



New Construction

ANNEXURE – 1

To,

Indian Register of Shipping

Service Request for Classification/Certification for New Construction

We request the management of Indian Register of Shipping to instruct the Society's Surveyors to undertake Special Survey during New Construction and issue Certificates for the following Classification / Certification / Statutory services with appropriate Class notations. We agree to give the Surveyors necessary facility & access to carry out their duties at shipyard/subcontractor premises and as appropriate at works of suppliers of materials, components & equipment's. We agree to pay the established fee or any variation there from which has been duly notified, and in addition any traveling and other expenses and applicable taxes, which may be incurred by the Surveyors in connection with the Survey.

1 GENERAL INFORMATION *[mandatory input]*

Name of shipbuilder	
Yard / Hull No.	
Name of designer (if other than shipyard)	
Date of contract for construction (see note 2)	
No. of ships in this contract *	
Optional no. of ships in this contract	
Single class / dual class / double class	
Prospective owner	
Prospective Manager	
Site location(s)	
Name of subcontractor (if any)	
Proposed Flag	
Port of registry	
Area of operation	
Proposed registration (for Indian Flag)	
Envisaged exemptions, if any (Please give details in Appendix – 3)	

* In case of more than one ship in the contract, use Appendix – 1 to fill the details of series / sister vessels.

Estimated / proposed dates for the sole / first vessel of the series:

Date of fabrication commencement:	
Date of keel laying:	
Date of launching:	
Date of delivery:	



2 CONTACT PERSONS [mandatory input]

Role	Person name	Email ID	Tel. No	Address
Yard – E-Plan Administrator				
Yard – Billing contact				
Yard – Site contact**				
Yard – Office contact				
Designer (if any)				
Owner's representative				

** For multiple sites and for other key persons, use additional rows below.

Electronic Certification - (Refer appendix 4)

Electronic Certificates are acceptable	<input type="checkbox"/>
Email address for receiving notification of issuance of an E-Certificate. (Minimum 2 email addresses are mandatory)	1.
	2.
	3.

**3 SHIP'S INFORMATION** [mandatory input]

Type of ship:		
Proven Design [see note 19] If not, provide details to establish compliance to performance standards and functional requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
Proposed List of Cargoes *		
Length (OA):		m
Length (BP):		m
Breadth (MLD):		m
Depth (MLD):		m
Scantling Draught:		m
Design Draught:		m
Estimated speed:		Knots
Gross tonnage:		
Estimated deadweight:		Tonnes
Estimated displacement:		Tonnes
Bollard Pull (In case of TUG)		Tonnes
Total complement, as applicable		
Crew		
Passenger		
Special Personnel (SPS)		
Industrial personnel		
Hull Material:		
Others or Combination (specify)		

4 DESIRED CLASS NOTATIONS [mandatory input] (Refer Part 1 of IRS Rules & Regulations)

Characters of class	
Hull	
Machinery	
Ship Type (Refer Appendix – 2)	
Description (if any):	

* Incase of multiple cargoes, please use Appendix – 3 for providing the details.



5 MACHINERY INFORMATION [Fields marked # are mandatory]

Type of propulsion #:	<input type="checkbox"/> Conventional inline <input type="checkbox"/> Diesel Electric <input type="checkbox"/> Hybrid <input type="checkbox"/> Not applicable
Others (specify)	
No. of Shaft lines #:	
Engines per Shaft #:	
Main Engine:	
No. of Engines #:	
Make:	
Model / Type	
Power @ RPM #:	
Type of Fuel	
NOx Compliance	<input type="checkbox"/> Tier II <input type="checkbox"/> Tier III
<i>Note : Engines of capacity 130 KW and above are to be NOx compliant</i>	
Transmission:	<input type="checkbox"/> Through Gear Box <input type="checkbox"/> Directly coupled <input type="checkbox"/> Not applicable
Details of Gear Box:	
Make:	
Model:	
Ratio:	
Propellers:	<input type="checkbox"/> Conventional <input type="checkbox"/> Azimuth Thrusters <input type="checkbox"/> FPP <input type="checkbox"/> CPP
Manufacturer:	
Type / Model:	
Rating (Torque)	
Steering Gear:	
Manufacturer	
Type / Model:	
Rating (Torque)	

Generators / Auxiliary Engines:

Manufacturer	Model	Type	Type of Fuel	Power @RPM	Control system	NOx Compliance
						<input type="checkbox"/> Tier II <input type="checkbox"/> Tier III
						<input type="checkbox"/> Tier II <input type="checkbox"/> Tier III
						<input type="checkbox"/> Tier II <input type="checkbox"/> Tier III
						<input type="checkbox"/> Tier II <input type="checkbox"/> Tier III

Note : Engines of capacity 130 KW and above are to be NOx compliant



Alternators #:

Manufacturer	Model	Type	Power	@RPM	Control system

Emergency Generators #:

Manufacturer	Model	Type	Type of Fuel	Power	@RPM	Control system

Alternators # (for Emergency Generator):

Manufacturer	Model	Type	Power	@RPM	Control system

6 OTHER MACHINERY

Machinery	Make	Model	Type	No.
Main Boilers				
Auxiliary Boilers / EGEN				
Air Compressors				
Air receivers				
GS/Bilge pump				



Bilge / Fire pump				
Manoeuvring: Bow Thruster				
Stern Thruster				
Cargo Pumps				
External FI – FI Pump				
Shaft Generator				
Incinerators				
Inert gas system				
Auto logging				
Bilge system				
Ballast system				
F. O. system				
Cranes				
Ballast Water Treatment Plant				
Scrubber(s)				



7 STATUTORY APPROVAL / CERTIFICATION

A) Ballast Water Management:	
Ballast water management certification	<input type="checkbox"/>
Voluntary compliance certification	<input type="checkbox"/>
Method	
B) Crew Accommodation	
ILO 133 Crew Accommodation	<input type="checkbox"/>
ILO 92 Crew Accommodation	<input type="checkbox"/>
ILO MLC 2006	<input type="checkbox"/>
ILO MLC 2006 (voluntary)	<input type="checkbox"/>
M.S.(Seafarer Accommodation) Rules 2016	<input type="checkbox"/>
C) International Convention on Load Lines	
International Load line Certificate:	<input type="checkbox"/>
International Load line Voluntary compliance:	<input type="checkbox"/>
India Load line:	<input type="checkbox"/>
Details for Load line:	
Type of Freeboard:	
Type A	<input type="checkbox"/>
Type B	<input type="checkbox"/>
Type B+	<input type="checkbox"/>
Type B-60	<input type="checkbox"/>
Type B-100	<input type="checkbox"/>
Other	<input type="checkbox"/>
Intended Freeboard (mm)	
Multiple Load Line	<input type="checkbox"/>
Timber Freeboard	<input type="checkbox"/>
D) International Convention for the Safety of Life at Sea - SOLAS	
(i) Cargo Ship Safety Construction (SAFCON)	
SAFCON Certificate	<input type="checkbox"/>
SAFCON Voluntary compliance	<input type="checkbox"/>
(ii) Cargo Ship Safety Equipment (SEQ)	
SEQ Certificate	<input type="checkbox"/>
SEQ Voluntary compliance	<input type="checkbox"/>
(iii) Cargo Ship Safety Radio (SRT)	
SRT Certification:	<input type="checkbox"/> A1 <input type="checkbox"/> A1+A2 <input type="checkbox"/> A1+A2+A3 <input type="checkbox"/> A1+A2+A3+A4
Specify area requirement of Flag if other than above	
SRT Voluntary compliance	<input type="checkbox"/>
E) MARPOL	
(i) International Convention for the Prevention of Pollution from Ships [MARPOL Annex I]	



