

DIRECTORATE GENERAL OF SHIPPING, MUMBAI  
(Naval Architecture Wing)

Ref: SS/MISC(14)/2013

Date : 14.10.2015

**NA Wing Circular No: 02 of 2015**

**Sub: Procedure for availing services from the Naval Architecture Wing (exemptions, dispensations, extension of survey or validity of the certificate, and other services)**

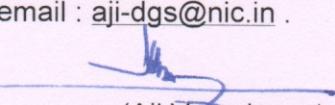
The Naval Architecture Wing (NA Wing) provides various services related to Tonnage measurement, ship construction, Load line, etc. This includes the issuance of exemptions or dispensations, extension of surveys or certificates etc. that are to be granted by the Administration under the Merchant Shipping Act, 1958 and/or relevant international Conventions. This circular is issued for the benefit of the public and the industry, indicating the procedure to be followed, fees to be paid, approximate time required for processing the requests, and the documentation to be submitted for availing such services, from the Naval Architecture Wing of the DGS.

2. For operational convenience and expeditious disposal of requests, every such application related to a statutory certificate should be made to the Directorate by (or on behalf) of owners, through the Recognized Organization (RO) that issues/issued the particular certificate. The RO, after verifying the arrangements on board, where necessary, should forward their comments/recommendation, keeping in view of the statutory rule provisions and the functional requirements. The applications should reach the Directorate well in advance and/or before the due date of survey or expiry of certificate, so that the request can be processed and decision conveyed expeditiously.

3. The standard procedure to be followed for various services provided by the NA Wing (refer the attached chart) and the documentation/supporting information to be submitted for each service are given in the appendices listed below, for information and guidance.

