TECHNICAL CIRCULAR

TC No: 011/2022
23 December 2022

TO SHIP OWNER/SHIP MANAGER/INTERESTED PARTIES

RO Instructions 2022

1. Marine Department Malaysia has introduced a new **Recognized Organization (RO) Instruction 2022**. Various instructions have been provided on the process of carrying out reviews, approving plans, approving manuals, surveys and certification required under International Conventions and Domestic requirement on behalf of the Malaysia Government.

2. Under Section 10(2A) of the Merchant Shipping Ordinance 1952, the RO is authorized to carry out statutory surveys and issuance of statutory certificate on behalf of the Marine Department of Malaysia for convention size ships, non-convention size ships, and offshore floating and fixed structures.

3. This RO Instruction 2022 comes into force on 07 December 2022 thereby superseded the RO instruction Rev 1.2020 and its addendum.

4. As such, Shipowner, Manager and/or Agent are advised to be familiar with the instructions contained therein for all statutory related activities carried out on Malaysian Flag ships.

5. The RO Instruction is included in this technical circular as Annex 1 and also can be found on Marine Department Malaysia official website.

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ANNEX 1

RECOGNIZED ORGANIZATION (RO) INSTRUCTIONS 2022

Instruction to Carry Out Review, Approve Plan, Approve Manual, Survey and Certification Required Under International Conventions and National Legislation on Behalf of The Government of Malaysia

MARINE DEPARTMENT OF MALAYSIA
MARINE HEADQUARTERS | P.O. BOX 12, JALAN LIMBUNGAN, 42007 PORT KLANG, SELANGOR, MALAYSIA

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CHAPTER I : INTRODUCTION (ESSENTIAL INFORMATION)

1. Authorization

Recognized Organization (RO) appointed by the Government of Malaysia pursuant to Section 10(2A) of Merchant Shipping Ordinance (MSO) 1952 are authorized to review and approve appropriate plans and documents. The RO are authorized to carry out statutory surveys and issuance of statutory certificate on behalf of the Administration (Marine Department of Malaysia) for the following type of Malaysian ship:

1.1 Convention size ship;

1.2 Non-Convention size ship;

1.3 Offshore floating and fixed structure.

2. General Instruction

2.1 RO is hereby advised to ensure ship flying the Malaysia Flag shall comply with all International Conventions and Codes as applicable to the ships as specified in **APPENDIX I**;

2.2 In the event that the condition of the ship or it's equipment does not correspond substantially with the particulars of the certificate or is not fit to proceed to sea in a way that pose a danger to the ship or crew on board or to the marine environment, corrective actions are to be taken immediately to rectify these shortcomings. In cases where the corrective actions cannot be taken due to unavailability of spares etc., the relevant certificate(s) is/are to be withdrawn and shall be notified to the Administration immediately;

2.3 Authorization to the issuance of statutory certificates are as set out in **APPENDIX II**;

2.4 Contact details of the Administration are as specified in **APPENDIX III**.

CHAPTER II : SURVEY

3. All vessels

All vessels shall be surveyed before being put into service and shall comply with all International Conventions and National Regulations as specified in **APPENDIX I.**

4. Additional requirements for Passenger Ships / Craft

4.1 In addition to Paragraph 3, RO shall review and approve appropriate plan and document related with International Conventions or Codes including as follows:

4.1.1 Intact and damage stability analysis;

4.1.2 MSC/Circcular.1166 – Guidelines for a Simplified Evacuation Analysis for Passenger High-Speed Craft for new ship after **01 January 2020** as amended,

OR

MSC.1/Circcular.1238 – Guidelines for Evacuation Analysis for New SOLAS Passenger Ships as amended;

4.1.3 DSC Code, Chapter 4.4 – Evacuation time for passenger craft as amended, (for ship operated in Malaysian Waters only);

4.1.4 Fixed fire extinguishing system;

4.1.5 Fire and Safety Plan, and Evacuation Plan.

4.2 RO shall perform the Annual bottom inspection and issue a report. Report shall be submitted to the Administration as part of the requirement for the issuance of a Passenger Certificate;

4.3 Existing passenger craft constructed before **01 January 1996** and plying International waters shall comply to the Code of Safety for Dynamically Supported Craft – Resolution A.373(X) with the following condition:

4.3.1 Plying on current route;

4.3.2 Applicable for existing registered Malaysian flagged ship only;

4.4 Passenger craft constructed on or after **01 January 1996** and plying International waters shall comply to the International Code of Safety for High Speed Craft. RO shall carry out Annex 4 – Procedures for failure mode and effects analysis and issue a report;

4.5 Passenger ship/craft or RO-RO carrying passengers and vehicle plying solely within Domestic waters shall, as a minimum, comply to the Code of Safety for Dynamically Supported Craft – Resolution A.373(X);

4.6 Passenger ship/craft or RO-RO carrying passengers and vehicle plying an International waters and ports shall comply with the requirements of SOLAS Conventions 1974 and its amendments;

4.7 Passenger ship/craft carrying more than 12 passengers and plying beyond Port Limit or state waters of Malaysia shall be built by steel or equivalent material;

4.8 A Passenger Certificate, High Speed Craft Safety Certificate, Passenger Ship Safety Certificate or Dynamically Supported Craft Construction and Equipment Certificate shall be issued by the Administration after completing the requirement specified in paragraph 4.1, and 4.2 by RO.

5. Additional requirement for Crew Boat, Fast Crew Boat, or Utility Crew Boat

5.1 In addition to Paragraph 3, Crew Boat, Fast Crew Boat or Utility Crew Boat transporting industrial personnel shall comply with:

5.1.1 Damage Stability – HSC Code or Offshore Supply Vessel Code as amended, IMO Resolution MSC.235(82);

5.1.2 Life Saving Appliances (LSA) shall, as minimum, comply with:

5.1.2.1 SOLAS Cargo Ship requirement for ship carrying more than 12 but less than 60 persons (including crew), or

5.1.2.2 SOLAS Passenger Ship requirement for ships carrying more than 60 persons (including crew);

5.1.3 Fire Fighting Appliances (FFA), Radio and Navigational Equipment shall, as minimum, comply with:

5.1.3.1 SOLAS, or

5.1.3.2 Non-Convention Rules MSN 05/2021 for vessel below 500 GT;

5.1.4 Ship Construction requirement shall be in accordance to Class Rules or HSC Code.

6. Additional requirement for Offshore Floating Structure

6.1 RO is authorized to survey, approve appropriate documents/plans and issue a Mobile Offshore Drilling Unit Safety (MODU) certificate or Mobile Offshore Unit (MOU) certificate to Offshore Floating Structure to the condition as follows:

6.1.1 Offshore Floating Structure shall be surveyed and issued with certificates as per Resolution MEPC.311(73) – *2018 Guidelines for the Application of MARPOL Annex I Requirements to Floating Production, Storage and Offloading Facilities (FPSOs) and Floating Storage Units (FSU);* and

** Non-Propelled Offshore Floating Structure under the MARPOL Annex I certificate and survey shall follow Resolution MEPC.311(73) as amended.*

6.1.2 Offshore Floating Structure built or keel laid or major conversion carried out on or after **1st January 2012** shall comply with the requirements in according to MODU Code;

6.2 For additional temporary personnel on board (POB), a sufficient liferaft capacity shall be provided and placed in the location which can easily be accessible during emergency. An application shall be submitted to the

nearest Maritime Industrial Control Division of Regional Office which where the ship is located. The list of contact as listed in **APPENDIX VI**.

