

SCOPE/ APPLICATION:
TO: OFFICE (ALL FLEET CELLS)
CC: ALL SHIPS

APPROVED BY:
COMPLIANCE
DIRECTOR

SHIPSURE DRY DOCK DATES

It is critical that any data contained within ShipSure is correctly updated and maintained. It has been identified that a large number of vessels "Docking Survey", "Special Survey" and "In Water Survey (IWS)" dates contained within ShipSure are missing or incorrect.

This must be rectified to comply with the **requirements of VMS section** [Operations](#) > [Ship Operations](#) > [Ship Administration](#) > Vessel's Certification and Class Records:

"....Ship's certificates must be maintained onboard in an orderly fashion in the order to be shown as and when necessary to the appropriate authorities, surveyors and authorised third parties as per the Shipsure Vessel Certificate Module.

The Master is responsible for verifying that updated certificates are maintained in the folder. Verification should be at regular intervals including prior to port arrival.

The status of certificates due for surveys/renewals/ expirations are also monitored onboard as per the agenda of the [Safety Environmental Protection and Public Health Committee meeting \(SAF07\)](#) and ashore as per the [Fleet Cell Meeting form \(OP103\)](#)...."

Actions to take:

Fleet Superintendents do the following for each vessel under their responsibility:

- 1) Verify that the dates entered in ShipSure are accurate for:
 - a) Docking Survey
 - b) Special Survey
 - c) In Water Survey (IWS) where appropriate

Note: Please refer to the attached help guide specific for the Leisure vessels ShipSure Certificate module configuration

- 2) If inaccurate or missing entries are found, make arrangements for updating the system with the correct data, either:

- a) update ShipSure directly

Note: Inform the Master of any updates from the office and require his attention to prevent reoccurrences

- b) discuss with the Master for updating ShipSure onboard

- 3) Inform the other members of the Fleet Cell about the actions taken

Note: All entries must be verified and accurate prior **Friday 16 February 2018**

Completed

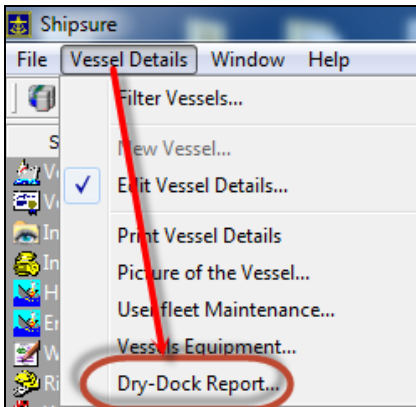
ENCLOSURES:

ShipSure Leisure Dry Dock/ SHS & IWS Dates Help guide

Note: The guidance are visualized in a video located on the BST [website](#)

ShipSure Dry Dock/SHS & IWS Dates

The dates for Dry Dock, SHS and IWS are in ShipSure VL1 and are required to be entered by either the office or the vessels.



To check the vessels current information select the Dry Dock Report in ShipSure **Vessel Details**.

Select your fleet/office and choose the dry dock report

This report picks up the dates from build and classification in Vessel Details.

This report provides you with an overview.

Dry-Dock Report

Fleet Selected: V.Ships Leisure SAM

| Vessel Name | Technical Managing Office | Management Start | Built | Last DD | Next DD | IWS Intended | SHS Due |
|------------------|---------------------------|------------------|-----------|-----------|-----------|--------------|-----------|
| ALBATROS | V.Ships Leisure SAM | 01-Dec-08 | 11-Jan-73 | 17-Dec-15 | 17-Dec-18 | 30-Nov-16 | 30-Nov-21 |
| AMADEA | V.Ships Leisure SAM | 12-Dec-05 | 01-Oct-91 | 14-Apr-16 | 13-Apr-19 | 11-Dec-16 | 19-Dec-18 |
| ARTANIA | V.Ships Leisure SAM | 15-Oct-10 | 30-Oct-84 | 06-Nov-17 | 05-Nov-19 | 05-Nov-16 | 06-Nov-19 |
| CLUB MED 2 | V.Ships Leisure SAM | 01-May-04 | 01-Jan-92 | 01-Nov-16 | 30-Apr-19 | 10-May-17 | |
| EXPEDITION (GAP) | V.Ships Leisure SAM | 01-Jul-08 | 14-Jul-72 | | | 09-Jan-17 | |
| PEARL MIST | V.Ships Leisure SAM | 19-Mar-14 | 01-Apr-13 | 11-Jan-16 | 10-Jan-19 | 12-Jun-18 | 18-Jun-19 |
| Saga Pearl II | V.Ships Leisure SAM | 19-Jun-13 | 01-Dec-81 | 30-Nov-15 | 29-May-18 | 01-Sep-18 | 29-Nov-20 |
| SAGA SAPPHIRE | V.Ships Leisure SAM | 19-Jun-13 | 06-Dec-81 | 30-Nov-17 | 29-May-20 | 13-Jan-17 | 24-Jan-20 |
| VIDANTA ALEGRIA | V.Ships Leisure SAM | 01-Dec-09 | 31-May-90 | | | 22-Nov-16 | 07-Feb-20 |

