requiring ILO DOC	SharePoint
8	Small FV Certificate <a href="#">MSF1316</a> prepared	Pelorus
9	<a href="#">MSN1334</a> Report of living and working conditions – where required	SharePoint
10	<a href="#">MSF1336</a> – MCEP Checklist	Pelorus
11	<a href="#">MSF 1377 Roll Test Measurement Report</a> (MCA) (where applicable) <a href="#">MSF1378 Roll Test</a>	SharePoint
12	<a href="#">MSF1379 Offset Load Test Measurement Report</a> (MCA) (where applicable) <a href="#">MSF1380 Heel Test (Offset Load)</a>	SharePoint
13	<a href="#">MSF1381 Heel Test Measurement Report</a> (MCA) (where applicable) <a href="#">MSF1382 Heel Test (Suspended Load)</a>	SharePoint
14	Minute (or Pelorus report see Annex 4 below)	SharePoint (if Minute required)

Other than Company and Owner data, documentation that identifies an individual's personal information shall not be retained for the purposes of the inspection.

~~Aide Memoires should identify the vessel and survey and should be annotated with any relevant information that may be necessary to the next attending surveyor or file record.~~

## ANNEX 4 – GUIDANCE ON MINUTE

Where Pelorus is used for Reports of Inspection the requirement for a minute could be incorporated into the evaluation tab of the report.

Information to be contained within the Evaluation section of the Inspection Report, is to give an overview of the current status and issues for the benefit of owner, colleagues and managers and the next attending surveyor. It is to be general in nature being sensitive to it being an external document. Further guidance can be found in [MSIS27 Chapter 1 Annex 12](#).

The minute should provide one or more of the following:

- a very short outline of the survey;
- brief summary of any significant issues during or following survey;
- request for further action or explain why a minute is there,
- include comments about a specific decision or policy;
- explain why the file should be seen and actioned by relevant person(s); and
- provide reference to relevant documents.

The Evaluation section / minute should be kept as short as possible consistent with the above.

An Evaluation section / minute should be placed on the file every time there is an action or a change to record.

Where a complex minute or further information for the use of surveyors is required the evaluation can be annotated to include the reference to the vessel SharePoint file where the information is filed.

**ANNEX 5 - STANDARD SMALL FV LETTER**

Belfast Marine Office  
Scotland & N Ireland Region  
Bregenz House, Quay Street  
Bangor  
Down  
BT20 5ED

**mcabelfast@mcga.gov.uk**

**TEL: +44 (0)2891 475300**

**DDI: +44 (0)2891 475300**

**FAX: +44 (0)2891 475321**

*Insert Date*

**To:** Your ref:  
Our ref: CM xxxxx/31/01

Dear Sir,

**MFV "XXXXXX" - [PLN No] - SMALL FISHING VESSEL CERTIFICATE**

You have been issued with an electronic full term Small Fishing Vessel Certificate for the above vessel, which expires on 31 October XXXX. The certificate should be exhibited in a conspicuous place on board, the copy certificate is for your files.

Also included with your electronic Small Fishing Vessel Certificate is your annual self-certification document (MSF 1375).

The Small Fishing Vessel Certificate and Certificate of Registry required to be maintained as "valid" documents. At change of ownership both documents become invalid until renewed

It should be noted that the Certificate might be suspended or cancelled if any of the following conditions are infringed:

1. The Self-Certification is completed annually and the vessel remains compliant with the MSN1871 at all times.
2. No unauthorised modifications, additions or alterations are permitted which may invalidate the fishing vessel certificate.

3. The Vessel changes its method of fishing to a method not listed on the Certificate without complying with the requirements set out in Chapter 3 of MSN1871.
4. The Out of Water Inspection is conducted by.....
5. The surveyor is to be notified in the event of:-
  - a) Any accident occasioning loss of life or serious injury.
  - b) Any material damage effecting the seaworthiness or efficiency of the ship, either in the hull or any part of the machinery.
  - c) Any proposed alterations, additions or modification to the vessel or changes to a fishing method not listed on the Certificate.