MARPOL Annex I Certificate	<input type="checkbox"/>
MARPOL Annex I Voluntary Compliance	<input type="checkbox"/>
Emergency Response Service	<input type="checkbox"/>
(ii) International Certificate for the Carriage of Noxious Liquid Substances in Bulk [MARPOL Annex II]	
MARPOL Annex II certificate	<input type="checkbox"/>
MARPOL Annex II Voluntary Compliance	<input type="checkbox"/>
(iii) International Sewage Pollution Prevention Certificate [MARPOL Annex IV]	
MARPOL Annex IV Certificate	<input type="checkbox"/>
MARPOL Annex IV Voluntary Compliance	<input type="checkbox"/>
(iv) Garbage Pollution Prevention Statement of Compliance [MARPOL Annex V]	
MARPOL Annex V Statement of compliance	<input type="checkbox"/>
MARPOL Annex V Voluntary Compliance	<input type="checkbox"/>
(v) International Air Pollution Prevention Certificate [MARPOL Annex VI]	
MARPOL Annex VI certificate	<input type="checkbox"/>
MARPOL Annex VI Voluntary Compliance	<input type="checkbox"/>
International Energy Efficiency Certificate	<input type="checkbox"/>
Applicability of Attained EEDI	<input type="checkbox"/>
Applicability of Required EEDI	<input type="checkbox"/>
Data Collection system for Fuel Oil Consumption - Regular 22A <i>Note: The below certificate would be issued at the request of Owners/Manager after delivery of the vessel</i>	
Confirmation of compliance - SEEMP Part 2	<input type="checkbox"/>
(F) Tonnage measurement	
International Tonnage Certificate (1969)	<input type="checkbox"/>
Suez Canal Tonnage Certificate	<input type="checkbox"/>
Panama Canal Tonnage Certificate	<input type="checkbox"/>
Other Tonnage (Specify)	<input type="checkbox"/>
(G) Passenger Ship	
Passenger Ship Safety Certificate	<input type="checkbox"/>
(H) OTHERS:	
(i) International Anti-Fouling System Certificate	<input type="checkbox"/>
(ii) Approval of Cargo Securing Manual	<input type="checkbox"/>
(iii) Special Purpose Ship Safety Certificate	<input type="checkbox"/>
Special Purpose Ship Safety Certificate - Voluntary compliance	<input type="checkbox"/>
Number of Crew	
Number of Special Purpose Personnel:	
(iv) High-Speed Craft Safety Certificate	<input type="checkbox"/>
Cargo Craft	<input type="checkbox"/>



Passenger Craft: Category A		<input type="checkbox"/>
Passenger Craft: Category B		<input type="checkbox"/>
(v)	International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk	<input type="checkbox"/>
(vi)	International Certificate of Fitness for Carriage of Liquefied Gases in Bulk	<input type="checkbox"/>
(vii)	International Fishing Vessel Safety Certificate	<input type="checkbox"/>
(viii)	Document of Compliance to International Maritime Solid Bulk Cargoes	<input type="checkbox"/>
(ix)	International Certificate of fitness for the Carriage of INF Cargo	<input type="checkbox"/>
(x)	Document of Compliance with the special requirement for Carriage of Dangerous Goods	<input type="checkbox"/>
(xi)	Mobile Offshore Drilling Unit Safety Certificate	<input type="checkbox"/>
(xii)	Statement of Compliance for Inventory of Hazardous Materials	<input type="checkbox"/>
(xiii)	Emergency Response Service	<input type="checkbox"/>
(xiv)	Document of Authorization for Carriage of Grain	<input type="checkbox"/>
(xv)	Code of Noise levels onboard ships	<input type="checkbox"/>
(xvi)	Polar Ship Safety Certificate	<input type="checkbox"/>
(xvii)	Dynamically Supported Craft Construction & Equipment Certificate	<input type="checkbox"/>
(xviii)	Diving System Safety Certificate	<input type="checkbox"/>
(xiv)	Stability Review (<i>ICC will be issued only after approval of Final Stability booklets</i>)	
	Intact Stability	<input type="checkbox"/>
	Damage Stability	<input type="checkbox"/>
	Probabilistic:	<input type="checkbox"/>
	Deterministic:	<input type="checkbox"/>
	Grain Stability	<input type="checkbox"/>
(xv)	Loading Instrument	Select
(xvi)	Bollard Pull Test Certificate	<input type="checkbox"/>
(I) SAFETY MANAGEMENT & SECURITY		
(i)	Safety Management Certificate	<input type="checkbox"/>
(ii)	International Ship Security Certificate	<input type="checkbox"/>
(iii)	Maritime Labour Certificate	<input type="checkbox"/>
Note: Above certificates would be issued at the request of Owners/Manager after delivery of the vessel.		
(J) NON-CONVENTION VESSELS		
(i)	Cargo Ship Construction Certificate	<input type="checkbox"/>
(ii)	Cargo Ship Equipment Certificate	<input type="checkbox"/>
(iii)	Cargo Ship Radio Certificate	<input type="checkbox"/>
(iv)	Indian Oil Pollution Prevention certificate	<input type="checkbox"/>
(v)	Indian Sewage Pollution Prevention Certificate	<input type="checkbox"/>
(vi)	Indian Air Pollution Prevention certificate	<input type="checkbox"/>
(vii)	Indian Anti-fouling System Certificate	<input type="checkbox"/>
(viii)	Indian River-Sea Passenger Vessel Safety Certificate	<input type="checkbox"/> Type 3 <input type="checkbox"/> Type 4
(ix)	Indian River-Sea Vessel Safety Certificate	<input type="checkbox"/> Type 1



