**REQUEST FOR SURVEY TOWARDS CLASS ENTRY/ CHANGE OF FLAG/CHANGE OF STATUTORY CERTIFICATION WITHOUT CHANGE OF FLAG OF AN EXISTING VESSEL**

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| 1) | CLASSIFICATION SURVEY | 🗖 |
| 2) | CHANGE OF FLAG SURVEY | 🗖 |
| 3) | CHANGE OF STATUTORY CERTIFICATION WITHOUT CHANGE OF FLAG | 🗖  **(tick as appropriate)** |

This request for services is made on the basis that we accept IRS’s Rules and Regulations for the Classification of Ships and the terms and conditions mentioned in this form. We request that the following vessel be surveyed for classification and/ or statutory certification. We agree to provide safe working environment and to give the Surveyor(s) all necessary facilities, access to vessel’s plans and documents and safe and adequate access to carry out their duties effectively. We also agree to pay the survey fees, Administrative Fees as notified by the Flag Administration, costs incurred by IRS to receive vessel’s plans/document from current Classification Society when authorised, travelling and other expenses which may be incurred by the Surveyors in connection with the Survey and any taxes/statutory levies which may be applicable.

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| --- | --- | --- |
| **Name of the Vessel: Present name: To be renamed as (in case of change of name):** |  | **IMO Number** |
| **Current Classification Society** |  | **Current Class Notation:** |
| **Vessel to be classed as:**  🗖 **single** 🗖 **dual** 🗖 **double** |  | **Class Notation requested:** |
| **Present Flag:** | **Proposed Flag:** | **Sister Ship/s if any:** |
| **(i) In accordance with the IACS Transfer of Class Agreement, we authorize you to obtain from the current Classification Society the classification survey status indicating any overdue surveys or outstanding conditions/recommendations for the subject vessel** 🗖 **Yes/** 🗖 **No/** 🗖 **NA**  **(ii) We agree to provide all the Plans and Documents required for Classification/Statutory certification** 🗖  Note: a) Kindly provide the list of Products/Cargoes to be included in the IBC/IGC/IMSBC/IMDG/NLS certificates.  b) ESP planning document will be required for ESP vessels in case of major surveys at Class Entry (refer Class Rules) | | |

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| CURRENT OWNER AND ADDRESS:  E-mail:  Tel/Mob. No.: |  |
| CURRENT MANAGER AND ADDRESS:  E-mail:  Tel/Mob. No.: |  |
| PROSPECTIVE OWNER AND ADDRESS:  E-mail:  Tel/Mob. No.: |  |
| PROSPECTIVE MANAGER AND ADDRESS:  E-mail:  Tel/Mob. No.: |  |
| INVOICING ADDRESS:  E-mail:  Tel/Mob. No.: |  |

**In addition we request that the following statutory certificates as applicable be issued:**

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| **STATUTORY CERTIFICATION:**  Certificates / Statements of Compliance to be issued on behalf of the Statutory Authority and voluntary certificate to be issued at owners request. *[Please tick (*√ *) as applicable]* | | | | | | |
|  | **A. Ballast Water Management** |  | **H. MARPOL Annex II(Noxious)** | 🗖 | HSC Code | |
| 🗖 | Ballast water management | 🗖 | LHNS | 🗖 | International Bulk Chemicals □  Code | |
| 🗖 | Ballast water management Voluntary compliance | 🗖 | NLS | 🗖 | International Gas Carrier Code | |
|  | **B. Crew Accommodation** | 🗖 | LHNS Voluntary Compliance | 🗖 | MODU Code | |
| 🗖 | ILO 133 Crew Accommodation | 🗖 | NLS Voluntary Compliance | 🗖 | IMSBC Code | |
| 🗖 | ILO 92 Crew Accommodation |  | **I. MARPOL Annex IV (Sewage)** | 🗖 | IMDG Code | |
| 🗖 | ILO MLC 2006 | 🗖 | International Sewage Pollution Prevention | 🗖 | OSV Code (Res. MSC.235(82) as amended) | |
| 🗖 | ILO MLC 2006 (voluntary) | 🗖 | International Sewage Pollution Prevention Voluntary Compliance | 🗖 | OSV Chemical Code (Res. A.1122(30)) | |
| 🗖 | National Rules of Flag |  | **J. MARPOL Annex VI** | 🗖 | Diving Support system | |
|  | **C. Load line** | 🗖 | International Air Pollution Prevention | 🗖 | DOA (Grain) | |
| 🗖 | International Load line | 🗖 | International Air Pollution Prevention Voluntary Compliance | 🗖 | Polar Code | |
| 🗖 | International Load line Exemption | 🗖 | International Energy Efficiency Certificate | 🗖 | Hong Cong convention-Inventory of Hazardous Materials | |
| 🗖 | Load line Voluntary compliance | 🗖 | Statement of compliance - fuel oil consumption reporting | 🗖 | Ready for Recycling | |
| 🗖 | India Load line |  | **K. Tonnage** | 🗖 | ILO152 Examination/ Testing of Lifting appliances and loose gears. | |
| 🗖 | **D. SAFCON** |  | International Tonnage (1969) | 🗖  🗖  🗖 | Others (Please specify)  …………………….  ……………………. |
|  | Cargo Ship Safety Construction | 🗖 | Suez Canal Tonnage | **N. VESSELS BELOW CONVENTION SIZE OR SUBJECT TO FLAG SPECIFIC RULES (Indian Flag)** | | |
| 🗖 | SAFCON Voluntary compliance | 🗖 | Panama Canal Tonnage | 🗖 | Cargo Ship Construction | |
| 🗖 | **E. SEQ** | 🗖 | Indian Tonnage | 🗖 | Cargo Ship Equipment | |
|  | Cargo Ship Safety Equipment | 🗖 | Voluntary Tonnage (ITC 69) | 🗖 | Cargo Ship Radio | |
| 🗖 | SEQ Voluntary compliance | 🗖 | **L. Passenger Ship** | 🗖 | Indian Sewage Pollution Prevention | |
| 🗖 | **F. SRT** |  | Passenger Ship Safety | 🗖 | Indian Oil Pollution Prevention | |
|  | Cargo Ship Safety Radio | 🗖 | Passenger Ship Safety (Govt. of India) | 🗖 | River Sea Vessel type  Type - 1 🗖, 2 🗖, 3🗖, 4🗖 | |
| 🗖 | SRT Voluntary compliance | 🗖 | Special Trade Passenger Ship | 🗖 | Indian Coastal Vessel Safety | |
| 🗖 | **G. MARPOL Annex I (OIL)** | 🗖 | **M. MISCELLANEOUS** | 🗖 | Indian Coastal Vessel Pollution Prevention | |
|  | International Oil Pollution Prevention |  | Anti Fouling System | 🗖 | Others (Please specify) | |
| 🗖 | International Oil Pollution Prevention Voluntary Compliance | 🗖 | Special Purposes Ships Safety certification (SPS) | 🗖  🗖 | …………………….  ……………………. | |
| 🗖 |  | 🗖 |  |  |  | |