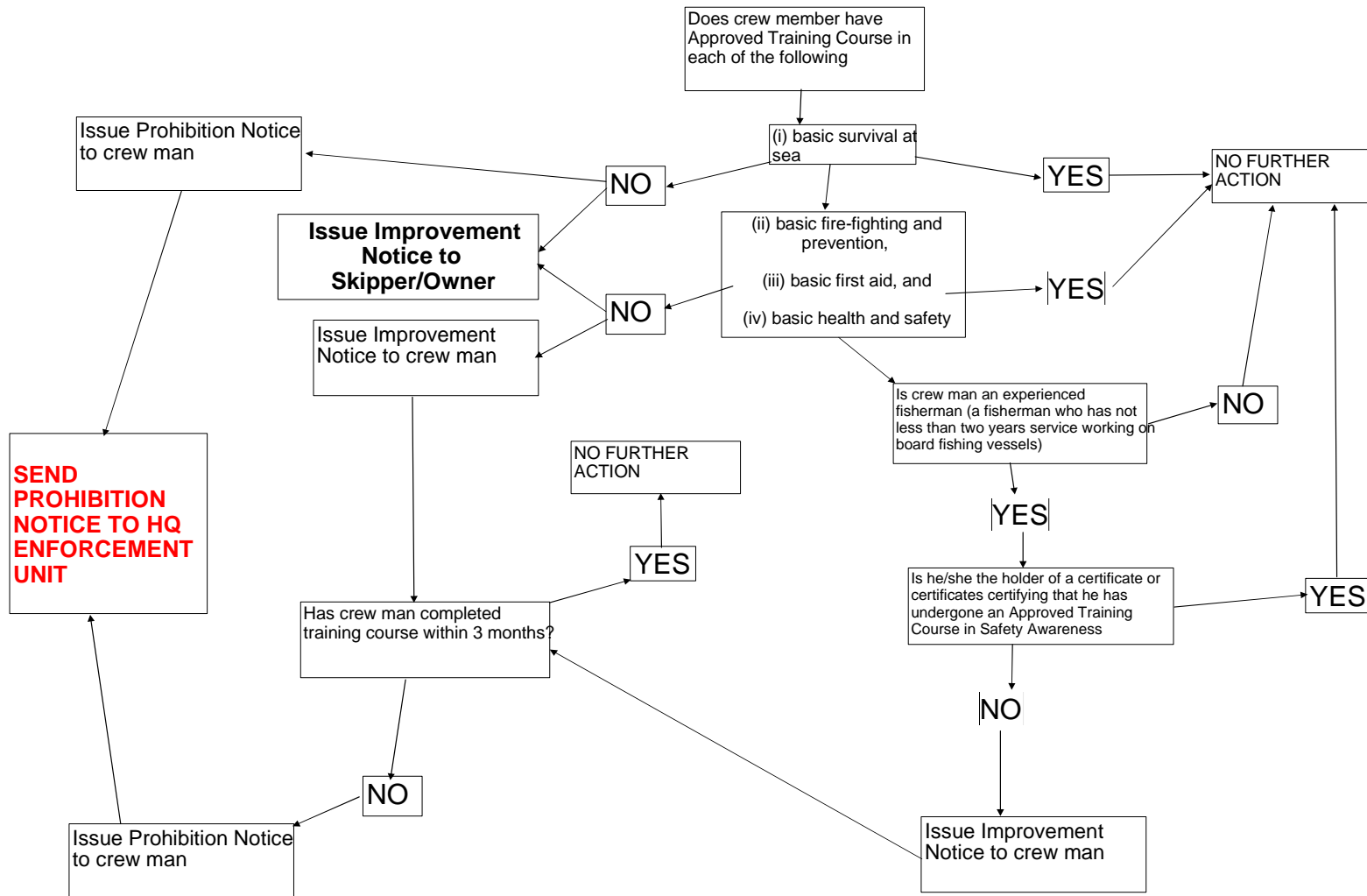
You are also asked to keep the booklet “Fishermen & Safety” onboard the vessel, available for the crew’s reference.

