



Dienststelle Schiffssicherheit
BG Verkehr

Dienststelle Schiffssicherheit
Ship Safety Division
Brandstwiete 1
20457 Hamburg
Deutschland
Phone: +49 40 361 37-0
Fax: +49 40 361 37-204

Status: 29.12.2021

General procedure for the co-operation with recognized organizations with regard to surveys, reporting, inspection of plans, issuing of certificates for ships flying the German flag

The tasks that may be performed by the Recognized Organizations (ROs) are apparent from the contracts with the ROs signed in the course of the year 2007. These also result from the SchSV 1998, Anlage 2, B.3. (Ship Safety Ordinance).

The principles listed in the appendix are valid for the co-operation between the BG Verkehr – Ship Safety Division (before 01.01.2010 See-Berufsgenossenschaft) and all recognized organizations mentioned below.

- American Bureau of Shipping (ABS)
- Bureau Veritas (BV)
- Det Norske Veritas (DNV)
- Korean Register (KR)
- Lloyd's Register of Shipping (LR)
- Nippon Kaiji Kyokai (ClassNK)
- Registro Italiano Navale (RINA)
- Russian Maritime Register of Shipping (RS)

These principles are drafted in a general way so that there is the possibility that single procedures may differ from RO to RO.

It is essential that all procedures lead to the same results.

APPENDIX

There are four areas:

1. Fleet in Service
2. Newbuildings
3. Ships Changing to German Flag
4. Inspection of Plans

re. 1.

When the surveyor(s) of the recognized organization (RO) have completed the respective survey, the survey statement(s) and form "NAT_REQU_DEU" or an information about the survey carried out should be sent to the BG Verkehr by E-Mail as soon as possible.

This ensures the necessary information about a completed survey.

It is sufficient if the BG Verkehr can take all required information either from the details sent by mail or from the database made available on the website of the respective RO. Otherwise, a copy of the complete report including all conditions has to be sent to the BG Verkehr.

This can also be done by E-Mail to the following address:

posteingang.schiffssicherheit@bg-verkehr.de

In the case of renewal surveys, the statements must clearly indicate if the BG Verkehr can issue new certificates with the full period of validity.

The BG Verkehr has to be informed by the RO if a German-flagged ship was detained in a foreign port. The E-Mail-address for this matter is:

ism-mlc@bg-verkehr.de

re. 2. + 3.

These areas are covered by the document "Allgemeine Informationen zu Neubauten" (General Information on Newbuildings), as amended, and on the webpages on "[Changing to the German Flag](#)".

The procedure for issuing certificates is as follows:

- The RO issues Interim Certificates on site with a validity of not more than 5 months (this also applies to ISM certificates).
- This does not apply to SBZ (Minimum Safe Manning Document), which is issued directly by the BG Verkehr.
- After receipt and checking of the respective survey reports, the BG Verkehr will issue the final certificates provided there are no deficiencies.
The BG Verkehr form Fa-(Ship or Engine) or a comparable "Record of Safety Equipment" has to be filled in completely and sent to the BG Verkehr.
- The completely filled in "Initial Survey Report on Load Lines" including the conditions of assignment have to be submitted to the BG Verkehr.

re. 4.

The complete inspection of plans **may** be carried out by an organization recognized by the BG Verkehr. This includes the inspection of plans resulting from national regulations. But this may not result in any extra costs for the BG Verkehr.

The regulations necessary for carrying out the inspections can be downloaded

1. Maritime-Medizin-Verordnung [German](#) / [English](#)
2. See-Unterkunftsverordnung (SeeUnterkunftsV) [German](#) / [English](#)
3. Empfehlungen zur Einrichtung der medizinischen Räumlichkeiten auf Kauffahrteischiffen unter deutscher Flagge [German](#) / [English](#)

The following documents have to be submitted to the BG Verkehr for archiving: Copies of the General Arrangement Plan, the Engine Room Arrangement Plan with marked Escape and Traffic Routes, the certified Fire Control and Safety Plan, a certified comprehensive List of Equipment to be Approved (this may be a corresponding "MED-List" of the classification society).

For the documents listed below, the BG Verkehr needs a copy of the inspection or an approval letter of the RO (result of the inspection of plans in respect of international and national regulations). It must be possible for the BG Verkehr to inspect the documents themselves at any time.

1. Arrangement plan of life-saving appliances
2. Arrangement plan of accommodation installations
3. Sanitary facilities (including schematic drawing of pipes in accommodation)
4. Accommodation ventilation
5. Visibility-line drawing
6. Insulation plans
7. Fire control and safety plan
8. List of equipment to be approved
9. Plan of fire flaps and closing devices, load line calculations
10. Engine room arrangement plan with marked escape and traffic routes
11. Documents of fishing gear in case of a fishing craft

All documents that have to be approved by the administration according to national and international regulations will be inspected and approved by the RO which in turn submits the certified documents to the BG Verkehr, who will then prepare the letter of approval.

The documents concerned are:

- Drawings of Securing of Deck Cargo, e.g. timber deck cargo
- Cargo Securing Manual
- SOPEP / SMPEP
- P&A Manual
- COW Manual
- Inclining Test Protocol
- Final Stability Booklet
- Damage Control Plan
- Drawings of Flush Deck Hatches

The following forms have to be filled in by the shipyard and sent to the BG Verkehr to maschine@bg-verkehr.de. They will be examined by the BG Verkehr. This is only applicable for newbuildings without machine class notification by the relevant RO.

These documents can be found on the website at <https://www.deutsche-flagge.de/en/applications-and-documents/documents>

- a) Ventilation Plants in Engine Rooms (DE.2)
- b) Emergency Sources of Power and Emergency Loads on Cargo Ships (DE.3)
- c) Structural Measures for Prevention of Marine Pollution (DE.19 MARP)
- d) Noise Abatement Measures (DE.15)

Measurements of noise, vibrations and lighting have to be carried out under supervision of a RO. Copies of the respective measurement reports (noise, vibration, lighting) as well as an Asbestos-free Certificate have to be sent to BG Verkehr.

The main contact persons in case of any problems or uncertainties about a.m. points 2. to 4. between RO and BG Verkehr will be

Peer Lange

phone: +49-(0)40-36137-319

e-mail: nautik@bg-verkehr.de

Jörg Heuckeroth

phone: +49-(0)40-36137-228 (Deputy)

e-mail: maschine@bg-verkehr.de

Fax: +49-(0)40-36137-204

INFO: Recognized Organizations received access to the E-Zeugnis Portal of BG Verkehr. There, they can access all certificates for the vessels under their individual classification as described in the User Manual and the class circular No 1 2021. Once a month, they receive a list of their relevant vessels with all relevant performed surveys and certificate dates.