



香港商船資訊

HONG KONG MERCHANT SHIPPING INFORMATION NOTE

Survey, Audit, Certification and Operation Licence Arrangements for Hong Kong Registered Cargo Ships

To : Shipowners, Ship Managers, Ship Masters, Shipbuilders, Recognized Organizations and Recognized Security Organizations

Summary

This Note is to provide updated information and guidance to shipowners, ship managers, ship masters, shipbuilders, recognized organizations and recognized security organizations on the survey, audit, certification and crew operation licence arrangements for Hong Kong registered cargo ships. The previous Merchant Shipping Information Note 31/2004 is hereby superseded by this Note.

Drawings and Documents to be Submitted

1. The following drawings and documents should be submitted to the Cargo Ships Safety Section at 24/F, Harbour Building, 38 Pier Road, Central, Hong Kong when a ship is joining the Hong Kong Shipping Register for the first time: -

- (i) General Arrangement of the ship;
- (ii) Mooring Arrangement Plan showing the details of the layout of the mooring winches and fittings for processing the Minimum Safety Manning Certificate; (not required if details of the layout of mooring winches and fittings are shown in (i) above or Minimum Safe Manning Certificate has been issued);
- (iii) Safety Plan showing arrangements of lifesaving and fire fighting equipment;
- (iv) Prevention of Oil Pollution Arrangement or Sludge Oil/Bilge Water Piping Diagrams;
- (v) Safety Radio Installation Arrangement; and
- (vi) Records of all Port State Control inspections conducted within the last three years in ports ***other than*** those covered by the Paris MOU, Tokyo MOU and US Coast Guard.

2. The above items (i) to (v) are not required to be submitted if the ship has a “sister ship” of which the drawings and documents have previously been submitted. If that was the case, Cargo Ships Safety Section should be advised.

Statutory Surveys, Audits and Certification

3. Hong Kong Marine Department (MD) will not be directly involved in the survey and certification of Hong Kong registered cargo ships unless specifically requested by the shipowners.

The Recognized Organizations and Recognized Security Organizations

4. The following Recognized Organizations (ROs) and Recognized Security Organizations (RSOs) are authorized to carry out statutory surveys and audits for Hong Kong registered cargo ships and issue provisional or full term certificates as specified in paragraph 5 on behalf of the Hong Kong Special Administrative Region (HKSAR):-

- (i) American Bureau of Shipping (ABS);
- (ii) Bureau Veritas (BV);
- (iii) China Classification Society (CCS);
- (iv) Det Norske Veritas (DNV);
- (v) Germanischer Lloyd (GL);
- (vi) Korean Register of Shipping (KR);
- (vii) Lloyd’s Register (LR);
- (viii) Nippon Kaiji Kyokai (NKK); and
- (ix) RINA S.p.A. (RINA).

Statutory Surveys, Audits and Certification Delegated to ROs and RSOs

5. The following statutory surveys, audits and certification work are delegated to the ROs and the RSOs as listed in paragraph 4 above:-

- (i) Measurement of tonnage and issue of provisional or full term International Tonnage Certificate;
- (ii) Issue of a Certificate of Survey (SUR59E) for ship registration;
- (iii) Survey or audit for the issue of provisional or full term
 - Cargo Ship Safety Certificate
 - Cargo Ship Safety Construction Certificate
 - Cargo Ship Safety Equipment Certificate
 - Cargo Ship Safety Radio Certificate

- International Load Line Certificate
 - International Oil Pollution Prevention Certificate
 - International Air Pollution Prevention Certificate
 - Engine International Air Pollution Prevention Certificate
 - International Sewage Pollution Prevention Certificate
 - Document of Compliance for Carriage of Dangerous Goods
 - International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk
 - Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk
 - International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk
 - International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk
 - Document of Compliance (under ISM)
 - Safety Management Certificate
 - International Ship Security Certificate; and
- (iv) Survey of crew accommodation.

Survey and Audits Standards

6. ROs and RSOs are required to carry out the surveys and audits (as stated in paragraph 5 above) in accordance with the requirements laid down by the International Maritime Organization (IMO) under appropriate Conventions which are adopted by HKSAR. General Exemptions (Annex 1) are given to the appropriate requirements in the Merchant Shipping (Safety) Regulations to align them with those requirements in various international maritime Conventions.