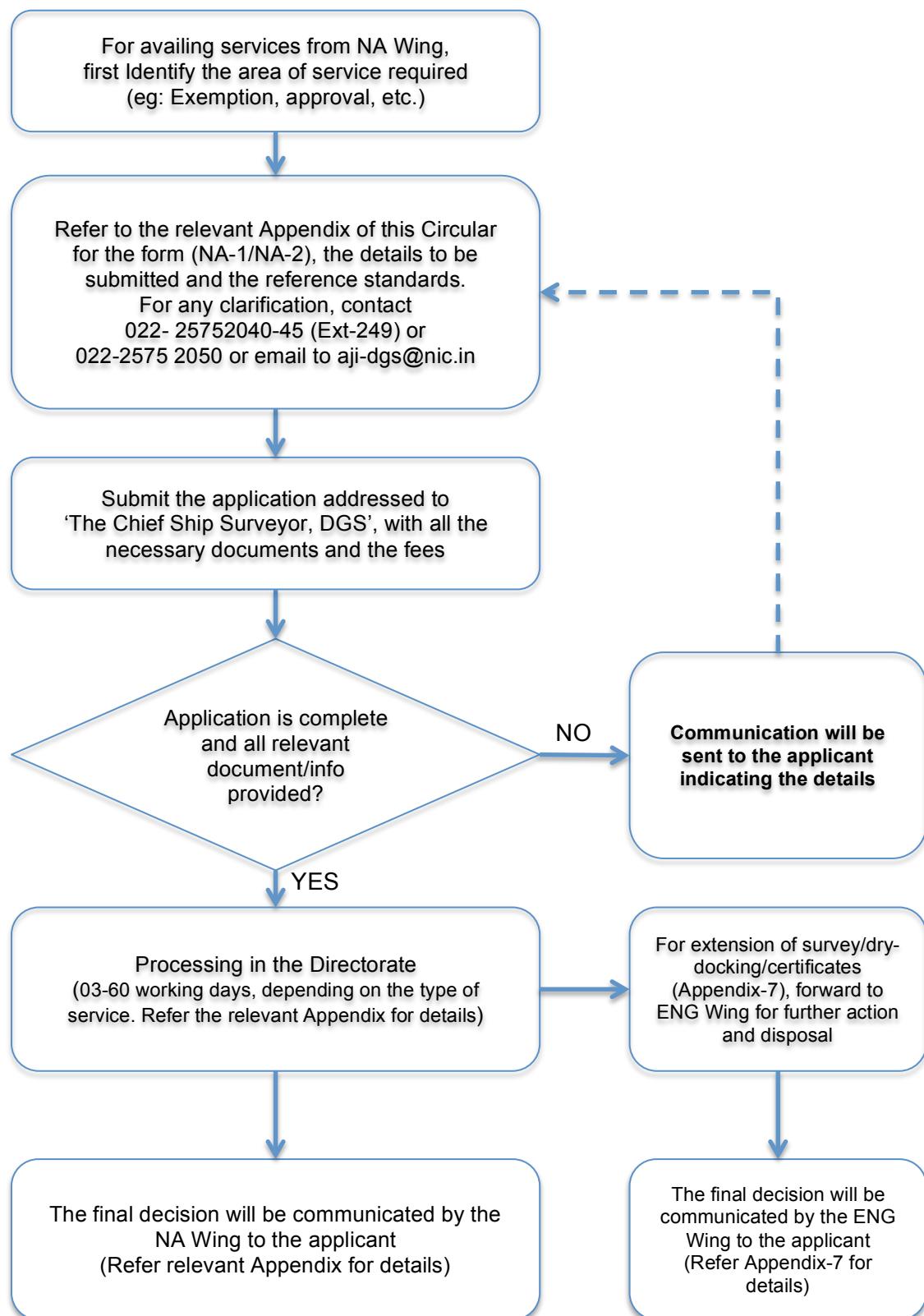
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|---------------|--|
| Appendix- 1.  | All matters related to Load Line Convention, MS Load line rules, inclining test, stability etc.  |
| Appendix- 2.  | All matters related to Tonnage Convention (tonnage measurement/re-measurement etc)   |
| Appendix- 3.  | All matters related to crew / passenger accommodation on vessels (accommodation of seafarer, special personnel, passengers etc)  |
| Appendix- 4.  | All matters related to ship construction aspects [under SOLAS, MS(Passenger/Cargo ship Construction and survey) Rules, SPS Code, MODU Code, LSA Code and other codes.] |
| Appendix- 5.  | All matters related to ESP Code and EHS Documentation  |
| Appendix- 6.  | Approval of Plans and documents (construction, subdivision, Stability, Damage stability etc)   |
| Appendix- 7.  | All matters related to extension of /exemption from dry-docking surveys and inspection of hull   |
| Appendix- 8.  | All matters related to exemptions/dispensations in respect of the above work specialties   |
| Appendix- 9.  | All matters related to Alternate Design and Arrangements (under various MS Rules, Conventions etc.)  |
| Appendix- 10. | Miscellaneous matters  |

4. In case any further information or clarification is needed, please contact the concerned officer at 022-2575 2040-45, Ext:249 OR 022-2575 2050 or at the email : [aji-dgs@nic.in](mailto:aji-dgs@nic.in).