6.3 Offshore floating structure may be considered for exemption from compliance with:

6.3.1 Requirement to carry 100% lifeboat capacity on each on condition that she operate exclusively within Malaysia Waters only including Exclusive Economic Zone (EEZ) or Joint Development Area;

6.3.2 A lifeboat may be accepted as a rescue boat, provided that it and its launching and recovery arrangements also comply with the requirements for a rescue boat;

6.3.3 GMDSS Radio Equipment (except VHF) on condition that a standby boat/ship is available at all times. Please also refer to MSN 05/2019 - Operation of Shipborne Automatic Identification Systems (AIS) In Malaysian Waters;

6.4 Liferaft capacity and lifesaving appliances shall be provided in compliance with MODU Codes.

6.5 Self-propelled ship operating as FSU, FPSO or FSO may comply as Oil Tanker with the following condition:

6.5.1 Shall be surveyed and certificated as an Oil Tanker;

6.5.2 Plying limit restricted within Malaysian Waters (including EEZ) only for an Oil Tanker (as specified in this paragraph) carry and accommodate an Industrial Personnel. The total persons on board (POB) shall as minimum to follow:

6.5.2.1 Number of beds,

6.5.2.2 Number of LSA, and

6.5.2.3 Sewage capacity;

6.5.3 All LSA, FFE, radio communication and safety navigation shall comply with SOLAS Convention;

6.5.4 Enhance Survey Programme (ESP) Code may be exempted with condition that the plying limit is restricted in Malaysia waters including EEZ and at fixed location only.

7. Additional requirements for Non-Propelled Accommodation Barge

Non-Propelled Accommodation Barge carrying more than 12 industrial personnel engage in offshore activities shall comply with:

7.1 Mobile Offshore Drilling Unit Code comply with paragraph 6 in this instruction;

7.2 A Mobile Offshore Drilling Unit (MODU) Certificate shall be issued after the completion of the survey.

8. Additional requirement for ship carrying and accommodating more than 12 industrial personnel.

RO is authorized to survey, approve appropriate documents and plan and issue a Special Purpose Ship Safety Certificate to Malaysia Ships subject to the conditions as follows:

8.1 Vessel built or contract signed prior to **31 December 2007** may comply with Offshore Supply Vessel Code with the conditions as follow:

8.1.1 trading within Malaysian Near Coastal Limit (as defined in Malaysia Shipping Ordinance 1952) or 200 nautical miles from nearest land;

AND

8.1.2 Number of industrial personnel shall be limited to maximum of 200 persons only.

Damage stability requirement may be exempted if the vessel carries less than 60 industrial personnel.

8.2 Ship built or contract signed after **31 December 2007** but before **1 July 2013** shall comply with requirement as stated in paragraph (8.1) above subject to the condition as stated below:

8.2.1 Requirement for Damage Stability can be considered for exemption if,

8.2.1.1 Maximum number of Industrial Personnel are limited to 60; and

8.2.1.2 Operation is limited to Malaysian Waters only including Exclusive Economic Zone (EEZ) as defined in Merchant Shipping Ordinance 1952;

8.3 Code of Safety for Special Purpose Ships, 2008 – Resolution MSC.266(84). The revised code shall apply to all Malaysian Special Purpose ships built or contract signed after **1 July2013**.

9. Non-Convention Size Ship

Non-Convention Size Ship means ships of sizes in which the International Maritime Organization (IMO) Conventions does not apply.

RO is authorized to approve plan and document, survey and issue appropriate certificates to all Malaysian Non-Convention Size Ship subject to the condition as follows:

9.1 Non-Convention Size ship shall comply with safety requirement specified under MSN 05/2021 and any amendments thereafter;

9.2 Non-propelled barge with accommodation space for workers on-board shall carry out an additional survey and be issued with a Cargo Ship Safety Equipment (NC) Certificate. For existing barges, the first survey shall be carried out no later than on or before 1 January 2021;

9.3 Shall be survey and issued with a Malaysia Local Freeboard Certificate and Malaysian Tonnage Certificate or International Load Line Certificate and International Tonnage Certificate for ships of less than 24 meters in length;

9.4 Self-propelled vessels 150 GT and above shall install an AIS as stated in MSN 05/2019.

10. Additional requirement for Offshore Support Vessels (OSV) Transport and Handling of Hazardous and Noxious Liquid Substances in Bulk.

RO is authorized to approve plan and document, survey and issue appropriate certificates for all OSV registered under Malaysian Flag engaged on activities of transporting and handling of Hazardous and Noxious Liquid Substances in Bulk to the conditions as follow:

10.1 Survey and certifications shall comply with IMO resolution A.1122(30) and any amendments thereafter;

10.2 SMPEP Manual shall be reviewed and approved;

10.3 OSV keel laid before 1 July 2018 transporting and handling hazardous and noxious liquid substances in bulk may be exempted from complying with OSV Chemical Code (Resolution A.1122(30)) with the conditions as follow:

10.3.1 Plying limit restricted within Malaysia Waters including EEZ Malaysia only;

10.3.2 The aggregate quantity of bulk liquids that is carried in any amount shall not exceed a maximum which is the lesser of **800 m^3** or a

volume in cubic meters equal to 40% of the vessel's deadweight calculated at a cargo density of 1.0;

10.3.3 The construction and location of cargo compartment shall comply as defined in IMO Resolution A.673(16);

10.3.4 OSV certified to carry NLS in bulk shall carry a Certificate of Inspection endorsed with the name of the NLS cargo, but will not be required to have an International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS Certificate);

10.4 OSV keel laid before 1 July 2018 transporting and handling hazardous and noxious liquid substances in bulk and plying an International water shall comply with the OSV Chemical Code (Resolution A.1122(30)) on the First Renewal Survey of the Cargo Ship Safety Construction Certificate (CSSCC).

On or after 1 July 2018 until a first renewal of the CSSCC, the OSV shall follow the following conditions:

10.4.1 The aggregate quantity of bulk liquids that is carried in any amount shall not exceed a maximum which is the lesser of 800 m3 or a volume in cubic meters equal to 40% of the vessel's deadweight calculated at a cargo density of 1.0; and

10.4.2 The construction and location of cargo compartment shall comply as defined in IMO Resolution A.673(16).

CHAPTER III : ACCOMODATION

11. Additional requirement for crew accommodation

11.1 Unless otherwise stated, self-propelled ship shall comply with:

11.1.1 Regulation 5.1.3/1 (a) of the Maritime Labour Convention 2006 to all ships 500 GT and above and built on or after **20 August 2014**, or

11.1.2 For ships built before **20 August 2014**, in accordance with ILO Convention 92, as supplemented by ILO Convention 133. Please refer to MSN 09/2016 (appendix 2, no. 8) for further information.

11.2 PETRONAS Procedures and Guidelines for Upstream Activities (PPGUA) Volume 11, Section 11.4.2 is accepted as equivalent for Accommodation requirement for Offshore Fixed or Floating structures, Accommodation Barges and accommodation for special personnel or industrial personnel (except Master and Crew) on board special purpose ships.