Please acknowledge receipt of the certificate.

Yours faithfully

A Surveyor  
Marine Surveyor

### ANNEX 6 – FLOWCHART – TRAINING REQUIREMENTS



## ANNEX 7 – CLEARING OF DEFECTS



### Under 15 Metre Fishing Vessels

#### How to clear your defects and receive your Small Fishing Vessel Certificate

Inspections that require MCA to revisit the vessel are chargeable.

In order to receive your small fishing vessel certificate you are required to provide clear evidence that any recorded defects have been rectified. Clear evidence may include: Digital images of repairs or modifications; Copies of receipts and invoices; Copies of any certificates, such as training or lifesaving equipment servicing.

Copies of the above can be emailed to: **xxxxxxx.mo@mcga.gov.uk**

When sending any correspondence you **must** identify the vessel by its name and port or official numbers and mark for the attention of the attending inspector.

Alternatively, you may use our postal address:

**[Marine Office Address]**

**PLEASE NOTE, IF ANY DEFECTS ARE NOT RECTIFIED WITHIN THE PERIOD FROM THE DATE OF INSPECTION, SPECIFIED BY THE MCA THIS MAY RESULT IN A SECOND CHARGEABLE VISIT.**

## ANNEX 8 – REMOTE GEOGRAPHICAL AREAS

### UNDER 15 METRE REGISTRATIONS AND INSPECTION PROCESS.

#### 1. GENERAL

- 1.1 In order for a vessel to be registered it has to be proven that all the relevant requirements of Merchant Shipping Acts (including any instrument made under them) have been complied with. In order to provide evidence of this the vessel has to be inspected.
- 1.2 A number of applications for inspection are received from vessels in remote geographical areas and it is not always possible to get an MCA inspector to them in a timely and cost effective manner until a number of inspections in the location can be grouped together at the one time.
- 1.3 The following remains applicable to Scotland, Northern Ireland and Isles of Scilly only:
- 1.4 Owner requests local Fishery Officer to sign C&M Note and to complete a:  
Certificate of Measurement [MSF2301](#) and send to UKSR.  
Owner contacts local MO to arrange Inspection

#### 2. INSPECTION

- 2.1 If Marine offices cannot attend within Regional Service Standard Date then the Owner must have provided:
- an Annual Self Certification (MSF1375/Annex 4 of [MSN1871 Amendment No.2](#));
  - confirmation in writing compliance with the relevant checklist of requirements for the vessel size contained in [MSN1871 Amendment No.2](#);
  - photographic evidence showing carving marking; Instructions to Surveyors – see 1.3 and 1.4 above;
  - evidence by photo and paperwork for installation of liferaft, EPIRB, Lifejackets, handheld VHF, Fire extinguishers, lifebuoys and medical kit;
  - a video of operation of fixed VHF including MMSI verification check;
  - video evidence of operation of bilge pumping arrangements and bilge alarms;
  - written evidence of risk assessments for operations on board, a procedure for recovery of a man overboard and evidence of assessment of the risk of going overboard, including the actions taken to mitigate or eliminate the risk and if the risk cannot be eliminated, a statement that PFDs or a lifeline will be worn;



- photographic evidence of measurement of freeboard, written confirmation that no modifications have been made since the FVCA or MCA new build surveys (or Seafish prior to 21 July 2020);
- evidence using [MSF1378 Roll Test Measurement Report](#), (for single hulled vessels) or [MSF1382 Heel Test Measurement Report Form](#) (for multi hulled vessels) that the vessel complies with the stability requirements of [MSN1871 Amendment No.2](#); and
- photographs of Safety Training and radio operator certificates for the engaged crew.