7. Under the Hong Kong Merchant Shipping (Seafarers) (Crew Accommodation) Regulation, Hong Kong registered cargo ships are required to comply with the requirements of ILO Convention No. 133. The shipowners or parties on their behalf may apply for exemption from any part of the ILO Convention No. 133 if deemed impracticable in compliance with the requirements. MD will consider the exemption seriously provided that the basic requirements of ILO Convention No. 92 are complied with. ROs will carry out inspection on crew accommodation in accordance with the requirements of ILO 92 and 133 and submit reports to MD for examination.

Acceptance of Material and Equipment

8. MD accepts materials and equipments complying with the test procedures/standards and performance specifications laid down by IMO. In general, materials and equipments approved by a maritime authority for use on its registered ships or approved by the authorized ROs or RSOs of MD are acceptable to be used on cargo ships registered in Hong Kong.

Exemption Certificates

9. The Director maintains the prerogative to issue exemption certificates for the first time to Hong Kong registered ships from the requirements of the Hong Kong Merchant Shipping (Safety) Regulations and the international Conventions, if required. However, for operational conveniences to all parties, all subsequent renewal of these exemption certificates may tie in with the renewal of the trading certificates and be issued by ROs or RSOs. The Director needs not be consulted by ROs or RSOs on the renewal of such exemption certificates unless the conditions stated by the Director in the original exemption certificates cannot be fulfilled.

Minimum Safe Manning Certificate

10. Hong Kong Marine Department is the authority to issue Minimum Safe Manning Certificate to Hong Kong registered ships.

11. The Minimum Safe Manning Certificates are issued free of charge to Hong Kong registered ships.

Continuous Synopsis Record (CSR)

12. Ships to which SOLAS Chapter I applies are required to be issued with Continuous Synopsis Records (CSRs), which provide on-board records of the history of the ships with respect to the information recorded therein. Hong Kong Shipping Registry, Marine Department is the office to issue CSR (Form 1), where the ship's manager/master shall manage Form 2 and Form 3 properly. For details of CSR, please visit MD web site http://www.mardep.gov.hk/en/pub_services/csr.html. A fee is chargeable for issuance of this document.

Hong Kong Licences

13. All deck and engineer officers who have to perform duties onboard a Hong Kong registered ship according to the Minimum Safe Manning Certificate are required to hold either Hong Kong Certificate of Competency or Hong Kong Licence of the appropriate class along with an endorsement. Application for the Hong Kong Licences should be submitted to the Seafarers' Certification Section. Details of the application procedures can be found in the Guidelines for the Issue of Hong Kong Licences and Endorsements which is available at the following web site address: http://www.mardep.gov.hk/en/pub_services/exam.html. A fee is chargeable for issuance of each Hong Kong Licence.

Application for “Minimum Safe Manning Certificates”, Exemption Certificates, Surveys, Audits and Certification, “Continuous Synopsis Record” (CSR), “Ship Station Licence”, “GMDSS CoEC and Endorsement” and “Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage” (CLC Certificate)

Application for “Minimum Safe Manning Certificates”

14. Shipowners or ship manager should complete the minimum safe manning application form at Annex 2 (also available from MD web site on the Internet <http://www.mardep.gov.hk>) and submit the signed application form together with the following documents to the Senior Surveyor of Cargo Ships Safety Section at 24/F, Harbour Building, 38 Pier Road, Central, Hong Kong or by facsimile to Fax. No. (+852) 2545 0556 or by E-mail: ss_css@mardep.gov.hk for assessment:-

- (i) Mooring Arrangement Plan or General Arrangement for the cargo vessel in question; and
- (ii) UMS Certificate, if applicable.

15. The shipowners and ship manager should also refer to the latest Hong Kong Merchant Shipping Information Note on the subject of Minimum Safe Manning Certificate when applying for this Certificate.

Application for Exemption Certificates

16. Shipowners or ship managers should apply to the Senior Surveyor of the Cargo Ships Safety Section at 24/F, Harbour Building, 38 Pier Road, Central, Hong Kong or by facsimile to Fax No. (+852) 2545 0556 or by E-mail: ss_css@mardep.gov.hk for the issue of exemption certificates to vessels for the first time.

