

## **MARINE DEPARTMENT NOTICE NO. 25 OF 2007**

(Statutory Requirements and Related Information)

### **Implementation Issues** **under the Merchant Shipping (Local Vessels) (Safety and Survey)** **Regulation (Cap. 548 Sub. Leg.)**

The attention of all shipowners, agents, coxswains, persons-in-charge of locally licensed vessels, Authorized Surveyors and Recognized Authorities is drawn to the following three implementation issues under the Merchant Shipping (Local Vessels) (Safety and Survey) Regulation (Cap. 548 Sub. Leg.), which has commenced operation on 2 January 2007.

- (a) Statutory Certificates and Documents in specified forms - please refer to Appendix I;
- (b) The Provision of Life Saving Appliances and Fire fighting apparatus for certain specified Classes of vessels at or exceeding either 45 m or 75 m in length - please refer to Appendix II;
- (c) Codes of Practice - please refer to Appendix III.

2. For more detailed information or any enquiries on the above, please contact the Local Vessels Safety Section, 23/F Harbour Building, 38 Pier Road, Central, Hong Kong, telephone number 2852 4431, 2852 4433, 2852 4591 or facsimile number 2542 4679, or visit the Marine Department website at <http://www.mardep.gov.hk>.

R. F. Tupper  
Director of Marine

Marine Department  
Government of HKSAR  
Date : 15 February 2007  
Action File Ref. : SD/S 800/3/1

### **Statutory Certificates and Documents in Specified Form**

Under the Merchant Shipping (Local Vessels) (Safety and Survey) Regulation (Cap. 548 sub. leg.), a number of documents relating to applications for plan approval and survey, declarations of survey, survey records and certificates issued in respect of locally licensed vessels are required to be in a form specified by the Director of Marine. These specified forms are now available at the Local Vessels Safety Section, 23rd Floor, Harbour Building, 38 Pier Road, Central, Hong Kong, and can also be downloaded from Marine Department website. The details of these specified forms and their respective hyperlinks are given below for easy reference and access:

#### Forms to be used by owners or their representatives:

<b>No. and Title of Form</b>	<b>Purpose</b>	<b>Hyperlink</b>
M.O. 231 (rev. Jan 2007) (Form Surveys 6B) <i>Sample attached in Appendix IA</i>	To apply for plan approval, survey, re-inspection or alteration in respect of a locally licensed vessel	<a href="http://www.mardep.gov.hk/en/forms/pdf/lvs_mo231.pdf">http://www.mardep.gov.hk/en/forms/pdf/lvs_mo231.pdf</a>
M.O. 927 (Notice of Engagement) <i>Sample attached in Appendix IB</i>	To notify and confirm the engagement of an Authorized Surveyor, Organization or a Recognized Authority for plan approval or survey of a locally licensed vessel	<a href="http://www.mardep.gov.hk/en/forms/pdf/lvs_noe.pdf">http://www.mardep.gov.hk/en/forms/pdf/lvs_noe.pdf</a>

#### Forms to be used by Authorized Surveyors, Organizations or Recognized Authorities:

<b>No. and Title of Form</b>	<b>Purpose</b>	<b>Hyperlink</b>
M.O. 928 (INI) Declaration of Survey and Record of Construction and Equipment for the Initial Survey of a Local Vessel (Plan Approval)	To declare the completion and provide details of the plans approved in connection with the initial survey of a locally licensed vessel.	<a href="http://www.mardep.gov.hk/en/forms/pdf/lvs_dos1a.pdf">http://www.mardep.gov.hk/en/forms/pdf/lvs_dos1a.pdf</a>
M.O. 928 (ALT) Declaration of Survey for the Survey of an Existing Local Vessel (Plan Approval for Vessel Alteration)	To declare the completion and provide details of the plan approved in connection with the alteration of a locally licensed vessel.	<a href="http://www.mardep.gov.hk/en/forms/pdf/lvs_dos1d.pdf">http://www.mardep.gov.hk/en/forms/pdf/lvs_dos1d.pdf</a>
M.O. 929 (INI) Declaration of Survey and Record of Construction and Equipment for the Initial Survey of a Local Vessel	To declare the completion and provide details of an initial survey for the issue of the Certificate of Survey to a locally licensed vessel.	<a href="http://www.mardep.gov.hk/en/forms/pdf/lvs_dos1b.pdf">http://www.mardep.gov.hk/en/forms/pdf/lvs_dos1b.pdf</a>
M.O. 929 (PER) Declaration of Survey and Record of Construction and Equipment for the Periodical Survey of a Local Vessel	To declare the completion and provide details of a periodical survey for the issue of the Certificate of Survey to a locally licensed vessel.	<a href="http://www.mardep.gov.hk/en/forms/pdf/lvs_dos1c.pdf">http://www.mardep.gov.hk/en/forms/pdf/lvs_dos1c.pdf</a>