11.2.1 Definition for “fixed and floating structures” are as follows:

11.2.1.1 FPSO;
11.2.1.2 FSU / FSO;
11.2.1.3 FLNG / Floating Storage Regasification Unit (FSRU);

11.3 RO is authorised to carry out survey and issue a Crew Accommodation Certificate and DMLC Part II. Such certificates shall keep on board at all times;

11.4 Ship owner or Manager shall keep the Crew Accommodation Certificate for the purpose of application on DMLC Part I. Please refer to MSN 07/2013 and/or amendments for details;

11.5 RO is authorised to issue a Statement of Compliance to ship complying with ILO 92/133;

11.6 An existing Crew Accommodation Certificate to be replaced to Statement of Compliance as mentioned in paragraph 11.5 upon expiry.

CHAPTER IV : CERTIFICATION

12. Harmonized System of Surveys and Certification (HSSC)

12.1 Malaysia has ratified SOLAS and Load Lines 1988 Protocol, therefore the application of the Harmonized System of Surveys and Certification (HSSC) becomes effective on **11 February 2012**. RO are required to comply with related latest amendments Resolution for the implementation of the HSSC;

12.2 RO is authorized to issue a Non-Convention Certificate as specified in MSN 05/2021 including Malaysia Tonnage Certificate and Malaysia Local Freeboard Certificate;

12.3 Statement of Compliance by RO may be issued for compliances to Conventions not ratified by Malaysia;

12.4 The Flag Administration shall be given access to the vessel status through the RO's website.

13. Short Term and Interim statutory certificates

13.1 RO is authorized to issue short term certificate for a maximum cumulative period of three (3) months with following conditions:

13.1.1 Rectification cannot be done with valid reason or spare parts not available at calling port where the deficiency was found/ reported;
** (only valid for malfunction of Navigation and Radio equipment, malfunction or servicing of Life Saving Appliances (LSA)/Fire Fighting Apparatus (FFA))*

OR

13.1.2 Equivalent or alternative arrangement for temporary measures has been provided to the satisfaction of attending surveyor in accordance with statutory requirements.

ROs to advise the ship owner/manager which shall immediately but not later than 2 weeks from date of issuance of certificates, notify to Maritime Industrial Control Division of Regional Office as listed in **APPENDIX VI** with all relevant supporting documents which include difficulty to rectify the deficiency, equivalent measure in place and proposed corrective action plan to rectify the deficiency;

13.1.3 Issue all statutory certificates on completion of surveys and Interim inspections on any one of the following conditions:

13.1.3.1 New ship on delivery;
13.1.3.2 Ship changes flag to Malaysia;
13.1.3.3 Reactivation of laid-up ship.

Existing vessel not falling under any of the above cases, shall not be required to undergo an interim inspection.

14. Interim certificate for SMC, ISSC and MLC

14.1 Interim Safety Management Certificate, Interim International Ship Security Certificate, and Interim Maritime Labour Certificate shall only be permitted to be issued for a cumulative period not exceeding 6 months.

15. Electronic Certificate (e-certificate) and Digital signature

15.1 RO is authorized to issue e-Certificate(s) to the condition as follows:

15.1.1 Comply fully with the requirements as specified in FAL.5/Circ.39/Rev.2;

15.2 RO shall provide access to the certificate databases to the Administration.

16. Onboard lifting appliances on board vessel

16.1 On board lifting appliances provided on board of vessel, it shall be surveyed and certificated under the Merchant Shipping Ordinance 1952, Port (Safety of Workers) Rules 1985 or ILO Convention (No. 152 & Recommendation No. 160) or an appropriate Code or Convention.

16.2 A Certificate or a Statement of Fact(s) shall be issued by RO to the lifting appliances with Safe Working Load (SWL) for five (5) tonnes and above but not limit to:

16.2.1 Cargo crane(s);
16.2.2 Provision crane(s); and
16.2.3 Engine room overhead crane.

16.3 RO shall ensure that lifting appliances installed on board of vessel should be designed, constructed, and installed in accordance with the requirements of a classification society which is recognized by the Administration;

16.4 RO is authorized to witness load test to the lifting appliances after installation and before being taken into use for the first time and after repairs, modifications or alterations of major character. Lifting appliances should be retested at least once in every five (5) years;

16.5 RO or competent person, shall ensure lifting appliances should be subject to thorough examination to the satisfaction of the RO or competent person:

16.5.1 upon completion of any load test; and
16.5.2 annually.

17. Notification for suspension or withdrawal of a certificate and PSC Detention

17.1 RO shall notify to Administration immediately in the event of a suspension or withdrawal of any statutory certificates. Please e-mail the notification to bkim@marine.gov.my and bksas@marine.gov.my;

17.2 In the event of detention cases under PSC Regime, RO shall notify Administrations immediately and actions taken to rectify such detainable item. Notification shall email to bom@marine.gov.my.

CHAPTER V : EXEMPTION AND EXTENSION

18. Exemption and Extension Certificate

18.1 With the exception of paragraph 18.2 and 18.3, RO is not permitted to issue an exemption or extension certificate unless authorized by the Administration. All application for exemption or extension shall be made using official form (MSN 09/2019) by Ship Manager or Owner with RO recommendation before submission to the Administration for consideration. The application will be process by the nearest Maritime Industrial Control Division of Regional Offices as listed in APPENDIX VI which where the ship is located;

18.2 The Exemption Certificate may be issued without prior approval from the Administration only for cases as follows:

18.2.1 Ship constantly engaged in voyages between latitude 30 ° North and 30 ° South (except Bulk Carrier), are exempted to comply with the requirement of SOLAS 2014 Chapter III Regulation 32.3.2 (carriage of an immersion suit for each person onboard);

18.2.2 Ballast water management (certificate and plan) for ship not carrying ballast water, using closed system, permanent ballast or plying solely within Malaysia Domestic water only, on condition that said exemption and condition of issuance must be clearly written in the Ballast Water Record Book and/or Ballast Water Management Plan. Refer to MSN 14/2020;

18.2.3 LRIT Conformance test for maximum period of 3 months after changing to Malaysia flag;

18.2.4 Adherence to the Requirements of International Regulation for Preventing of Collision at Sea 1972 under the following conditions:

Ships for usage in specific operation as stated below:

18.2.4.1 Regulation 23 (a) (ii);

18.2.4.2 Annex I, paragraph 2, (i) (i). Provided that the vertical distance between lights is not less than 1 meter and length Overall (LOA) less than 100 meters;

18.2.5 Compliance to MLC Title 3, Standard A3.1 – Accommodation and recreational facilities (paragraph 7(d), 9 (a & m), 11(b) and 15 only) for ship less than 500 GT in Malaysia water;

18.2.6 Exemption of unmanned non-self-propelled (UNSP) barges from certain survey and certification requirements under Annex I, Annex IV and Annex VI of MARPOL Annex 73/78:

18.2.6.1 RO shall ensure application for exemption of UNSP must meet the requirements as regulated in regulation 3.7 of MARPOL Annex I, regulation 3.2 of MARPOL Annex IV and regulation 3.4 of MARPOL Annex VI;

18.2.6.2 RO is authorized to perform review on relevant plans/drawings follow by appropriate survey on the UNSP barge to ensure it meets the condition on paragraph 18.2.6.1 before the issuance of exemption certificate(s);

18.2.6.3 Please refer to *MEPC.1/Circ.892 – Guidelines for Exemption of Unmanned Non-Self-Propelled (UNSP) Barges from Certain Survey and Certification Requirements Under the MARPOL Convention* for further clarification.