	<input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 <input type="checkbox"/> Type 4
(x) Indian Coastal Vessel Safety Certificate and Indian Coastal Vessel Pollution Prevention Certificate	<input type="checkbox"/>
(xi) Statement of Compliance as per DGS order 8 of 2018 (Applicable to Indian Inland vessels intending to trade within 5 (five) nautical miles from the base line (inshore traffic corridor) in fair season and fair weather conditions)	<input type="checkbox"/>
(xii) Certificates required for other Flag (use additional rows below)	
(K) Certificates to other Conventions/Codes/Specific requirements, if any	



Terms and Conditions

1. For vessels of GT > 100, on completion of review of this Service Request Form, an 'Agreement for Classification' would be forwarded for signoff and this Service Request shall form an annexure to agreement.
2. All the applicable requirements of the Rules and Regulations of Indian Register of Shipping (herein referred to as IRS) and Statutory Regulations, as applicable, will be complied with unless specific dispensations are obtained.
3. The date of "contract for construction" of a vessel is the date on which the contract to build the vessel is signed between the prospective owner and the shipbuilder. This date and the construction numbers (i.e. hull numbers / yard numbers) of all the vessels included in the contract are to be declared to IRS by the party applying for the assignment of class to a new building. A copy of the first page of the contract establishing the same is to be enclosed.
4. The date of "contract for construction" of a series of vessels, including specified optional vessels for which the option is ultimately exercised, is the date on which the contract to build the series is signed between the prospective owner and the shipbuilder.
The vessels built under a single contract for construction are considered a "series of vessels" if they are built to the same approved plans for classification purposes. However, vessels within a series may have design alterations from the original design provided:
 - (1) Such alterations do not affect matters related to classification, or
 - (2) If the alterations are subject to classification requirements, these alterations are to comply with the classification requirements in effect on the date on which the alterations are contracted between the prospective owner and the shipbuilder or,
In the absence of the alteration contract, comply with the classification requirements in effect on the date on which the alterations are submitted to IRS for approval.
The optional vessels will be considered part of the same series of vessels if the option is exercised not later than 1 year after the contract to build the series was signed.
5. If a contract for construction is later amended to include additional vessels or additional options, the date of "contract for construction" for such vessels is the date on which the amendment to the contract is signed between the prospective owner and the shipbuilder. The amendment to the contract is to be considered as a "new contract" to which 1 and 2 above apply.
6. If a contract for construction is amended to change the ship type, the date of "contract for construction" of this modified vessel, or vessels, is the date on which revised contract or new contract is signed between the Owner, or Owners, and the shipbuilder.
7. Construction will be carried out using necessary documents duly approved by IRS.
8. IRS approval for all procedures e.g. welding, moulding, NDE etc. requiring pre-qualification for quality assurance will be obtained.
9. No repairs will be carried out without the concurrence of the attending Surveyors.
10. Suppliers of machinery, equipment and components, required to be manufactured / fabricated under IRS inspection as per the Rules & Regulations, will be instructed to manufacture /fabricate and supply the same (prior to installation) under inspection of IRS Surveyors.
11. IRS will be the final authority for interpretation of the appropriate IRS Rules for Classification.
12. The desired notations will form the basis of our evaluation of the ship's design and construction. However, the assignment of the desired Class Notation to the ship is subject to satisfactory compliance with the appropriate rules and regulations, in both the design and construction of the ships and, therefore, can be finalized only after examination of the specific documents & satisfactory completion of surveys in compliance with the Rules.
13. Classification / Certification may be withheld or, if already granted, may be withdrawn in the event of any non-compliance with the Rules & Regulations, including in the event of non-payment of any fee due to IRS.
14. The total fee is normally payable in five equal installments, each at the following stages:
 - Approval of Midship Section, Commencement of fabrication, Keel laying, Launching & Delivery.Deviation from this payment scheme is admissible only under prior agreement.
15. Stage certification of work progress at the shipyard is outside the scope of classification; however, on the shipbuilders' request such stage certificates can be issued for an additional nominal fee. Such certificates will be in the form of a factual statement after verification of the progress against details submitted by the builders and only if the work has been completed as per IRS Rules. These certificates are not to be construed to reflect any monetary value of the construction.
16. Whilst IRS and its Board/Committees use their best endeavours to ensure that the functions of IRS are