  
(Aji Vasudevan)  
Dy. Chief Ship Surveyor

Enclosures: Appendix-1 to Appendix-10, Forms NA-1 and NA-2

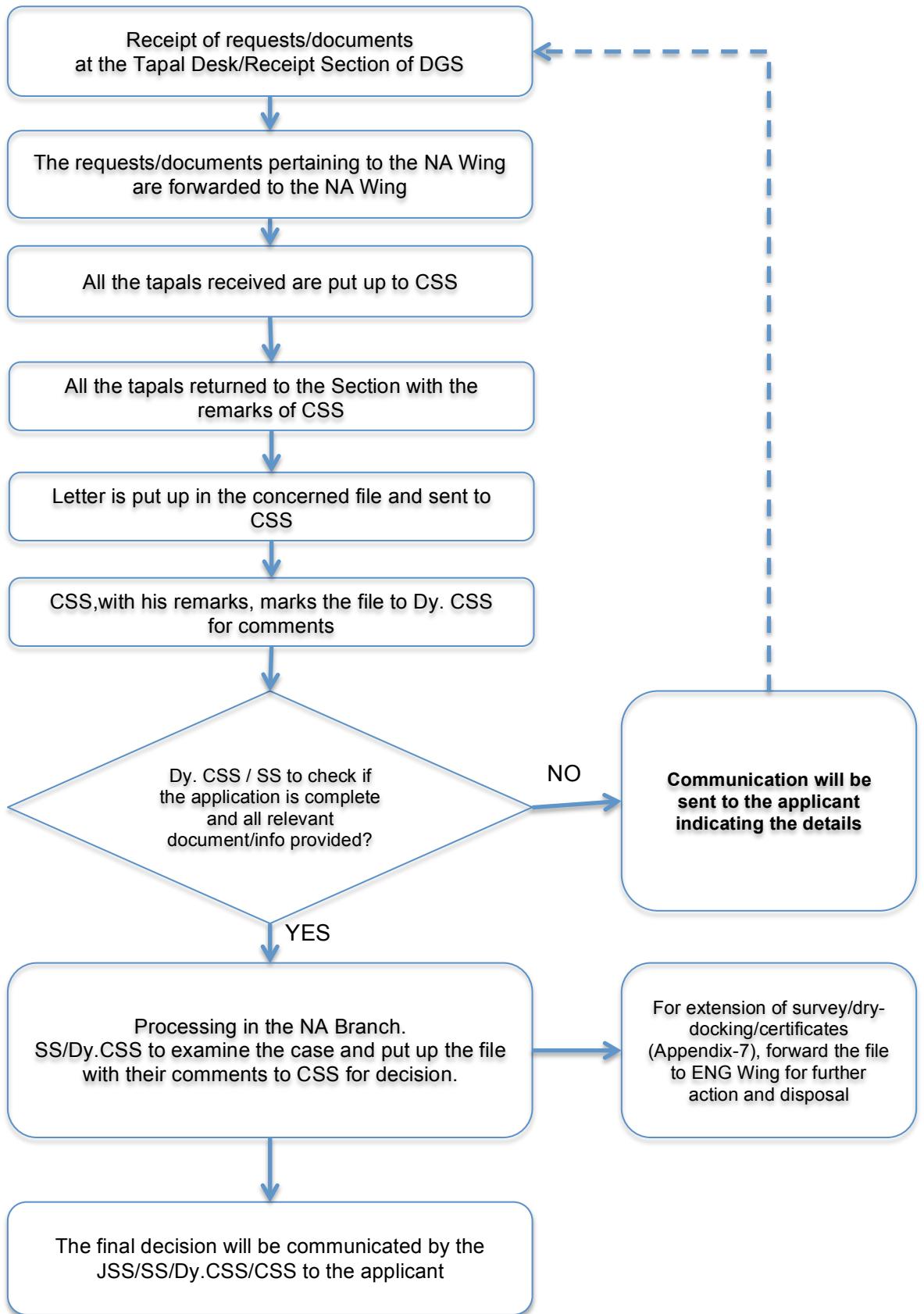
## **STANDARD PROCEDURE FOR AVALING SERVICES FROM NAVAL ARCHITECTURE WING**



Note: (i) The applications to be submitted at Tapal Desk, and transferred to NA Wing as per the procedures mentioned in the Office Procedure Manual. The processing of applications within the NA Wing by the concerned Assistant/Clerk.

(ii) After processing, the letter to applicant (approval/exemption etc.) will be issued by SS/Dy.CSS/CSS.

