

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>11.3 SHIPS CERTIFICATES</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 11.3 Page : 1 of 8 Date : 6-Aug-25 Rev : 10.2 Appr : DPA</p>
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14.1. Additionally for MARSHALL ISLAND flag vessels:	Error! Bookmark not defined.

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SHIP CERTIFICATES

1. SCOPE

This procedure provides guidance on the control of statutory and classification certificates and surveys.

2. CODES

ISO 9001	4.2.3
ISM	10, 11
ISO 14001	4.4.5

3. RESPONSIBILITY AND AUTHORITY

3.1. Ship Managers

Maintaining ships within statutory body requirements. The Ship Manager shall endeavour to close out “Conditions of Class” or “Recommendations” as soon as practicably possible.

3.2. Master

Ensuring that the ship is always seaworthy and that all statutory, class and other necessary trading certificates are valid.

Verifying that his officers are properly certificated.

3.3. Chief Engineer Officer

Ensuring that certificates required by Classification Regulations in respect of machinery are valid for the intended voyage.

4. STATUTORY CERTIFICATES

Statutory certificates are Flag State certificates issued upon satisfactory completion of a survey indicating that the ship and its equipment meet the applicable provisions of a particular convention such as SOLAS; MARPOL; ISM; ISPS; MLC; etc. The survey is usually conducted by a Classification Society on behalf of the Flag State.

The issuance (or endorsement) of statutory certificates by the Flag State/Classification society follows a successful survey or audit of the vessel to confirm that the vessel continues to be in

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compliance with the legal requirements of the IMO and or the Flag State. These legal requirements are identified in the Maritime Legislation of the flag state.¹

4.1. Permanent/Full Term Certificate

A “permanent” or “full term” certificate may be issued upon satisfactory completion of an initial or periodical/renewal survey.

It may also be issued or reissued when all deficiencies, which may have led to the issuance of a “short term” certificate, are corrected.

4.2. Interim certificate

An “interim” certificate may be issued by an attending Surveyor upon satisfactory completion of a survey in order to permit the ship to trade while the full-term certificate is being prepared by the Classification Society or Flag State.

4.3. Short Term certificate

A “short term” or temporary certificate may be issued after Flag State’s consent when minor deficiencies are found which cannot be immediately corrected and do not prevent the ship from proceeding to sea without danger to the ship, to persons on board or to the marine environment. Such a “short term” certificate replaces the permanent certificate which is removed, and permits the ship to proceed to a port where the necessary corrections can be made.

5. HARMONISED SYSTEM OF SURVEYS AND CERTIFICATION (HSSC)

HSSC allows the harmonisation of SOLAS, Load Line and MARPOL surveys and statutory certification with the five-year period of validity for all SOLAS Certification.

It should be understood that HSSC does not change the requirements for survey. The certificates are required to be endorsed annually for each of the relevant surveys, with an intermediate survey being carried out at the second or third annual surveys equivalent to a current renewal or periodical survey.

¹ W 21 / 2021

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6. ANNUAL SURVEY RANGE DATES

Annual surveys must be completed within a window, three months before and after the anniversary date of the relevant certificate. (Note the due date for annual survey is linked to the anniversary date of the certificate and not the date of the last annual survey).

7. SUSPENSION OF CLASS

Class will automatically be suspended rendering the vessel unseaworthy in any of the following circumstances:

- If the Annual Survey is not completed by end of the three month window after the certificate anniversary date.
- If the Intermediate Survey is not completed by the end of the three month window after the due date of the third Annual Survey of the five-year periodic survey cycle.
- If Special Survey is not completed by the due date.
- If “recommendations” or “conditions of class” are not carried out by due date.
- If Continuous Survey items which are due or overdue at the time of Annual Survey are not completed, and no extension has been granted.

8. CERTIFICATE RENEWAL

- 8.1. Masters are to see that renewable certificates are not allowed to expire and shall take steps to arrange for renewal well in advance of the expiry date by:
 - Monitoring the status of certificates and annual certificate endorsements, including service certificates for lifesaving and fire appliances.
 - Keeping an up to date list of certificates and annual endorsements, listing date of issue and expiry dates. The certificate module in the [CFM²](#) is to be kept updated.³
 - Confirming certificate status at the time of change of Master.
 - Ensuring lifesaving and fire appliances are serviced as necessary with valid certificates.
 - Planning the survey for certificate renewal or annual endorsement in close liaison with the Ships Manager taking into account the vessels schedule and the most suitable port for survey (time in port, availability of surveyors, facilities to service lifesaving and fire appliances etc)
 - In some cases, it may be expedient to have the survey carried out in advance of due date to avoid problems that may arise in a less suitable port.

² W 30 / 2024

³ W 21 / 2021

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- g. Ensuring that the Ships Manager has made the necessary arrangements for the survey or alternatively depending on circumstances making arrangements directly with the Classification Society or through the Ships Agent.
- h. Certificates expiring in the next 3 months must be recorded in the Month End Report.⁴
- i. Expired Certificates must be reported to the Safety e mail address⁵

8.2. The Company is to be kept informed of all certificate renewals and endorsements.

8.3. If the Master receives the original paper or electronic⁶ certificate directly from Class/Flag, then he must forward a scan copy or electronic certificate⁷ to the Company.