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| **O. VESSELS OF BELOW CONVENTION SIZE OR SUBJECT TO FLAG SPECIFIC RULES (OTHER THAN INDIAN FLAG) (Please Specify)** | | | | | |
| 🗖 | .......................................... | 🗖 | .......................................... | 🗖 | .......................................... |
| 🗖 | .......................................... | 🗖 | .......................................... | 🗖 | .......................................... |

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| Is Vessel OIL TANKER,(above 10 Years) or BULK CARRIER (CSR) (above15 years): | 🗖 Yes 🗖No |
| If yes, and if vessel Renewal survey is due within 3 months, required plans for **Longitudinal strength calculation** to be submitted on priority. | 🗖 |
| **Services related to Vessel Emergency Response System required** | 🗖 |
| If yes, following plans need to be submitted on priority. | |
| 1. General Arrangement | |
| 1. Capacity Plan | |
| 1. Midship Section | |
| 1. Profile & Deck Plan | |
| 1. Location of down flooding points | |
| 1. Offset Table/ Lines Plan | |
| 1. Longitudinal distribution of Lightship after inclining experiment. | |
| 1. Trim and Stability booklet/ Loading Manual (Containing permissible values of SWBM/SF and actual values of SWBM/S F for each loading condition) | |
| 1. Tank Sounding Tables | |
| 1. Air pipe & Filling line data | |

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| SEEMP – PART II approval required | 🗖 Yes 🗖No 🗖NA |

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| **Electronic Certificates are acceptable (refer annexure)** | | 🗖 |
| **Email addresses for receiving notification of issuance of an e-Certificate**  **(Minimum 2 email addresses are mandatory)** | | |
| Email Address 1 | ………………………………………………….. | |
| Email Address 2 | ………………………………………………….. | |
| Email Address 3 | ………………………………………………….. | |

**Whether vessel required 🗖ISM Audit, 🗖ISPS Audit, 🗖MLC Inspections**

**(Note: For ISM/ ISPS/ MLC audit request, separate Contract Review Forms are also to be filled up. Contract review forms are available in www.irclass.org)**

**VESSEL INFORMATION:**

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| --- | --- | --- | --- | --- |
| Ship / Vessel Type | Builder and yard number | | Date of build | Date of Major Modification |
| Description of main propulsion arrangement | | Gross Tonnage | Deadweight | Max Service Speed (knots) |
| Material of hull (if not steel) | Length overall/BP(m) | Breadth extreme/ moulded (m) | Draught max(m) | Installed Propulsion power (kW) |

**Terms And Conditions**

1) All the applicable requirements of the applicable class and conventional Rules & Regulations will be complied with.

2) A set of "As Fitted" plans of hull and machinery is to be submitted at the earliest.