properly carried out, in providing services, information or advice, neither IRS nor any of its servants or agents warrants the accuracy of any information or advice supplied. Except as set out herein, neither IRS nor any of its servants or agents (on behalf of each of whom IRS has agreed this clause) shall be liable for any loss damage or expense whatever sustained by any person due to any act or omission or error of whatsoever nature and howsoever caused of IRS, its servants or agents or due to any inaccuracy of whatsoever nature and howsoever caused in any information or advice given in any way whatsoever by or on behalf of IRS, even if held to amount to a breach of warranty. Nevertheless, if any person uses services of IRS, or relies on any information or advice given by or on behalf of IRS and suffers loss, damage or expenses thereby which is proved to have been due to any negligent act omission or error of IRS its servants or agents or any negligent inaccuracy in information or advice given by or on behalf of IRS then IRS will pay compensation to such person for his proved loss up to but not exceeding the amount of the fee charged by IRS for that particular service, information or advice.

17. Any notice of claim for loss, damage or expenses as referred to above shall be made in writing to IRS Head Office within six months of the date when the service, information or advice was first provided, failing which all the rights to any such claim shall be forfeited and IRS shall be relieved and discharged from all liabilities.
18. IRS renders all its services with complete confidentiality in respect of its clients' technical and commercial data in totality. Disclosure of all such information is subject to the written consent from the owner of the information, subject to applicable legal and statutory requirements and obligations. However, in order to make our services transparent, IRS will inform the owners regarding the accepted class notation, applicable Rules and other relevant technical information of the vessel
19. For vessels of proven design, model test results or equivalent calculations of crafts built to the design are to be forwarded; else model test reports to be forwarded for our review. In case of HSC crafts, test to evaluate operational safety shall be conducted in accordance with HSC code Annex-9 and Chapter - 17 and the same to be forwarded for our review.

Additional Terms and Conditions for E-plan approval

1. The plans indicated are electronically published and do not require any signature.
2. A valid login will be considered as acceptance of all the terms and conditions of Indian Register of Shipping. By accepting IRS electronic plan appraisal scheme, the customer agrees that, the plans downloaded would not be tampered with. Any plan found to be tampered intentionally or unintentionally would be considered invalid and any tampering of plans would be considered as a breach of contract.
3. The plans last uploaded by IRS (excluding the returned ones) in the e-plan server will be the valid version for conducting the survey. If a new revision of the plan is submitted to IRS, which is not reviewed, the older reviewed revision (excluding the returned ones) will be considered as the final one.
4. By agreeing to IRS electronic plan approval, the customer agrees to provide a colour print of the approved plan to the attending surveyor well before he begins the survey.
5. IRS would take utmost care in preserving the uploaded data in e-plan website with complete confidentiality in respect of the client's technical and commercial data in totality, subject to legal and statutory obligations and requirements. However, it is the customer's responsibility to preserve the login information for his projects in the website. IRS will not be held responsible for the loss of intellectual property due to any misuse at the customer's end.
6. The plans submitted to the e-plan web site would be viewed / downloaded only to the User ID through which the plan is submitted. In case the customer requests additional User IDs for consultant/designer to submit plans on their behalf; it would be the responsibility of the customer to get the IRS reviewed plans from the consultant/designer.

For and on behalf of	
Authorised Signatory (Name:)	
Designation:	
Date:	



Signature:

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APPENDIX – 1

Details of Sister Vessels of the same Contract [mandatory input]

Hull Number / Yard No.	Estimated Dates				Site location
	Commencement of Fabrication	Keel Laying	Launching	Delivery	

Notes:

The optional vessels will be considered part of the same series of vessels if the option is exercised not later than 1 year after the contract to build the series was signed. However, separate service request form is to be filled for optional vessels, indicating the date of option exercised.



