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|  | **APPLICATION FOR SURVEY AND INSPECTION OF SHIPS AND FISHING VESSELS**  **(INCLUDING EXEMPTIONS, EQUIVALENCE OR ADAs)** | | |
| **PART A** | | | ***Complete form using BLOCK CAPITALS*** |
| **Marine Office undertaking the requested activities:** | | Select Office |  |

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| **1. APPLICANT DETAILS** | | ***The person /agent / company applying for the Survey and paying the fee MUST APPEAR HERE*** |
| **Name** |  |
| **Company** |  |
| **E-mail address for all correspondence** |  | ***Our preferred method of contact, please provide an email address to which all correspondence will be sent*** |
| **Address** |  | ***This will appear on all documentation issued by MCA*** |
| **Postcode** |  |
| **Country** |  |
| **Previous Address**  **(if applicable)** |  | ***If you have dealt with us before and your address needs updating please provide your previous address*** |
| **Telephone** |  |  |
| **MCA Rolling Account?** | Please Select | ***If yes, please provide your ROLLING ACCOUNT customer number*** |
| **Rolling Account Customer Number OR** |  | ***Your number issued by MCA, will start with 235 or 236*** |
| **Customer number** |  |

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| **2. NAME AND ADDRESS OF OWNER/OPERATOR (IF DIFFERENT FROM ABOVE)** | | |
| **Name** |  | ***Complete with details of the vessel owner*** |
| **Company** |  |  |
| **Address** |  | ***Complete with details of the vessel owner*** |
| **Postcode** |  |
| **Country** |  |
| **Telephone** |  |  |
| **E-mail address** |  |  |

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| **3. PARTICULARS OF EXEMPTION, EQUIVALENCE OR ADA**  ***If Applicable, MUST be accompanied by a completed MSF1261 (***[link](https://www.gov.uk/government/publications/apply-for-equivalence-exemption-or-alternative-design-and-arrangement-from-statutory-requirements)***) OR MLC application*** | | |
| **Vessel Name** |  |  |
| **IMO Number (or Unique Identifier)** |  |  |
| **Subject** |  | ***Please give a summary of your requirement*** |

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| **4. PARTICULARS OF SURVEY / INSPECTION / AUDIT / OTHER SERVICE**  ***If Applicable*** | | | | | ***If you require an office DOC insert name of company and postcode in Ship Name*** |
| **Ship Name** |  | | **Ship Official No** |  |  |
| **Company Name** |  | | **Company Official No** |  |  |
| **Ship Type** |  | | **IMO No/O.N** |  |  |
| **Fishing No** |  | | **Year of build** |  |  |
| **Name of contact** |  | | **Telephone** |  | ***Name and contact of representative available onboard at the time of survey*** |
| **E-mail address for all correspondence** | | |  | |
| **Nature of Survey / Inspection / Audit / Verification / other service** | |  | | | ***Please give a brief description of your requirement*** |
| **Requested date and time of MCA of Survey / Inspection / Audit / Verification / other service** | | Click or tap to enter a date. 00:00 | | | **(00:00 24h)** |  |  |
| **Where the ship/Company can be seen** | |  | | |  |
| **Is this an inspection of an under 15m fishing vessel?** | | | | Please Select | ***If yes submit your form to your Marine Office but DO NOT make payment until advised to do so*** |

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| **5. PAYMENT SUMMARY (TO BE COMPLETED BY APPLICANT)** | | | |
| I am applying for the **EXEMPTION / EQUIVALENCE / ADA (MSF1261)** application described in **PART 3** above OR **for any work undertaken by MCA Headquarters (PART 4)**, and I enclose the fee shown.  I agree to pay any additional fees as requested. | | **£** |
| I apply for the **SURVEY / INSPECTION / AUDIT** / **VERIFICATION / OTHER SERVICE** described in **PART 4, undertaken by the Marine Office,** and enclose the fee shown.  I agree to pay any additional fees as requested. | | **£** |
| **TOTAL FEE TO PAY** | | **£** |
| **Date Payment made** | | Enter date. |
| **Our Purchase Order Number is** |  | ***(if appropriate)*** |