9 Vessel(s) in the list.

Print Close

Offices\V.Ships Leisure SAM\Built_Classification selected. 11 Vessel(s) in the list.

| Vessel Name | Built | Yard | Hull No. | Class Society | Class ID |
|------------------|-----------|---------------------------------|-----------|-----------------|----------|
| ALBATROS | 11-Jan-73 | Oy Wartsila A/B Helsinki Shi... | 397 | Lloyds Register | 07937 |
| AMADEA | 01-Oct-91 | Oy Wartsila A/B Helsinki Shi... | 2050 | Lloyds Register | 8913162 |
| ARTANIA | 30-Oct-84 | Oy Wartsila A/B Helsinki Shi... | 464 | Lloyds Register | 8201480 |
| CLUB MED 2 | 01-Jan-92 | Ateliers Rogliano | 282 | Bureau Veritas | |
| EXPEDITION (GAP) | 14-Jul-72 | Helsingor | | Lloyds Register | 13956 |
| PEARL MIST | 01-Apr-13 | Irving Shipbuilding Inc | Halfax 92 | DNV GL | |
| Saga Pearl II | 01-Dec-81 | HDW | 165 | DNV GL | 16718 |
| SAGA SAPPHIRE | 06-Dec-81 | Bremer Vulkan AG | | DNV GL | 16201 |

AMADEA - Built & Classification

Yard: Mitsubishi Heavy Industries Ltd. Use MHI Marine Engineering Ltd. ...

Built (Delivery Date): 01-Oct-1991 Keel Laid: 16-Apr-1990 Hull No.: 2050

Type of Hull: Double Bottom Main Propulsion Type: MOTOR

Conversion (Major): ☐ Date:

Conversion Details:

Classification

Class Society: Lloyds Register Class ID: 8913162

Vessel's Class Notation: 100A1 Passenger Ship(L); LMC UMS//ShipRight (SCM;SERS)

P&I Club: The Steamship Mutual Underwriting Association (Bermuda) ...

Last Dry Dock: 14-Apr-2016 Next Dry Dock: 13-Apr-2019 SHS Due: 19-Dec-2018

IWS Intended: 11-Dec-2016

You can also view this information in vessel details –

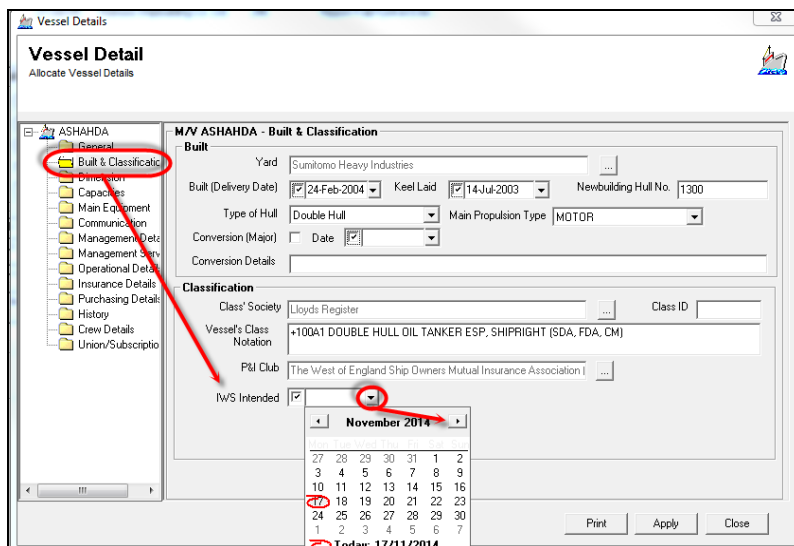
- select vessel details
- select build and classification
- then check each vessel.