9. UNAVAILABILITY OF CLASS SURVEYOR

If a Class Surveyor is unavailable or where the trade of the vessel precludes the carrying out of surveys on the stated date, the Company is to be advised immediately. The Ships Manager is to arrange in consultation with the relevant Authority for temporary extension of the present certificates to a date acceptable to both the trade of the vessel and the Authority concerned.

In some cases, it may be expedient to have the survey carried out in advance of due date in order to circumvent the foregoing.

10. CLASS RECOMMENDATIONS

10.1. The Ships Manager is responsible for ensuring that all “recommendations” or “conditions of Class” are completed by due date and to the Surveyor's satisfaction. Ships staff are required to liaise closely with the Ships Manager and give their full co-operation to this effect.

10.2. Where it is not practicable to carry out these recommendations at the time, it is Ships Manager's responsibility to arrange a suitable time period with the Surveyor within which his requirements may be met.

⁴ W 22 / 2022

⁵ W 22 / 2022

⁶ W 21 / 2021

⁷ W 21 / 2021

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11. CERTIFICATES - AVAILABILITY FOR INSPECTION

11.1. Originals of statutory certificates or electronic certificates as applicable⁸ must be made available to the ships Agent for port clearance formalities. A copy must be retained on file on board. The Master must ensure that the originals are returned to the vessel prior to departure.

11.2. All vessel certificates and Officer's certificates or licenses shall be kept readily available for inspection by proper authorities.

12. COPIES TO OFFICE AND Q88

Original Certificates are to be held on board the vessel in the certificates file⁹.

For dry ships, the office will update the Q 88 DRY for dry vessels. The Q88 database is consulted by Charterers, Customers and Auditing authorities, so it is important that this is kept up to date.¹⁰

When Class or Flag State endorses certificates on board following an annual or intermediate survey or a certificate is renewed¹¹, a copy of the endorsed certificate or new certificate as applicable¹² must be [uploaded CFM](#)¹³. The same applies if an Interim Certificate is issued on board.

Ship Manager and PIC in office for the certificates management is to be immediately informed about issuance, endorsement, renewal of the certificates. Notification is required urgently for office staff to immediately transfer these certificates to Q88 DRY and to update issue/annual/expiry dates in Q88 DRY website for vessel's next fixture.¹⁴

13. LIST OF CERTIFICATES/DOCUMENTS REQUIRED

The Master will file the Ships Certificates, Convention Manuals, STCW and MLC Certificates in a format as per the number indicated under certificate code¹⁵ [in CFM](#)¹⁶ and maintain original or hard copy as relevant in the ship's certificates file.¹⁷

⁸ W 21 / 2021

⁹ W 22 / 2022

¹⁰ W 21 / 2021

¹¹ W 22 / 2022

¹² W 22 / 2022

¹³ [W 30 / 2024](#)

¹⁴ W 22 / 2022

¹⁵ W 21 / 2021

¹⁶ [W 30 / 2024](#)

¹⁷ W 22 / 2022

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Certificates which are marked to be uploaded will be done so as indicated in [CFM¹⁸](#).

The Master is requested to review and update the contents of [CFM¹⁹](#), taking special note of expiry dates.

14. MULTIPLE LOAD LINE CERTIFICATES²⁰

Multiple Load Line Certificates are used when, for a period of time, the vessel has to operate with different freeboard assignments due to reduced deadweight (DWT).

The Company has to be informed prior making any changes in load line. The Company shall request the vessel's Classification Society to conduct the necessary plan review and perform the required survey.

Classification society may proceed to issue additional Load Line Certificates after the Freeboard Assignment (Multiple Load Line Assignments) and after stability information for the relevant statutory loading conditions corresponding to each load line mark, is approved, and verified appropriately.

GRT and NRT will remain unaltered as well as the deepest draft condition. The deepest summer draft corresponding to the least freeboard shall not be greater than the moulded draft as indicated on International tonnage certificate.

The following operational procedures shall be complied with:

- Change of load line marks shall be done at a suitable safe location. (any restrictions with regards to safety and/or local authorities permits to be duly considered)
- Each change of Load Line marks corresponding to the assigned freeboard shall be permanently marked on both sides of the ship and Load Line marks corresponding to the additional International Load Line Certificate shall be cut or engraved on the ship's sides
- The Master shall ensure that only one set of load line marks is visible on the ships sides. (i.e., is actually "painted in" and visible at any given time). The other Load line marks shall be effectively obliterated / painted out with the same colour as its background
- Only one (1) load line certificate is to be in use at any given time. Additional load line certificate is to be kept separately under the safe custody of the Master (in sealed envelope and kept in Master's safe)
- The Master shall comply fully with all the requirements appropriate for the maximum deadweight corresponding to the least freeboard assigned for which a load line certificate has been issued.

¹⁸ W 30 / 2024

¹⁹ W 30 / 2024

²⁰ W 27 / 2023

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- f. Entry is to be made in the official logbook and deck logbook whenever there is a change in load line markings. The current load line certificate which is in use shall be recorded in the log book.²¹
- g. Letter of approval issued by the flag state to carry more than one load line certificate shall be kept on board.
- h. Each load line Certificate shall be stamped during annual survey endorsements.

²¹ Week 6 / 2025