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| **6. PAYMENT DETAILS (TO BE COMPLETED BY APPLICANT)** | | | | | |
| **Total to pay** | | | £ | | ***As per Part 5 TOTAL*** |
| Please select the appropriate box below to indicate your chosen method of payment | | | | | |
| GOV.UK Pay (credit/debit Card Payment) | | BACS/CHAPS | | Rolling Account | |
| **Pay with your credit/debit card using** [**GOV.UK Pay**](https://products.payments.service.gov.uk/pay/785a2b5f281d445497a39fd9ea972468)  **This is our preferred payment option** | | | | | |
| **If paying by BACS/CHAPS:**  Sort Code: 60-70-80  Account No:10013431  Bank Name: NATWEST  Account: MCA EASTERN  IBAN: GB02NWBK60708010013431  Swift: NWBKGB2L | **Contact details:**  S&I National Business Unit Crosskill House  Mill Lane  Beverley  East Yorkshire  HU17 9JB  Email: [S&INationalBU@mcga.gov.uk](mailto:S&INationalBU@mcga.gov.uk) | | | | |

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| **7. DECLARATION (TO BE COMPLETED BY APPLICANT)** | | | |
| **I am aware that the ship should be prepared and ready for the survey, audit, inspection, verification or other service requested and appropriate safety precautions will be taken for all areas to be surveyed, including the provision of safe means of access for boarding, as outlined in the attached Health & Safety Standards.**  **Where the applicant is not the vessel owner - I confirm I have permission to make this application and I have made the owner aware of the Health and Safety Standards.**  **I understand that Surveyors may refuse to continue with surveys if it is unsafe for them to do so and MCA may charge for any time wasted.** | | | |
| **Name** |  | **Position in Company** |  |
| **Signature** |  | **Date** |  |

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| **PART B - GUIDANCE NOTES**   1. When you have completed this form please send it by email **(email is our preferred method of delivery),** or post to the [Marine Office](https://www.gov.uk/government/organisations/maritime-and-coastguard-agency/about/access-and-opening) with the appropriate deposit/fee. You can get information on the level of fees and hours estimate from your local Marine Office and/or Headquarters Survey Operations ([hqsurvey@mcga.gov.uk](mailto:hqsurvey@mcga.gov.uk)) as appropriate. Additional charges will be levied for overtime, surveys abroad, waiting time and abortive time. 2. **Credit/Debit Card payment via GOV.UK Pay online payment facility is our preferred payment method**. You may also pay using BACS transfer quoting the vessel name or Company name (as appropriate) as payment reference. If you pay using cheque or postal order it must be made payable to the "Maritime & Coastguard Agency"; Cheques must be paid in sterling. 3. Any refunds or requests for additional fees will be made to the applicant, in whose name the account ~~will be~~ is held. 4. Work **will not** start until this form has been completed and signed, and the deposit/fee received. 5. Applications for Exemptions, Equivalences, or Alternative Design and Arrangements (ADA) require an MSF1261 form to be completed and attached to this form. 6. The Maritime and Coastguard Agency (MCA) will use your contact details to send you information about the service(s) you are applying for, as part of its functions as a government department.   The MCA may also wish to contact you to complete a short survey to evaluate and help to improve the service(s) provided. Where an email address is provided this will be through an e-survey. Where an email address is not provided, a third-party service provider procured through Crown Commercial Services may contact you by telephone to conduct the survey. Both surveys are optional.  Your information will be kept secure and will not be used for any other purpose without your permission.  To find out more about how the MCA looks after personal data, your rights, and how to contact our data protection officer, please go to [www.gov.uk/mca](http://www.gov.uk/mca). |

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| **PART C – HEALTH AND SAFETY STANDARDS**  **General**   * In signing the Application for Survey (MSF 5100), the owner/manager agrees to provide appropriate safety precautions, including those described below. Maritime & Coastguard Agency (MCA) surveyors will not sign any documentation limiting the liability of the owner or operator. * The MCA expects appropriate safety precautions to be taken when one of its surveyors attends a vessel or site for survey or inspection purposes. * The vessel/site owner has responsibility for all activities onboard/onsite respectively and for ensuring compliance with the relevant national health and safety legislation (Merchant Shipping Act (worldwide) and Health & Safety at Work Act (UK only)). * When conducting work overseas, the MCA expects equivalent standards to those of the UK to be provided and in addition, compliance with any local requirements. * Guidance and information on acceptable safety arrangements onboard can be found in the Code of Safe Working Practices for Merchant Seafarers, available at <https://www.gov.uk/government/organisations/maritime-and-coastguard-agency> For shoreside 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 large ships the accommodation ladder or a gangway should be used; these must be fit for purpose and properly maintained. If boarding at sea, an accommodation ladder should be used where possible; 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. |