18.3 Extensions Certificates may be issued without prior approval from the Flag Administration only for cases as follows:

18.3.1 Extension of dry-docking survey

18.3.1.1 RO is allowed to issue an extension certificate for dry docking survey for a maximum period of not more than 3 months from due date in the following circumstances:

a) In cases where dry docking is required, but cannot be carried out, an underwater inspection of the ship bottom shall be carried out;

b) In cases where an underwater inspection is not possible (e.g. poor visibility, draft restrictions, excessive current, refusal by port Authority), an internal inspection of ship bottom structure, to the maximum extent practicable, shall be carried out;

c) Paragraph 18.3.1.1(a) and 18.3.1.1(b) may not require an underwater inspection with condition the interval between dry-docking does not exceed 36 months. Hence, the extension for dry-docking survey and all related statutory certificate may granted up to three (3) months from the Special Survey due date;

d) However, paragraph 18.3.1.1(c) is not applicable for all “ESP” ships and non- “ESP” ship above 15 years old. Hence, approval from the Administration is required for any (associated with Intermediate or special survey) dry-docking extension;

e) <u>No extension shall be permitted for single hull / single bottom oil tankers and passenger ships.</u>

18.3.1.2 In cases of extensions of not more than one (1) month in lieu of underwater inspection of ship bottom exceed 36 months interval, a general survey afloat to determine the ship's fitness for continued service during the extension period may be considered. Survey should include examination and testing of the steering machinery as considered necessary, review of on-board records to confirm satisfactory operation of the propulsion machinery, and that no damages and/or groundings have occurred since the last attendance by RO. In addition, external examination of the saltwater systems with particular attention to non – metallic expansion pieces (if fitted), sea valves and their attachment to sea chest/side shell should also be carried out.

18.3.2 Following factors shall be considered, but not limited to, before docking survey extensions is considered:

18.3.2.1 The unavailability of dry docking or repair facilities or unavailability of essential material, equipment or spare parts for dry docking;

18.3.2.2 Delays incurred by action to avoid severe weather;

18.3.2.3 Unanticipated delays at loading/discharge facilities;

<u>In any circumstances, request on extensions of dry-docking surveys based on commercial reason shall not be considered.</u>

CHAPTER VI : ADDITIONAL INSTRUCTION

19. Requirement of Fire Control and Safety Plan and definition to be translated into Bahasa Malaysia

19.1 RO is authorized to approved fire control and safety plan for all ships except passengers;

19.2 The plans shall be in dual languages (English and Bahasa Malaysia). The translation shall follow MSN 01/2020 and approved by RO;

19.3 All symbol shall follow IMO Resolution A.760(18) and Resolution A.952 (23);

19.4 Marking of Equipment and Arrangements.

Fire-fighting equipment, life-saving equipment and arrangements, shall be marked with the symbols set out in paragraph iii. The marking of the equipment and arrangements, shall correspond to that shown on the Plan(s). Moreover, all symbols shall be in colour;

19.5 Refer MSN 17/2008 and MSN 01/2020 for more details.

20. Type approval and performance standard for all equipment installed on board Malaysia ship

20.1 RO is authorized to carry out testing and issue Type Approval Certificate to equipment and machineries to be installed on board Malaysian. All equipment shall be approved in accordance with the relevant IMO Guidelines;

20.2 RO shall grant access to all testing and approval record upon request by the Administration;

20.3 The Administration may accept Type Approval Certificate issued by RO on behalf of other Administration**.**

21. Approval for Service Provider(s)

21.1 RO is authorized to appoint service providers (related to survey and certifications of ships) on conditions that the appointments are made under an established internal procedure of the RO. Said internal procedures shall also comply with Resolution MSC.402(96);

21.2 RO is authorized to appoint the liferaft service provider(s) related to survey and certifications of the ships. The liferaft shall be serviced and comply with the Resolution MSC.388(94). The inspection / audit report shall be submitted to the nearest Maritime Industrial Control Division of Regional Office which where the service provider(s) is located via e-mail as listed in **APPENDIX VI** on annual basis;

21.3 ROs are advise to provide an access online database to the Administration.

22. Periodic Inspection, Maintenance of Compressed Gas Cylinders, Portable Fire Extinguishers and Fixed Fire Fighting System and Life-Saving Appliances

22.1 Portable Fire Extinguishers

22.1.1 All extinguishers shall be examined annually by a ship's officer or service provider appointed by RO;

22.1.2 The hydrostatic test period for all types of portable fire extinguishers should be conducted at intervals not exceeding 10 years;

22.1.3 Prior to recharging of extinguisher, a thorough inspection shall be carried out by an approved service provider. RO shall also verify

test protocol done is in accordance with manufacturer's manual during initial and renewal audit of the service providers;

22.1.4 Water and Foam Extinguishers shall be replaced every 12 months or any other period specified by the manufacturer;

22.1.5 Other extinguishers are to be recharged by authorized service provider appointed by RO every 5 years or any other period specified by the manufacturer;

22.1.6 Spare charges for portable fire extinguisher shall be provided 100% for the first ten fire extinguisher, 50% of the remaining fire extinguisher capable of being recharged on board;

22.1.7 For fire extinguishers which cannot be recharged on board, additional portable fire extinguisher of the same quantity, type, capacity and number shall be provided on board.

22.2 Fixed Gas Fire-Extinguishing

22.2.1 Annual inspections should be carried out by a ship officer or service provider appointed by RO;

22.2.2 The hydrostatic test for CO_2 bottles shall be carried out for 10% of the containers during each 10 years period or 100% of the containers after 20 years from the date of manufacture;

22.2.3 Hydrostatic test shall be performed if any repair is carried out to the fixed gas fire-fighting system, i.e. repair of CO_2 piping and etc;

22.2.4 Hydrostatic test shall be carried out if the loss of content is more than 10%for CO_2.

22.3 Fixed Foam Extinguishing System

22.3.1 An analysis of foam samples must be undertaken after 3 years from date of manufacture and annually thereafter by an authorized service provider or manufacturer's laboratory;

22.3.2 Foam solution meant for engine room foam applicator shall be analyse at interval specified above;

22.3.3 Foam solution for oil tanker which does not require to comply with fixed deck foam requirement shall be analyse at interval specified above;

22.4 Immersion Suit of Appropriate Size shall be provided as follows:

22.4.1 For every person on board; and

22.4.2 Additional two (2) Immersion Suits shall be provided at Navigation Bridge; and

22.4.3 Additional two (2) Immersion Suits shall be provided at Engine Control Room; and

22.4.4 Additional two (2) Immersion Suits shall be provided at forward station.

23. Periodic servicing of launching appliances and on-load release gear survival craft including free- fall life boat.

23.1 Survival craft that may be installed on board a ship shall be of the type, or any combination of types, specified below:

23.1.1 Davit launch life boat;
23.1.2 Free-fall life boat;
23.1.3 Rescue boat;

23.1.4 Davit launch life raft.

23.2 The launching appliances of the survival craft, the on-load release gear for davit launch lifeboat and rescue boat and the automatic release hook for davit launch life raft shall be subjected to:

23.2.1 maintenance in accordance with instruction for on board maintenance;

23.2.2 through examination at every annual survey;

23.2.3 dynamic test of the winch brake after completion of thorough examination at maximum speed with boat weight only;

23.2.4 proof load test equal to 1.1 times of the total mass of the survival craft when loaded with full complement of person and equipment at interval not exceeding five years. The proof load test for free-fall life boats is to determine whether the hydraulic pump and pumping arrangement which supplying the hydraulic pressure to the automatic release gear is capable to disengage the securing arrangement when the free-fall life boat is loaded with 1.1 times the total boat mass and it's complement.

