



TECHNICAL CIRCULAR

TC No: 016/2020
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TO SHIP OWNER/SHIP MANAGER/INTERESTED PARTIES

RO Instructions Rev 1.2020

1. Marine Department Malaysia has introduced a new **Recognized Organization (RO) Instruction Rev 1.2020**. 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 This RO Instruction Rev 1.2020 comes into force on 01 December 2020 thereby superseded the RO instruction 8/2014.
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.

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RECOGNISED ORGANISATION (RO) INSTRUCTIONS

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

(Revision 1.2020)

CHAPTER I : INTRODUCTION (ESSENTIAL INFORMATION)

1. Authorisation

Recognised Organisation (RO) appointed by Government of Malaysia under Section 10(2A) in Merchant Shipping Ordinance 1952 are authorised to review and approve appropriate plans and documents. The RO are authorised 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 ships;

- i. Convention size ship,
- ii. Non- Convention size ship,
- iii. Offshore floating and fixed structure.

2. General Instruction

- i. RO is hereby advised to ensure ships flying the Malaysia Flag complied with all International Conventions and Codes as applicable to the ship as specified in **APPENDIX I**.
 - ii. 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 certificates are to be withdrawn and shall be notified to the Administration immediately.
3. Authorisation to the issuance of statutory certificates are as specified in **APPENDIX II**
4. Contact details of the Administration are as specified in **APPENDIX III**

CHAPTER II : SURVEY

5. All vessels

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

6. Additional requirement for **Passenger Ships / Craft**

- 6.1 In addition Paragraph 5, RO shall review and approve appropriate plan and document related with International Conventions or Codes including as follows;

- i. Damage stability analysis,

- ii. MSC/Circular.1166 - Guidelines for a Simplified Evacuation Analysis for Passenger High-Speed Craft for new ship after **01 July 2020** as amended,
 - or
 - MSC.1/Circular.1238 - Guidelines for Evacuation Analysis for New SOLAS Passenger Ships as amended,
 - iii. DSC Code, Chapter 4.4 - Evacuation time for passenger craft as amended, (for ship operated in Malaysian Waters only),
 - iv. Fixed fire extinguishing system.
- 6.2 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.
- 6.3 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;
 - i. Plying on the current route,
 - ii. applicable for existing registered Malaysian flagged ship only,
- 6.4 Passenger craft constructed on or after **01 January 1996** and plying on 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.
- 6.5 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)
- 6.6 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
- 6.7 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
- 6.8 The Administration shall conduct verification survey related to the safety equipment including review and approval of a Fire Control and Safety Plan.
- 6.9 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 6.1 and 6.2 by RO.

7. Additional requirement for **Crew Boat, Fast Crew Boat or Utility Crew Boat**

7.1. In addition to Paragraph 5, Crew Boat, Fast Crew Boat or Utility Crew Boat transporting industrial personnel shall comply with:

- i. Damage Stability - HSC Code or Offshore Supply Vessel Code as amended, IMO Res MSC.235 (82)
- ii. Life Saving Appliances (LSA) shall, as a minimum, comply with ;-
 - a) SOLAS Cargo Ship requirement for ship carrying more than 12 but less than 60 persons (including crew), or
 - b) SOLAS Passenger Ship requirement for ships carrying more than 60 persons (including crew)
- iii. Fire Fighting Appliances (FFA), Radio and Navigational Equipment shall, as minimum, comply with ;-
 - a) SOLAS, or
 - b) Non Convention Rules MSN 16/2009 for vessel below 500 GT.
- iv. Ship Construction requirement shall be in accordance to Class Rules or HSC Code.

8. Additional requirement for **Offshore Floating Structure**

8.1 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:

- i. Floating Production Storage and Off-loading (FPSO), Floating Storage Unit (FSU) and Floating Storage Off-Loading (FSO) shall be surveyed and issued with certificates as 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 (FSUs), and
 - * Non-Propelled FSO/FPSO, under the MARPOL Annex I certificate and survey shall be followed this Resolution MEPC.311(73).
- ii. FPSO and FSO built or keel laid or major conversion carried out on or after **1st January 2011** shall comply with the requirements in according to MODU Code

- 8.2 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 submit to bkim@marine.gov.my
- 8.3 Offshore floating structure may be considered for exemption from compliance with:
- i. requirement to carry 100% lifeboat capacity on each side on condition that she operates exclusively within Malaysia Waters only including Exclusive Economic Zone (EEZ) or Joint Development Area
 - ii. A lifeboat may be accepted as a rescue boat, provided that it and it's launching and recovery arrangements also comply with the requirements for a rescue boat.
 - iii. 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,
- 8.4 Liferaft capacity and lifesaving appliances shall be provided in compliance with MODU Codes
- 8.5 Self-propelled ship operating as FSU or FSO may comply as Oil Tanker with the following condition ;-
- i. Shall be surveyed and certificated as an Oil Tanker,
 - ii. 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 ;-
 - a) Number of beds,
 - b) Number of LSA, and
 - c) Sewage capacity
 but not exceed more than 60 persons at all times,
 - iii. All LSA, FFE, radio communication and safety navigation shall comply with SOLAS Convention.
 - iv. Enhance Survey Programme (ESP) Code may be exempted with condition that the plying limit is restricted in Malaysian waters including EEZ and at fixed location only.

9. Additional Requirements for **Non Propelled Accommodation Barge**

Non Propelled Accommodation Barge carrying more than 12 industrial personnel engaged in offshore activities shall comply with;

- i. Mobile Offshore Drilling Unit Code complying with paragraph 8 of this instruction
 - ii. A Mobile Offshore Unit Safety Certificate (MOUSC) shall be issued after the completion of the survey
10. Additional requirement for ships 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;

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

- i. (a) trading within Malaysian Near Coastal Limit as defined in Malaysian Shipping Ordinance 1952 (MSO 1952); or

(b) 200 nautical miles from nearest land;

And;

- ii. number of industrial personnel shall be limited to a maximum of 200 persons only.

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

- 10.2 Ship built or contract signed after **31 December 2007** but before **1 July 2013** shall comply with requirement as stated in paragraph 10.1 above subject to the conditions as stated below:

- i. Requirement for Damage Stability may be considered for exemption if,
 - a) Maximum number of Industrial Personnel are limited to 60, and;
 - b) Operation is limited to Malaysian Waters only including Exclusive Economic Zone (EEZ) as defined in Merchant Shipping Ordinance 1952

- 10.3 Code of Safety for Special Purpose Ships, 2008 - Resolution MSC.266(84). The revised Codes shall apply to all Malaysian Special Purpose ships built or contract signed after **1 July 2013**.

11. Non-Convention Sized Ship

Non Convention Sized 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 Ships subject to the conditions as follows:

- 11.1 Non Convention Size ships shall comply with safety requirement specified under MSN No. 16/2009 (Requirement and Technical Standard for Non Convention Cargo Ship Pertaining to Safety Construction, Radio, Life Saving Appliances and Equipment of Radio Navigational Aids) any amendments thereafter,
- 11.2 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**
- 11.3 Shall be surveyed and issued with a Malaysian Local Freeboard Certificate and Malaysian Tonnage Certificate for ships of less than 24 meters in length
- 11.4 Self-propelled vessels 150 GT and above shall install an AIS as stated in MSN 05/2019

12. 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 subject to the conditions as follow:

- 12.1 Survey and certifications shall comply with IMO resolution A.1122(30) and any amendments thereafter;
- 12.2 SMPEP Manual shall be reviewed and approved;
- 12.3 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 follows ;
 - i. Plying limit restricted within Malaysian Waters including EEZ Malaysia only ,

- ii. 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 ,
- iii. The construction and location of cargo compartment shall comply as defined in IMO Res A.673(17),
- iv. 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).

CHAPTER III - ACCOMMODATION

13. Additional requirement for crew accommodation

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

- a. Regulation 5.1.3/1(a) of the Maritime Labour Convention 2006 to all ships 500 GT and above and built or after **20 August 2014**, or
- b. For ships built before **20 August 2014**, in accordance with Section 168 of Merchant Shipping Ordinance 1952 or ILO Convention 92, as supplemented by ILO Convention 133. Please refer to MSN 09/2016 (appendix 2, no. 8) for further information.

13.2 PETRONAS Procedures and Guidelines for Upstream Activities (PPGUA) Volume 11, Section 11.4.2 is accepted as an 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.

- a. Definition for “fixed and floating structures” are as follows:
 - i. FPSO
 - ii. FSU / FSO
 - iii. FLNG / Floating Storage Regasification Unit (FSRU)

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

- 13.4 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.
- 13.5 RO is authorised to issue a Statement of Compliance to ship complying with ILO 92/133
- 13.6 An existing Crew Accommodation Certificate to be replaced to Statement of Compliance as mentioned in paragraph 13.5 upon expiry.

CHAPTER IV : CERTIFICATION

- 14. Harmonized System of Surveys and Certification (HSSC)
 - 14.1 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 amendments Resolution for the implementation of the HSSC.
 - 14.2 RO is authorized to issue Non Convention Certificates as specified in MSN 16/2009 including Malaysia Tonnage Certificate and Malaysia Local Freeboard Certificate.
 - 14.3 Statement of Compliance by RO may be issued for compliances to Conventions not ratified by Malaysia
 - 14.4 The Flag Administration shall be given access to the vessel status through the RO's website.
- 15 Short Term & Interim statutory certificates
 - 15.1 RO is authorised to issue short term certificate for a maximum cumulative period of 2 months with the following conditions:
 - (i) 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

- (ii) Equivalent or alternative arrangement for temporary measures has been provided to the satisfaction of attending surveyor in accordance with statutory requirements

The ship owner/manager shall immediately but not later than 2 weeks from date of issuance of certificates, report to bkim@marine.gov.my 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.

- iii) Issue all statutory certificates upon completion of surveys and Interim inspections on any one of the following conditions:
 - New ship on delivery;
 - Ship changes flag to Malaysia ;
 - Reactivation of a laid-up ship.

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

16. Interim certificate for SMC, ISSC and MLC

- 16.2 Interim Safety Management Certificate and Interim International Ship Security Certificate shall only be permitted to be issued for a cumulative period not exceeding 12 months.
- 16.3 Interim Maritime Labour Certificate shall only be permitted to be issued for a cumulative period not exceeding 6 months.

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

- 17.1 RO is authorised to issue e-Certificate(s) on conditions as follows;
 - a) Comply fully with the requirements as specified in FAL.5/Circ.39/Rev.2.
- 17.2 RO shall provide access to the certificate databases to the Administration

18. If lifting appliances are provided on board a 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 Class Rules. A Certificate or a Statement of Facts shall be issued.

- (i) If the lifting appliances on a flat top barges is a crawler crane, the crane shall be permanently secured and analysis of the vessel's intact stability shall be carried out before any Certificate can be issued.

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

19.1 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

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

CHAPTER V - EXEMPTION AND EXTENSION

20. Exemption and Extension Certificate

20.1 With the exception of paragraph 20.2 and 20.3, 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.

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

- i. 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 on board)
- ii. 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 03/2020
- iii. LRIT Conformance test for max period of 3 months after changing to Malaysia flag.
- iv. 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:

- (i) Regulation 23 (a) (ii)

- (ii) 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

- v. Compliance to MLC Title 3 Accommodation, recreational facilities, food and catering (paragraph 3, 8, 9 (a & m), 11(b) and 15 only) for ships of less than 500 GT.

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

20.3.1 Extension of dry docking survey

- i. 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 20.3.1.i(a) and 20.3.1.i(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 may be granted up to three (3) months from the Special Survey due date.
 - d) However, paragraph 20.3.1.i(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) No extension shall be permitted for single hull tankers and passenger ships
- ii. 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

includes 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.

20.3.2 Following factors shall be considered, but not limited to, before docking survey extensions is considered;

- i. The unavailability of dry docking or repair facilities or unavailability of essential material, equipment or spare parts for dry docking
- ii. Delays incurred by action to avoid severe weather
- iii. Unanticipated delays at loading/discharge facilities

In any circumstances, request on extensions of dry docking surveys based on commercial reason shall not be considered.

CHAPTER VI - ADDITIONAL INSTRUCTION

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

- i. RO is authorized to approve fire control and safety plan for all ships except passenger ships.
- ii. The plans shall be in dual languages (English and Bahasa Malaysia). The translation shall follow MSN 01/2020 and approved by RO.
- iii. All symbol shall follow IMO Resolution A.760(18) and Resolution A.952 (23).
- iv. 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.

- v. Refer MSN 17/2008 for more details.

22. Type approval and performance standard for all equipment installed on board Malaysia ships except for Ballast Water Treatment System;
 - i. RO is authorised 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.
 - ii. RO shall grant access to all testing and approval record upon request by the Administration .
23. Ballast Water Treatment System (BWTS)
 - 23.1 In order to be type-approved by the Administration, ballast water management systems shall be tested in a land-based facility and on board ships to prove that they meet the performance standard contained in regulation D-2 of the BWM Convention.
 - * Please refer to **MSN 20/2020** for more details.
 - 23.2 RO is authorised to conduct shipboard testing and issue a report to the Administration.
 - 23.3 The Administration shall issue a Type Approval Certificate (TAC) to individual ship. Ship owner, ship manager or RO shall submit all supporting documents specified below to the Administration :
 - i. The TAC issued, by the Flag Administration or other Administration's following (G8) - Guideline for approval of Ballast Water Management System,
 - ii. BWTS shall be in the List of Ballast Water Management Systems that make use of Active Substances which has received Basic and Final Approval from IMO, and
 - iii. Report of shipboard testing conducted by RO.
24. Approval of service providers.
 - i. 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 procedures of the RO. Said internal procedures shall also comply with **Resolution MSC 402 (96)**
 - ii. List of RO's approved service providers in Malaysia shall be provided to the Administration and update on a regular basis

25. Periodic Inspection, Maintenance of Compressed Gas Cylinders, Portable Fire Extinguishers and Fixed Fire Fighting System and life-saving appliances :

25.1 Portable Fire Extinguishers

- i. All extinguishers shall be examined annually by a ship's officer or service provider appointed by RO
- ii. The hydrostatic test period for all types of portable fire extinguishers shall be conducted at intervals not exceeding 10 years.
- iii. 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.
- iv. Water and Foam Extinguishers shall be serviced every 12 months (or any other period specified by the manufacturer) by ship's officer or service provider appointed by RO.
- v. Other extinguishers are to be recharged by RO authorized service provider appointed by RO every 2 years (or any other period specified by the manufacturer).
- vi. 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.
- vii. 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.

25.2 Fixed Gas fire-extinguishing

- i. Annual inspections should be carried out by a ship officer or service provider appointed by RO.
- ii. The hydrostatic test for CO₂ 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.
- iii. Hydrostatic test shall be performed if any repair is carried out to the fixed gas fire-fighting system, i.e repair of CO₂ piping and etc.
- iv. Hydrostatic test shall be carried out if the loss of content is more than 10% for CO₂.

25.3 Fixed Foam Extinguishing System

- i. An analysis of foam samples shall be undertaken after 3 years from date of manufacture and annually thereafter by an authorized service provider or the manufacturer's laboratory.
- ii. Foam solution meant for engine room foam applicator shall be analysed at interval specified above
- iii. Foam solution for oil tanker which does not require to comply with fixed deck foam requirement shall be analysed at interval specified above.

25.4 Immersion Suit of appropriate size shall be provided as follows

- i. For every person on board; and
- ii. Additional two (2) Immersion Suits shall be provided at Navigation Bridge; and
- iii. Additional two (2) Immersion Suits shall be provided at Engine Control Room; and
- iv. Additional two (2) Immersion Suits shall be provided at forward station

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

- i. Survival craft that may be installed on board a ship shall be of the type, or any combination of the types, specified below:
 - a) Davit launch life boat
 - b) Free-fall life boat
 - c) Rescue boat
 - d) Davit launch life raft.
- ii. 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:
 - a) maintenance in accordance with instruction for on board maintenance
 - b) thorough examination at every annual survey
 - c) dynamic test of the winch brake after completion of thorough examination at maximum speed with boat weight only.

- d) 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 its complement.
- iii. 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.
- iv. Personnel performing said thorough examination shall be certified either by manufacturer OR an authorized service provider. A shipboard personnel may be accepted as service provider if he has fulfilled the requirement as an authorized service provider.
- v. In cases where the manufacturer is 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.
- vi. As of **01 January 2020**, the service provider performing the above thorough examination shall only be authorized by the Flag Administration or Recognized Organization.

27. Fire-Fighter's Communication

- i. 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.
- ii. An addition, all Malaysian ships shall carry additional two unit 2-way UHF radio telephone apparatus for the command team.
- iii. As far as practicable, the fire-fighter radiotelephone shall have a coloured housing to distinguish these radio from other radios use on board either for normal operations and for emergency use such as portable GMDSS VHF's which normally be in yellow or orange.
- iv. 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.

28. MARPOL Annex VI, Regulation 22 - Ship energy Efficiency Management Plan (SEEMP).
- i. Ship of 400 GT and above shall be provided with an approved Ship-Specific SEEMP Part I.
 - a. On or after **01 July 2020**, SEEMP Part I shall be reviewed and approved by RO.
 - b. The approved SEEMP Part I shall be forwarded to the Administration for the issuance of the International Energy Efficiency Certificate.
29. MARPOL Annex VI, Regulation 22A - Collection and reporting of ship fuel oil consumption data.
- i. On or before **31 December 2018**, the Ship Energy Efficiency Management Plan (SEEMP) for 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.
 - ii. The first mandatory cycle for fuel oil data collection and reporting will be in the calendar year of 2019.
 - iii. Under the data collection system (DCS) for fuel oil consumption of Malaysia-registered ship, the Recognized Organization (ROs) are authorized to:
 - a. review the SEEMP Part II, the Methodology of Ship Fuel Oil Consumption Data Collection Plan;
 - b. issue the Confirmation of Compliance (COC) to ships using an approved sample format pursuant to regulation 5.4.5 of MARPOL Annex VI;
 - c. verify and approve the data for compliance with the regulation 22A of this Annex; and
 - d. 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
 - iv. The Administration will only 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.

- v. Gantt chart for issuance of SOC for year 2020 is as follows:

SEEMP PART II AND ISSUANCE OF SOC

< 31 December 2018	1 January – 31 December 2019 (Calendar Year)	01 January – 31 Mar 2020	< 31 May 2020	< 30 June 2020
RO approved the SEEMP Part II and Issuance of Confirmation of Compliance (COC).	Data collection for fuel oil consumption and relevant parameters	Owner or Manager shall submit the DCS to RO for review and verify the data	After verified, owner or manager shall forward to Marine Department for issuance of Statement of Compliance (SOC)	One month after SOC issued, RO shall submit the report to the IMO Ship Fuel Oil Consumption Database

30. Installation of EGCS on board Malaysia Ships.

- i. All EGCS fitted on board a Malaysian ships shall comply with Resolution MEPC.259(68) and any amendments related thereto.
- ii. RO shall notify the Flag Administration after the installation is completed for update in the IMO GISIS as an “equivalent method”. Please refer to MSN 06/2019, MSN 07/2019, MSN 08/2019

31. MEPC 321 (74) - Guidelines for the use of electronic record books

Recognised Organisation is hereby authorized to issue a *“Declaration of MARPOL electronic record book”* as mentioned in MEPC 312 (74) - Guidelines for the use of electronic record books under MARPOL on behalf of the Marine Department of Malaysia as follows;-

- i. Oil Record Book, parts I and II (MARPOL Annex I, regulations 17.1 and 36.1);
- ii. Cargo Record Book (MARPOL Annex II, regulation 15.1);
- iii. Garbage Record Book, parts I and II (MARPOL Annex V, regulation 10.3);
- iv. Ozone-depleting Substances Record Book (MARPOL Annex VI, regulation 12.6);
- v. recording of the tier and on/off status of marine diesel engines (MARPOL Annex VI, regulation 13.5.3);

- vi. Record of Fuel Oil Changeover (MARPOL Annex VI, regulation 14.6); and
- vii. Record Book of Engine Parameters (NOX Technical Code, paragraph 6.2.2.7).
- viii. Please refer also MEPC 314(74), MEPC 316(74) and MEPC 317(74).
- ix. The software shall be reviewed and approved by RO before the declaration is issued.

End

APPENDIX I

- 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 or more than 72 hours,
 - 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,
- 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. NOx Technical Code,
 - viii. Code of Safe Practice for Cargo Stowage and Securing (CSS Code),
 - ix. International Code on the Enhanced Programme of Inspections During Surveys of Bulk Carriers and Oil Tankers 2011 (ESP Code)
 - x. Code for the Construction and Equipment of Mobile Offshore Drilling Units (MODU Code)

- xi. Code of Safety for Dynamically Supported Craft (DSC Code),
- xii. International Code of Safety for High-Speed Craft (HSC Code)
- xiii. International Code of Safety for Ships Using Gases or Other Low-Flashpoint Fuels (IGF Code),
- xiv. International Code for Ships Operating in Polar Waters (Polar Code),
- xv. 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 (*)	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	L	L	YES
1.5	High Speed Craft Safety Certificate	L	L	L	L	YES
1.6	International Security for Ports and Ship (ISPS) Code	F	F	-	L	YES
1.7	International Safety Management Code :-					
	a) SMC	F	F	-	L	
	b) DOC	L	L	L	L	
1.8	Carriage of Liquefied Gases in Bulk					
1.8.1	Certificate for Ships Built Prior to 31 October 1976	F	F	F	L	YES
1.8.2	Certificate for Ships Built Prior on/after 31 October 1976 and before 1 July 1986	F	F	F	L	YES
1.8.3	International Certificate for Ships Built On/After 1 July 1986, IGC Code	F	F	F	L	YES
1.9	Carriage in Bulk of Dangerous Chemicals					
1.9.1	Certificate for Ships Built Before 1 July 1986, BCH Code	F	F	F	L	YES
1.9.2	International Certificate for Ships Built After July 1986, IBC Code	F	F	F	L	YES
1.10	Document of Authorization for Carriage of Grain	F	F	F	L	YES
1.11	Document of Compliance with the Special Requirements for Ships Carrying Dangerous Goods	F	F	F	L	N/A
2	MARPOL Convention 73/78					
2.1	Annex I – International Oil Pollution Prevention 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 – Harmful Substances, Statement of Fact	F	F	F	L	N/A
2.4	Annex IV – Sewage	F	F	F	L	N/A
2.5	Annex V – Garbage	F	F	F	L	N/A
2.6	Annex VI (incl. NOx Technical Code) / COC for SEEMP Part II	F	F	F	L	N/A
3	International Regulations for Preventing Collision at Sea, 1972	F	F	F	L	N/A

INSTRUMENT		Initial (*)	Renewal (*)	Annual (*)	Exemption (Yes/No)	Review (Yes/No)
4	International Convention on Tonnage Measurement of Ships, 1969	F	F	F	L	N/A
5	International Convention on Load Lines, 1966 or as amended	F	F	F	L	YES
6	Mobile Offshore Drilling Unit Codes, 1979 & 1989, 2009 Editions	F	F	F	L	YES
7	International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004	F	F	F	L	YES
8	International Convention on the Control of Harmful Anti-Fouling Systems on Ships, 2001	F	F	-	L	N/A
9	Code of Safety for Special Purpose Ships	F	F	F	L	N/A
10	Cargo Securing Manual	F	-	-	-	YES
11	Non Convention Cargo Vessel (list all Non Con Ship certificate)					
11.1	Cargo Ship Safety Construction (NC) Certificate	F	F	F	L	
11.2	Cargo Ship Safety Equipment (NC) Certificate	F	F	F	L	
11.3	Cargo Ship Safety Radio (NC) Certificate	F	F	F	L	
11.4	Malaysia Local Freeboard certificate	F	F	F	L	
11.5	Malaysia Tonnage Certificate	F	F	F	L	
12	Maritime Labour Convention 2006					
12.1	Maritime Labour Convention Certificate	F	F	F	L	YES
12.2	Crew Accommodation Certificate (MLC / ILO)	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 Cert

APPENDIX III**Contact Details****DIRECTOR GENERAL**

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