



**Service Request for  
Ship Modification / Conversion / Change of Class Notation/ Additional certification**

Tick (√) as applicable

}	Ship Modification
	Conversions
	Change of Class Notation
	Additional certification

**To  
Indian Register of Shipping**

1. We request the management of Indian Register of Shipping to instruct the Society's Surveyors to undertake Survey during Modification / Conversion/ Change of class notation\* and issue Certificates for Classification / Statutory\* services with appropriate Notation. We agree to provide safe working environment and also agree to give the Surveyors necessary facility, & access to carry out their duties, and where appropriate ensure that all sub-contractors & suppliers of materials, components & equipment provide the same. We agree to pay the established fee or any variation there from which has been duly notified, and in addition any traveling and other expenses and applicable taxes, which may be incurred by the Surveyors in connection with the Survey.
2. We agree to provide all the required information/documents/plans to IRS in soft copy format through the Eplan system to undertake the plan approval, as applicable and also agree to pay applicable plan approval fees as per IRS fee Scale.

**1. GENERAL INFORMATION**

Ship Name:	IR. No:	Dual/Double Class:	Flag:
Type of Ship:	Material of Construction:	Sister Ships:	
Owners/Managers* : (*- Owners authorization to be obtained) Address:	Email ID:	Contact Person Name:	
		Tel No.:	
Name and Address for invoicing:	GST No.:	PAN No.:	TAN No.:
Shipyards (Proposed where modification/Conversion will be carried out) : Address: E-mail Id:			
Designers(if other than the Shipyards): Address: E-mail Id:			
		Contact Person Name:	Tel No.:
Sub-Contractor Yard (if any): Address: E-mail Id:			
		Contact Person Name:	Tel No.:

**2. MODIFICATION/CONVERSION**

Contract Date for Ship Conversion / Modification :	Proposed Date of Commencement:	Proposed Date of Completion:
Proposed Registration & Area of Operation:		Estimated Gross Tonnage: (After Mod. /Conv.)

**3. MACHINERY INFORMATION**

Modification to Main Propulsion Arrangement , if any : **Yes / No**  
If **Yes** , Details :

[\*]: -Delete as appropriate.



Modifications to Electrical Power Plant Arrangement , If Any : **Yes / No**

If **Yes** , Details :

Any changes to Control Systems? **Yes / No**

If **Yes** , Details :

**4. DESIRED CLASS NOTATION:**

**5. DESCRIPTION OF PROPOSED MODIFICATION IN BRIEF :**

**6. STATUTORY CERTIFICATION / APPROVAL (After Modification/Conversion or for additional certification) :**

Certificates / Statements of Compliance to be issued with approval of supporting documents on behalf of the Statutory Authority:  
*[Please tick (✓) as applicable]*

**6.1 CONVENTIONAL CERTIFICATE/CODE COMPLIANCE**

LOAD LINE #	MARPOL	OTHERS
<ul style="list-style-type: none"> <li>International Load line</li> </ul>	<ul style="list-style-type: none"> <li>MARPOL Annex I #</li> <li>MARPOL Annex II #</li> <li>MARPOL Annex IV</li> <li>MARPOL Annex VI (Air Pollution) [IAPP]</li> <li>MARPOL Annex VI – International Energy Efficiency Certificate[IEEC]</li> </ul>	<ul style="list-style-type: none"> <li>Anti-Fouling System</li> <li>Code of safety for Special Purposes Ships (SPS) #</li> <li>HSC Code #</li> <li>International Bulk Chemicals Code #</li> <li>International Gas Carrier Code#</li> <li>Fishing Vessel Safety (Torremolinos)</li> <li>IMSBC Code</li> <li>Carriage of Dangerous Goods code (IMDG)</li> <li>MODU Code</li> <li>Certificate of fitness (LHNS guidelines - OSV) #</li> <li>Ballast water management</li> </ul>
TONNAGE		
<ul style="list-style-type: none"> <li>International Tonnage Certificate(1969)</li> <li>Suez Canal Tonnage</li> <li>Panama Canal Tonnage</li> </ul>		
Cargo Ship Safety Construction Certificate #		
Cargo Ship Safety Equipment Certificate	PASSENGER SHIP #	
Cargo Ship Safety Radio Certificate	<ul style="list-style-type: none"> <li>Passenger Ship Safety</li> <li>Special Trade Passenger Ship</li> </ul>	

**6.2 NON CONVENTIONAL CERTIFICATE**

<ul style="list-style-type: none"> <li>Cargo Ship Construction Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Sewage Pollution Prevention</li> </ul>	<ul style="list-style-type: none"> <li>River Sea Safety Certificate River Sea Type 1, 2, 3, 4</li> </ul>
<ul style="list-style-type: none"> <li>Cargo Ship Equipment Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Oil Pollution Prevention</li> </ul>	<ul style="list-style-type: none"> <li>Indian coastal vessel safety certificate &amp; Indian coastal vessel pollution prevention certificate</li> </ul>
<ul style="list-style-type: none"> <li>Cargo Ship Radio Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Air Pollution Prevention</li> </ul>	<ul style="list-style-type: none"> <li>Other Non-Conventional Certificate (if any), Flag Specific</li> </ul>



		Format
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**6.3. APPROVAL OF DOCUMENT(S)**

A. Cargo Securing Manual	D. Crew Accommodation Plan /Certificate • ILO133 Crew Accommodation • ILO 92 Crew Accommodation • MS (Crew Accommodation) Rules • ILO MLC 2006 • d.5 National Rules of Flag[ ]	E. Garbage Management Plan
B. COLREG Requirements (LSS Plan)		F. Any Other <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**6.4 VOLUNTARY COMPLIANCE [IF ANY]**

- A.
- B.
- C.
- D.