23.3 Survival craft annual thorough examination, five yearly thorough examination and load test shall be carried out by an authorized service provider for the make and model of the survival craft, launching appliances and release gear;

23.4 Personnel performing said thorough examination shall be certified either by manufacturer OR an authorized service provider. Shipboard personnel may be accepted as service provider if he has fulfilled the requirement as an authorized service provider;

23.5 In cases where the manufacturer has no longer in business or no longer provide technical support, an authorized service provider that can demonstrate their competency may be accepted to perform the thorough examination;

23.6 As of **01 January 2020**, the service provider performing the above thorough examination shall only be authorized by the Flag Administration or Recognized Organization.

24. Fire-Fighter's Communication

24.1 A minimum of two unit 2-way UHF radio telephone apparatus of an explosion-proof or intrinsically safe shall be provided for each fire party. The number of 2-way UHF radiotelephone carried on board shall be determined based on number of fire-party assigned on board which normally stated on ship muster list;

24.2 As far as practicable, the fire-fighter radiotelephone shall have a coloured housing to distinguish this radio from other radios use on board either for normal operations and for emergency use such as portable GMDSS VHFs which normally yellow or orange;

24.3 The Certificate of Conformity or equivalent document providing the compliance of the two-way radiotelephone apparatus for the use in potentially explosive atmosphere shall be retain on board for verification by RO or other interested parties.

25. Ship Energy Efficiency Management Plan (SEEMP)

25.1 **SEEMP Part I**: Ship Management Plan to Improve Energy Efficiency

25.1.1 Ship of 400 GT and above, RO is authorized to review and approve the SEEMP Part I and issue the International Energy Efficiency Certificate (IEEC). This authorization is affected on or after **01 March 2021**;

25.2 **SEEMP Part II**: Ship Fuel Oil Consumption Data Collection Plan

25.2.1 On or before **31 December 2018**, ships of 5,000 gross tonnage and above shall include a description of the methodology that will be used to collect fuel oil consumption data;

25.2.2 The first mandatory cycle for fuel oil data collection and reporting will be in the calendar year 2019;

25.2.3 Under the data collection system (DCS) for fuel oil consumption of Malaysia-registered ship, the Recognized Organization (ROs) are authorized to:

25.2.3.1 review the SEEMP Part II, the Methodology of Ship Fuel Oil Consumption Data Collection Plan;

25.2.3.2 issue the Confirmation of Compliance (COC) to ships using an approved sample format pursuant to regulation 5.4.5 of Annex VI MARPOL 73/78;

25.2.3.3 verify and approve the data for compliance with the regulation 27 of this Annex VI MARPOL 73/78;

25.2.3.4 submit the verified data to the IMO via Global Integrated Shipping Information System (GISIS) on behalf of the Administration not later than one (1) month after the Statement of Compliance (SOC) was issued; and

25.2.3.5 issue the Statement of Compliance (SOC) based on the data which have been satisfactorily verified by the ROs. The SOC will be issued to ships that have satisfactorily submitted a complete data and the issuance of the SOC is based on the calendar year of the fuel oil data submitted.

25.3 **SEEMP Part III**: Ship Operational Carbon Intensity Plan

25.3.1 On or before **01 January 2023**, RO shall ensure that Malaysian flagged ship of 5,000 GT and above which regulation 28 of Annex VI MARPOL 73/78 applies, shall include:

25.3.1.1 a description of the methodology that will be used to calculate the ship's attained annual operational CII;

25.3.1.2 the required annual operational CII for the next three (3) years;

25.3.1.3 an implementation plan documenting how the required annual operational CII will be achieved during the next three (3) years; and

25.3.1.4 a procedure for self-evaluation and improvement.

25.3.2 For ship operational carbon intensity requirement, RO are authorized to:

25.3.2.1 review SEEMP Part III and issue the Confirmation of Compliance (COC) in accordance to regulation 5.4.6 of Annex VI MARPOL 73/78;

25.3.2.2 verify and approve the attained operational CII as per regulation 28.2 of Annex VI MARPOL 73/78 within three months after the end of each calendar;

25.3.2.3 verify ship's operational carbon intensity rating (A, B, C, D, or E) and issue the Statement of Compliance (SOC) based on carbon intensity rating which have been verified by RO; and

25.3.2.4 For ship rated "D" for three consecutive years or rated "E", RO is authorized to review and verify the revised SEEMP which consist of plan of corrective actions not later than 1 month after reporting of attained operational CII as per paragraph 25.3.2.2.

26. Installation of Exhaust Gas Cleaning System (EGCS) on board Malaysia ships.

26.1 All EGCS fitted on board a Malaysian ship shall comply with Resolution MEPC.259(68) and any amendments related thereto;

26.2 RO shall notify the Flag Administration after installation is completed for update in IMO GISIS as an "equivalent method". Please refer to MSN 06/2019, MSN 07/2019, and MSN 08/2019 for further clarification.

27. Electronic record books

RO is hereby authorized to issue a “Declaration of MARPOL electronic record book” as mentioned in MEPC.321(74) – Guidelines for the use of electronic record books under MARPOL on behalf of the Administration as follow:

27.1 Oil Record Books, parts I and II (MARPOL Annex I, regulations 17.1 and 36.1);

27.2 Cargo Record Book, (MARPOL Annex II, regulation 15.1);

27.3 Garbage Record Books, Part I and II (MARPOL Annex V, regulation 10.3);

27.4 Ozone-depleting Substances Record Book (MARPOL Annex VI, regulation 12.6);

27.5 Recording of the tier and on/off status of marine diesel engines (MARPOL Annex VI, regulations 13.5.3);

27.6 Record of Fuel Oil Changeover (MARPOL Annex VI, regulation 14.6);

27.7 Record Book of Engine Parameters (NOx Technical Code, paragraph 6.2.2.7);

27.8 Please refer to Resolution MEPC.314(74), MEPC.316(74), and MEPC.317(74); and

27.9 The software shall be reviewed and approved by RO before the declaration is issued.

28. Carving and Marking

28.1 RO is authorized to perform ship carving and marking inspection under the following circumstances:

28.1.1 newly built ship which shipyard where the subject ship has been built located outside of Malaysia;

28.1.2 existing ship which intend to transfer flag to Malaysia flag which located outside of Malaysian water;

28.2 To perform this inspection, RO shall follow *Standard Operating Procedure (SOP) on Ship Carving and Marking* which developed by the Administration;

28.3 An application for authorization to conduct carving and marking shall be submitted to Registry Division five (5) days prior to the inspection;

28.4 RO shall submit report on ship carving and marking inspection to Ship Registry Division at registry@marine.gov.my for issuance of Certificate of Registry by Marine Department Malaysia.