**FLOW CHART OF FILE PROCESSING**  
**(Naval Architecture Wing)**



### Appendix-1

All matters related to Load Line Convention, MS Load line rules, inclining test, stability etc.  
 [Standards to be referred: MS (Load Line) Rules, ICLL-1966 / P-88]

**(A) Exemptions from Loadline requirements**

*(Approximate time required for processing the request: 15 working days)*

- Form NA1 alongwith supporting documents
- General Arrangement plan of the vessel
- Recommendation from the concerned RO
- Payment of Fees

**(B) Exemption from the Inclining Test.**

*(Approximate time required for processing the request : 07 working days)*

- Form NA1 and the documents listed below
- Copy of the approved Inclining test of sister vessel
- Lightship survey report of the vessel duly certified
- Recommendation from the RO
- Payment of fees

Please note that :

- Inclining test exemption may be considered for sister vessels, provided the light ship particulars based on a lightship survey by the RO is within the limits prescribed in the Intact Stability Code, 2008, as amended.
- Exemption from inclining test are not granted for
  - (i) Passenger vessels;
  - (ii) Special purpose ships; and
  - (iii) Vessels of smaller size where a small variation in the weight can have a significant change in the vertical center of gravity.

**(C) Approval of Intact/damage Stability/damage control plan/documents and all other matters under the Loadline Convention**

*(Approximate time required for processing the request: 30 working days)*

- Form NA2 and the documents listed below
- Relevant plan/information/booklet approved by RO
- General arrangement of the vessel
- Payment of fees

**Note:**

- (a) *The fees is applicable as per DGS Circular No. 13 of 2010, and its amendments from time to time.*
- (b) *The application should be made in advance, keeping in mind the time required for processing the request. The time of taken for scrutiny and approval of plans is 30 working days exemption is about 15 working days.*
- (c) *In case of vessels of small size, in order to avoid confusion at later stages, the applicability of exemption from inclining test may be confirmed from the Directorate by the shipyard/owner well in advance during the construction/modification itself.*

Appendix-2

All matters related to Tonnage Convention (tonnage measurement/re-measurement etc)  
 [Standards to be referred: MS (Tonnage Measurement) Rules, ITC-1969]

## (A) Approval of Tonnage figures

- In the case of cargo ships, IRS may approve the tonnage figures and forward a copy of the approval to the concerned Registrar and the Directorate for review and records.
- For second-hand acquisitions, recalculation of Tonnage figures is not generally required, if the tonnage computations are approved by the Flag / an IACS Class society. In such cases, the Registrar may make a formal request to the previous flag/RO for the approved tonnage computations, under the provisions of Article 10(3) of the International Tonnage Measurement, 1969.

## (B) Approval of Tonnage figures by the Directorate (for passenger ships).

*(Approximate time required for processing the request: 15 working days)*

- Form NA2
- Measurements certified by surveyor
- Memorandum of Freeboard / Load line certificate
- Tonnage Calculation in format specified in Rules
- Copy of the General Arrangement plan of the vessel
- Details of superstructure and deckhouses
- Approval letter from RO
- Payment of fees

## (C) All other matters related to International Convention on Tonnage Measurement-1969

*(Approximate time required for processing the request: 15 working days)*

- Form NA2
- Copy of the General Arrangement plan of the vessel
- Other documents relevant to the request
- Payment of fees

Note:

- (a) *The fees is applicable as per MS (Tonnage Measurement) Rules, 1987, as amended, and the DGS Circular No.13 of 2010 and its amendments from time to time.*
- (b) *The application should be made in advance, keeping in mind the time required for processing the request.*

Appendix-3

All matters related to accommodation on vessels (accommodation of seafarer, special personnel, passengers etc)

[Standards to be referred: MS (Seafarer Accommodation) Rules, MLC-2006, M S (Construction and Survey of Passenger Ships) Rules]

(A) Exemption from accommodation provisions

*(Approximate time required for processing the request: 15 working days)*

- Form NA1 and the documents listed below
- Copy of the General Arrangement plan of the vessel
- Copy of the Seafarer/passenger accommodation plan
- Survey report and Recommendation from the RO
- Payment of fees

(B) Approval from accommodation provisions on ships

*(Approximate time required for processing the request: 30 working days)*

- Form NA2
- Copy of the General Arrangement plan of the vessel
- Copy of the Seafarer/Passenger accommodation plan
- Approval letter from the RO
- Payment of fees

(C) Any other matter related to the accommodation provisions on ships

- Form NA2
- Copy of the General Arrangement plan of the vessel
- Copy of the Seafarer/Passenger accommodation plan
- Recommendation letter from the RO (if applicable)
- Payment of fees