3) " Whilst Indian Register of Shipping, a Classification Society, along with its subsidiaries and associates (hereinafter referred to as the Society) and its Board/Committees use their best endeavors to ensure that the functions of the Society are properly carried out, in providing services, information or advice neither the Society nor any of its servants or agents warrants the accuracy of any information or advice supplied. Except as set out herein neither the Society nor any of its servants or agents (on behalf of each of whom the Society has agreed this clause) shall be liable for any loss damage or expense whatever sustained by any person due to any act or omission or error of whatsoever nature and however caused of the Society, its servants or agents or due to any inaccuracy of whatsoever nature and howsoever caused in any information or advice given in any way whatsoever by or on behalf of the Society, even if held to amount to a breach of warranty. Nevertheless, if any person uses services of the Society, or relies on any information or advice given by or on behalf of the Society and suffers loss damage or expenses thereby which is proved to have been due to any negligent act omission or error of the Society, its servants or agents or any negligent inaccuracy in information or advice given by or on behalf of the Society then the Society will pay compensation to such person for his proved loss up to but not exceeding the amount of the fee charged by the Society for that particular service, information or  advice.

Any notice of claim for loss, damage or expense, as referred to above, shall be made in writing to the Society’s Head Office within six months of the date when the service, information or advice was first provided, failing which all the rights to any such claim shall be forfeited and the Society shall be relieved and discharged from all liabilities."

4) IRS renders all its services with complete confidentiality in respect of its client’s technical and commercial data in totality. Disclosure of all such information is subject to the written consent from the owner of the information subject to applicable legal and statutory requirements and obligations.

|  |  |
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| I have read and agreed for/on behalf of the owner/ manager, to the terms and conditions.  (See above) | |
| Name in BLOCK CAPITALS:  Place and Date : | Signature & Official Stamp |

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| --- | --- | --- |
| Date of Receipt of SRF in H.O.: | | Review of Request (R.O.R) dated: |
| Signature:  H.O.D (Class)  Date: | Remarks: | |
| Signature:  H.O.D (Stat)  Date: | Remarks: | |
| Signature:  H.O.D (Plan Approval)  Date: | Remarks: | |

Record of Amendments to Survey Request for Classification/Certification for Existing Vessel

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | Date | Detail of Amendment | Reference | Acceptance Endorsement | Date amended scope of survey communicated to survey station |
|  |  |  |  |  |  |
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**Notes:**

1. The above table is to be used to record all changes to Survey Request
2. Column “Reference”:
   1. In case of verbal amendment, record the date of discussion and the names of the persons agreeing to the amendment.
   2. In case of written communication, the letter number & date.
3. Column “Acceptance Endorsement”:
   1. Must be signed by the relevant departmental heads or his authorised representative, at the Head Office.
4. A copy of this amendment sheet, duly signed off as above, must be maintained at Head Office.

Exemption from administration (if any):

**Annexure to SRF**

**Service related to issuance of Electronic Certificate**

**1. General**

*1.1 Overview*

IRS electronic certificates service fulfils the following:

• Compliance to the “Guidelines for the Use of Electronic Certificates” （FAL.5/Circ.39/Rev.2）issued by IMO Facilitation (FAL) Committee.

• E-certificates are stored and provided on online server.

• Provides e-Certificates (secured PDF File) with the digital signatures authenticated by a third party to prevent falsification.

• Access to E-certificate using Unique Tracking Number (Tracking ID), Quick Reference Code (QR Code), and Printable and visible symbol.

• Online verification system for the validity of e-Certificates

*1.2 e-Certificate issuance applicability*

Issuance of e- certificate is applicable to all Statutory certificates issued by IRS to its classed vessels wherein the administration of the concerned vessel has authorised IRS to issue and endorse digitally signed certificates. (Except for certificates issued by a flag state, )

It is also applicable to Certificate of Classification issued by IRS to its classed vessels.

**2. Service Request Registration**

*2.1 Registration*

The Company desiring to receive digitally signed certificates should email their request to classification@irclass.org. IRS will get in touch with the Company to complete the request and issue a member login. If the Company is already issued with a member login an acceptance email will be sent to him from classification@irclass.org.

*2.2 Registration of email address for receiving notification*

Company may register upto three email addresses for receiving notification of issuance of an e-Certificate. In case of any change in registered addresses, may please be communicated to classification@irclass.org as the earliest.

*2.3 Prior to using service*

All digital certificates will be issued to the vessel subsequent to completion of its initial / renewal surveys after receipt of Service Request. Thereafter companies are requested to complete the request any time but definitely before the renewal survey if they wish to receive digitally signed electronic certificate.

*2.4 Cancellation*

The service request registration is automatically cancelled under following scenarios:

• Change of vessel’s flag to flag state which is not authorized to issue e-Certificates.

• Change of management company.

(To continue using the service, re-registration is necessary from the new management company. On change of flag with no change in management company, no new survey request registration is required so long as the new flag has authorised IRS to issue e-certificates, unless the management company desires to cancel its earlier service request registration for e-certificates.)

If management company wishes to cancel the service registration for e-certificates at any time, same may be done by contacting [classification@irclass.org](mailto:classification@irclass.org)