29. Transfer of Classification

The aim of this instruction is to provide guidance to ensure the adequacy of transfer of class-related matters between ROs for Malaysian registered ship.

29.1 For transfer of class within IACS, ROs may implement *IACS PR1A Procedure for Transfer of Class*;

29.2 For transfer of class between IACS and Non-IACS or within Non-IACS, ROs are required to implement the *MSC-MEPC.5/Circ.2 Guidelines for Administrations to ensure the adequacy of transfer of class-related matters between recognized organizations (ROs)* as a minimum requirement;

29.3 For transfer of class covered in paragraph 29.2, ROs are encourage to use format of forms as prescribe in **APPENDIX IV**;

30. Inventory Hazardous Material (IHM)

30.1 Starting from **31 December 2020**, any Malaysian ships plying and operating in European Union (EU) Member States waters shall be certified on the Inventory Hazardous Material (IHM) which required under The EU Ship Recycling Regulation (EU SRR);

30.2 RO is authorized to review and approve the appropriate document(s), carry out survey and issue a Statement of Compliance (SOC) to ship complying with this paragraph.

31. Malaysian Shipping Notice

31.1 It is advisable for RO to refer to Malaysian Shipping Notice as listed on **APPENDIX V** for additional instructions pertaining on certain matters related to survey and certification of Malaysian registered vessel;

31.2 In the event of any discrepancy or inconsistency between these instructions and Malaysian Shipping Notice, instruction given in Malaysian Shipping Notice shall be prevail;

31.3 However, RO is encouraged to communicate with relevant division as stipulated on the subject Malaysian Shipping Notice for further clarification.

APPENDIX I

LIST OF INTERNATIONAL CONVENTIONS AND CODES

1) SOLAS - International Convention for the Safety of Life at Sea 74/88 or as amended;

2) MARPOL-International Convention for the Prevention of Pollution from Ships 73/78
– vessel does not comply shall not operate beyond Malaysian Waters and sewage shall be discharged to Sea beyond 12 Nautical Miles;

   i. MARPOL Annex I
   ii. MARPOL Annex II
   iii. MARPOL Annex III
   iv. MARPOL Annex IV
   v. MARPOL Annex V
   vi. MARPOL Annex VI

3) International Convention on the Control of Harmful Anti-Fouling Systems on Ships, 2001– vessel does not comply shall not operate beyond Malaysian Waters (existing ship shall comply fully after 1 January 2011 or until next dry docking);

4) Convention on the International Regulations for Preventing Collisions at Sea 1972 (COLREG);

5) International Convention on Load Lines, 1966/88 including Multiple Load Line;

6) International Convention on Tonnage Measurement of Ships, 1969;

7) Lifting Appliances – International Labour Organization ILO Convention No 152;

8) Ballast Water Management - International Convention for the Control and Management of Ships' Ballast Water and Sediments 2004;

9) Maritime Labour Convention, 2006;

10) Relevant Codes; -

   i. International Code for the Construction and Equipment of Ships

Carrying Dangerous Chemicals in Bulk (IBC Code or BCH Code);

ii. International Maritime Solid Bulk Cargoes (IMSBC) Code;

iii. International Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk (IGC Code);

iv. Intact Stability (IS) Code;

v. International Code for the Safe Carriage of Grain in Bulk (Grain Code);

vi. International Management Code and Revised Guidelines on Implementation of the ISM Code (Only for Ship Management Certificate);

vii. International Code for the Security of Ships and of Port Facilities (ISPS Code);

viii. NOx Technical Code;

ix. Code of Safe Practice for Cargo Stowage and Securing (CSS Code);

x. International Code on the Enhanced Programme of Inspections During Surveys of Bulk Carriers and Oil Tankers 2011 (ESP Code);

xi. Code for the Construction and Equipment of Mobile Offshore Drilling Units (MODU Code);

xii. Code of Safety for Dynamically Supported Craft (DSC Code);

xiii. International Code of Safety for High-Speed Craft (HSC Code);

xiv. International Code of Safety for Ships Using Gases or Other Low-Flashpoint Fuels (IGF Code);

xv. International Code for Ships Operating in Polar Waters (Polar Code);

xvi. Code of Safety for Special Purpose Ships (SPS Code);

11) Conditions Assessment Scheme for tanker as per Regulation 20 (G) Annex I MARPOL 73/78.

APPENDIX II

DEGREE OF AUTHORIZATION

INSTRUMENT		Initial (*)	Renewal (*)	Annual/ Intermediate(*)	Exemption (Yes/No)	Review (Yes/No)
1	**SOLAS Convention 1974 or as amended**					
1.1	Cargo Ship Safety Construction Certificate	F	F	F	L	YES
1.2	Cargo Ship Safety Equipment Certificate	F	F	F	L	N/A**
1.3	Cargo Ship Safety Radio Certificate	F	F	F	L	YES
1.4	Passenger Ship Safety Certificate / Passenger Certificate	L	L	N/A	L	YES
1.5	High Speed Craft Safety Certificate	L	L	L	L	YES
1.6	International Ship Security Certificate	F	F	F	L	YES
1.7	International Safety Management Code :					
	a) SMC (Ship)	F	F	F	L	
	b) DOC (Company)	L	L	L	L	
1.8	International Code of Safety for Ships Using Gases or Other Low-Flashpoint Fuels (IGF Code)	F	F	F	L	YES
2	**MARPOL Convention 73/78**					
2.1	Annex I – International Oil Pollution Prevention Convention (IOPP certificate)	F	F	F	L	YES
2.2	Annex II – International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS)	F	F	F	L	YES
2.3	Annex III – the Prevention of Pollution by Harmful Substances Carried by Sea in Packaged Form (Document of Compliance)	F	-	-	L	N/A
2.4	Annex IV – Sewage	F	F	-	L	N/A
2.5	Annex V – Garbage	F	-	-	L	N/A
2.6	Annex VI (incl. NOx Technical Code)	F	F	F	L	N/A
2.7	International Energy Efficiency Certificate (IEEC)	F	-	-	-	-
2.8	Certificate of Compliance (COC) for SEEMP Part II and Part III	F	F	-	-	-
2.9	Statement of Compliance (SOC) SEEMP Part II and Part III	F	F	-	-	-