Note:

- (a) *The fees is applicable as per MS (Crew Accommodation) Rules, 1960, as amended and the DGS Circular No.13 of 2010 and its amendments from time to time.*
- (b) *The application should be made in advance, keeping in mind the time required for processing the request.*

Appendix-4

All matters related to ship construction aspects [under SOLAS, MS(Passenger/Cargo ship Construction and survey) Rules, SPS Code, MODU Code, LSA Code etc. and other codes.]  
 [Standards to be referred: MS (Passenger/Cargo ship construction and survey)Rules, SOLAS, the relevant code such as SPS/HSC/MODU Code etc.]

## (A) Exemption from Construction requirements

*(Approximate time required for processing the request: 15 working days)*

- Form NA1 and the documents listed below
- Copy of the General Arrangement plan of the vessel
- Copy of the relevant plan
- Survey report and Recommendation from the RO
- Payment of fees

## (B) Approval of booklets/documents/plans

*(Approximate time required for processing the request: 30 working days)*

- Form NA2
- Copy of the General Arrangement plan of the vessel
- Approval letter from the RO
- Payment of fees

## (C) Any other matter related to Ship Construction, hull structure and arrangements, survey and certification

*(Approximate time required for processing the request: 07 working days)*

- Form NA2
- Copy of the General Arrangement plan of the vessel
- Recommendation letter from the RO
- Payment of fees

Note:

- (a) *The fees is applicable as per DGS Circular No.13 of 2010 and its amendments from time to time.*
- (b) *The application should be made in advance, keeping in mind the time required for processing the request.*
- (c) *Passenger vessel newly constructed shall comply with the SOLAS requirements for construction, in force as on the date of keel laying, and the requirements of MS Rules. The RO shall verify the booklets/plans/documents as per these requirements and owners should be advised to rectify non-compliances, if any.*
- (d) *Second-hand acquisitions shall comply with the SOLAS requirements for construction, in force as on the date of keel laying, and the requirements of MS Rules, as far as practicable. The RO shall examine the feasibility of compliance and forward their recommendation, in case there are practical difficulties in compliance with the requirements. The vessels undergoing major modification/ upgradation ( as defined in SOLAS) from an existing category to a higher category shall be considered equivalent to a newly constructed vessel for this purpose.*

Appendix-5

All matters related to Condition Assessment Scheme under MARPOL, ESP Code and EHS  
Documentation under SOLAS  
[Standards to be referred: ESP Code, CAS]

(A) Endorsement of EHS documents

*(Approximate time required for processing the request: 15 working days)*

- Form NA2
- EHS Report as per ESP Code, duly endorsed by RO
- Payment of fees

(B) Endorsement of CAS documents

*(Approximate time required for processing the request: 15 working days)*

- Form NA2
- CAS Report as per CAS, duly endorsed by RO
- Payment of fees
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(C) Permission under CAS

*(Approximate time required for processing the request: 15 working days)*

- Form NA2
- CAS Final Report as per CAS, duly endorsed by RO
- Recommendation from RO indicating compliance with MARPOL requirements
- Payment of fees

(D) All other matters related to hull structure and related provisions in MARPOL/SOLAS

*(Approximate time required for processing the request: 15 working days)*

- Form NA2
- Recommendation from RO indicating compliance/alternate arrangement
- Payment of fees

Note:

- (a) *The fees is applicable as per DGS Circular No.13 of 2010 and its amendments from time to time.*
- (b) *The application should be made in advance, keeping in mind the time required for processing the request.*

Appendix-6Approval of Plans and documents (subdivision, Stability etc)

[Standards to be referred: MS (Passenger/Cargo ship construction and survey)Rules, SOLAS, relevant code such as Intact Stability Code/SPS/HSC/MODU Code,etc.]

