

## **General procedure for the co-operation with recognized classification societies 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 classification societies are apparent from the class contracts 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 classification societies mentioned below.

- Germanischer Lloyd (GL)
- Det Norske Veritas (DNV)
- Bureau Veritas (BV)
- Lloyd's Register of Shipping (LR)
- American Bureau of Shipping (ABS)
- Russian Maritime Register of Shipping (RS)
- Registro Italiano Navale (RINA)

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

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

### **APPENDIX**

Basically, 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 classification society 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 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 data base made available on the website of the respective classification society.

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 BG Verkehr can issue new certificates with the full period of validity.

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

**ism@bg-verkehr.de**

re. 2. + 3.

These areas are covered by the standard letters (General Information on Newbuildings) “Allgemeine Informationen zu Neubauten-Stand: \*\*. \*\*. \*\*. \*\*. pdf” (in German and English, present state 22.03.2010) and (Standard Letter Changing to German Flag) “Standardschreiben\_Einflaggung\_ \*\*. \*\*. \*\*. pdf “ (present state 01.10.2006) in their current versions.

The procedure for the issuing of certificates is as follows:

- The classification society 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) and FES (Sailing Permit ). They are issued directly by See-BG.
- After receipt and checking of the respective survey reports 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” have to be filled in completely and sent to BG Verkehr.
- The completely filled in “Initial Survey Report on Load Lines” including the conditions of assignment have to be submitted to BG Verkehr.

re. 4.

The complete inspection of plans **may** be carried out by a classification society recognized by BG Verkehr. This includes the inspection of plans resulting from national regulations. But this may not result in any extra costs for BG Verkehr. If the classification society charges BG Verkehr for this inspection of plans, BG Verkehr will continue to carry out these inspections with their own personnel.

The regulations necessary for carrying out the inspections can be downloaded in English (inofficial translations) under the following link:

<http://www.bg-verkehr.de/service/downloads/ship-safety-division>

- 1) Ordinance on Crew Accommodation on Board Merchant Ships (dated 8th February 1973)
- 2) Technical Standard for the Construction and Equipment of Accommodation on Seagoing Ships
- 3) Amendments 1 –10 to Technical Standard for the Construction and Equipment of Accommodation on Seagoing Ships
- 4) Guideline No. 3 Rooms and Equipment Regarding Hospital and Treatment Room
- 5) Regulations for the Care of the Sick on Merchant Vessels

These regulations can also be downloaded in German language under the link

<http://www.bg-verkehr.de/dienststelle-schiffssicherheit/download>

The mentioned links can also be used for several other documents available as pdf-file on the BG Verkehr website.

The following documents have to be submitted to 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 BG Verkehr needs a copy of the inspection or approval letter of the classification society (result of the inspection of plans in respect of international and national regulations). It must be possible for 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 classification society which in turn submits the certified documents to BG Verkehr, that 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 will be examined by BG Verkehr, respectively have to be forwarded to BG Verkehr for examination.

- a) Emergency Sources of Power and Emergency Loads on Merchant Vessels (Form Nt)
- b) Ventilation Systems in Engine Rooms (Form Lü)
- c) Measures for Protection of Marine Environment (Form MARP)
- d) Noise Abatement Measures (Form "Lärm")
- e) Air Conditioning Plant (Form "Klimaanlage")

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

In future the main contact persons in case of any problems or uncertainties about a.m. points 2. to 4. between class and See-BG will be

|                    |                                     |
|--------------------|-------------------------------------|
| Capt. P. Lange     | phone: +49-(0)40-36137-319 and      |
| Dipl-Ing. D. Reiss | phone: +49-(0)40-36137-228 (Deputy) |

Fax for BG Verkehr:            fax:    +49-(0)40-36137-204

BG Verkehr – Ship Safety Division

INFO: Recognized classification societies will get from BG Verkehr a copy of each safety certificate issued for ships under the respective class for their archives and – if possible – for taking the validity dates into their online-system.