<b>No. and Title of Form</b>	<b>Purpose</b>	<b>Hyperlink</b>
M.O. 929 (ALT) Declaration of Survey for the Survey of an Existing Local Vessel (Alteration or others)	To declare the completion and provide details of the survey in connection with the alteration of a locally licensed vessel.	<a href="http://www.mardep.gov.hk/en/forms/pdf/lvs_dos1e.pdf">http://www.mardep.gov.hk/en/forms/pdf/lvs_dos1e.pdf</a>
M.O. 931 (HKLL) Declaration of Survey Hong Kong Load Line Certificate (Initial Survey)	To declare the completion and provide details of the survey for the initial issue of a HK Load Line Certificate to a locally licensed vessel.	<a href="http://www.mardep.gov.hk/en/forms/pdf/lvs_dos3a.pdf">http://www.mardep.gov.hk/en/forms/pdf/lvs_dos3a.pdf</a>
M.O. 931 (FAC) Declaration of Survey Freeboard Assignment Certificate (Initial Survey)	To declare the completion and provide details of the survey for the initial issue of a Freeboard Assignment Certificate to a locally licensed vessel.	<a href="http://www.mardep.gov.hk/en/forms/pdf/lvs_dos4a.pdf">http://www.mardep.gov.hk/en/forms/pdf/lvs_dos4a.pdf</a>
M.O. 932 (HKLL) Declaration of Survey Hong Kong Load Line Certificate (Periodical Survey)	To declare the completion and provide details of the periodical survey for the issue of a HK Load Line Certificate to a locally licensed vessel.	<a href="http://www.mardep.gov.hk/en/forms/pdf/lvs_dos3b.pdf">http://www.mardep.gov.hk/en/forms/pdf/lvs_dos3b.pdf</a>
M.O. 932 (FAC) Declaration of Survey Freeboard Assignment Certificate (Periodical Survey)	To declare the completion and provide details of the periodical survey for the issue of a Freeboard Assignment Certificate to a locally licensed vessel.	<a href="http://www.mardep.gov.hk/en/forms/pdf/lvs_dos4b.pdf">http://www.mardep.gov.hk/en/forms/pdf/lvs_dos4b.pdf</a>
M.O. 933 Certificate of Inspection	To be issued to a Class IV vessel licensed to carry not more than 60 passengers and is let for hire or reward upon satisfactory completion of plan approval and/or survey to certify compliance of the vessel with the applicable requirements under the Regulation and the Code of Practice	<a href="http://www.mardep.gov.hk/en/forms/pdf/lvs_certin4.pdf">http://www.mardep.gov.hk/en/forms/pdf/lvs_certin4.pdf</a>



海事處  
Marine  
Department

簽署表格前，請參閱於下列資料及後頁的註解  
Please read the details & notes overleaf before signing this form

依據《商船(本地船隻)條例》  
申請船舶圖則批准、檢驗及/或再度檢查

檢驗表格六號乙  
Form Surveys 6B

APPLICATION FOR PLAN APPROVAL, SURVEY &/OR  
RE-INSPECTION OF VESSELS LICENSED UNDER THE  
MERCHANT SHIPPING (LOCAL VESSELS) ORDINANCE

編號  
Rotation No.

致：香港特別行政區海事處船舶事務科助理處長  
To: Assistant Director of Marine, Shipping Division, Marine Department, HKSAR.

茲申請進行下列各項圖則批准、檢驗及/或再度檢查，本人負責繳付圖則批准、檢驗、再度檢查費用，所有其他附加費用，如逾時工作費等。依該項圖則批准、檢驗、再度檢查工作而定之正確費用若超出原來之臨時估計數額，其差額則本人負責補繳。

I apply for the plan approval, survey &/or re-inspection described below and accept responsibility for the payment of the plan approval, survey, re-inspection fee together with any other additional expenses, such as overtime charges and any balance of the assessed fee which may be properly chargeable in connection with the plan approval, survey &/or re-inspection.