(A) Approval of floodable length, subdivision, construction plans, stability booklet, damage stability booklet, structural fire protection, booklets for passenger ships  
*(Approximate time required for processing the request: 60 working days)*

- Form NA2
- Plans/booklets duly approved by RO
- Preliminary Stability & Damage stability booklets, in case of approval of Subdivision Plans
- General arrangement of the vessel
- Memorandum of Freeboard / Load line certificate
- Payment of fees

(B) Approval of plans and booklets for Special Purpose Ships

*(Approximate time required for processing the request: 60 working days)*

- Form NA2
- Plans/booklets duly approved by RO
- General arrangement of the vessel
- Payment of fees

Note:

- (a) *The fees is applicable as per DGS Circular No.13 of 2010 and its amendments from time to time.*
- (b) *The application should be made in advance, keeping in mind the time required for processing the request.*
- (c) *Passenger vessel newly constructed shall comply with the SOLAS requirements for subdivision and stability, in force as on the date of keel laying, and the requirements of MS Rules. The RO shall verify the rules as per these requirements and owners should be advised to rectify non-compliance.*
- (d) *Second-hand acquisitions shall comply with the SOLAS requirements for subdivision and stability, in force as on the date of keel laying, and the requirements of MS Rules, as far as practicable. The RO shall examine the feasibility of compliance and forward their recommendation, in case there are practical difficulties in compliance with the requirements. The vessels undergoing major modification/upgradation from an existing category to a higher category shall be considered equivalent to a newly constructed vessel for this purpose*

## Appendix-7

### All matters related to extension of statutory surveys & validity of certificates, exemption from dry-docking surveys, surveys of hull structure

[Standards to be referred: MS (Passenger/Cargo ship construction and survey)Rules, SOLAS, relevant code such as SPS/HSC/MODU Code etc., DGS Order 16 of 2013, MS Notices 04/2008, 24/2009, 30/2009, 14/2001, 13/2012 and 21/2011, DGS Order 6/2013 and its corrigendum 4]

(A) Extension of dry-docking/renewal surveys: Green Channel facility through the concerned RO is available for vessels of age less than 25 years and complying with the requirements, as per the references given above.

- Payment of fees to DGS
- One extension, not exceeding three months, may be granted by the concerned RO. For extension beyond one month, inspection of underwater hull through CCTV (IWS) should be carried out before extension.
- The report to be forwarded by the RO to the Directorate for ex-post facto approval.

(B) Extension of dry-docking/renewal surveys (Processing time is 07 days): All cases not falling under green channel should apply to the Directorate alongwith

- Form NA1 alongwith application by Top Management/DP, and supporting documents, latest class survey status
- Recommendation from the concerned RO (IWS required in case extension exceeds one month)
- Payment of fees

(C) Exemption from intermediate dry-dock surveys (for Bulk Carriers and Tankers of age less than 15 years)

- The RO may carry out the in-water survey as per MS Notice 24 of 2009 and endorse the certificate if the condition is satisfactory.
- The report to be forwarded by the RO to the Directorate for ex-post facto approval.

(D) Exemption from intermediate dry-dock surveys (for all vessels of age less than 15 years, other than Bulk carriers and Tankers)

*(Approximate time required for processing the request 07 working days)*

- Form NA2
- Details of in-water survey notation, details of paint scheme of underwater hull valid for 60 months and recommendation from RO
- Latest class survey status
- Status of CoCs
- Payment of fees

(E) Exemption from intermediate dry-dock surveys is not granted for vessels above 15 years of age)

#### Note:

- (a) *The fees is applicable as per DGS Circular No.13 of 2010 and its amendments from time to time.*
- (b) *The application should be made in advance, keeping in mind the time required for processing the request.*

Appendix-8

All matters related to exemptions/dispensations, not covered in other Appendices  
[Standards to be referred: relevant MS Rules, SOLAS, DGS Order 1/2014 (Coastal Rules),  
DGS Order 18/2013 (RSV Notification), DGS Order 2/2014, DGS Order 6/2014, relevant  
code such as SPS/HSC/MODU Code etc.]