Note: If you **double click** on the vessel you will be viewing the **editing screen** which is a **different view point** and will remove some of the available information

Updating/correcting missing information

1. Vessel Details > Build and Classification

- IWS intended date



- Choose the vessel – press edit and select Build & Classification
- At the bottom of the screen is the IWS Intended field
- Select the applicable date from the calendar and press apply and close. **NOTE:** - Vessels which shall not undertake In Water Survey (IWS), the entry field within ShipSure should remain blank / empty.

“IWS Intended” date should only be entered for vessels where In Water Survey (IWS) is permitted and planned to take place for the vessel. Date entry should not be historical, and should **not** coincide with the certificate entry for “5.1 Special / Continuous Survey Hull (SSH / CSH) entry.

“IWS Intended” date entry should reflect vessels which shall undertake In Water Survey, rather than intermediate survey in Dry Dock.

2. ShipSure Vessel Certificates

- Correct the dates for Dry Dock and SHS Due

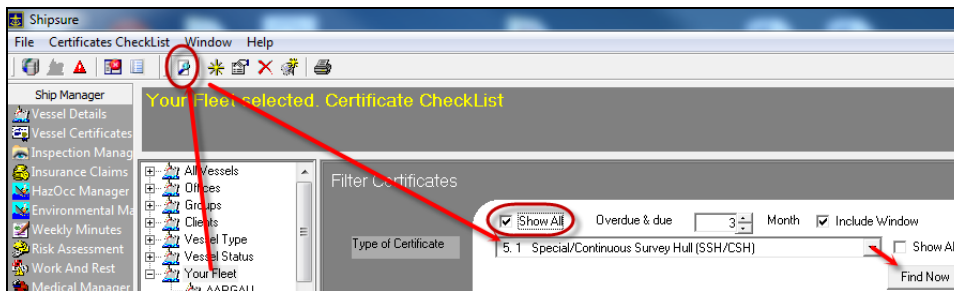
The dates listed in vessel details for the **Last Dry Dock**, **Next Dry Dock** and **SHS Due** are populated from the certificates entered in to **Vessel Certificates** module. The dates listed in in vessel details build and classification can **only** be edited or added in the certificate module.

- Leisure vessels the certificates are:- 53.9 – Docking Survey & 53.10 Special/Continuous Survey Hull(SSH/CSH)

| | | | | | |
|--------|------------------------------------------|---------------------------|-------------|-----------|-----------|
| 53.2.8 | SHIP EMERGENCY RESPONSE SERV | Lloyds Register, London | 60 Month(s) | 01-Jun-12 | 31-May-17 |
| 53.9 | Docking Survey | Lloyd's Register/Las P... | 36 Month(s) | 01-Nov-12 | 10-Oct-15 |
| 53.10 | Special/Continuous Survey Hull (SSH/C... | Lloyd's Register | 60 Month(s) | 10-Jan-13 | 09-Jan-18 |
| 54.2.1 | PANAMA CANAL TONNAGE CERTIFIC... | Lloyd Register, London | Permanent | 24-Mar-09 | |




Any changes made to the specific certificates here will populate to vessel details.

1. **Check the certificates listed first**– use the filter/search to see the current information for your fleet



Note: Make sure you check the Show all box next to the overdue & due to show all certificates regardless of date.

2. Amending details

- a. Open certificate module and select vessel then do **one** of the below:-
 - If the certificates already **exist but the dates are incorrect** select edit  make changes and press apply
 - If the certificates already **exist but have been re-endorsed** select issue  make changes and press apply
 - If the certificates **do not exist** select add  make changes and press apply
- b. Amend the details as required and this will be replicated in the build and classification section of vessel details.

Any queries ask Businesssystemtrainers@vships.com