List of Cargoes

Sr. No.	UN No.	Product Name	Remarks (include category as per IMSBC, as applicable)



APPENDIX – 3

Envisaged Exemptions from the Flag State

i. Exemption/ Equivalency from the requirements of Testing procedures of Watertight Compartments as per IACS UR S14, Rev.6, cl. S14.2.2 (a) & (b). (Applicable for Vessels contracted on or after 01-Jan-2018.)	<input type="checkbox"/>
ii. Fixed Fire Fighting in cargo holds	<input type="checkbox"/>
iii. Horizontal distance between two masthead lights – COLREG 1972, Rule 21 (c)	<input type="checkbox"/>
iv. Position of Stern Light - COLREG 1972, Rule 3(a) of Annex. I	<input type="checkbox"/>
v. Flush Hatch – Hatch Coaming exemption	<input type="checkbox"/>
vi. Waiver from Inclining Experiment for sister vessel	<input type="checkbox"/>
vii. If the vessel is not issued with convention certificates, Exemptions from the flag required for undertaking maiden voyage.	<input type="checkbox"/>
<i>For any other exemptions, use additional rows below</i>	



APPENDIX – 4

Service related to issuance of Electronic Certificate

1. General

1.1 Overview

IRS electronic certificates service fulfils the following:

- Compliance to the “Guidelines for the Use of Electronic Certificates” (FAL.5/Circ.39/Rev.2) issued by IMO Facilitation (FAL) Committee.
- E-certificates are stored and provided on online server.
- Provides e-Certificates (secured PDF File) with the digital signatures authenticated by a third party to prevent falsification.
- Access to E-certificate using Unique Tracking Number (Tracking ID), Quick Reference Code (QR Code), and Printable and visible symbol.
- Online verification system for the validity of e-Certificates

1.2 e-Certificate issuance applicability

Issuance of e- certificate is applicable to all Statutory certificates issued by IRS to its classed vessels wherein the administration of the concerned vessel has authorised IRS to issue and endorse digitally signed certificates. (Except for certificates issued by a flag state,)

It is also applicable to Certificate of Classification issued by IRS to its classed vessels.

2. Service Request Registration

2.1 Registration

The Company desiring to receive digitally signed certificates should email their request to classification@irclass.org. IRS will get in touch with the Company to complete the request and issue a member login. If the Company is already issued with a member login an acceptance email will be sent to him from classification@irclass.org.

2.2 Registration of email address for receiving notification

Company may register upto three email addresses for receiving notification of issuance of an e-Certificate. In case of any change in registered addresses, may please be communicated to classification@irclass.org as the earliest.

2.3 Prior to using service

All digital certificates will be issued to the vessel subsequent to completion of its initial / renewal surveys after receipt of Service Request. Thereafter companies are requested to complete the request any time but definitely before the renewal survey if they wish to receive digitally signed electronic certificate.

2.4 Cancellation

The service request registration is automatically cancelled under following scenarios:

- Change of vessel's flag to flag state which is not authorized to issue e-Certificates.
- Change of management company.

(To continue using the service, re-registration is necessary from the new management company. On change of flag with no change in management company, no new survey request registration is required so long as the new flag has authorised IRS to issue e-certificates, unless the management company desires to cancel its earlier service request registration for e-certificates.)

If management company wishes to cancel the service registration for e-certificates at any time, same may be done by contacting classification@irclass.org



APPENDIX – 5

**Record of Amendments to Survey Request for Classification/Certification for
New Construction**

Yard Name	Yard No.	Project ID

Sr. No.	Date	Detail of Amendment	Reference	Acceptance Endorsement

Notes:

1. The above table is to be used to record all changes to Survey Request e.g. Rules to be followed, changes in class notations etc.
 2. Column "Reference":
 - a. In case of verbal amendment, record the date of discussion and the names of the persons agreeing to the amendment.
 - b. In case of written communication, the letter number & date.
 3. Column "Acceptance Endorsement":
 - a. Must be signed by the relevant departmental heads or his authorised representative, at the Head Office and Survey Station as required by the Quality Management System.
 - b. In case the amendment request from the ship builder was verbal then the Survey Station shall ensure that the Shipbuilder's representative requesting the change signs this off.
- A copy of this amendment sheet, duly signed off as above, must be maintained at Head Office and Survey Station