INSTRUMENT		Initial (*)	Renewal (*)	Annual/ Intermediate(*)	Exemption (Yes/No)	Review (Yes/No)
2.10	Carriage of Liquefied Gases in Bulk					
.1	Certificate for Ships Built Prior to 31 October 1976	F	F	F	L	YES
.2	Certificate for Ships Built Prior on/after 31 October 1976 and before 1 July 1986	F	F	F	L	YES
.3	International Certificate for Ships Built On/After 1 July 1986, IGC Code	F	F	F	L	YES
2.11	Carriage in Bulk of Dangerous Chemicals					
.1	Certificate for Ships Built Before 1 July 1986, BCH Code	F	F	F	L	YES
.2	International Certificate for Ships Built After July 1986, IBC Code	F	F	F	L	YES
.3	Document of Authorization for Carriage of Grain	F	-	-	L	YES
.4	Document of Compliance with the Special Requirements for Ships Carrying Dangerous Goods	F	F	F	L	N/A
Other Statutory Certificate						
3	International Regulations for Preventing Collision at Sea, 1972	F	-	-	L	N/A
4	International Convention on Tonnage Measurement of Ships, 1969 (ITC)	F	-	-	L	N/A
5	International Convention on Load Lines, 1966 or as amended (ILLC)	F	F	F	L	YES
6	Mobile Offshore Drilling Unit Codes, 1979 & 1989, 2009 (MODU Certificate)	F	F	F	L	YES
7	Code of Special Purposed Ship Safety (SPS Certificate)	F	F	F	L	YES
8	International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004 (BWM Certificate)	F	F	F	L	YES
9	International Convention on the Control of Harmful Anti-Fouling Systems on Ships, 2001 (International AFS / Declaration on AFS Certificate)	F	F	-	L	N/A
10	Certificate of Fitness - OSV Chemical Code	F	F	F	L	N/A
11	Cargo Securing Manual	F	-	-	-	YES

INSTRUMENT		Initial (*)	Renewal (*)	Annual/ Intermediate(*)	Exemption (Yes/No)	Review (Yes/No)
12	Hong Kong Convention	F	-	-	-	
12	**Non-Convention Cargo Ship**					
12.1	Cargo Ship Safety Construction (NC) Certificate	F	F	F	L	
12.2	Cargo Ship Safety Equipment (NC) Certificate	F	F	F	L	
12.3	Cargo Ship Safety Radio (NC) Certificate	F	F	F	L	
12.4	Malaysia Local Freeboard certificate	F	F	F	L	
12.5	Malaysia Tonnage Certificate	F	F	F	L	
13	**Maritime Labour Convention 2006**					
13.1	Maritime Labour Convention Certificate	F	F	F	L	YES
13.2	Crew Accommodation Certificate (CAC / SOC)	F	F	-	L	YES

*The following types of authorizations apply as noted:

F: Full authorization to review and approve the required plans, documents and manuals, carry out surveys and issue and/or revoke necessary interim and full-term certificates

L: Limited authorization to account for other special categories not covered by the above, such as case by case authorization or geographical limitations

**N/A: Not Applicable

For Instruments that the Administration is not signatory to, Statements of Compliance may be issued in lieu of Certificate.

APPENDIX III

CONTACT DETAILS (MARINE HEADQUARTERS)

<table>
<tr><td colspan="2">DIRECTOR GENERAL
Kapt. Mohamad Halim Bin Ahmed
halim@marine.gov.my
Marine Department of Malaysia,
Marine Headquarters,
Peti Surat 12, Jalan Limbungan,
42007 Pelabuhan Kelang,
Selangor Darul Ehsan.</td></tr>
<tr><th>PLANNING SECTOR</th><th>OPERATION SECTOR</th></tr>
<tr><td>DEPUTY DIRECTOR GENERAL
-</td><td>DEPUTY DIRECTOR GENERAL
Kapt. Abdul Samad Bin Shaik Osman
samad@marine.gov.my</td></tr>
<tr><td>MARITIME SAFETY SECURITY AND MARINE ENVIRONMENT DIVISON
bksas@marine.gov.my

SHIPPING AND SEAFARER DEVELOPMENT DIVISION
Nordin Bin Mohamadin
nordin@marine.gov.my
bppp@marine.gov.my</td><td>MARITIME INDUSTRY CONTROL DIVISION
(Ship Survey and Certification / ISM /ISPS / MLC)
Hj. Azudin Bin Zainal Abidin
azudin@marine.gov.my
bkim@marine.gov.my

MARITIME OPERATION DIVISION
(Port and Flag State Control)
Arumugam A/L V.S Subramaniam
arumugam@marine.gov.my
bom@marine.gov.my

SHIP REGISTRATION DIVISION
Mohamad Halizam Bin Samsuri
halizam@marine.gov.my
registry@marine.gov.my</td></tr>
</table>

APPENDIX IV

FORMS OF TRANSFER OF CLASSIFICATION

TOC/1A *(to be fill up by Gaining RO and submit to Losing RO upon received request from owner for transfer classification)*

Existing RO:	
Address:	
Person in charge	
Email	

We have received a Class transfer request for the following vessel:

Name:	
Port of Registry	
IMO Number	
Owner	
Manager (if applicable)	
Date of request	

In view of the above kindly forward to us the following documents in order to carry out the transfer of class of the said vessel:

	Yes	No	N/A
Latest class status	☐	☐	☐
Outstanding conditions of class	☐	☐	☐
Outstanding memoranda of class	☐	☐	☐
Outstanding Non compliance (ISM) from the last ISM audit	☐	☐	☐
Observations raised from the last ISM audit	☐	☐	☐
Outstanding Non conformance from the last ISPS audit	☐	☐	☐
Observations raised from the last ISPS audit	☐	☐	☐
Memoranda on MLC matters	☐	☐	☐
Record of any damages	☐	☐	☐
Record of any major repairs	☐	☐	☐
Record of major modifications, hull.	☐	☐	☐
Record of major modifications, machinery	☐	☐	☐
Thickness measurements readings from last renewal survey including areas of substantial corrosion	☐	☐	☐
Report from last renewal survey	☐	☐	☐
Information on coating condition of water ballast tanks	☐	☐	☐
Restrictions/ limitations in navigating area	☐	☐	☐
List of permanent exemption certificate	☐	☐	☐

Note 1:All outstanding recommendations and survey will be reported to the loosing class and to the flag state in question within 1 month of final acceptance of classification in Form TOC/1B

Note 2: Anticipated date of final acceptance for classification of the above vessel

Attending surveyor in charge: Date:

Form TOC/1B *(to be submitted to Losing RO upon completion of overdue survey(s) / recommendation(s) / condition of class)*

Losing RO:	
Address:	
Person in charge	
Email	

We hereby inform you that the following vessel has been entered into Class:

Name:	
Port of Registry	
IMO Number	
Owner	
Manager (if applicable)	
Date of class entry	

THE FOLLOWINGS ACTIONS HAVE BEEN TAKEN WITH REGARDS TO OVERDUE SURVEYS, OVERDUE RECOMMENDATIONS AND OVERDUE CONDITIONS OF CLASS *(if any):*

ITEM	ACTION	LOCATION	DATE	GAINING RO,s REPORT REQUIREMENTS

Attending surveyor in charge: Date:

Form TOC/1C *(to be submit to owner for request copies of relevant plans / documents upon received request for transfer of class)*

	A) HULL	Cargo Vsl	Tanker	Passenger	Tug	Barge	Other:	Additional Notes
1.	General arrangement (includes main data & particulars)	☐	☐	☐	☐	☐	☐	
2.	Lines plan	☐	☐	☐	☐	☐	☐	
3.	Midship section	☐	☐	☐	☐	☐	☐	
4.	Superstructure and Deck houses construction	☐	☐	☐	☐	☐	☐	
5.	Profile & Deck Construction	☐	☐	☐	☐	☐	☐	
6.	Shell Expansion	☐	☐	☐	☐	☐	☐	☒ for FRP (Lamination plan)
7.	Foundations for Heavy Machinery/ Equipment	☐	☐	☐	☐	☐	☐	
8.	Transverse and Longitudinal Watertight bulkheads	☐	☐	☐	☐	☐	☐	
9.	Hatchways, Hatch covers	☐	☐	☐	☐	☐	☐	

	B) STATUTORY	Cargo Vsl	Tanker	Passenger	Tug	Barge	Other:	Additional Notes
1.	Stability booklet • Intact • Damage	☐	☐	☐	☐	☐	☐	
2.	Fire Control & Safety Plan	☐	☐	☐	☐	☐	☐	
3.	SOPEP	☐	☐	☐	☐	☐	☐	☒Cargo GT>400
4.	SMPEP	☐	☐	☐	☐	☐	☐	☒Chemical
5.	Plan & Arrangement Manual	☐	☐	☐	☐	☐	☐	☒Chemical
6.	Freeboard plan	☐	☐	☐	☐	☐	☐	☒Initial ILLC'66 assignment
7.	Cargo and/or Container Securing Manual	☐	☐	☐	☐	☐	☐	
8.	Loading Manual	☐	☐	☐	☐	☐	☐	☒Bulk Carrier
9.	Capacity Plan	☐	☐	☐	☐	☐	☐	
10.	Hydrostatic Curves & Table	☐	☐	☐	☐	☐	☐	
11.	Ship Structure Access Manual	☐	☐	☐	☐	☐	☐	☒Bulk ☒Chemical
12.	Ship to Ship Transfer (STS) Manual	☐	☐	☐	☐	☐	☐	☒If do STS operation only
13.	Damage Control Plans and Damage Control Booklets	☐	☐	☐	☐	☐	☐	☒ cargo > 100 m (≥Feb'92), ☒ cargo >80 m (≥Jul'98), ☒ Convention size ships >Jan 2009.

	C) MACHINERY (Mechanical, Piping & Electrical systems)	Cargo Vsl	Tanker	Passengers	Tug	Barge	Other:	Additional Notes
1.	Machinery layout plan	☐	☐	☐	☐	☐	☐	
2.	Main Engines, Propulsion Gears and Clutch Systems	☐	☐	☐	☐	☐	☐	
3.	Propeller & Shafting Details (c/w details Bearing Size, Clearance, Intermediate, Thrust and Screw Shafts, Bracket	☐	☐	☐	☐	☐	☐	
4.	Schematic and Detail Piping System (Sewage, FW, SW, FO, LO, Bilge, Ballast, Cargo, Air-Conditioning, Aeration, Inert-gas system, etc) (including list of valves, fittings & pipes specs)	☐	☐	☐	☐	☐	☐	
5.	Fire Protection and Extinguishing system (Hydrants, Sprinklers, Fifi, CO2, etc)	☐	☐	☐	☐	☐	☐	
6.	Rudder, stock & Steering Gear System: Main & emergency (c/w details bearing size, clearance, etc.)	☐	☐	☐	☐	☐	☐	
7.	Main Boilers, Superheaters and Economizers	☐	☐	☐	☐	☐	☐	☒Steam Turbine ships
8.	Single line/ Wiring diagram (Main & emergency system)	☐	☐	☐	☐	☐	☐	
9.	Electrical (load) calculation (include 24VDC)	☐	☐	☐	☐	☐	☐	

APPENDIX V

LIST OF MALAYSIAN SHIPPING NOTICES

List	Title
MSN 04/2021	Extension the Validity of Ship Statutory Certificates for The Year 2021 Due to Coronavirus Disease (COVID-19) Pandemic Situation with The Revocation of MSN 08/2020
MSN 05/2021	Notification of Malaysia Shipping Notice (MSN 16/2009) Pertaining to The Technical Standard Requirements for Non-Convention Cargo Ships
MSN 01/2020	Establishment of The Standard Translation to Bahasa Malaysia For Ship's Fire Control and Safety Plan
MSN 14/2020	Application to The International Convention for The Control and Management of Ships' Ballast Water and Sediments, 2004 For Malaysian Flagged Ship Operates Within Malaysian Waters
MSN 16/2020	Clarification on The Registration of An Oil Tanker, General Categories of Oil Tankers and Restriction on The Type of Oil Permitted to Be Carried as Cargo.
MSN 22/2020	Amendments to MSN 16/2020 Regarding General Categories of Oil Tankers and Restriction on The Type of Oil Permitted to Be Carried as Cargo.
MSN 23/2020	Use of Electronic Record Books Under the International Convention of MARPOL 73/78 To Malaysian Registered Ships.
MSN 05/2019	Operation of Shipborne Automatic Identification Systems (AIS) In Malaysian Waters
MSN 06/2019	Implementation of The Sulphur Limit Under Regulation 14.1, Annex Vi of MARPOL 73/78
MSN 09/2019	Application for The Exemption or Extension from The National and International Requirement.
MSN 10/2019	Application for A Permit to Make A Single Voyage.
MSN 05/2018	Data Collection System for Fuel Oil Consumption of Ships, And Issuance of The Statement of Compliance.
MSN 01/2013	Survey Guideline and Certification (Adoption of Survey Guidelines Under the Harmonized System of Survey and Certification (HSSC) Under SOLAS And Load Lines 1988 Protocol

List	Title
MSN 07/2013	Implementation of Maritime Labour Convention 2006 In Malaysia.
MSN 09/2012	Amendments to The Annex of The Protocol Of 1997 to Amend the International Convention for The Prevention of Pollution from Ships, 1973, As Modified by The Protocol Of 1978 Relating Thereto (Inclusion of Regulations on Energy Efficiency for Ships In MARPOL

APPENDIX VI

LIST OF CONTACTS FOR MARITIME INDUSTRIAL CONTROL DIVISION AT REGIONAL OFFICE

NORTHERN REGION
(Perlis, Kedah, Penang & Perak)

Head Unit BKIM
Marine Department Northern Region

bkimutara@marine.gov.my
eramli@marine.gov.my

CENTRAL REGION
(Selangor, Negeri Sembilan & Melaka)

Head Unit BKIM
Marine Department Central Region

bkimtengah@marine.gov.my
hafisol@marine.gov.my

SOUTHERN REGION
(Johor)

Head Unit BKIM
Marine Department Southern Region

bkimselatan@marine.gov.my
faradela@marine.gov.my

EASTERN REGION
(Pahang, Terengganu & Kelantan)

Head Unit BKIM
Marine Department Eastern Region

bkimtimur@marine.gov.my
sayfulislam@marine.gov.my

SARAWAK REGION

Head Unit BKIM
Marine Department Sarawak Region

abdaziz@marine.gov.my

SABAH REGION

Head Unit BKIM
Marine Department Sabah Region

bkimsabah@marine.gov.my
jasri@marine.gov.my

LABUAN REGION

Head Unit BKIM
Marine Department of Federal Territory of Labuan Region

bkimlabuan@marine.gov.my
azman.latif@marine.gov.my