Application for Surveys, Audits and Certification

17. If shipowners, ship managers or shipbuilders choose MD to carry out survey or audit and issue the ship with the appropriate certificates, they should complete a “Form Surveys 6” (FS6). A copy of FS6 is at Annex 3 (also available from MD web site on the Internet <http://www.mardep.gov.hk>). The completed Form should be submitted to the Senior Surveyor of the Cargo Ships Safety Section at 24/F Harbour Building, 38 Pier Road, Central, Hong Kong or by facsimile to Fax No.: (+852) 2545 0556 or by E-mail: ss_css@mardep.gov.hk at least seven working days prior to the date of the survey (for overseas survey or audit) or three working days (for local survey or audit).

Application for “Continuous Synopsis Record” (CSR)

18. Shipowners or ship managers should submit the application for CSR to the Hong Kong Shipping Registry, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong, by facsimile to Fax. No. (+852) 2541 8842 or by E-mail: csr@mardep.gov.hk

Application for “Ship Station Licence” or “GMDSS CoEC and Endorsement”

19. The Office of the Telecommunications Authority (OFTA) is the authority to issue Ship Station Licence and GMDSS Certificate of Equivalent Competency (CoEC) and Endorsement (GMDSS CoEC and Endorsement) to Hong Kong registered ships and the crew. A fee is chargeable for issuance of each document. The shipowners or ship managers should apply for “Ship Station Licence” and “GMDSS CoEC and Endorsement” by completing the appropriate application form at Annexes 4 and 5 respectively (also available from OFTA web site on the Internet <http://www.ofta.gov.hk>). The completed application forms of: -

- (i) “Ship Station Licence” should be submitted to the Licensing Unit, Office of the Telecommunications Authority (OFTA), 26/F, Wu Chung House, 213, Queen’s Road East, Wanchai, Hong Kong or by facsimile to Fax. No. (+852) 2180 9828 or by E-mail: license.mob@ofta.gov.hk, and
- (ii) “GMDSS CoEC and Endorsement” should be submitted to the Support Services Subsection, Office of the Telecommunications Authority (OFTA), 36/F, Wu Chung House, 213, Queen’s Road East, Wanchai, Hong Kong or by facsimile to Fax. No. (+852) 2803 5113 or by E-mail: maritime@ofta.gov.hk

Application for “Certificate of Compulsory Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage” (CLC Certificate)

20. Shipowners or ship managers should complete the application form which can be downloaded from MD web site on the Internet <http://www.mardep.gov.hk> and send it together with the required documents to the Senior Surveyor of Cargo Ships Safety Section at 24/F, Harbour Building, 38 Pier Road, Central, Hong Kong or by facsimile to Fax. No. (+852) 2545 0556 or by E-mail: ss_css@mardep.gov.hk

Enquiries

21. Any general enquiries related to this Note should be directed to the following officers responsible for the subject matter:-

Subject	Officer	Tel. No.	Fax. No.	E-mail
Ship Registration & CSR	Chief Assistant Registrar	(+852) 2852 4387	(+852) 2541 8842	csr@mardep.gov.hk
Cargo Ship Surveys	Senior Surveyor/ Cargo Ships Safety Section	(+852) 2852 4510	(+852) 2545 0556	ss_css@mardep.gov.hk
ISM	Senior Surveyor/ ISM Section	(+852) 2852 4504	(+852) 2545 0556	ssism@mardep.gov.hk
Ship Security	Senior Surveyor/ Security and Quality Assurance Section	(+852) 2852 4503	(+852) 2545 0556	sqa@mardep.gov.hk
Ship Station Licence	Office of the Telecommunications Authority (OFTA)	(+852) 2961 6282	(+852) 2180 9828	license.mob@ofta.gov.hk
GMDSS CoEC	Office of the Telecommunications Authority (OFTA)	(+852) 2961 6608	(+852) 2803 5113	maritime@ofta.gov.hk
Hong Kong Licences	Senior Surveyor/ Seafarers' Certification	(+852) 2852 4368	(+852) 2541 6754	sscr@mardep.gov.hk

Marine Department
Shipping Division

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