地址：  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
電話號碼：  
Telephone No.: \_\_\_\_\_

申請人簽名：  
Signed: \_\_\_\_\_  
船東/代理人姓名：  
Name of  
Owner / Agent: \_\_\_\_\_  
日期：  
Date: \_\_\_\_\_

船隻詳情 PARTICULARS OF VESSEL(S)

船隻名稱 (如適用)  
Name of Vessel (if applicable) \_\_\_\_\_  
原則上批准號碼  
Approval in Principle number. \_\_\_\_\_  
船東名稱  
Name of owner \_\_\_\_\_  
海事處檔案號碼  
MD file number \_\_\_\_\_  
類別  
Class \_\_\_\_\_  
總長度(米)  
Length Overall (m) \_\_\_\_\_  
總噸  
Gross Tonnage \_\_\_\_\_  
分類  
Category \_\_\_\_\_  
長度 (L) (米)  
Length (L) (m) \_\_\_\_\_  
淨噸  
Net Tonnage \_\_\_\_\_  
類型  
Type \_\_\_\_\_  
船隻擁有權證明書號碼  
Certificate of Ownership number \_\_\_\_\_  
最大寬度(米)  
Extreme Breadth (m) \_\_\_\_\_  
總長度 x 最大寬度 數值(平方米)  
Length Overall x Extreme Breadth numeral (m<sup>2</sup>) \_\_\_\_\_  
船體物料  
Hull Material \_\_\_\_\_

Fee Item Description 費用項目	Amount (\$)

Total 總數：

備註 Remark :

<p>Application Received and Entered.</p> <p>Date : _____ Local Vessels Safety Section.</p>	<p>Plan approval, survey &amp;/or re-inspection completed and Certificate No. _____ Issued.</p> <p>Date : _____</p> <p>_____ Surveyor of Ships / Ship Inspector</p>
<p>Application Noted.</p> <p>Direction:-</p> <p>Surveyor (E&amp;S)(S) _____</p> <p>Ship Inspector (H)(M)(E) _____</p> <p>Date : _____</p> <p>_____ Senior Surveyor of Ships Local Vessels Safety Section</p>	<p>Note:-</p>

註解 NOTES

1. 如果船東/代理人委託其他人代為辦理申請手續，辦理人須遞交船東/代理人簽署的本表格(正本)及船東/代理人的委任文件(正本)，及出示船東/代理人香港身份證/商業登記證的副本，副本須由船東/代理人簽署核證。  
If the owner/agent authorises another person to handle the application, the person shall submit this Form (original) and an authorised document issued by the owner/agent (original), and show the copy of HKID card/Business Registration Certificate where the copy shall be certified true by the owner/agent.
2. 凡申請圖則批准、檢驗及/或再度檢查者，均須填寫背面表格，申請檢驗或再度檢查者，須預先三個工作天通知，以免延誤。  
Applications for plan approval, survey &/or re-inspection should be made overleaf on this form. In order to avoid delay, at least THREE WORKING DAYS notice should be given if the application is made for survey or re-inspection.
3. 檢驗或再度檢查時間及地點必須盡早通知，並附上電話號碼以便聯絡。  
Appointment of time and place for survey or re-inspection should be confirmed as soon as possible together with a contact telephone number.
4. 已獲安排驗期之船隻，如未能如期準備妥當接受檢驗，有關船東/代理人必須在一個工作天前通知海事處本地船舶安全組。  
After booking, it is found not ready for the Surveyor or Inspector to inspect the vessel at the appointed time, owner / agent shall inform the Local Vessels Safety Section before one working day for cancelling the schedule.
5. 所有費用必須在圖則批准、檢驗及/或再度檢查前向海事處收費處繳付，切勿將款項交與他人。海事處收費員於收費後，當即發給正式收據。如未能確定繳款數目，應先繳付大約數額，並於圖則批准、檢驗及/或再度檢查完畢前將款額調整。  
All fees must be paid before the commencement of the plan approval, survey &/or re-inspection to the Shroff at the Marine Department. No fees are to be paid to any person other than the Shroff at the Marine Department who will issue an official receipt. When exact fees cannot be ascertained, an approximations to be made and adjusted before completion of the plan approval, survey &/or re-inspection.
6. 接受申請書之本地船舶安全組職員將免費協助申請人填寫表格。  
The clerk receiving this application will assist applicants in filling this form for which no fee is charged.