2.2 This evidence shall have been provided to the local Marine Office by the Owner for review.

2.3 If the evidence, and in the case of vessels built before 16 July 2007, the Registration Survey, was acceptable, the local office may issue a short term SFVC of not more than 6 months annotated with “vessel is to operate only for the duration of this certificate and will require, prior to expiry, a full inspection to the scope of [MSN1871 Amendment No.2](#) [including measurement for issue of Certificate of British Registry] 4”

2.4 No extensions to the SFVC shall be issued.

2.5 Allocated Marine Office and Owner to agree a date for final inspection prior to issue of Short Term certificate.

2.6 A full term certificate will be issued after the inspection confirms that all the relevant requirements of Merchant Shipping Acts (including any instrument made under them) have been complied with. If the inspection result is not to the inspector’s satisfaction a re-visit will be required at the owner’s cost; otherwise the outcome will result in the vessel being de-registered. (Certificate should be valid from time of issue of Short Term Cert)

---

4 Include only is vessel is new and has not yet been measured

**ANNEX 9 – NOTICE TO ATTEND INSPECTION WITHIN 28 DAYS**

**[NAME] Marine Office**  
**Address First line**  
**Address second line**  
**Address Third line**  
**Address Fourth line**  
**Postcode**

**Tel: +44 (0)20 3XX XXXXX**  
**E-mail: [NAME]@mcga.gov.uk**

Owner name and Address

Your

Our ref:  
 Date [DATE]

Dear

**FV [NAME] [FV NUMBER]**

Regulation 11 of The Fishing Vessels (Codes of Practice) Regulations 2017 No.943 allow for owners to be required to present their vessel for inspection by the MCA at a time, date and location of the MCAs choosing. Failure to do so is an offence and will result in deregistration being commenced, the Marine Management Organisation being informed and, on summary conviction, in a fine.

Your vessel must be compliant with the requirements of MSN1871 Amendment No.2 Safety of Small Fishing Vessels of less than 15m LOA when proceeding on voyage.

[You have failed to respond to previous requests to attend an inspection to demonstrate that your vessel complies with the Code of Practice] [We have reason to believe that the above vessel may not be compliant with the Code of Practice]<sup>5</sup>

You are now required to present your vessel for inspection in accordance Regulation 11 of The Fishing Vessels (Codes of Practice) Regulations 2017 No.943 for inspection.

You must therefore present your vessel at [TIME] on [DATE] at [LOCATION].

You are reminded of our [LETTER/EMAIL]<sup>1</sup> dated [DATE] of the requirements for presenting your vessel.

If you are unable to present your vessel at this time, date and location, you must still present your vessel for inspection within 28 days of this letter, this date being [DATE WITHIN 28 DAYS OF THIS LETTER]. Failure to arrange an alternative time, date and location to the inspection to take place by [DATE WITHIN 28 DAYS OF THIS LETTER] or failure to present the vessel in accordance with the requirements of MSF5100 will mean that deregistration will be commenced and the MMO informed.

---

<sup>5</sup> Delete as appropriate

Please contact this office to confirm you will attend the inspection or to arrange an alternative date for the inspection which should be done on the telephone numbers contained within this letter.

If you would like to contact the [NAME] Marine Office to discuss any aspect, please use [telephone number.] You may wish to discuss this letter with either myself or the Technical Manager.