[#] : -i) Damage stability review may be part of certification, as per applicable IMO instruments.  
 ii) In general applicability of Damage stability is as follows:

- All Passenger Ship [SOLAS]
- Cargo Ship [SOLAS] (L > 80m Keel Laid after 1<sup>st</sup> July 1998 & L>100m Keel Laid after 1<sup>st</sup> February 1992 )
- Load Line (L >100m for type B Reduced Freeboard & L>150 m For Type A Freeboard)
- All HSC Code
- Offshore Supply Vessels Code [Load Line Length ≥ 24m < 100 m]
- MARPOL Annexure I [>150 GT Keel Laid after December 1979]
- International Bulk Chemicals Code [Keel Laid after 1<sup>st</sup> July 1986]
- International Gas Carrier Code
- All Special Purpose Ship Code

We agree to accept the Terms & Conditions indicated herein under:

**Signature:**

**Name:**

**Date**

**Designation:**

**Place:**

**Stamp:**



### **Terms and Conditions**

1. All the applicable requirements of the Rules and Regulations of Indian Register of Shipping (herein referred to as IRS) and Statutory Regulations, as applicable, will be complied with unless specific dispensations are obtained.
2. The date of “contract for modification / Conversion” of a vessel is the date on which the contract to modify/convert the vessel is signed between the owner and the shipbuilder/ repairer.
3. Construction will be carried out using necessary documents duly approved by IRS.
4. IRS approval for all procedures e.g. welding, moulding, NDE etc. requiring pre-qualification for quality assurance will be obtained.
5. No repairs will be carried out without the concurrence of the attending Surveyors.
6. Suppliers of machinery, equipment and components, required to be manufactured / fabricated under IRS inspection as per the Rules & Regulations, will be instructed to manufacture /fabricate and supply the same (prior to installation) under inspection of IRS Surveyors.
7. IRS will be the final authority for interpretation of the appropriate IRS Rules for Classification.
8. The desired notations will form the basis of our evaluation of the ship’s design and construction. However, the assignment of the desired Class Notation to the ship is subject to satisfactory compliance with the appropriate rules and regulations, in both the design and construction of the ships and, therefore, can be finalized only after examination of the specific documents & satisfactory completion of surveys in compliance with the Rules.
9. Classification / Certification may be withheld or, if already granted, may be withdrawn in the event of any non-compliance with the Rules & Regulations, including in the event of non-payment of any fee due to IRS.
10. Whilst IRS and its Management use their best endeavours to ensure that the functions of IRS are properly carried out, in providing services information or advice neither IRS nor any of its servants or agents warrants the accuracy of any information or advice supplied. Except as set out herein neither IRS nor any of its servants or agents (on behalf of each of whom IRS 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 howsoever caused in any information or advice given in any way whatsoever by or on behalf of IRS, even if held to amount to a breach of warranty. Nevertheless, if any person uses services of IRS, its servants or agents or any negligent inaccuracy in information or advice given by or on behalf of IRS then IRS will pay compensation to such person for his proved loss up to but not exceeding the amount of the fee charged by IRS for that particular service, information or advice. Any notice of claim for loss, damage or expenses as referred to above shall be made in writing to IRS 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 IRS shall be relieved and discharged from all liabilities.
11. IRS renders all its services with complete confidentiality in respect of its clients’ 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.

### **Additional Terms and Conditions for E-plan approval**

1. Plans indicated are electronically published and do not require any signature.
2. A valid login will be considered as acceptance of all the terms and conditions of Indian Register of Shipping. By accepting electronic plan appraisal scheme, the customer agrees that, the plans downloaded would not be tampered with. Any plan found to be tampered intentionally or unintentionally would be considered invalid and any tampering of plans would be considered as breach of contract.
3. The plans last uploaded by IRS (excluding the returned once) in the E-plan will be the valid version for conducting the survey. If the new revision of the plans is submitted to IRS, which is not reviewed, the older reviewed revision (excluding the returned once) will be considered as the final one.
4. By agreeing to Electronic plan approval, the customer agrees to provide a colour print of the approved plan to the attending surveyor well before he begins the survey.
5. IRS would take utmost care in preserving the uploaded data in E-plan website with complete confidentiality in respect of the client’s technical and commercial data in totality, subject to legal and statutory obligations and requirements. However, it is the customer’s responsibility to preserve the login information for his projects in the website. IRS will not be held responsible for the loss of intellectual property due to any misuse at the customer’s end.
6. The plans submitted to the E-plan website would be viewed / downloaded only through the User ID through which the plan is submitted.
7. Upon appraisal of all the plans as stated in this SRF the project would be closed by IRS prior issuance of the invoice. The appraised plan(s) and letter(s) could not be downloaded by the client from the Eplan once the project is closed, if required same can be obtained upon separate request to IRS.



**FOR IRS USE ONLY**

**Whether the Modification/Conversion is of "Major in Nature"**

**Yes / No**

**Review Remarks :**

**Reviewed by HOD Class:**

**Reviewed by HOD Statutory**

**Reviewed by HOD PAC - Existing**

*(Signature, Name)*  
**Date:**

*(Signature, Name)*  
**Date:**

*(Signature, Name)*  
**Date:**

A. Owner advised vide letter ref: \_\_\_\_\_ date: \_\_\_\_\_ giving details of:-

1. Acceptance/Rejection.
2. List of Drawings required.
3. Consolidated list of Statutory, Class, IACS UR and other requirement.
4. Fee Quote etc.

B. IOM to Survey Station with instructions.

**HOD PAC- Existing ships /DH PAC**  
*(Signature, Name)*  
**Date:**

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