助理文書主任  
海事處  
本地船舶安全組  
香港中環統一碼頭道 38 號海港政府大樓 23 樓  
電話：2852 4444 或 2852 4443  
電傳：2542 4679

Assistant Clerical Officer  
Marine Department  
Local Vessels Safety Section  
23/F., Harbour Building, 38 Pier Road, Central  
Hong Kong  
Tel. No. : 2852 4444 or 2852 4443  
Fax. No. : 2542 4679

**Notice of Engagement**  
**Authorized Surveyor/ Authorized Organization /Recognized Authority**  
**for Survey and/or Plan Approval of Local Vessels**  
(Merchant Shipping (Local Vessels) Ordinance, Cap 548)

**PART A**

*(to be completed by Owner / Owner's Agent)*

**To : Marine Department (MD)**  
**Local Vessels Safety Section, HKSAR**

**Fax No.: (852) 2542 4679**

**Particulars of Vessel:** *[All available data should be entered]*

Name of Vessel..... Name of owner .....

Certificate of Ownership number..... Approval in Principle number.....

Class ..... Category ..... Type .....

Length Overall (m)..... Length (L) (m)..... Extreme Breadth (m). .... Hull Material.....

Gross Tonnage..... Net Tonnage..... Length Overall x Extreme Breadth numeral (m<sup>2</sup>).....

- (1) I, \_\_\_\_\_, Owner / Owner's Agent\* of the local vessel as described above, hereby engage \_\_\_\_\_, being an Authorized Surveyor / Authorized Organization / Recognized Authority\* under the Ordinance, to conduct Plan Approval / Initial Survey / Periodical Survey\* for subject vessel for the issue of the following certificate(s) or document :

*[Please tick in the relevant box(es)]*

- (a)  Certificate of Survey;
- (b)  Survey Record of Safety Equipment / Cargo Ship Safety Equipment Certificate (with equipment record) <sup>(Note)\*</sup>;
- (c)  Freeboard Assignment Certificate / Hong Kong Load Line Certificate / International Load Line Certificate <sup>(Note)\*</sup> ;
- (d)  Survey Record of Tonnage Measurement / International Tonnage Certificate <sup>(Note)\*</sup>.

and to issue appropriate declarations upon completion of the survey. The surveyor work is expected to commence on \_\_\_\_\_.

- (2) To facilitate the conduct of the above requested survey, I declare that:

- (a)  I will pass all relevant previous survey records, certificates and approved drawings (where applicable) to the above Authorized Surveyor / Authorized Organization / Recognized Authority \*; or
- (b)  I will need MD's assistance to release the relevant records of the vessel relating to previous surveys to the above Authorized Surveyor / Authorized Organization / Recognized Authority\*, since the vessel was not surveyed by him / it\* previously;
- (c)  Alteration has been made to the above vessel since last survey(s) and related plan(s) has been approved;
- (d)  Alteration will be made to the above vessel and plan(s) approval is required.

(3) Apart from the required certificate(s) or document(s) in (1) above, I understand that the following certificates or documents are also applicable to and has already been issued or will require to be issued to the above vessel:

	<u>has been issued</u>	<u>required to be issued</u>
(a) Exemption Certificate / Permit for alternative material or equipment (issued by MD only)*	<input type="checkbox"/>	<input type="checkbox"/>
(b) Survey Record of Tonnage Measurement / International Tonnage Certificate <sup>(Note)</sup> *	<input type="checkbox"/>	<input type="checkbox"/>
(c) Freeboard Assignment Certificate / Hong Kong Load Line Certificate / International Load Line Certificate <sup>(Note)</sup> *	<input type="checkbox"/>	<input type="checkbox"/>
(d) Hong Kong Oil Pollution Prevention Certificate / International Oil Pollution Prevention Certificate <sup>(Note)</sup> *	<input type="checkbox"/>	<input type="checkbox"/>
(e) Hong Kong Air Pollution Prevention Certificate / International Air Pollution Prevention Certificate <sup>(Note)</sup> * <i>(applicable when relevant legislation is in force)</i>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Others (such as Survey Record of Inspection for Cement Tank, Air Receiver, Material or Equipment Test, etc.)*	<input type="checkbox"/>	<input type="checkbox"/>

Remarks or additional information (if any):

Signature of Owner/ Owner's Agent \* \_\_\_\_\_  
 Name (in block letter): \_\_\_\_\_ Date : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_ Fax. No.: \_\_\_\_\_

*(Note): The indicated International Convention certificates may be issued by recognized classification societies directly to the owner, together with survey records in accordance with the requirements of the relevant Convention. A copy of such certificate and record is required to be submitted to Marine Department for the issue of the Certificate of Survey.*

\* Delete where not applicable

**PART B**

*(to be completed by Authorized Surveyor/Authorized Organization/Recognized Authority)*

**To : Owner of the vessel,**

I, the undersigned, acknowledge and accept the above engagement.