Yours sincerely,

[NAME]  
Marine Surveyor

**DOCUMENT AMENDMENT HISTORY**

Version Number	Status / Change	Date	Author Reviewer	Content Approver	Next Review Date/Expiry Date
10.20	<ul style="list-style-type: none"> <li>To allow Certificates issued at Change of Inspection to be issued for 5 years</li> <li>To update reference to Radio Survey MGN608</li> </ul>	10/20	D Fenner	G Stone	01/10/2022
12.20	<ul style="list-style-type: none"> <li>Amend text in section 5.1</li> </ul>	12/20	D Fenner	G Stone	01/12/2022
09.21	<ul style="list-style-type: none"> <li>Amend to reflect new requirements in MSN1871 Amendment No.2</li> </ul>	07/21	D Fenner	G Stone	01/07/2023
10.21	<ul style="list-style-type: none"> <li>Amend instructions to include requirement to issue 1 year Small Fishing Vessel Certificate after in water inspection and clarify reason for asking owners to conduct pre inspection check of stability.</li> </ul>	10/21	D Fenner	G Stone	01/09/2023
11.21	<ul style="list-style-type: none"> <li>Amend Annex 8 to include Isles of Scilly</li> <li>Update section 3.1 regarding Registration Surveys</li> <li>Section 3.9 regarding action if stability test cannot be undertaken due to circumstances outside owners control.</li> <li>Section 3.9, clarify first MCA OOW for vessels new to register is 5 years from OOW undertaken to obtain Registration.</li> <li>Amend 3.11 to mirror section 1.2.27.6 of MSIS27 Chapter 1</li> </ul>	11/21	D Fenner	G Stone	01/11/2023
12.21	<ul style="list-style-type: none"> <li>Amend Annex 8 to provide additional information on evidence required to issue Short term SFVC in remote areas under which in</li> </ul>	12/21	D Fenner	G Stone	31/12/2023
01.22	<ul style="list-style-type: none"> <li>Amend Annex 5 Small FV Certificate issue letter</li> <li>Correction to Section 3.1.7 to refer to unacceptable</li> </ul>	01/22	D Fenner	G Stone	31/01/2023

	<p>locations for in water inspections</p> <ul style="list-style-type: none"> <li>• New Section 3.7 and Annex 9 – 28 day Notice to attend inspection</li> </ul>				
05/22	<ul style="list-style-type: none"> <li>• Footnote in Annex 8 – vessel measurement only if vessel is new</li> <li>• Definition of fit for purpose</li> <li>• Amend Annex 3 - add title of MSF1336 and clarify only on ILO Aide Memoire required if needs ILO DOC or not</li> </ul>	07/22	D Fenner	G Stone	31/07/2024
10.22	<ul style="list-style-type: none"> <li>• Detention Emails to MMO by Blind copy</li> </ul>	10/22	D Fenner	G stone	11/10/24
01.23	<ul style="list-style-type: none"> <li>• Update to process of addressing equivalencies</li> <li>• Aide Memoires no longer required for filing but still to be used during survey. Further info in MSIS27 Chapter 1 Section 1.21</li> <li>• Option to use Pelorus rather than write minute</li> </ul>	01.23	D Fenner	L Page	21/12/25
10.22	<ul style="list-style-type: none"> <li>• Detention Emails to MMO by Blind copy</li> </ul>	10/22	D Fenner	G stone	11/10/24
01.23	<ul style="list-style-type: none"> <li>• Update to process of addressing equivalencies</li> <li>• Aide Memoires no longer required for filing but still to be used during survey. Further info in MSIS27 Chapter 1 Section 1.21</li> <li>• Option to use Pelorus rather than write minute</li> </ul>	01.23	D Fenner	L Page	15/12/25
05.23	<ul style="list-style-type: none"> <li>• Update information on inspection requirements a change of ownership</li> </ul>	05.23	D Fenner	L Page	21/12/25
10.23	<ul style="list-style-type: none"> <li>• Update to reflect FVCA can do plan approval and construction survey on vessels up to 15m LOA</li> </ul>	10.23	D Fenner	L Page	30/11/24
03.24	<ul style="list-style-type: none"> <li>• Reference to MSIS27.2 for conditions to be placed on vessels meeting stability,</li> </ul>	03.24	D Fenner	L Page	08.03.25

	freeboard and waterfreeing arrangements through equivalency				
07.24	<ul style="list-style-type: none"> <li>Revised guidance on recording of engine power of outboards</li> </ul>	05.24	D Fenner	L Page	05/25
09.24	<ul style="list-style-type: none"> <li>Amend Annex 1 of this document to simplify letter/email to owners notifying inspection is due</li> </ul>	09.24	D Fenner	L Page	08/26
11.24	<ul style="list-style-type: none"> <li>Amend Note 3 on section 3.15 to note vessels less than 15m off the register for less than 6 months do not need Comparison Report to re-register</li> </ul>	11.24	D Fenner	L Page	10.26