(A) Exemption from any of the specified requirements

*(Approximate time required for processing the request: 30 working days)*

- Form NA1
- Relevant supporting documents
- Class survey status report
- Recommendation from RO
- Payment of fees

Note:

- (a) *The fees is applicable as per DGS Circular No.13 of 2010 and its amendments from time to time.*
- (b) *The application should be made in advance, keeping in mind the time required for processing the request.*

Appendix-9

All matters related to Alternate Design and Arrangements (under various MS Rules,  
Conventions etc.)

[Standards to be referred: SOLAS, MARPOL, ICLL-66, DGS Order 1/2014 (Coastal Rules),  
DGS Order 18/2013 (RSV Notification), DGS Order 2/2014, DGS Order 6/2014, relevant  
code such as SPS/HSC/MODU Code etc.]

(A) Alternate design and arrangements

*(Approximate time required for processing the request: 45 working days)*

- Form NA1 and the documents listed below
- Relevant supporting documents
- Recommendation from RO
- Payment of fees

Note:

- (a) *The fees is applicable as per DGS Circular No.13 of 2010 and its amendments from time to time.*
- (b) *The application should be made in advance, keeping in mind the time required for processing the request.*

Appendix-10  
Miscellaneous matters

(A) Miscellaneous matters other than those covered in other appendices

*(Approximate time required for processing the request: 15 working days)*

- Form NA1 or NA2 as applicable
- Relevant supporting documents
- Class survey status report
- Recommendation from RO
- Payment of fees

Note:

(a) *The fees is applicable as per DGS Circular No.13 of 2010 and its amendments from time to time.*

(b) *The application should be made in advance, keeping in mind the time required for processing the request.*

**FORM-NA1**  
**APPLICATION FOR EXEMPTION/DISPENSATION/EXTENSION OF SURVEY**  
**/CERTIFICATE**

(This application form to be submitted through the concerned RO to the Directorate, alongwith the report from RO, copies of relevant certificate(s)/supporting documents, and the fees at least 5 days before the expiry of certificates. Please refer the DGS Circular for the fees payable for each case)

1. Name of Vessel: -----
2. IMO Number:
3. Official Number:
4. Gross Tonnage:
5. Keel Laid Date:
6. Ship Type:
7. Type of voyage as specified in the certificate  
(e.g.RSV/Coastal/international/interisland etc.)
8. The relevant main certificate for which the exemption is required (e.g. Cargo Ship Safety Construction Certificate)
9. The expiry date of the certificate, if available:
10. Reference of MS Rules/ IMO Convention provisions from which exemption is required (title of rule or convention, chapter, rule/regulation number):
11. Justifications for requesting the exemption:
12. Alternate arrangements provided and/or conditions to be imposed:
13. The provision in the Rules/Convention which allows the exemption to be granted:
14. Copy of exemption certificate or letter of approval issued in the past, if any.
15. Whether RO recommends the grant of exemption. If so, relevant report from RO:
16. Details of fees paid:
17. Any other comments / additional information :

**PARTICULARS OF APPLICANT**

Name:

Owner / Company / Agent:

Telephone No.:

Fax No.:

Email:

Date:

**FORM-NA2**  
**APPLICATION FOR OTHER SERVICES**

(This application form to be submitted through the concerned RO to the Directorate, as applicable, alongwith copies of relevant certificate(s)/supporting documents, and the fees. The application should be submitted in advance considering a processing time of thirty working days for plan approval and seven working days for other services. Please refer the DGS Circular for the fees payable for each case)

1. Service requested for (eg: Plan approval/endorsement/CAS/issuance of Certificate):
2. Details of Fees paid
3. Details of the Vessel/Company:
4. Reference of MS Rules/ IMO Convention based on which the certificate/service is required (title of rule or convention, chapter, rule/regulation number):
5. Copy of certificate or letter of approval issued in the past, if any.
6. Supporting documents submitted:
  
7. Any other comments / additional information :

**PARTICULARS OF APPLICANT**

Name:

Owner / Company / Agent:

Telephone No.:

Fax No.:

Email:

Date: