

TÜRK LOYDU



TL-PR

TL-Procedural Requirements

July 2019

These procedural requirements are prepared by embedding related IACS Procedural Requirements. In order to have consistency, the numbering of the procedural requirements are kept as the same with related IACS Procedural Requirements.

Unless otherwise specified, these Rules apply according to the implementation dates as defined in each procedural requirement. See Rule Change Summary on TL website for revision details.

This latest edition incorporates all rule changes.

"General Terms and Conditions" of the respective latest edition will be applicable (see Rules for Classification and Surveys).

If there is a difference between the rules in English and in Turkish, the rule in English is to be considered as valid. This publication is available in print and electronic pdf version. Once downloaded, this document will become UNCONTROLLED. Please check the website below for the valid version.

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Procedure for Transfer of Class

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Notes:

1. This Procedural Requirement applies to requests for transfer of class received on or after 1 July 2016.

PR1A Procedure for Transfer of Class

Application

This Procedure contains procedures and requirements pertaining to transfer of class from one Society (i.e. losing Society) to another Society (i.e. gaining Society) and is applicable, unless stated otherwise, to vessels of over 100 GT of whatever type, self propelled or not, restricted or unrestricted service, except for "inland waterway" vessels.

The obligations of this Procedure apply to TL which are subject to verification of compliance with QSCS.

Definitions

'At vessel's delivery' means that the new construction survey process is completed, the first Certificate of Class is delivered and the vessel has not departed from the yard.

'First Certificate of Class' means either Interim Certificate of Class or Full Term Certificate of Class or another Certificate serving the same purpose.

'Gaining Society' means a Classification Society which accepts a vessel for its classification only after all overdue surveys; overdue recommendations or overdue conditions of class previously issued against the vessel have been completed by or as specified by the losing Society.

'Interim Certificate of Class', or Interim Class Certificate, is the certificate issued immediately upon completion of the survey of the vessel to enable it to trade while the report of the classification surveys is processed by the gaining Society pursuant to issuing its full term Class Certificate.

'Losing Society' means the Classification Society from which class is being transferred. In the case of vessels classed by more than one Society, 'losing Society' means all Classification Societies from which class is being transferred.

'Outstanding' means still to be dealt with.

'Overdue' means overdue on the date the losing Society receives the request by the gaining Society for its current classification survey status.

'Recommendations' and 'Conditions of Class' are to be read throughout this Procedural Requirement as being different terms used by Societies for the same thing, i.e. requirements to the effect that specific measures, repairs, surveys etc. are to be carried out within a specific time limit in order to retain class.

Section A - Procedural Requirements

A.1 Obligations and reporting of the gaining Society

A.1.1 Whenever a Society is requested by an Owner to accept an existing vessel into class, the gaining Society is to immediately notify the Owner in writing that:

- .1 the relevant surveys specified TL- PR1A/B.2.1 are required to be satisfactorily completed for entry into class;
- .2 for vessels less than 15 years of age^(Note 1), an Interim Certificate of Class can be issued only after the gaining Society has completed: (i) all overdue surveys and (ii) all overdue recommendations / conditions of class previously issued against the vessel as specified to the Owner by the losing Society;
- .3 for vessels 15 years of age and over, an Interim Certificate of Class can be issued only after the losing Society has completed: (i) all overdue surveys and (ii) all overdue recommendations / conditions of class previously issued against the vessel.
- .4 any outstanding recommendations / conditions of class are to be dealt with by their due dates;
- .5 the principles given in items .1, .2 and .3 above apply to any additional recommendations / conditions of class issued against the vessel arising from surveys which were not included in the initial survey status provided to the gaining Society by the losing Society because the surveys were carried out in close proximity to the request for transfer of class. Such additional recommendations / conditions of class if received after the issuance of the Interim Certificate of Class by the gaining Society and which are overdue are to be dealt with at the first port of call by the relevant Society depending on the age of the vessel;
- .6 copies of the plans listed in Section C are to be provided to the gaining Society as a prerequisite to obtaining a full term Class Certificate.

If the Owner is unable to provide all of the required plans, the gaining Society is to request that the Owner authorise the losing Society to transfer copies of such of these plans as it may possess directly to the gaining Society upon request from the gaining Society, with the advice that the losing Society will invoice the gaining Society and the gaining Society may, in turn, charge the associated costs to the Owner.

A.1.2 Prior to issuing an Interim Certificate of Class the gaining Society is to obtain:

- .1 from the Owner, a written request for transfer of class, containing an authorisation for the gaining Society to obtain the current classification status from the losing Society; and
- .2 the current classification survey status from the Headquarters of the losing Society or one of its designated control or management centres.

(Note 1) To be calculated from the date of delivery to the "Date Request for Class was Received" in Form G Part A – Survey Status Request.

A.1.3 Within two (2) working days of receipt of a written request from the Owner for transfer of class at a Society's Headquarters or one of its designated control or management centres, the gaining Society is to notify the losing Society of the requested transfer of class using the Form G in Annex 1 with Part A completed and attaching the Owner's authorisation for release of the survey status. If the gaining Society does not receive the classification survey status from the losing Society within three (3) working days from request, the gaining Society may utilise the losing Society's survey status information provided by the Owner and, after complying with the other relevant requirements of this Procedural Requirement, may issue an Interim Certificate of Class. In such cases, a statement is to be included in or with the Interim Certificate of Class reminding the Owner that the conditions of A.1.1 are still applicable.

A.1.4 The gaining Society is not to issue an Interim Certificate of Class, or other documents enabling the vessel to trade:

1. Until all overdue surveys and all overdue recommendations / conditions of class previously issued against the subject vessel as specified to the Owner by the losing Society, have been completed and rectified by:
 - a) the gaining Society, for vessels less than 15 years of age;
 - b) the losing Society, for vessels 15 years of age and above; and
2. Until all relevant surveys specified in TL- PR1A/B.2.1 have been satisfactorily completed; when facilities are not available in the first port of survey, an Interim Certificate of Class may be issued to allow the vessel to undertake a direct voyage to a port where facilities are available to complete surveys required in TL- PR1A/B.2.1
In such cases:
The surveys specified in TL- PR1A/B.2.1 are to be carried out to the maximum extent practicable at the first port of survey, but in no case less than the scope of annual hull survey and machinery surveys as required in B.2.1.2;
3. before giving the opportunity to the Flag Administration to provide any further instructions within three (3) working days.^(Note 2)

A.1.5 The validity of the Interim Certificate of Class and the subsequent Class Certificate is subject to any outstanding recommendations / conditions of class previously issued against the vessel being completed by the due date and as specified by the losing Society. Any outstanding recommendations / conditions of class with their due dates are to be clearly stated on the:

- .1 Interim Certificate of Class or an attachment to the Interim Certificate of Class, and/or class survey record available on board; and
- .2 survey status when the full term Class Certificate is issued.

(Note 2) In compliance with the requirements of Art. 10.5 of the Regulation (EC) No 391/2009 as amended.

A.1.6 The gaining Society is, within one (1) month from issuing its Interim Certificate of Class, to advise the losing Society of the date of issuing this certificate and confirm the date, location and action taken to satisfy each overdue survey and overdue recommendation / condition of class, if any, issued against the subject vessel as specified to the Owner by the losing Society. The report Form G in Annex 1, with Parts A and B duly completed is to be used.

A.1.7 Any additional information regarding outstanding surveys or recommendations / conditions of class received from the losing Society in accordance with A.2.3 is to be dealt with in accordance with A.1.4 and A.1.5, as applicable, and reported to the losing Society with Form G in Annex 1 with Part B-1 duly completed within one (1) month from the completion of the survey. If this additional information is received after the Interim Certificate of Class has been issued, any surveys or recommendations / conditions of class which are overdue are to be dealt with at the first port of call:

- .1 by the gaining Society in vessels less than 15 years of age; or
- .2 by the losing Society in vessels 15 years of age or over.

If this is not accomplished, the Interim Certificate of Class is to be withdrawn immediately unless the Owner agrees to proceed directly, without further trading, to a suitable port where any overdue surveys or overdue recommendations / conditions of class are to be carried out by the relevant Society based on the age of the vessel.

A.1.8 Prior to final entry into class the gaining Society's obligation is:

- .1 to carry out and document the review, of class survey records, of the losing Society, by an authorised person considering the items specified in Annex 3;
- .2 to advise the losing Society in writing of the anticipated date of final entry into class and that Form G with Parts A, B and B-1 (when applicable) duly completed has been sent^(Note 3).

A.1.9 The gaining Society may, if deemed necessary, carry out the review of class survey records of other Societies, which had previously classed the vessel.

A.1.10 Within one (1) month of the date of final entry into class, the gaining Society is to dispatch Form G in Annex 1, with Parts A, B, B-1 (when applicable) and C duly completed, to the losing Society. In cases where the losing Society has reported recommendations / conditions of class on the vessel, the gaining Society is to provide to the losing Society, together with Form G, an itemised list of actions taken with the date and location and actions to be taken, to satisfy each recommendation / condition of class. The gaining Society is to confirm in writing the date of final entry into class to the flag State within one (1) month of the date of final entry into class.

A.1.11 The reporting by gaining Society to losing Society required in A.1.6, A.1.7 and A.1.10 is to be done in accordance with the Harmonisation of Reporting in Annex 2.

^(Note 3) In compliance with the requirements of Art. 10.6 of the Regulation (EC) No 391/2009 as amended.

A.2 Obligations and reporting of the losing Society

A.2.1 If an Owner advises the losing Society of an intention to transfer class, the losing Society is to immediately confirm to the Owner any overdue surveys and outstanding recommendations / conditions of class, together with any outstanding fees.

A.2.2 The losing Society:

- .1 within two (2) working days of receipt of a written request at its Headquarters or one of its designated control or management centres, is to notify the gaining Society the latest class details in its possession including a full list of overdue surveys and recommendations / conditions of class - with the respective due dates - issued against the subject vessel. For vessels under Enhanced Survey Programme, the following documentation is also to be provided:
 - (i) the most recent Condition Evaluation Report/Executive Hull Summary Reports;
 - (ii) any available Survey Planning Document for the forthcoming special or intermediate survey, regardless of whether the gaining Society intends to credit or not class entry surveys as periodical surveys for maintenance of classification.

In cases where the class status is received in a language not readily understood by the gaining Society or contains vague or unclear descriptions, the losing Society is to provide additional detailed information in English language on request of the gaining Society. The losing Society is obliged to advise the gaining Society of the possibility of further recommendations / conditions of class arising from surveys which the losing Society knows have been carried out but for which reports have not yet been received. The report Form L in Annex 1 with Part A completed is to be used by the losing Society to report on the class status. Details may be amplified, if necessary, in accompanying documents.

- .2 is obliged to make available, within one (1) month of the receipt of the request referred to in .1 above, all class survey records including thickness measurement reports from the last special survey and in addition, any subsequent thickness measurements including areas with substantial corrosion, to the gaining society for record review and relevant reporting, to the extent this information is in the possession of the losing Society, to enable the gaining Society to retain the Vessel's Records as outlined in Annex 3, in accordance with A.1.8.
- .3 alternatively to .2 above, upon request is obliged to provide, within one (1) month of the receipt of the request referred to in .1, a copy of all the class survey records including thickness measurement reports from the last special survey and in addition, any subsequent thickness measurements including areas with substantial corrosion, to the gaining Society, to enable the gaining Society to retain the Vessel's Records as outlined in Annex 3, in accordance with A.1.8. These survey records will be transferred electronically if electronic files are available.
- .4 is also to submit, within one (1) month of the receipt of the request referred to in .1 above, any Vessel's Records regarding class items (see Annex 3) available from prior transfers of class performed after 1 July 2001.

A.2.3 The losing Society has one (1) month from issuance of its survey status to the gaining Society as per A.2.2 to forward to the gaining Society:

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- .1 the additional information on outstanding surveys and/or recommendations / conditions of class arising from surveys performed proximate to the date of Owner's written request for transfer of class which were not included in said status, by dispatching Form L in Annex 1 with Part A-1 duly completed;

A.2.3bis The losing Society is to forward to the gaining Society:

- .1 the standard structural diminution allowances which were applying to the vessel, by dispatching Form L in Annex 1 with Parts A and A-1 (when applicable) duly completed, within five working days from the receipt of the request for transfer of class from gaining Society;
- .2 the TL- R-S19/31 assessment reports (when applicable) within twelve working days from the receipt of the request for transfer of class from gaining Society.

A.2.3ter For CSR vessels, the Owner is to submit to the Gaining Society plans showing, for each structural element, both as-built and renewal thicknesses and any thickness for "voluntary addition". (refer to C.1.2)

A.2.4 To ensure mutual exchange of information on vessels transferring class and on the survey status of such vessels, the losing Society is, on completion of a withdrawal of class, to dispatch Form L in Annex 1, with Parts A, A-1 (when applicable) and B duly completed, to the TOC database and to the gaining Society.

A.2.5 Should the losing Society, upon receiving information from the gaining Society pursuant to the disposition of the transfer of class, have clear grounds for believing that the gaining Society did not fulfil its obligations as specified in A.1, the losing Society is to notify the gaining Society of its concerns and attempt to resolve any differences.

A.2.6 Societies who had classed the vessel prior to the losing Society have the same obligations as the losing Society which are given in A.2.2.2 or A.2.2.3, if so requested by the gaining Society, in accordance with A.1.9.

A.3 Transfer of class at vessel's delivery

A.3.1 The procedural requirements for transfer of class at vessel's delivery are applicable when the Society which has carried out the new construction technical review and surveys (i.e. Losing Society) has issued its first Certificate of Class.

Obligations and reporting of the Gaining Society

A.3.2 Whenever a Society is requested by an Owner to accept a vessel into class at its delivery, that Society, i.e. the gaining Society, is to immediately notify the Owner in writing that:

- .1 any outstanding recommendations / conditions of class are to be dealt with by their due dates;
- .2 copies of the plans listed in Section C are to be provided to the gaining Society as a prerequisite to obtaining a Full Term Certificate of Class.

If the Owner is unable to provide all of the required plans, the gaining Society is to request that the Owner authorise the losing Society to transfer copies of such of these plans as it may possess directly to the gaining Society upon request from the gaining Society, with the advice

that the losing Society will invoice the gaining Society and the gaining Society may, in turn, charge the associated costs to the Owner.

A.3.3 Prior to issuing an Interim Certificate of Class on the date of the vessel's delivery, the gaining Society is to obtain:

- .1 from the Owner, a written request for transfer of class at vessel's delivery, containing an authorisation for the gaining Society to obtain a copy of the first Certificate of Class, from the losing Society; and
- .2 the first Certificate of Class from the Headquarters of the losing Society or one of its designated control or management centres or from the attending Surveyor at the yard of the builder including any outstanding recommendations / conditions of class and information normally contained in the classification status.

A.3.4 After receipt of a written request from the Owner for transfer of class at a Society's Headquarters or one of its designated control or management centres, the gaining Society is to notify the losing Society of the requested transfer of class using the Form G in Annex 1 with Part A completed and attaching the Owner's authorisation for release of the first Certificate of Class, including the list of any recommendations / conditions of class - with the respective due dates - issued against the subject vessel and information normally contained in the classification status.

If the gaining Society does not receive the above documents from the losing Society on the date of the vessel's delivery, the gaining Society may utilise the losing Society's said documents provided by the Owner and, after complying with the other relevant requirements of this Procedural Requirement, may issue an Interim Certificate of Class on the date of the vessel's delivery. In such cases, a statement is to be included in or with the Interim Certificate of Class issued by the Gaining Society reminding the Owner that the conditions of A.3.2 are still applicable.

A.3.5 The Gaining Society is not to issue an Interim Certificate of Class, or other documents enabling the vessel to trade:

- .1 until all relevant surveys specified in TL- PR1A/B.2.1 have been satisfactorily completed; and
- .2 before giving the opportunity to the Flag Administration to provide any further instruction within three (3) working days^(Note 4).

(Note 4) In compliance with the requirements of Art. 10.5 of the Regulation (EC) No 391/2009 as amended.

A.3.6 The validity of the Interim Certificate of Class and the subsequent full term Certificate of Class issued by the Gaining Society is subject to any outstanding recommendations / conditions of class previously issued against the vessel being completed by the due date and as specified by the losing Society. Any outstanding recommendations / conditions of class with their due dates and information normally contained in the classification status are to be clearly stated on the:

- .1 First Certificate of Class or an attachment to the First Certificate of Class and/or class survey record available onboard.
- .2 Survey status when the full term Certificate of Class is issued.

A.3.7 The gaining Society is, within one (1) month from issuing its Interim Certificate of Class, to advise the losing Society of the date of issuing this certificate. The report Form G in Annex 1, with Parts A and B duly completed is to be used.

A.3.8 Within one (1) month of the date of final entry into class, the gaining Society is to dispatch Form G in Annex 1, with Parts A, B, and C duly completed to the losing Society. In cases where the losing Society has reported recommendations / conditions of class on the vessel, the gaining Society is to provide to the losing Society, together with Form G, an itemised list of actions taken with the date and location and actions to be taken, to satisfy each recommendation / condition of class.

A.3.9 The reporting by gaining Society to losing Society required in A.3.8 is to be done in accordance with the Harmonisation of Reporting in Annex 2.

Obligations and reporting of the losing Society

A.3.10 Upon receipt of a written request at its Headquarters or one of its designated control or management centres and on the date of the vessel's delivery, the losing Society is to submit to the gaining Society its first Certificate of Class, including the list of any recommendations / conditions of class - with the respective due dates - issued against the subject vessel and the list of any information normally contained in the classification status. The report Form L in Annex 1 with Part A completed is to be used by the losing Society. Details may be amplified, if necessary, in accompanying documents.

A.3.11 The losing Society has one (1) month from issuance of its first Certificate of Class to the gaining Society to forward to the gaining Society:

- .1 the structural diminution allowances which were applying to the vessel, by dispatching Form L in Annex 1 with Parts A and A-1 duly completed.

A.3.12 To ensure mutual exchange of information on vessels transferring class, the losing Society is, on completion of a withdrawal of class, to dispatch Form L in Annex 1, with Parts A, A-1 and B duly completed, to the TOC database and to the gaining Society.

A.3.13 Should the losing Society, upon receiving information from the gaining Society pursuant to the disposition of the transfer of class, have clear grounds for believing that the gaining Society did not fulfil its obligations, the losing Society is to notify the gaining Society of its concerns and attempt to resolve any differences.

A.4 Other requirements

A.4.1 The obligations of the gaining and losing Societies continue to apply when a vessel's class is suspended and for six (6) months following withdrawal of a vessel's class, irrespective of class status in the meantime.

A.4.2 As the ship may be laid up, the gaining Society is to check the classification status from the previous Society in order to verify if TL- PR1A is applicable.

Section B - Technical Requirements

For transfer of class from one Society to another, the following minimum technical requirements are to be applied.

B.1 Plans and information

B.1.1 The gaining Society is to request copies of plans showing the main scantlings and arrangements of the actual vessels and machinery, together with any proposals for alterations being dealt with, from the Owner. Receipt of plans listed in Section C, or equivalent, alternative technical data in lieu of specific plans or items, is to be identified to the Owner as a prerequisite to issuance of a full term Class Certificate by the gaining Society. However, having made a good faith effort to obtain the information, if it proves not practicable to acquire certain plans as listed in Section C, or equivalent, alternative technical data, the gaining Society may issue the full term Class Certificate provided that its classification records document that the vessel is being accepted into class on the basis of a recorded internal review of the circumstances prevailing with respect to availability of plans.

B.2 Class Entry Surveys^(Note 1)

B.2.1 Notwithstanding the records indicating that all surveys are up-to-date, a class entry survey is to be held by the gaining Society, the minimum extent of which is to be based on the age of the vessel and the losing Society's class status as follows:

.1 Hull Class Entry Survey:

- i) for vessels of age less than 5 years the survey is to take the form of an Annual Survey;
- ii) for vessels between 5 and 10 years of age the survey is to include an Annual Survey and inspection of a representative number of ballast spaces;
- iii) for vessels of 10 years of age and above but less than 20 years of age, the survey is to include an Annual Survey and inspection of a representative number of ballast spaces and cargo spaces. For gas carriers, in lieu of internal inspection of cargo spaces, the following applies:
 - Inspection of representative spaces surrounding cargo tanks, including external inspection of the tank and its supporting systems as far as possible;
 - Review of cargo log books and operational records to verify the correct functioning of the cargo containment system.

^(Note 1) Class entry surveys may be, but are not required to be, credited as periodical surveys for maintenance of classification. Recommendations and/or conditions of class due for compliance at a specified periodical survey for maintenance of classification need not be carried out/complied with at a class entry survey unless the class entry survey is credited as the specified periodical survey for maintenance of classification or the recommendation / condition of classification is overdue.

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- iv) for vessels subject to TL- R Z10.1, Z10.2, Z10.3, Z10.4 or Z10.5 which are 15 years of age and above but less than 20 years of age, the survey is to have the scope of a Special Survey or an Intermediate Survey, whichever is due next;
- v) for all vessels, which are 20 years of age and above, the survey is to have the scope of a Special Survey^(Note 2);
- vi) in lieu of the requirements in items i) through v), the following apply for site specific purpose-built Floating Production and/or Storage Vessels:
- for vessels of age less than 5 years, the survey is to have the scope of an Annual Survey;
 - for vessels of age between 5 and 10 years, the survey is to include an Annual Survey and inspection of twenty percent of ballast spaces;
 - for vessels of age between 10 and 20 years, the survey is to include an Annual Survey and inspection of twenty percent of ballast spaces and twenty percent of cargo spaces.
 - for vessels over 20 years of age, the survey is to have the scope of a Special Survey.
- vii) for site specific Floating Production and/or Storage Vessels which have been converted from other vessels, the survey is to take the form of an Annual Survey and also include inspection of twenty percent of ballast spaces and twenty percent of cargo spaces until 20 years have elapsed since conversion. After 20 years the survey is to have the scope of a Special Survey.
- viii) in the context of applying items iv) and v) above, if a dry-docking of the vessel is not due at the time of transfer, consideration can be given to carrying out an underwater examination in lieu of dry-docking.
- ix) in the context of applying items iv) and v), as applicable, the anchors and anchor chain cables ranging and gauging for vessels over 15 years of age is not required to be carried out as part of the class entry survey unless the class entry survey is being credited as a periodical survey for maintenance of class. If the class entry survey is to be credited as a periodical survey for maintenance of class, consideration may be given by the gaining society to the acceptance of the anchors and anchor chain cables ranging and gauging carried out by the losing society provided they were carried out within the applicable survey window of the periodical survey in question.
- x) in the context of applying items i) to viii) above, as applicable,
- if the class entry survey is to be credited as a periodical survey for maintenance of class consideration may be given by the gaining society to the acceptance of thickness measurements taken by the losing society provided they were carried out within the applicable survey window of the periodical survey in question.

(Note 2) The requirement of item v) is also applicable to the vessels having their hull under continuous survey.

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- if the class entry survey is not to be credited as a periodical survey for maintenance of class, consideration may be given by the gaining society to the acceptance of thickness measurements taken by the losing society provided they were carried out within 15 months prior to completion of class entry survey when it is in the scope of a Special Survey, within 18 months prior to completion of class entry survey when it is in the scope of an Intermediate Survey.

In both cases, the thickness measurements are to be reviewed by the gaining society for compliance with the applicable survey requirements, and confirmatory gauging are to be taken to the satisfaction of the gaining society.

- xii) In the context of applying iii) to viii) above, as applicable, tank testing for vessels over 15 years of age is not required to be carried out as part of the class entry survey unless the class entry survey is being credited as a periodical survey for maintenance of class. If the class entry survey is to be credited as a periodical survey for maintenance of class, consideration may be given by the gaining society to the acceptance of the tank testing carried out by the losing society provided they were carried out within the applicable survey window of the periodical survey in question.
- xiii) In the context of applying i) to viii) above, as applicable, compliance with TL Requirements that require compliance at the forthcoming due periodical surveys (such as TL- R S26 and S27) are not required to be carried out/completed as part of the class entry survey unless the class entry survey is credited as a periodical survey for maintenance of class.

.2 Machinery Class Entry Survey, a general examination of all essential machinery is to be held and is to include:

- i) examination under working conditions of oil fuel burning equipment of boiler, economisers and steam/steam generators. The adjustment of safety valves of this equipment is to be verified by checking the records on the vessel;
- ii) all pressure vessels;
- iii) insulation resistance, generator circuit breakers, preference tripping relays and generator prime mover governors are to be tested and paralleling and load sharing to be proved;
- iv) in all cases, navigating lights and indicators are to be examined and their working and alternative sources of power verified;
- v) bilge pumps, emergency fire pumps and remote control for oil valves, oil fuel pumps, lubricating oil pumps and forced draught fans are to be examined under working conditions;
- vi) recirculating and ice clearing arrangements, if any;
- vii) the main and all auxiliary machinery necessary for operation of the vessel at sea together with essential controls and steering gear is to be tested under working conditions. Alternative means of steering are to be tested. A short sea trial is to be held at the Surveyors discretion if the vessel has been laid up for a long period;
- viii) initial start arrangements are to be verified;

ix) in the case of oil tankers, the cargo oil system and electrical installation in way of hazardous spaces are to be checked for compliance with the gaining Society's Rule requirements. Where intrinsically safe equipment is installed, the Surveyors are to satisfy themselves that a recognised authority has approved such equipment. The safety devices, alarms and essential instruments of the inert gas system are to be verified and the plant generally examined to ensure that it does not constitute a hazard to the vessel.

Note: For the transfer of class or adding class at ship's delivery, items iii) and ix) may be verified by reviewing the ship's record.

Section C - Plans to be submitted by the Owner to the Gaining Society

C.1 Plans to be submitted

C.1.1 Main Plans

- General Arrangement
- Capacity Plan
- Hydrostatic Curves
- Loading Manual, where required.
- Damage Stability calculation, where required.

C.1.2 Steel plans

- Midship Section
- Scantling Plan
- Decks
- Shell Expansion
- Transverse Bulkheads
- Rudder and Rudder Stock
- Hatch Covers
- For CSR vessels, plans showing, for each structural element, both as-built and renewal thicknesses and any thickness for "voluntary addition".

C.1.3 Machinery plans

- Machinery Arrangement
- Intermediate, Thrust- and Screw Shafts
- Propeller
- Main Engines, Propulsion Gears and Clutch Systems (or Manufacturer make, model and rating information)
- For Steam Turbine Vessels, Main Boilers, Superheaters and Economisers (or Manufacturer make, model and rating information) and Steam Piping
- Bilge and Ballast Piping Diagram
- Wiring Diagram
- Steering Gear Systems Piping and Arrangements and Steering Gear Manufacturer make and model information

C.2 Torsional vibration calculations

C.2.1 For vessels less than two (2) years old, torsional vibration calculations are to be submitted.

C.3 Additional requirements for vessels with ice class notation

C.3.1 Plans for flexible couplings and/or torque limiting shafting devices in the propulsion line shafting (or manufacturer make, model and rating information) are to be submitted.

C.4 Additional plans required for oil tankers

C.4.1 Pumping arrangement at the forward and after ends and drainage of cofferdams and pump rooms are to be submitted.

C.5 Additional plans required for unattended machinery space notation

C.5.1 The following additional plans are to be submitted:

- Instrument and Alarm List
- Fire Alarm System
- List of Automatic Safety Functions (e.g. slowdowns, shutdowns, etc.)
- Function Testing Plan.

C.6 Additional Documents required for approval of Alternative Design and Arrangements

C.6.1 Document(s) of Approval of Alternative Design and Arrangements are to be submitted, if any.

Notes:

- (1) Additional information may be necessary according to Flag State requirements.
- (2) Alternative technical data may be accepted by the gaining Society in lieu of specific items of the listed documentation not being available at the time of the transfer.

TL- PR 1B Procedure for Adding, Maintaining or Withdrawing Double or Dual Class

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Notes:

1. This Procedural Requirement applies when adding, maintaining or withdrawing double or dual class on or after 1 July 2014.

PR1B

Procedure for Adding, Maintaining and Withdrawing Double or Dual Class

Application

This Procedure contains procedures and requirements pertaining to adding, maintaining or withdrawing a double or dual class and is applicable, unless stated otherwise, to vessels of over 100 GT of whatever type, self propelled or not, restricted or unrestricted service, except for "inland waterway" vessels.

The obligations of this Procedure apply to TL which are subject to verification of compliance with QSCS.

Definitions

'Double class vessel' is a vessel which is classed by two Societies and where each Society works as if it is the only Society classing the vessel, and does all surveys in accordance with its own requirements and schedule.

'Dual class vessel' is a vessel which is classed by two Societies between which there is a written agreement regarding sharing of work.

'First Society' is a Society classing a vessel which, under request of the Owner, enters a double or dual class arrangement with another Society.

'Interim Certificate of Class', or Interim Class Certificate, is the certificate issued immediately upon completion of the survey of the vessel to enable it to trade while the report of the classification surveys is processed by the gaining Society pursuant to issuing its full term Class Certificate.

'Outstanding' means still to be dealt with.

'Overdue' means overdue on the date the first or losing Society receives the request by the second or remaining Society for its current classification survey status.

'Recommendations' and 'Conditions of Class' are to be read throughout this Procedural Requirement as being different terms used by Societies for the same thing i.e. requirements to the effect that specific measures, repairs, surveys etc. are to be carried out within a specific time limit in order to retain class.

'Remaining Society' is a Society which keeps an existing vessel in class, when the class by the other Society involved in the double or dual class arrangement is suspended or withdrawn.

'Second Society' is a Society which is requested by an Owner to accept an existing vessel already classed by another Society into its class under double or dual class arrangement.

'Withdrawing Society' is a Society which withdraws its class to an existing vessel in class under double or dual class arrangement.^(Note 1)

(Note 1) In this Procedure, Form G and L in Annex 1, Annex 2 and Annex 3, the withdrawing Society is sometimes referred to simply as the "losing", when the context is obvious.

Section A - Adding class of a Second Society to a vessel classed by First Society

A.1 Obligations of the second Society

A.1.1 Whenever a Society (i.e. second Society) is requested by an Owner to accept an existing vessel already classed by another Society (i.e. first Society) into its class under double or dual class arrangement, the second Society is to immediately notify the Owner in writing that:

- .1 the second Society only accepts a vessel that is free from any overdue surveys or recommendations / conditions of class;
- .2 the Owner is to inform first Society of his request to second Society;
- .3 the Owner is to authorise first Society to submit to second Society its current classification status and documents as listed in Annex 3 for information and use by second Society in conducting its class entry surveys;
- .4 when the Owner decides to leave the double or dual class arrangement and prior to withdrawing from the class of one of two Societies the Owner is to inform the Societies of his intended actions;
- .5 when the Owner is advised that one of the Societies involved in double or dual class arrangement suspends or withdraws class the Owner is to inform the remaining Society of the action taken by the other Society without delay;
- .6 copies of the plans listed in Section C of TL- PR1A are to be provided to second Society as a prerequisite to obtaining a full term Class Certificate. If the Owner is unable to provide all of the required plans, the second Society is to request that the Owner authorise the first Society to transfer copies of such of these plans as it may possess directly to the second Society upon request from the second Society, with the advice that the first Society will invoice the second Society and the second Society may, in turn, charge the associated costs to the Owner.

A.1.2 Within two (2) working days of receipt of a written request from the Owner for entry into second Society's class at a Society's Headquarters or one of its designated control or management centres, the second Society is to notify the first Society of the requested entry into class using Form G in Annex 1 with its Part A duly completed and attaching the Owner's authorisation for release of survey status.

A.1.3 Prior to issuing an Interim Certificate of Class the second Society is to:

- .1 obtain from the Owner, a written application for entry into second Society's class, containing an authorisation for second Society to obtain the current classification status from the first Society;
- .2 obtain the current classification survey status from the Headquarters of the first Society or one of its designated control or management centres;
- .3 for double class: carry out its class entry survey in accordance with the requirements of Section B of PR1A taking account of the recommendations / conditions of class in the status provided by the first Society;
- .4 for dual class: carry out an initial survey having the scope of an annual survey as a minimum.

A.1.4 The second Society is, within one month from issuing its Interim Certificate of Class, to advise the first Society of the date of issuing this certificate. The report Form G in Annex 1, with Parts A and B duly completed is to be used.

Any additional information regarding outstanding surveys or recommendations / conditions of class received from the first Society in accordance with A.2.2 is to be taken into account in accordance with A.1.3.3, as applicable, and reported to the first Society with Form G in Annex 1 with Part B-1 duly completed within one (1) month from the completion of the survey.

A.1.5 Prior to final entry into the second Society's class, the second Society is obligated to:

- .1 carry out and document the review of class survey records, of the first Society, by an authorised person considering the items specified in Annex 3;
- .2 obtain plans and information in accordance with the requirements of Section B of PR1A.

A.1.6 To ensure mutual exchange of information on vessels adding class and on the survey status of such vessels, the second Society is, on completion of final entry into class, to dispatch Form G in Annex 1, with Parts A, B, B-1 (when applicable) and C duly completed to the TOC database and to the first Society.

A.2 Obligations of the first Society

A.2.1 The first Society:

- .1 within two (2) working days of receipt of a written request at its Headquarters or one of its designated control or management centres is to notify the second Society the current classification status including a full list of surveys and recommendations / conditions of class. The most recent condition evaluation report/executive hull summary reports and survey planning document for the commenced Special Survey for vessels under Enhanced Survey Programme are also to be provided. In cases where the class status is received in a language not readily understood by the second Society or contains vague or unclear descriptions the first Society is to provide additional detailed information in English language on request of the second Society. The first Society is obliged to advise the second Society of the possibility of further recommendations / conditions of class arising from surveys, which the first Society knows have been carried out but for which reports have not yet been received. The report Form L in Annex 1 with Part A completed is to be used by the first Society to report on the class status; details may be amplified, if necessary, in accompanying documents;
- .2 is obliged to make available, within one (1) month of receipt of request referred to in .1, all class survey records to the second Society for record review and relevant reporting, to the extent this information is in possession of the first Society, to enable the second Society to retain the Vessels Records outlined in Annex 3, in accordance with A.1.5.1 of this Procedure;
- .3 alternatively to .2 above, upon request is obliged to provide, within one (1) month of receipt of the request referred to in .1, a copy of all the class survey records to the second Society, to enable the second Society to retain the Vessels Records outlined in Annex 3, in accordance with A.1.5.1 of this Procedure. These survey records will be transferred electronically if electronic files are available;

.4 is also to submit, within one month of receipt of the request referred to in .1 above, any Vessel's Records regarding class items (see Annex 3) available during the present class and from prior transfers of class performed after 1 July 2001.

A.2.2 The first Society has one month from issuance of its classification status to the second Society as per A.2.1 to forward to the second Society:

- .1 the additional information on outstanding surveys and/or recommendations / conditions of class arising from surveys performed proximate to the date of Owner's written request for adding class which were not included in said status, by dispatching Form L in Annex 1 with Part A-1 duly completed; and
- .2 the structural diminution allowances which were applying to the vessel, by dispatching Form L in Annex 1 with Parts A and A-1 (when applicable) duly completed.

Section B

B.1 Adding class of a Second Society to a vessel classed by First Society at vessel's delivery

B.1.1 The procedural requirements for adding class at vessel's delivery are applicable when the Society which has carried out the new construction technical review and surveys (i.e. First Society) has issued its first Certificate of Class.

Obligations and reporting of the second Society

B.1.2 Whenever a Society (i.e. Second Society) is requested by an Owner to accept a vessel already classed by another Society (i.e. first Society) into its class under double or dual class arrangement at vessel's delivery, the second Society is to immediately notify the Owner in writing that:

- .1 the Owner is to inform first Society of his request to second Society;
- .2 the Owner is to authorise first Society to submit to second Society its Certificate of Class;
- .3 when the Owner decides to leave the double or dual class arrangement and prior to withdrawing from the class of one of two Societies the Owner is to inform the Societies of his intended actions;
- .4 when the Owner is advised that one of the Societies involved in double or dual class arrangement suspends or withdraws class the Owner is to inform the remaining Society of the action taken by the other Society without delay;
- .5 copies of the plans listed in Section C of TL- PR1A are to be provided to second Society as a prerequisite to obtaining a full term Certificate of Class. If the Owner is unable to provide all of the required plans, the second Society is to request that the Owner authorise the first Society to transfer copies of such of these plans as it may possess directly to the second Society upon request from the second Society, with the advice that the first Society will invoice the second Society and the second Society may, in turn, charge the associated costs to the Owner.

B.1.3 After receipt of a written request from the Owner for entry into second Society's class at a Society's Headquarters or one of its designated control or management centres, the second Society is to notify the first Society of the requested entry into class using Form G in Annex 1 with its Part A duly completed and attaching the Owner's authorisation for release of the first Certificate of Class, including the list of any recommendations / conditions of class – with the respective due dates - issued against the subject vessel and the list of any information normally contained in the classification status.

B.1.4 Prior to issuing an Interim Certificate of Class on the date of the vessel's delivery, the second Society is to:

- .1 obtain from the Owner, a written request for entry into second Society's class at vessel's delivery, containing an authorisation for second Society to obtain a copy of the first Certificate of Class, from the first Society;
- .2 obtain the first Certificate of Class from the Headquarters of the first Society or one of its designated control or management centres or from the attending Surveyor at the

yard of the builders, including any outstanding recommendations / conditions of class and information normally contained in the classification status.

.3 carry out and satisfactorily complete all relevant surveys specified in TL- PR1A/B.2.1.

B.1.5 The second Society is, within one month from issuing its Interim Certificate of Class, to advise the first Society of the date of issuing this certificate. The report Form G in Annex 1, with Parts A and B duly completed is to be used.

B.1.6 Prior to final entry into the second Society's class, the second Society is obligated to:

.1 obtain plans and information in accordance with the requirements of Section B of PR1A.

B.1.7 To ensure mutual exchange of information on vessels adding class and on the survey status of such vessels, the second Society is, on completion of final entry into class, to dispatch Form G in Annex 1, with Parts A, B and C duly completed to the TOC database and to the first Society.

Obligations and reporting of first Society

B1.8 Upon receipt of a written request at its Headquarters or one of its designated control or management centres and on the date of the vessel's delivery, the first Society is to notify the second Society its first Certificate of Class, including the list of any recommendations / conditions of class - with respective due dates - issued against the subject vessel and the list of any information normally contained in the classification status. The report Form L in Annex 1 with Part A completed is to be used by the first Society; details may be amplified, if necessary, in accompanying documents;

B.1.9 The first Society has one month from issuance of its Certificate of Class to the second Society to forward to the second Society:

.1 the structural diminution allowances which were applying to the vessel, by dispatching Form L in Annex 1 with Parts A and A-1 duly completed.

Section C - Maintaining Class in a Double or Dual Class Arrangement

C.1 Double class

C.1.1 Each Society acts independently while the vessel is in double class.

C.2 Dual class

C.2.1 Each Society acts also on behalf of the other Society, while the vessel is in dual class, in accordance with the agreement adopted by the two Societies.

Section D - Withdrawing Class of a Society from a Double Class Arrangement

D.1 Obligations of the remaining Society maintaining its class

D.1.1 Whenever a Society (i.e. the remaining Society) being in a double class arrangement with another Society receives a written request from an Owner pertaining to his intention to withdraw from class of the other Society (i.e. withdrawing Society), or information that her class has been withdrawn by the other Society, the remaining Society is to immediately notify the Owner in writing that:

- .1 the validity of the remaining Society's Class Certificate is subject:
 - i) for vessels less than 15 years of age^(Note 2), to completion by the remaining Society of all overdue recommendations / conditions of class of the withdrawing Society at the first port of call at which surveys can be carried out and to completion by the remaining Society of all outstanding recommendations / conditions of class of the withdrawing Society by the due date;
 - ii) for vessels of 15 years of age and over, to completion by the withdrawing Society of all overdue recommendations / conditions of class and to completion by the remaining Society of all outstanding recommendations / conditions of class of the withdrawing Society by the due date;
- .2 the Owner is to authorise remaining Society to request from withdrawing Society its current classification status;
- .3 principles given in item .1 above apply to any additional recommendations / conditions of class issued against the vessel, which were not included in the initial survey status provided to the remaining Society by the withdrawing Society because they have arisen from the surveys carried out in close proximity to the request for withdrawal from class. Such additional recommendations / conditions of class, if received after the issuance of the Interim Certificate of Class by the remaining Society and which are overdue, are to be dealt with at the first port of call at which surveys can be carried out by the relevant Society, depending on the age of the vessel.

D.1.2 The remaining Society is to obtain from the Owner a written confirmation of intention to withdraw from the other Society's class, containing an authorisation for remaining Society to obtain the current classification status from the Headquarters of the withdrawing Society or one of its designated control or management centres.

D.1.3 Within two (2) working days of receipt of a written confirmation of intention from the Owner to withdraw from the other Society's class at the remaining Society's Headquarters or at one of its designated control or management centres, the remaining Society is to request the withdrawing Society, on the basis of Owner's authorisation, to release the survey status using Form G in Annex 1 with its Part A duly completed and attaching the Owner's authorisation for release of survey status. However, if the remaining Society does not receive the classification survey status from the withdrawing Society within three (3) working days from the request, the remaining Society may utilise the withdrawing Society's survey status

(Note 2) To be calculated from the date of delivery to either the date of notification by the Owner of his intention to withdraw from class or the date of advice by the withdrawing Society to the Remaining Society (date of Form L) that class has been withdrawn, not at the request of the Owner.

information provided by the Owner and, after complying with the other relevant requirements of this Procedural Requirement, may confirm the validity of its Class Certificate.

D.1.4 The remaining Society is to suspend the validity of its Class Certificate or other documents enabling the vessel to trade, if any overdue recommendations / conditions of class previously issued against the subject vessel by the withdrawing Society have not been satisfactorily completed by the relevant Society, depending on the age of the vessel, at the first port of call where surveys can be carried out.

When repair facilities are not available in the first port of survey, a direct voyage to a repair port may be accepted to complete surveys for overdue recommendations / conditions of class. In that case, the remaining Society is to inform the owner and withdrawing Society of the decision taken, e.g. direct voyage conditions agreed and port of repairs.

D.1.5 The validity of remaining Society's Class Certificate is subject to any outstanding recommendations / conditions of class previously issued against the vessel by the withdrawing Society being completed by the due date and as specified by the withdrawing Society. Any outstanding recommendations / conditions of class with their due dates are to be clearly stated on the:

- .1 class survey record if available on board; and
- .2 survey status.

D.1.6 Within one (1) month from the completion of the survey, the remaining Society is to advise the withdrawing Society of the actions taken with dates and locations to satisfy each overdue recommendation / condition of class, if any, issued against the subject vessel as specified to the Owner by the withdrawing Society. The report Form G in Annex 1, with Parts A and B duly completed is to be used. A list of dates, locations and actions taken to satisfy each overdue recommendation/overdue condition of class as specified to the Owner by the withdrawing Society is to be attached to the copy sent to the withdrawing Society.

Where no overdue items are provided by the withdrawing Society, this form with Parts A and B, duly completed, is to be sent to the withdrawing Society and to the TOC database within one (1) month from the date of sending Form L Part A.

D.1.7 Any additional information regarding outstanding recommendations / conditions of class received from the withdrawing Society in accordance with D.2.3 is to be dealt with in accordance with D.1.4 and D.1.5, as applicable, and reported to the withdrawing Society with Form G in Annex 1 with Part B-1 duly completed within one (1) month from the completion of the survey. When this additional information is received any recommendations / conditions of class which are overdue are to be dealt with at the first port of call at which surveys can be carried out by the relevant Society, depending on the age of the vessel. If this is not accomplished, the Class Certificate is to be suspended immediately unless the Owner agrees to proceed directly, without further trading, to a suitable port where any overdue recommendations / conditions of class are to be dealt with for completion.

D.1.8 The remaining Society is, within one (1) month of completion of a transfer of vessel into single class, to dispatch Form G in Annex 1, with its Parts A, B, B-1 (when applicable) and C duly completed, to the TOC database and to the withdrawing Society. In cases where the withdrawing Society has reported recommendations / conditions of class on the vessel, the due dates of which are yet to come, the remaining Society is to provide to the withdrawing Society, together with the Form G, an itemised list of the actions taken with dates and locations and actions to be taken, to satisfy each recommendation / condition of class.

D.1.9 The reporting by remaining Society to withdrawing Society required in D.1.8 is to be done in accordance with the Harmonisation of Reporting in Annex 2.

D.1.10 The remaining Society is to carry out and document the review of class survey records of the withdrawing Society during the period of double class arrangement, by an authorised person considering the items specified in Annex 3.

D.2 Obligations of the withdrawing Society

D.2.1 If an Owner advises a Society in writing of an intention to withdraw from its class or class is withdrawn by the withdrawing Society, the withdrawing Society is to immediately confirm to the Owner any overdue surveys and outstanding recommendations / conditions of class, together with any outstanding fees. The remaining Society is to be informed of the actual or intended withdrawal of class using Form L in Annex 1, completed as applicable.

D.2.2 The withdrawing Society:

- .1 within two (2) working days of receipt of a written request from the remaining Society at its Headquarters or one of its designated control or management centres, is to notify the remaining Society the latest class details in its possession including a full list of overdue surveys and recommendations / conditions of class - with the respective due dates - issued against the subject vessel. The most recent Condition Evaluation / Executive Hull Summary Reports and Survey Planning Document for the commenced Special Survey for vessels under Enhanced Survey Programme, if any during the period of double class arrangement, are also to be provided. In cases where the class status is received in a language not readily understood by the remaining Society or contains vague or unclear descriptions, the withdrawing Society is to provide additional detailed information in English language on request of the remaining Society. The withdrawing Society is obliged to advise the remaining Society of the possibility of further recommendations / conditions of class arising from surveys, which the withdrawing Society knows have been carried out but for which reports have not yet been received. The report Form L in Annex 1 with Part A completed is to be used by the withdrawing Society to report on the class status. Details may be amplified, if necessary, in accompanying documents;
- .2 is obliged to make available, within one month of receipt of the request referred to in 2.1, all class survey records to the remaining Society for record review and relevant reporting during the period of double class arrangement to the extent this information is in the possession of the withdrawing Society to enable the gaining Society to retain the Vessel's Records as outlined in Annex 3, in accordance with D.1.10;
- .3 alternatively to .2 above, the withdrawing Society is obliged to provide, within one month of receipt of the request referred to in .1, a copy of all class survey records to the remaining Society upon request.

D.2.3 The withdrawing Society has one (1) month from issuance of its survey status to the remaining Society per paragraph D.2.2.2 to forward to the remaining Society the additional information on outstanding surveys and/or recommendations / conditions of class arising from surveys performed proximate to the date of Owner's written request to withdraw from class which were not included in said status to the Owner, by dispatching Form L in Annex 1 with Part A-1 duly completed.

D.2.4 For vessels of 15 years of age and over, the withdrawing Society is, within one (1) month from completion of any overdue recommendations / conditions of class imposed by the withdrawing Society, to confirm to the remaining Society the date, location and action taken to

satisfy each item. The report Form L in Annex 1, Part A duly completed, is to be used. The reporting by the withdrawing Society to the remaining Society is to be done in accordance with the Harmonisation of Reporting in Annex 2.

D.2.5 To ensure mutual exchange of information on vessels transferring class and on the survey status of such vessels, the withdrawing Society is, on completion of a withdrawal of class, to dispatch Form L in Annex 1, with its Parts A, A-1 (when applicable) and B duly completed, to the TOC database and to the remaining Society.

D.2.6 Should the withdrawing Society, upon receiving information from the remaining Society pursuant to the disposition of the withdraw of class, have clear grounds for believing that the remaining Society did not fulfil its obligations as specified in D.1, the withdrawing Society is to notify the remaining Society of its concerns and attempt to resolve any differences.

Section E - Withdrawing Class of a Society from a Dual Class Arrangement

E.1 In the case of dual classed vessels, the withdrawing Society - according to agreement between the two Societies - is to inform the remaining Society that the class has been withdrawn using the first part and Part B of Form L.

Section F - Other Requirements

F.1 The obligations of the withdrawing and remaining Societies continue to apply when a vessel's class is suspended and for six (6) months following withdrawal of a vessel's class.

Procedure for Suspension and Reinstatement or Withdrawal of Class in Case of Surveys, Conditions of Class or Recommendations Going Overdue

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Section B Notification and Reporting

- B.1 Notification to Owners and Flag States

Notes:

1. This Procedural Requirement applies from 1 January 2017.

PR1C Procedure for Suspension and Reinstatement or Withdrawal of Class in Case of Surveys, Conditions of Class or Recommendations Going Overdue

Application

This Procedure contains procedures and requirements pertaining to suspension and reinstatement or withdrawal of class and is applicable, unless stated otherwise, to vessels of over 100 GT of whatever type, self propelled or not, restricted or unrestricted service, except for "inland waterway" vessels.

The obligations of this Procedure apply to TL which are subject to verification of compliance with QSCS.

Definitions

'Disclassed' means class has been suspended or withdrawn.

'Dual class vessel' means a vessel which is classed by two Societies between which there is a written agreement regarding sharing of work.

'Recommendations' and 'Conditions of Class' are to be read throughout this Procedural Requirement as being different terms used by Societies for the same thing, i.e. requirements to the effect that specific measures, repairs, surveys etc. are to be carried out within a specific time limit in order to retain class.

'Exceptional circumstances' means unavailability of dry-docking facilities; unavailability of repair facilities; unavailability of essential materials, equipment or spare parts; or delays incurred by action taken to avoid severe weather conditions.

'Force Majeure' means damage to the ship; unforeseen inability of TL to attend the vessel due to the governmental restrictions on right of access or movement of personnel; unforeseeable delays in port or inability to discharge cargo due to unusually lengthy periods of severe weather, strikes or civil strife; acts of war; or other force majeure.

Section A - Procedure for Suspension and Reinstatement or Withdrawal of Class

A.1 Suspension and reinstatement of class in the case of overdue surveys

A.1.1 Owners are to be notified that the 5-year Class Certificate expires, and classification is automatically suspended, from the certificate expiry date in the event that the Special (Renewal) Survey has not been completed or is not under attendance for completion prior to resuming trading, by the due date, or by the expiry date of any extension granted in A.1.1.1.

Classification will be reinstated upon satisfactory completion of the surveys due. The surveys to be carried out are to be based upon the survey requirements at the original date due and not on the age of the vessel when the survey is carried out. Such surveys are to be credited from the date originally due. However, the vessel is disclassified from the date of suspension until the date class is reinstated.

A.1.1.1 Under “exceptional circumstances”, TL may grant an extension not exceeding three (3) months to allow for completion of the Special Survey provided that the vessel is attended and the attending Surveyor(s)¹ so recommend(s) after the following has been carried out:

- a) annual survey;
- b) re-examination of Recommendations / Conditions of Class;
- c) progression of the Special Survey as far as practicable;
- d) in the case where dry docking is due prior to the end of the class extension, an underwater examination is to be carried out by an approved diving company. An underwater examination by an approved company may be dispensed with in the case of extension of dry-docking survey not exceeding 36 months interval provided the ship is without outstanding Recommendation / Condition of Class regarding underwater parts.

A.1.1.2 In the case that the Class Certificate will expire when the vessel is expected to be at sea, an extension to allow for completion of the Special Survey may be granted provided there is documented agreement to such an extension prior to the expiry date of the certificate, and provided that positive arrangements have been made for attendance of the Surveyor at the first port of call, and provided that TL is satisfied that there is technical justification for such an extension. Such an extension is to be granted only until arrival at the first port of call after the expiry date of the certificate. However, if owing to “exceptional circumstances” the special survey cannot be completed at the first port of call, A1.1.1 may be followed, but the total period of extension shall in no case be longer than three months after the original due date of the special survey.

A.1.2 Annual Surveys: Owners are to be notified that the Class Certificate becomes invalid, and classification is automatically suspended, if the Annual Survey has not been completed within three (3) months of the due date of the annual survey, unless the vessel is under attendance for completion of the Annual Survey.

Classification will be reinstated upon satisfactory completion of the surveys due. Such surveys are to be credited from the date originally due. However, the vessel is to be disclassified from the date of suspension until the date class is reinstated.

¹ See TL- PR 20 ‘Procedural Requirement for certain ESP surveys’

A.1.3 Intermediate Surveys: Owners are to be notified that the Class Certificate becomes invalid, and classification is automatically suspended, if the Intermediate Survey has not been completed within three (3) months of the due date of the third annual survey in each periodic survey cycle, unless the vessel is under attendance for completion of the Intermediate Survey.

Classification will be reinstated upon satisfactory completion of the surveys due. Such surveys are to be credited from the date originally due. However, the vessel is to be disclassified from the date of suspension until the date class is reinstated.

A.1.4 Continuous Survey Item(s): Continuous survey item(s) due or overdue at time of annual survey is to be dealt with. The vessel's class will be subject to a suspension procedure if the item(s) is not surveyed, or postponed by agreement.

A.1.5 Vessels laid-up in accordance with TL's Rules prior to surveys becoming overdue need not be suspended when surveys addressed above become overdue.

However, vessels which are laid-up after being suspended as a result of surveys going overdue, remain suspended until the overdue surveys are completed.

A.1.6 When a vessel is intended for a demolition voyage with any periodical survey overdue, the vessel's class suspension may be held in abeyance and consideration may be given to allow the vessel to proceed on a single direct ballast voyage from the lay up or final discharge port to the demolition yard. In such cases a short term Class Certificate with conditions for the voyage noted may be issued provided the attending surveyor finds the vessel in satisfactory condition to proceed for the intended voyage.

A.1.7 Force Majeure: If, due to circumstances reasonably beyond the owner's or the Society's control as defined above, the vessel is not in a port where the overdue surveys can be completed at the expiry of the periods allowed above, TL may allow the vessel to sail, in class, directly to an agreed discharge port, and if necessary, hence, in ballast, to an agreed port at which the survey will be completed, provided the Society:

- a) exams the ship's records;
- b) carries out the due and/or overdue surveys and examination of Recommendations / Conditions of Class at the first port of call when there is an unforeseen inability of the Society to attend the vessel in the present port, and
- c) has satisfied itself that the vessel is in condition to sail for one trip to a discharge port and subsequent ballast voyage to a repair facility if necessary. (Where there is unforeseen inability of TL to attend the vessel in the present port, the master is to confirm that his ship is in condition to sail to the nearest port of call.)

The surveys to be carried out are to be based upon the survey requirements at the original date due and not on the age of the vessel when the survey is carried out. Such surveys are to be credited from the date originally due.

If class has already been automatically suspended in such cases, it may be reinstated subject to the conditions prescribed in this paragraph.

A.1.8 When a vessel is intended for a single voyage from laid-up position to repair yard with any periodical survey overdue, the vessel's class suspension may be held in abeyance and consideration may be given to allow the vessel to proceed on a single direct ballast voyage from the site of lay up to the repair yard, upon agreement with the Flag Administration,

provided TL finds the vessel in satisfactory condition after surveys, the extent of which are to be based on surveys overdue and duration of lay-up. A short term Class Certificate with conditions for the intended voyage may be issued. This is not applicable to vessels whose class was already suspended prior to being laid-up.

A.2 Suspension and reinstatement of class in the case of overdue recommendations / conditions of class

A.2.1 Each recommendation / condition of class will be assigned a due date for completion. Owners will be notified of these dates and that the vessel's class will be subject to a suspension procedure if the item is not dealt with, or postponed by agreement, by the due date.

A.2.2 Classification will be reinstated upon verification that the overdue recommendation / condition of class has been satisfactorily dealt with. However, the vessel is to be disclassified from the date of suspension until the date class is reinstated.

A.3 Suspension and reinstatement of class of dual classed vessels

A.3.1 When a vessel is dual classed and in the event that one of the Societies involved takes action to suspend the class of the vessel for technical reasons, the Society concerned will advise the other Society of the reasons for such action and the full circumstances within five (5) working days.

A.3.2 The other Society will, upon receipt of this advice, also suspend the class of the vessel, unless it can otherwise document that such suspension is incorrect.

A.3.3 When TL decides to reinstate class, it is to inform the other Society.

A.4 Withdrawal of class

A.4.1 When class of a vessel has been suspended for a period of six (6) months due to overdue surveys and/or recommendations / conditions of class, the class is to be withdrawn. A longer suspension period may be granted when the vessel is not trading as in cases of lay-up, awaiting disposition in case of a casualty or attendance for reinstatement.

Section B - Notification and Reporting

B.1 Notification to Owners and Flag States

B.1.1 TL is to confirm in writing the suspension of class and reinstating of the vessel's class to the Owner and to the Flag State.

B.1.2 TL is to confirm in writing the withdrawal of class to the Owner and to the Flag State.

B.1.3 For vessels to which SOLAS applies, the letters according to B.1.1 and B.1.2 are to state that certain statutory certificates are implicitly invalidated by the suspension / withdrawal of class.

Notes:

- (1) The Class Certificate is to include as a minimum:
- an expiry date based on the five year Special Survey (Renewal Survey);
 - an endorsement section to record the completion of Annual [and Intermediate] Surveys;
 - a statement to indicate that the Class Certificate becomes invalid and classification is automatically suspended, if:
 - i) the Annual Survey has not been completed within three (3) months of the due date of the annual survey; or
 - ii) the Intermediate Survey has not been completed within three (3) months of the due date of the third annual survey in each periodic survey cycle,unless the vessel is under attendance for completion of the relevant survey; or alternatively, a reference to the class suspension requirement contained in TL's Rules.
- (2) At the discretion of TL, the following types of vessels may be exempted from compliance with this Procedural Requirement provided TL has procedures for the suspension and withdrawal of their class:
- Mobile Offshore Drilling Units;
 - Mobile Offshore Units;
 - Floating Production and/or Storage Vessels;
 - Military vessels or commercial vessels owned or chartered by Governments, which are utilised in support of military operations or service; or
 - Vessels in lay-up;
 - Fishing vessels.

TL- PR 1ANNEX Annexes to PR1A, PR1B and PR1C

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Notes:

1. This Annex applies to the requests for transfer of class, or requests for adding class, or requests from an Owner pertaining to his intention to withdraw from class from another Society, or advice by the withdrawing Society that class has been withdrawn, received on or after 1 January 2014.

Annex 1 - Reporting Forms G and L

Form G

Form G is to be created and updated on the on-line TOC database maintained by the IACS Permanent Secretariat. The Form is then to be faxed or e-mailed to the other Society in accordance with the Notes below.

Form G is to be used:

I) by the gaining Society for reporting transfer of class from another Society (refer to A.1 and A.3 of TL- PR1A) using the following Notes:

1. This form with Part A, duly completed, is to be sent to the losing Society within two (2) working days of receipt of a written request for transfer of class by the gaining Society at its Headquarters or one of its designated control or management centres.

In the case of transfer of class at vessel's delivery, the two (2) working days do not apply.

2. This form with Parts A and B, duly completed, is to be sent to the losing Society within one (1) month of the date of issuing an Interim Certificate of Class to a vessel which is transferring from another Society.

When not required to have been dealt with by the losing Society, a list of dates, locations and actions taken to satisfy each overdue survey and overdue recommendation / overdue condition of class as specified to the Owner by the losing Society is to be attached to the copy sent to the losing Society.

3. This form with Parts A, B and B-1 duly completed, is to be sent to the losing Society within one (1) month from the completion of the survey to confirm that additional overdue surveys and overdue recommendations / conditions of class have been dealt with.

A list of dates, locations and actions taken to satisfy each additional overdue survey and additional overdue recommendation / condition of class as specified to the Owner by the losing or first or withdrawing Society is to be attached.

4. The gaining Society is, within one (1) month of the date of final entry into class, to dispatch this form, with Parts A, B, B-1 (when applicable) and C duly completed to the losing Society.

In cases where the losing Society has reported recommendations / conditions of class on the vessel a list of actions taken with dates and locations and actions to be taken to satisfy each recommendation / condition of class within the due dates as specified to the owner by the losing Society is to be attached to the copy sent to the losing Society.

II) by the second Society for reporting addition of class to a vessel already classed by another Society (refer to A.1 and B.1 of TL- PR1B) using the following Notes:

1. This form with Part A, duly completed, is to be sent to the first Society within two (2) working days of receipt of a written request for addition of class by the second Society at its Headquarters or one of its designated control or management centres.

In the case of adding class at vessel's delivery, the two (2) working days do not apply.

2. This form with Parts A and B, duly completed, is to be sent to the first Society within one (1) month of the date of issuing an Interim Certificate of Class.
3. This form with Parts A, B and B-1 duly completed, is to be sent to the first Society within one (1) month from the completion of the survey to confirm that additional information regarding outstanding surveys or recommendations / conditions of class have been taken into account.
4. The second Society is, on completion of final entry into class, to dispatch this form, with Parts A, B, B-1 (when applicable) and C duly completed, to the first Society.

III) by the remaining Society for reporting maintenance of class when one class has been withdrawn from double class (refer to D.1 of TL- PR1B) using the following Notes:

1. This form with Part A duly completed, is to be sent to the withdrawing Society within two (2) working days of receipt of a written request for withdrawal of class by the remaining Society at its Headquarters or one of its designated control or management centres.
2. This form with Parts A and B, duly completed, is to be sent to the withdrawing Society within one (1) month from the completion of the survey to confirm that overdue recommendations / conditions of class have been dealt with. Where no overdue items are provided by the withdrawing Society, this form with Parts A and B, duly completed, is to be sent to the withdrawing Society within one (1) month from the date of sending Form L Part A.

When not required to have been dealt with by the withdrawing Society, a list of dates, locations and actions taken to satisfy each overdue recommendation / overdue condition of class as specified to the Owner by the withdrawing Society is to be attached to the copy sent to the withdrawing Society.

3. This form with Parts A, B and B-1 duly completed, is to be sent to the withdrawing Society within one (1) month from the completion of the survey to confirm that additional overdue surveys and overdue recommendations / conditions of class have been dealt with.

In cases where the withdrawing Society has reported recommendations / conditions of class on the vessel, a list of actions taken with dates and locations and actions to be taken to satisfy each recommendation / condition of class within the due dates as specified to the owner by the withdrawing Society is to be attached to the copy sent to the withdrawing Society.

4. On completion of a transfer of vessel into single class, this form, with Parts A, B, B-1 (when applicable) and C, duly completed is to be sent to the withdrawing Society to report the date of completion of transfer to single class from double class if not yet reported in case a) above.

IV) by Societies for reporting reassignment of class to a vessel which had its class previously withdrawn (refer to A.4 of TL- PR1A) using the following Note:

This form, with Parts B and C duly filled in the fields relevant to a reassignment of class, is to be completed on the on-line TOC database maintained by the IACS Permanent Secretariat within one (1) month of final entry into class when class is

reassigned to a vessel class withdrawn previously due to a reason other than transfer of class amongst Societies.

Form G attached.

FORM G**(Tick all check boxes as appropriate)**

- GAINING SOCIETY'S TRANSFER OF CLASS**
- REASSIGNMENT OF CLASS**
- ADDING CLASS OF A SECOND SOCIETY TO A VESSEL CLASSED BY ANOTHER (FIRST) SOCIETY**
- MAINTENANCE OF CLASS WITH THIS (REMAINING) SOCIETY WHEN WITHDRAWING FROM DOUBLE CLASS**

To:	Losing or first or withdrawing Society:	Fax No./e-mail address:
	TOC database	on-line database

From:	Gaining or second or remaining Society	Fax. No./e-mail address :
--------------	--	---------------------------

Gaining or second or remaining Society's Vessel Data	
Name of Vessel	ID No.
Vessel Type	Flag
<input type="checkbox"/> OT Oil Tanker	
<input type="checkbox"/> CT Chemical Tanker	
<input type="checkbox"/> GT Gas Tanker	
<input type="checkbox"/> LC Other Bulk Liquid Carrier	
<input type="checkbox"/> BC Bulk Carrier (all combinations OB, OBO, OO)	
<input type="checkbox"/> GC General Cargo Vessel (including Ro-Ro Cargo, Container, Reefer, HSC Cargo)	
<input type="checkbox"/> PS Passenger Vessel (including Passenger / General Cargo, Passenger / Ro-Ro, Passenger HSC)	
<input type="checkbox"/> ZZ Other Vessel Type	
Owner	

FORM G

Part A - Survey Status Request (See Note 1)

Name of Vessel (Prior to Transfer of Class or Adding Class or Withdrawing Class)	ID No. (losing or first or withdrawing Society's, if known)
Gross Tonnage	IMO No.
<p>In accordance with TL- PR1A or PR1B, please provide details of the current survey status, including a full list of overdue surveys and recommendations / conditions of class with respective due dates for the vessel identified above.</p> <p>In case of transfer of class or adding class at vessel's delivery, please provide details of the first Certificate of Class, including the list of any recommendations / conditions of class and the list of any information normally contained in the classification status.</p> <p>Attached hereto is a copy of the Owner's authorization for release of the information requested to the gaining or second or remaining Society named on this form.</p> <p><input type="checkbox"/> We request the facility for record review in accordance with TL-PR1A, A.2.2.2 or TL- PR1B, D.2.2.2.</p> <p><input type="checkbox"/> We request a copy of the records in accordance with TL- PR1A, A.2.2.3 or TL- PR1B, D.2.2.3.</p>	
Date request for class was received	Date DD MM YYYY
Signature	Date DD MM YYYY

FORM G

Part B - Report on Issue of Interim Certificate of Class or maintenance of Class (See Note 2)				
Date Survey Status, or first Certificate of Class in case of transfer of class or adding class at ship's delivery, received		DD	MM	YYYY
Change of Owner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Change of Flag	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Class Entry	<input type="checkbox"/>	Transfer from another Society		
	<input type="checkbox"/>	Reassignment of class to a vessel class withdrawn previously due to a reason other than transfer of class amongst Societies		
	<input type="checkbox"/>	Adding class as double class		
	<input type="checkbox"/>	Adding class as dual class		
Maintenance of Class	<input type="checkbox"/>	(when withdrawing from double class)		
<input type="checkbox"/> Survey status not received within three working days of request <input type="checkbox"/> For transfer of class or adding class at vessel's delivery, first Certificate of Class not received from losing / first Society on the day of vessel's delivery. <input type="checkbox"/> A list of dates, locations and actions taken to satisfy each overdue survey and overdue recommendation / condition of class as specified to the Owner by the losing or withdrawing Society is attached <input type="checkbox"/> No relevant items provided by the losing or withdrawing Society				
Date of Issue of Interim Certificate of Class		Date	DD	MM YYYY
Signature		Date	DD	MM YYYY

Part B-1 - Report on Additional Information received by the losing or first or withdrawing Society (See Note 3)
(to be completed only if Part A-1 of Form L is received)

- A list of dates, locations and actions taken to satisfy each additional overdue survey and additional overdue outstanding recommendation / condition of class as specified to the Owner by the losing or first or withdrawing Society is attached
- No relevant items provided by the losing or first or withdrawing Society

Signature

Date DD MM YYYY

Part C - Report on Final Entry into Class or Completion of Transfer to Single Class (See Note 4)

Date of Final Entry into Class or Completion of Transfer to Single Class from Double Class	DD MM YYYY
--	------------

- | | |
|--------------------------|---|
| <input type="checkbox"/> | A list of dates, locations and actions which have been or will be taken to satisfy each recommendation / condition of class within the due dates as specified to the Owner by the losing or first Society is attached |
| <input type="checkbox"/> | No relevant items provided by the losing or first Society |

Signature	Date	DD MM YYYY
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Form L

Form L is to be created and updated on the on-line TOC database maintained by the IACS Permanent Secretariat. The Form is then to be faxed or e-mailed to the other Society in accordance with the Notes below.

Form L is to be used:

- I) **by the losing Society for reporting withdrawal of class due to a transfer of class to another Society** (refer to A.2, A.3 and A.4 of TL- PR1A);
- II) **by the first Society in connection with adding the class of a second society to a vessel already classed by the first Society** (refer to A.2 and B.1 of TL- PR1B); and
- III) **by the withdrawing Society for advising the remaining Society when withdrawing from double or dual class** (refer to D.2 and E of TL- PR1B)

using the following Notes:

1. This form, with Part A duly completed, is to be sent by fax or e-mail to the gaining/second/remaining Society within two (2) working days of receipt of the gaining/second/remaining Society's Survey Status Request. A full list of overdue surveys and recommendations / conditions of class with the respective due dates for the vessel is to be attached to the copy sent to the gaining/second/remaining Society. Surveys and recommendations / conditions of class which have not been completed by their due date (including window period), when a ship is laid-up in accordance with the Society's rules prior to such due date (including window period), are not to be declared as overdue within the scope of the information to be included in Form L. In the case of transfer of class/adding class at vessel's delivery, the two (2) working days do not apply.
2. If the fourth box of Part A is ticked, this form, with Part A-1 duly completed, is to be sent to the gaining/second/remaining Society within one (1) month from issuance of the losing/first/withdrawing Society's survey status for advising additional survey status information which has not been provided in the previous reporting to the gaining/second/remaining Society.

If the eighth box of Part A is ticked, this form, with Part A-1 duly completed, is to be sent to the gaining/second/remaining Society within five (5) working days from issuance of the losing/first/withdrawing Society's survey status for advising additional survey status information which has not been provided in the previous reporting to the gaining/second/remaining Society.
3. This form, with Parts A, A-1 (when applicable) and B duly completed, is to be sent to the gaining/remaining Society when class has been withdrawn from a vessel which has transferred to another Society or withdrawn from double class.

Form L attached.

(Tick all check boxes as appropriate)

- LOSING SOCIETY'S TRANSFER OF CLASS**
- ADDING CLASS OF A SECOND SOCIETY TO A VESSEL CLASSED BY THIS (FIRST) SOCIETY**
- ADVICE TO THE REMAINING SOCIETY WHEN WITHDRAWING FROM DOUBLE OR DUAL CLASS**

To:	Gaining or second or remaining Society:	Fax No./e-mail address:
	TOC database	on-line database

From:	Losing or first or withdrawing Society:	Fax. No./e-mail address:
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Vessel Data			
Name of Vessel		ID No.	
Gross Tonnage		IMO No.	
Flag		Year of build	
Vessel Type	<input type="checkbox"/> OT Oil Tanker <input type="checkbox"/> CT Chemical Tanker <input type="checkbox"/> GT Gas Tanker <input type="checkbox"/> LC Other Bulk Liquid Carrier <input type="checkbox"/> BC Bulk Carrier (all combinations OB, OBO, OO) <input type="checkbox"/> GC General Cargo Vessel (including Ro-Ro Cargo, Container, Reefer, HSC Cargo) <input type="checkbox"/> PS Passenger Vessel (including Passenger / General Cargo, Passenger / Ro-Ro, Passenger HSC) <input type="checkbox"/> ZZ Other Vessel Type		
Build Yard & No.			
Owner			
Equipment Number		Date of entry into the losing or first or withdrawing Society	DD MM YY
Society during Construction			
Record of Previous Transfer of Class, if available			
Society	Date Classed	Society	Date Classed
	DD MM YY		DD MM YY
Status of compliance with TL- Rs S19/22/23/26/27/30/31, if applicable			
Information already included in the survey status			<input type="checkbox"/>
	Applicable	Due date for compliance	Date initial compliance verified
TL-Rs S19/S22/S23	<input type="checkbox"/>	DD MM YY	DD MM YY
TL- Rs S26	<input type="checkbox"/>	DD MM YY	DD MM YY
TL- Rs S27	<input type="checkbox"/>	DD MM YY	DD MM YY
TL- Rs S30	<input type="checkbox"/>	DD MM YY	DD MM YY
TL- Rs S31	<input type="checkbox"/>	DD MM YY	DD MM YY

Part A – Survey Status Information (See Note 1)

Date Survey Status Request, or request for first Certificate of Class in case of transfer of class or adding class at ship's delivery, received DD MM YYYY

- A full list of overdue surveys / outstanding recommendations / conditions of class with the respective due dates for the vessel identified above is attached.
- In case of transfer of class or adding class at vessel's delivery, details of the first Certificate of Class, including the list of any recommendations / conditions of class and the list of any information normally contained in the classification status for the vessel identified above is attached.
- There is no overdue survey nor outstanding recommendation / condition of class.
- There is/are survey report(s) outstanding. (if this box is ticked, then Part A-1 is applicable)
- There is no survey report outstanding.
- Structural diminution allowances are attached.
- Structural diminution allowances: see document circulated by letter Ref.Date
- Structural diminution allowances will be sent within five (5) working days. (if this box is ticked, then Part A-1 is applicable)

Class is **not** suspended, nor withdrawn

Class is suspended, with effect from (date) DD MM YYYY

Reason for suspension:

- a = Survey Overdue
- b = Non-compliance with Recommendations / Conditions or Class
- c = Other Safety Related
- d = Pending Disposition of Casualty
- e = Other Non-Safety Related

Class was withdrawn, with effect from (date) DD MM YYYY

Reason for withdrawal:

- 0 = Transfer of class amongst Societies holding a QSCS certificate
- 1a= At the Owner's request due to the reasons other than identified in 1b, 1c or 2
- 1b= Scrapped/Sold for Scrap
- 1c= Casualty
- 2 = Transferred to a Society not holding a QSCS certificate
- 3a= Overdue Surveys
- 3b= Non-compliance with Recommendations / Condition of Class
- 3c= Safety Related other than identified in 3a or 3b
- 4 = Other Non-Safety Related or Unidentified

Signature:

Date: DD MM YYYY

Part A-1 – Additional Survey Status Information (See Note 2)

- A list of additional overdue surveys and additional outstanding recommendations / conditions of class which were not included in Part A is attached.
- Structural diminution allowances are attached.
- No further information.

Signature:

Date: DD MM YYYY

Part B – Report on Withdrawal of Class on Transfer to, or maintenance of class with another Society (See Note 3)			
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Date Class Withdrawn	DD	MM	YYYY
Signature:	Date:	DD	MM YYYY

Annex 2 - Harmonisation of Reporting

ITEM	ACTION	LOCATION	DATE	GAINING SOCIETY'S REPORT REQUIREMENTS
Overdue Survey	Commenced	Port	Survey Date	List items credited and items remaining to be credited, if any. Explain why the entire survey was not completed at this port. List conditions for direct voyage to port where survey will be completed, including the need to discharge current cargo if applicable.
Overdue Survey	Continued	Port	Survey Date	In cases where surveys are continued at the port where the current cargo is discharged, list items credited and items remaining to be credited, if any. Explain why the entire survey was not completed at this port. List conditions for direct voyage to port where survey will be completed.
Overdue Survey	Completed	Port	Survey Date	List place and date where survey was completed.
Overdue recommendation / condition of class	Cleared	Port	Survey Date	Explain actions taken to complete overdue recommendation / condition of class as specified by the losing Society.
Overdue recommendation / condition of class	Commenced	Port	Survey Date	In cases where overdue recommendations / conditions of class are postponed or partly postponed at the port where the current cargo is discharged, list items credited and items remaining to be credited, if any. Explain why the overdue recommendation was not completed at this port. List conditions for discharge voyage to port where recommendation will be completed as specified by losing Society.
Overdue recommendation / condition of class	Cleared	Port	Survey Date	List date, place and actions take for completion of overdue recommendations / conditions of class.

Annex 3 - Items to be considered in the review of Vessel's Records

- * 1. Damages
- * 2. Major repairs / rectifications
- * 3. Conversion of hull-dates
- * 4. Major alterations of machinery installation-dates
- 5. Condition evaluation / hull summary report if applicable
- * 6. History of recommendations / conditions of class
- 7. Thickness measurements from last Special Survey and subsequent thickness measurements, including areas with substantial corrosion
- 8. Report of last Special Survey and subsequent periodical reports
- * 9. Information on coating condition of water ballast tanks (including non ESP vessels)
- 10. Restrictions / limitations in navigation area
- 11. Optional photos when available

* As retained by the losing Society

Annex 4 - List of Societies' Contact Points

Refer to the IACS Website:

www.iacs.org.uk, located under:

- Publications
- Procedural Requirements

and the Transfer of Class (TOC) Database.

Transparency of Classification and Statutory Information

1 Type of Information

The actual types of information are as follows:

Standing documentation
Ship related information
Newbuildings
Ships in Operation Class Services
Ships in Operation Statutory Services
Other information
SCF – Ship Construction File as indicated in SOLAS Ch.II-1/3-10, Paragraph 4.

2 The Receivers of Information

The receivers are:

Owners
Flag States
Port States
Insurance Companies

3 Release of Information

The Table 1 indicates release of information and is applicable to all types of ships with the exception of Tankers and Bulk Carriers subject to SOLAS Chapter II-1 Part A-1 Regulation 3-10 (Goal-based ship construction standards for bulk carriers and oil tankers).

The Table 2 indicates release of information and is applicable to Tankers and Bulk Carriers subject to SOLAS Chapter II-1 Part A-1 Regulation 3-10 (Goal-based ship construction standards for bulk carriers and oil tankers).

The footnotes describe the conditions of release.

Note:

1. This Procedural Requirement applies from 1 July 2016.

Table 1

Information in Question	Information available to:				
	Owners	Flag State	Port State	Insurance Company*	Ship Yards
1. TL's Standing Documents:					
Rules and Guidelines (Class and statutory requirements)	1	1	1	1	1
Instructions to Surveyors		1			
Quality Manual	1	1	1	1	1
Register Book	1	1	1	1	1
2. Ship Related Information:					
A. New buildings					
Approved Drawings	6	1			7
Formal Approval Letters	1				7
Certificates of Important Equipment	2				7
B. Ships in Operation:					
Class Services					
Date (month and year) of all Class Surveys	7	1	1	1	
Expiry Date of Class Certificate	7	7**	1	1	
Certificates/Reports	7	1	6	5	
Overdue Surveys	7	7**	1	1	
Text of Conditions of Class/Recommendations	7	1	1	5	
Text of Overdue Conditions of Class/Recommendations	7	1	1	1	
Executive Hull Summary	7	3	3	3	
Statutory Services					
Due Dates of Statutory Surveys	7	7**	1	1	
Expiry Date of Statutory Certificates	7	7**	1	1	
Registered Statutory Rec.	7	7**	1	5***	
Overdue Statutory Rec.	7	7**	1	1***	
3. Other Information:					
Correspondence File with Yard and/or Owner	6	6		5&6	
Audit of Class Societies QA System	4	4	4	4	
Class Transfer Reporting	7	7	7	7	
Class Withdrawal Information	7	7	7	7	

* Insurance Company means P&I Clubs and Hull Underwriters.

** If stated in Agreement.

*** Unless prevented by the agreement with the flag State.

KEY:

1. Available upon request.
2. At delivery of the ship by Shipyard.
3. Available under visit on board.
4. Result of audit available on request.
5. When accepted by Owners - or through special clause in insurance contract.
6. When accepted by Owner (Master) or Shipyard as applicable.
7. Automatically available.

Table 2

Information in Question	Information available to:				
	Owners	Flag State	Port State	Insurance Company*	Ship Yards
1. TL's Standing Documents: Rules and Guidelines (Class and statutory requirements) Instructions to Surveyors Quality Manual Register Book	1 1 1	1 1 1	1 1 1	1 1 1	1 1 1
2. Ship Related Information:					
A. New buildings					
Approved Drawings	1	1			7
Formal Approval Letters	1	1			7
Certificates of Important Equipment	2	1			7
SCF	2	8			7
Formal Review Letters in relation with SCF	2	2			7
B. Ships in Operation:					
Class Services					
Date (month and year) of all Class Surveys	7	1	1	1	
Expiry Date of Class Certificate	7	7**	1	1	
Certificates/Reports	7	1	6	5	
Overdue Surveys	7	7**	1	1	
Text of Conditions of Class/Recommendations	7	1	1	5	
Text of Overdue Conditions of Class/Recommendations	7	1	1	1	
Executive Hull Summary	7	3	3	3	
Statutory Services					
Due Dates of Statutory Surveys	7	7**	1	1	
Expiry Date of Statutory Certificates	7	7**	1	1	
Registered Statutory Rec.	7	7**	1	5***	
Overdue Statutory Rec.	7	7**	1	1***	
3. Other Information:					
Correspondence File with Yard and/or Owner	1	1		5&6	
Updated modifications to SCF	7****	8			
Audit of Class Societies QA System	4	4	4	4	
Class Transfer Reporting	7	7	7	7	
Class Withdrawal Information	7	7	7	7	

* Insurance Company means P&I Clubs and Hull Underwriters.

** If stated in Agreement.

*** Unless prevented by the agreement with the flag State.

**** By Owner or Shipyard.

KEY:

1. Will be available upon request.
2. At delivery of the ship by Shipyard.
3. Available under visit on board.
4. Result of audit available on request.
5. When accepted by Owners - or through special clause in insurance contract.
6. When accepted by Owner (Master) or Shipyard as applicable.
7. Automatically available.
8. Available through Owner upon request.

TL- PR 5 Definition of Exclusive Surveyor and Non-Exclusive Surveyor and Procedure for Employment and Control of Non-Exclusive Surveyors

1. Exclusive Surveyor

An exclusive surveyor is a person solely employed by TL, who is duly qualified, trained and authorized to execute all duties and activities incumbent upon his employer, within his level of work responsibility. Such an exclusive surveyor is not permitted to undertake other employment.

An exclusive surveyor of TL may also be regarded as an exclusive surveyor to another Classification Society in those cases where the relevant Societies have agreed to share survey resources.

A secondment surveyor from an organization may be regarded as an exclusive surveyor to TL subject to the basis of a long term secondment contract from the organization to the Classification Society. The secondment surveyor must be duly qualified, trained, authorized and directly controlled by that Society for the performance of the duties and activities being delegated, in accordance with the relevant quality system requirements of the Classification Society. Such a secondment surveyor is only permitted to execute duties on behalf of that Classification Society.

2. Non-Exclusive Surveyor

A non-exclusive surveyor is a person who enters into an agreement with a Society to act on its behalf and who is also free to work on behalf of other organizations.

2.1 Employment

- (i) The employment of non-exclusive surveyors should be limited to locations not easily served by exclusive surveyors. This should, however, not prevent the hiring of non-exclusive surveyors who, on a case-by-case basis, may be needed to assist during periods of high work loading at exclusive offices.
- (ii) The suitability of the non-exclusive surveyor is to be determined before engagement, either:
 - (a) by a previously demonstrated capability to provide a proper service, or,
 - (b) by direct assessment by a suitably qualified senior exclusive surveyor.

Note:

This Procedural Requirement applies from 1 July 2009.

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- (iii) The qualifications of a non-exclusive surveyor should include:
 - (a) a degree or equivalent from an institution recognised within a relevant field of engineering or physical science, or a qualification from a suitable marine or nautical institution and relevant seagoing experience as a certified ship officer,
 - (b) suitable work experience relevant to the processes he or she is authorised to perform.
 - (iv) In assessing suitability and qualifications, the following may also be taken into account:
 - (a) Experience from class-related work as stated in a CV or other document.
 - (b) Mandatory training given by TL in accordance with the documented Scheme.
 - (v) Proposals for the employment of non-exclusive surveyors together with a CV giving details of education and experience are to be forwarded to TL for consideration, including final approval by authorised senior staff.
 - (vi) Records are to be kept of the justification for engagement.
 - (vii) Non-exclusive surveyors are to fulfill the qualification and training requirements of the quality system procedures and process instructions relevant to the tasks that each is authorised to perform.
 - (viii) The non-exclusive surveyor is to be engaged by means of a contract giving conditions of service, general instructions, and the scope of surveys which may be undertaken.
 - (ix) Depending on the extent of their employment, non-exclusive surveyors are to be supplied with copies of:
 - (a) the society's Register of Ships,
 - (b) a set of the society's Rules and Regulations for the Classification of Ships,
 - (c) codes, standards and/or specifications related to the processes they are authorised to perform,
 - (d) advice in writing detailing the service required on a job-by-job basis by a controlling exclusive office,
 - (e) quality system procedures and process instructions (controlled copies) relevant to the tasks non-exclusive surveyor is authorised to perform.

2.2 Control

- (i) Effective controls are to be maintained over the non-exclusive surveyor by the controlling office by means of:
 - (a) examination of survey reports, and
 - (b) activity monitoring in accordance with Procedural Requirement 6

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- (ii) Surveys by non-exclusive surveyors may be subject to a subsequent confirmatory survey being carried out by an exclusive surveyor.
 - (iii) A comprehensive list of non-exclusive surveyors is to be maintained centrally, while a list of verification dates is to be maintained by the controlling exclusive office.

TL- PR 19 Procedural Requirement for Thickness Measurements

1. Thickness Measurements required in the context of hull structural classification surveys, if not carried out by TL itself shall be witnessed by a surveyor. The attendance of the surveyor shall be recorded.
2. This requires the surveyor to be on board, while the gaugings are taken, to the extent necessary to control the process (see Footnote).

2.1 Survey meeting

Prior to commencement of the Intermediate or Special survey, as required by TL- R Z7, R Z7.1, R Z7.2, R Z10s or R Z15, a meeting is to be held between the attending surveyor(s), the master of the ship or mobile offshore unit or an appropriately qualified representative appointed by the master or Company, the owner's representative(s) in attendance and the thickness measurement firm's representative(s) so as to ensure the safe and efficient execution of the surveys and thickness measurements to be carried out onboard.

Communication with the thickness measurement operator(s) and owner's representative(s) is to be agreed during the meeting, with respect to the following:

- reporting of thickness measurements on regular basis to the attending surveyor
- prompt notification to the surveyor in case of following findings:
 - excessive and/or extensive corrosion or pitting/grooving of any significance
 - structural defects like buckling, fractures and deformed structures
 - detached and/or holed structure
 - corrosion of welds.

When thickness measurements are taken in association with Intermediate or Special Survey, a documented record indicating where and when the meeting took place and who attended (the name of the surveyor(s), the master of the ship or mobile offshore unit or an appropriately qualified representative appointed by the master or Company, the owner's representative(s) and the representative(s) of the thickness measurement firm(s)) is to be maintained.

Footnote:

It is confirmed that this also applies to thickness measurements taken during voyages.

Notes:

1. This Procedural Requirement applies from 1 January 2018.

2.2 Monitoring of the thickness measurement process onboard

The surveyor is to decide final extent and location of thickness measurements after overall survey of representative spaces onboard.

In case the owner prefers to commence the thickness measurements prior to the overall survey then the surveyor is to advise that the planned extent and locations of thickness measurements are subject to confirmation during the overall survey.

Based on findings, the surveyor may require that additional thickness measurements have to be taken.

The surveyor is to direct the gauging operation by selecting locations such that readings taken represent, on average, the condition of the structure for that area.

Thickness measurements taken mainly to evaluate the extent of corrosion, which may affect the hull girder strength, are to be carried out in a systematic manner of all longitudinal structural members that are required to be gauged by the relevant TL- R(s).

Where thickness measurements indicate substantial corrosion or wastage in excess of allowable diminution, the surveyor is to direct locations for additional thickness measurements in order to delineate areas of substantial corrosion and to identify structural members for repairs/renewals.

Thickness measurements of structures in areas where close-up surveys are required shall be carried out simultaneously with close-up surveys.

2.3 Review and verification

Upon completion of the thickness measurements, the surveyor is to confirm that no further gaugings are needed, or specify additional gaugings.

If, where special consideration is allowed by TL- R(s), the extent of thickness measurements is reduced, the surveyor's special consideration is to be reported.

In case thickness measurements are partly carried out, the extent of remaining thickness measurements is to be reported for the use of the next surveyor.

TL- PR 20 Procedural Requirement for certain ESP Surveys

The objective of this PR is to improve the quality of surveys. This PR applies to surveys of hull structures and piping systems in way of cargo holds and/or cargo tanks, cofferdams, cargo pump rooms, pipe tunnels, void spaces, within the cargo length area and all ballast tanks. In the case of Bulk Carriers, selected fuel oil tanks within the cargo length area might be part of the areas to be surveyed according to the applicable provisions of the TL- R Z10.2 or TL- R Z10.5.

Taking into consideration, the size of vessels and scope of surveys for vessels noted below, it is more effective to have more than one surveyor examine the required spaces, holds or tanks and to provide mutual support and consultation during the surveys in recommending repairs and actions required for conditions of Class / Recommendations.

1. On ships 20,000 tonnes DWT and above, subject to ESP, starting with special survey No.3, at special and intermediate hull classification surveys, the survey of hull structure and piping systems to which this PR applies is to be carried out by at least two exclusive surveyors. On bulk carriers 100,000 dwt and above of single side skin construction at the intermediate hull classification survey between 10 and 15 years of age, the survey of hull structure and piping systems to which this PR applies is to be performed by at least two exclusive surveyors.
2. This requires that at least two exclusive surveyors attend on board at the same time to perform the required survey¹⁾. Where compatible with relevant laws and regulations, on dual class vessels, the requirement for two surveyors may be fulfilled by having one surveyor attend from TL.
3. Though each attending surveyor is not required to perform all aspects of the required survey, they are required to consult with each other and to do joint overall and close-up surveys to the extent necessary to determine the condition of the vessel areas to which this PR applies. The extent of these surveys should be sufficient for the surveyors to agree on actions required to complete the survey with respect to renewals, repairs, and other recommendations or conditions of class. Each surveyor is required to co-sign the survey report or indicate their concurrence in an equivalent manner.
4. The following surveys may be witnessed by a single Surveyor:
 - Thickness measurements in accordance with TL- PR 19;
 - Tank testing in accordance with the applicable TL- R Z10;
 - Repairs carried out in association with Intermediate and Special Hull Classification Survey, the extent of which have been agreed upon by the required two surveyors during the course of the surveys.

Notes:

1. It is confirmed that this also applies to voyage surveys.
2. For definition of exclusive surveyors, refer to TL- PR 5.
3. This Procedural Requirement applies from 1 January 2017.

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4. Surveyors used to fulfill this requirement are to be qualified in the survey processes involved.
 - 5.. The onboard attendance of the surveyors is to be documented according to TL' procedures.

TL- PR 23 Procedure for Reporting Cancellation of Approval of a Thickness Measurement Firm

1. Introduction

1.1 Firms engaged in thickness measurements on ships are subject to approval by TL in accordance with TL- R Z17.

2. Notification of cancellation of approval for cause

2.1 When the approval of a TM Firm has been cancelled by TL for any of the following reasons:

- a) service improperly carried out or the results improperly reported;
- b) appropriate corrective action not taken for deficiencies found in the service operation system within the time agreed by TL;
- c) the Society not being informed of alterations to the service operation system related to compliance with requirements for approval;
- d) wilful acts or omissions by the TM Firm related to compliance with requirements for maintaining approval.

TL is to send an email to the other participating Societies within 5 working days of such cancellation.

Notes:

1. This Procedural Requirement applies from 1 November 2013.

2.2 The e-mail is to be in the form set out below.

Notice of Cancellation of Thickness Measurement (TM) Firm Approval

Dear Madam/Sir,

This is to inform you that the approval of the following TM Firm has been cancelled on the date shown below:

**[TM Firm complete name as shown on Society's public website]
[TM Firm complete address: Street Address or Post Office Box; City,
Province or State (where applicable), Country, Postal Code
(if available)]**

due to **[insert text of reason from 2.1, above]**.

Approval cancelled by **[Society]** on **[DD/MM/YYYY]**.

Definition of date of “contract for construction”

1. The date of “contract for construction” of a vessel is the date on which the contract to build the vessel is signed between the prospective owner and the shipbuilder. This date and the construction numbers (i.e. hull numbers) of all the vessels included in the contract are to be declared to TL by the party applying for the assignment of class to a newbuilding.
2. The date of “contract for construction” of a series of vessels, including specified optional vessels for which the option is ultimately exercised, is the date on which the contract to build the series is signed between the prospective owner and the shipbuilder.

For the purpose of this Procedural Requirement, vessels built under a single contract for construction are considered a “series of vessels” if they are built to the same approved plans for classification purposes. However, vessels within a series may have design alterations from the original design provided:

- (1) such alterations do not affect matters related to classification, or
- (2) If the alterations are subject to classification requirements, these alterations are to comply with the classification requirements in effect on the date on which the alterations are contracted between the prospective owner and the shipbuilder or, in the absence of the alteration contract, comply with the classification requirements in effect on the date on which the alterations are submitted to TL for approval.

The optional vessels will be considered part of the same series of vessels if the option is exercised not later than 1 year after the contract to build the series was signed.

3. If a contract for construction is later amended to include additional vessels or additional options, the date of “contract for construction” for such vessels is the date on which the amendment to the contract, is signed between the prospective owner and the shipbuilder. The amendment to the contract is to be considered as a “new contract” to which 1 and 2 above apply.
4. If a contract for construction is amended to change the ship type, the date of “contract for construction” of this modified vessel, or vessels, is the date on which revised contract or new contract is signed between the Owner, or Owners, and the shipbuilder.

Note:

This Procedural Requirement applies from 1 July 2009.

Procedure for Imposing and Clearing Recommendations/Conditions of Class

1. Purpose

The purpose of this Procedural Requirement is to set procedures for imposing, clearing and controlling Recommendations/Conditions of Class which TL is to follow.

2. Definition

“Recommendations” and “Conditions of Class” are to be read throughout this Procedural Requirement as being different terms used by Classification Societies for the same thing, i.e. requirements to the effect that specific measures, repairs, surveys are to be carried out within a specific time limit in order to retain Classification.

3. Procedures for Members to follow for imposing, clearing and controlling Recommendations/Conditions of Class

3.1 Recommendations/Conditions of Class shall be imposed for the following:

- a. Repairs and/or renewals related to damages that affect Classification (e.g. grounding, structural damages, machinery damages, wastage over the allowable limits, etc.)
- b. Supplementary survey requirements
- c. Temporary repairs

3.2 For repairs not completed at the time of survey, a Recommendation/Condition of Class is to be imposed. In order to provide adequate information to the surveyor attending for survey of the repairs, the Recommendation/Condition of Class is to be sufficiently detailed with identification of items to be repaired. For identification of extensive repairs, reference may be given to the survey report.

3.3 Recommendations/Conditions of Class may require imposing limitations related to navigation and operation that are deemed necessary for continued operation under Classification (e.g. loss of anchor and/or chain, etc).

3.4 Recommendations/Conditions of Class shall be given in writing with a time limit for completion to the owner’s representatives/Ship’s Master, and are to be clearly stated on the Certificate of Class or an attachment to the Certificate of Class and/or class survey status or report.

3.5 Owners will be notified of these dates and that the vessel’s class will be subject to a suspension procedure if the item is not dealt with, or postponed, by the due date. (Ref. TL-PR1C, A2)

Note: This Procedural Requirement applies from 1 July 2009.

3.6 Clearance of Recommendations/Conditions of Class shall be supported by a survey report giving details of all associated repairs and/or renewals, or of the supplemental surveys carried out. Repairs carried out shall be reported with identification of:

- Compartment and location
- Structural member
- Repair method
- Repair extent
- NDT/Tests

3.7 Partially dealt with Recommendations/Conditions of Class shall be supported by a survey report giving details of repairs and/or renewals, or of that part of the supplemental surveys carried out and those parts remaining outstanding.

Procedural Requirement for Confined Space Safe Entry

Contents

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 - 2.6 Marine Chemist
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 - 2.9 Surveyor
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- 3 Requirements**
 - 3.1 Training
 - 3.2 Confined Space Entry Procedures
 - 3.3 Equipment for Surveyors Entering a Confined Space

Note:

- 1. This Procedural Requirement applies from 1 July 2019

1 Objective

This procedural requirement contains the minimum requirements that TL shall prescribe to help keep surveyors safe when conducting confined space entry.

TL is free to take measures beyond those required in this document, but shall as a minimum prescribe the requirements contained in this document and that they meet any relevant occupational safety and health legislative requirements in place at locations where work is conducted.

TL- G 72 can be referred to for further guidance on confined space safe entry practice.

2 Definitions

2.1 Confined Space

Confined Space means a space that has any of the following characteristics:

- Limited openings for entry and exit
- Unfavourable natural ventilation
- Not intended for continuous worker occupancy

It may include, but is not limited to: boilers, pressure vessels, cargo spaces (cargo holds, or cargo tanks), cargo space stairways, ballast tanks, double bottoms, double hull spaces, fuel oil tanks, lube oil tanks, sewage-tanks, pump-rooms, compressor rooms, cofferdams, void spaces, duct keels, inter-barrier spaces, engine crankcases, excavations and pits.

2.2 Confined Space Entry (CSE)

Confined Space Entry is the process of entering, working in and exiting a confined space.

2.3 Competent Person

Competent person means a person with sufficient theoretical knowledge and practical experience to make an informed assessment of the likelihood of oxygen deficient/enriched or a dangerous atmosphere being present or subsequently arising in the space. Competent person must be trained and qualified in the hazards of Confined Spaces and in use of atmospheric monitoring devices. The Competent Person role may be performed by a Marine Chemist.

2.4 Responsible Person

Responsible Person means a person authorised to permit entry to a confined space and having sufficient knowledge of the procedure to be followed and other activities that are being undertaken that could impact on the safety of those in a confined space.

2.5 Attendant

Attendant is a person who is suitably trained and responsible for maintaining a watch over those entering the confined space, for maintaining communications with those inside the space and for initiating the emergency procedures in the event of an incident occurring.

2.6 Marine Chemist

A Marine Chemist is a person holding a valid and suitably recognised qualification as a marine chemist or equivalent.

2.7 Adjacent Space

An adjacent space is any space bordering the confined space in any directions, including all points of contact, corners, diagonals, decks, tank tops and bulkheads.

2.8 Toxic Product

A Toxic Product means any chemical liquid, gas or solid material, which can give toxic vapour and which is assigned with suffix "T" in column "k" of table given in Chapter 17 of IBC Code, or assigned with suffix "T" or "F+T" in column "f" of table given in Chapter 19 of IGC Code, or classified as a Toxic Substance (Class/Division 6.1) within the part 2 of IMDG Code, or any other product which has a toxic symbol in the data sheet or is hazard classified as a toxic.

2.9 Surveyor

For the purpose of this Procedural Requirement a Surveyor is any person employed by TL conducting activities within a confined space on behalf of TL.

2.10 Permit to Enter/Permit to Work

A Permit to Enter or Permit to Work is a documented authorisation that has been signed and dated, including time of issue by the Responsible Person, which states that the space has been tested by a Competent Person and that the space is safe for entry; what precautions, equipment etc. are required and what works is to be done.

3 Requirements

The requirements are categorised in three groups.

3.1 Training

3.1.1 All surveyors who are expected to enter and work in confined spaces shall be trained in Occupational Safety and Health requirements for such activities. This training shall include:

3.1.1.1 Recognising a confined space

3.1.1.2 Role of the Competent Person, Responsible Person, Attendant and Marine Chemist

3.1.1.3 How to recognise the hazards and manage the risks associated with Confined Space Entries

3.1.1.4 Permit to Work (PTW) systems/control procedures at the workplace

3.1.1.5 Requirements for atmosphere testing and the interpretation of their results

3.1.1.6 Use of personal multi gas meters

3.1.1.7 Access, exit and safe working requirements

3.1.1.8 Emergency arrangements

3.1.2 Competency in the areas covered by the training identified in 3.1.1 shall be periodically assessed, either as part of activity monitoring or some other suitable means. The maximum period between these assessments of competency is 3 years. Appropriate refresher training shall be provided as determined necessary from the competency assessment. The delivery mechanism for this refresher training is for the individual societies to determine.

3.2 Confined Space Entry Procedures

Societies shall have documented procedures that cover the following points:

3.2.1 Include in their procedures the minimum requirements for Surveyors entry into a confined space, as follows:

3.2.1.1 Safe entry procedures (such as entry permit, "safe for workers" certificate, "safe for hot work" certificate, etc.) are in place, current and are being followed

3.2.1.2 The Responsible and Competent Persons are identified

3.2.1.3 The access and exit arrangements to and within the confined space are considered safe. Where available, multiple entry and exit ways shall be opened

3.2.1.4 Communications arrangements are adequate

3.2.1.5 The confined space is adequately clean to allow safe working

3.2.1.6 The confined space lighting is adequate for entry/exit and to allow safe working in a confined space

3.2.1.7 The atmosphere has been demonstrated as being safe (safe limits are: atmospheric oxygen the range of 20.6% to 22% by volume, combustible gases less than 5% of lower explosive limit, toxics within acceptable limits)

3.2.1.8 Adequate ventilation arrangements are in place and functioning

3.2.1.9 Isolation of the confined space, as applicable, from other tanks, cargo spaces, pipes, etc. and of machinery in the space, is confirmed

3.2.1.10 Extreme temperature effects are adequately considered

3.2.1.11 Electrical equipment in the confined space is suitable and in acceptable condition

3.2.1.12 A dedicated Attendant is provided by the vessel's management or the management of the facility where the surveyor's activities are carried out for the complete duration of the time spent working in the confined space and the Attendant has suitable means of initiating emergency response

3.2.1.13 Adequate emergency response arrangements are in place

3.2.2 No surveyor shall be the first to enter a confined space, and they shall be accompanied at all times where the size of the space permits.

3.2.3 Surveyors shall not enter the confined space if they are required to wear breathing apparatus.

3.2.4 Surveyor shall not enter the confined space if the surrounding noise can adversely impact effective communication.

3.2.5 Surveyor shall not enter the confined space if a toxic product is contained in an adjacent space, until the following is carried out:

3.2.5.1 A risk assessment is completed by the vessel's Management Company and the risk is mitigated.

3.2.5.2 All identified controls are confirmed in place prior to tank entry.

3.2.6 No surveyor shall be part of a rescue team.

3.2.7 Surveyors shall immediately leave a confined space, by the nearest safe exit, if any alarms sound, or any physical impairment or distress is experienced by the surveyor.

3.2.8 If any of minimum requirements addressed in 3.2.1 through 3.2.7 are not complied with or in any other situation where the surveyor has a valid concern over the safety of the confined space, he/she shall refuse to enter the confined space.

3.2.9 The points addressed in 3.2.1 through 3.2.8 above shall be considered as part of survey planning and reviewed as changes occur during any Confined Space Entry.

3.3 Equipment for Surveyors Entering a Confined Space

3.3.1 The following minimum set of Personal Protective Equipment shall be made available by the society to surveyors for conducting a Confined Space Entry:

3.3.1.1 Protective clothing

3.3.1.2 Safety shoes/boots

3.3.1.3 Hard hat

3.3.1.4 Work gloves

3.3.1.5 Protective glasses and/or goggles

3.3.1.6 Ear defenders and/or ear plugs

3.3.1.7 An individual multi gas meter, in good working order, serviced and calibrated as per the manufacturer's instructions

3.3.1.8 A flashlight, appropriate to the nature of the confined space to be entered, and in good working order

3.3.2 The surveyor must always use the necessary personal protective equipment according to the specific conditions and the survey being carried out.