Remarks or additional information (if any):

Signature of Authorized Surveyor / Authorized Organization (AO) / Recognized Authority (RA)\* Representative: \_\_\_\_\_  
 Name of Authorized Surveyor / AO or RA Representative (in block letter): \_\_\_\_\_  
 Name of AO or RA: \_\_\_\_\_ Date : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_ Fax. No.: \_\_\_\_\_

*Note: (1) Upon acceptance of engagement and signing of Part B, a copy of the completed "Notice of Engagement" shall be faxed to Marine Department. The original of this "Notice" shall be retained by the owner while the Authorized Surveyor/ Authorized Organization / Recognized Authority shall retain a copy as record.*

*(2) For vessel requires the "Minimum Safe Manning Document", it is obtainable form Marine Department upon application.*

\* Delete where not applicable

**Provisions of Life-saving Appliances and Fire-fighting Apparatus  
for certain specified Classes of vessels  
at or exceeding either 45 m or 75 m in length**

Under Schedule 3 and 4 of the Merchant Shipping (Local Vessels) (Safety and Survey) Regulation (Cap. 548 sub. leg.), the requirements of life-saving appliances (LSA) or fire-fighting apparatus (FFA) for certain classes, types and category of locally licensed vessels with length at or exceeding either 45 m or 75 m shall be specified by the Director of Marine on a case-by-case basis.

2. The classes, types and category of vessels referred to above are listed below for ease of reference:

<b>Class, type and category of vessels</b>	<b>Length of Vessel</b>	<b>Provision of LSA/FFA</b>
Class I vessels (excluding floating restaurants, and stationary vessels that are ceremonial boats)	75 m or more in length	<b>FFA</b> to be specified by Director
Class II vessels – (i) that operate within waters of Hong Kong (excluding floating docks, floating workshops, oil carriers and stationary vessels that are kitchen boats) (ii) that operate within river trade limits	75 m or more in length	<b>FFA</b> to be specified by Director
Class III vessels	45 m or more in length	<b>LSA</b> and <b>FFA</b> to be specified by Director
Class IV vessels - (i) that are licensed to carry more than 60 passengers (ii) that are licensed to carry up to 60 passengers and are let for hire or reward	75 m or more in length	<b>FFA</b> to be specified by Director

3. The appropriate requirements on the provision of life-saving appliances and/or fire-fighting apparatus for individual vessel listed in paragraph 2 above will be specified upon application for initial licence by the owner. The following factors will be taken into consideration when specifying the requirements:

- (a) the vessel's mode of operation;
- (b) the vessel's intended service;
- (c) the vessel's size;
- (d) the vessel's construction;
- (e) the total number of persons on board (and crew manning);
- (f) the compliance of regional standards or international standards, if applicable; and
- (g) potential hazards to the safety of the vessel and any person or property on board the vessel.

**Codes of Practice**

Pursuant to section 8 of the Merchant Shipping (Local Vessels) Ordinance, Cap. 548, the Director of Marine has approved and issued the following Codes of Practice (in English and Chinese versions), which were published in the gazette notice on 29 December 2006 to take effect from 2 January 2007 :-

- (1) Code of Practice – Safety Standards for Class I, II and III Vessels (December 2006 Edition); and
- (2) Code of Practice – Safety Standards for Class IV Vessels (December 2006 Edition)

2. These approved codes of practice are for the purpose of providing practical guidance in respect of the safety of construction, installation, provision of equipment, maintenance and operation of local vessels under the Merchant Shipping (Local Vessels) (Safety and Survey) Regulation, the Merchant Shipping (Local Vessels) (Certification and Licensing) Regulation and the Merchant Shipping (Local Vessels) (General) Regulation. These codes can be inspected at or obtained from the Local Vessels Safety Section, Marine Department, 23rd Floor, Harbour Building, 38 Pier Road, Central, Hong Kong (telephone No. 2852 4444), or accessible from Marine Department website at:

[http://www.mardep.gov.hk/en/pub\\_services/ocean/pdf/lvs\\_cop123.pdf](http://www.mardep.gov.hk/en/pub_services/ocean/pdf/lvs_cop123.pdf)

[http://www.mardep.gov.hk/en/pub\\_services/ocean/pdf/lvs\\_cop4.pdf](http://www.mardep.gov.hk/en/pub_services/ocean/pdf/lvs_cop4.pdf)