



Domestic Commercial Vessel INSTRUCTIONS TO SURVEYORS

DCV-ITS-011 (03/2017)

- Subject:** This instruction provides guidance to accredited marine surveyors on the process of recording the outcome of plan and/or stability approval.
- General:** A surveyor's recommendation to the National Regulator for the issue of a Certificate of Survey must be supported by approved documents clearly indicating the vessel service category, and approval standards (i.e. ISO 12215 etc), and including vessel plans and stability data.
- Process:** The National Regulator considers that the process outlined in this instruction is an acceptable means of denoting and recording the status of documentation following its assessment by an accredited marine surveyor.

- **Plans** are to be **individually stamped** using the appropriate stamp to indicate the outcome of the assessment. **Stability booklets** only need to have the **front page stamped**, provided the accompanying letter specifies the total number of pages in the assessed stability documentation.
- After assessment, a letter must be sent to the applicant that includes:
 - the vessel particulars, UVI, service category and standards used for assessment;
 - a list of any Generic Equivalent Solutions (GES), specific exemptions, or equivalent means of compliance (EMOC) (equivalent solution) which apply;
 - a list of plans and documents that have been assessed;
 - any conditions or comments made; and
 - the outcome of the plan/document assessment.
- Where stamps are being applied electronically, the person receiving the electronic approval must provide the accredited marine surveyor with written consent for the use of electronic approvals.

Stamp Template(s) : Accredited marine surveyors are able to request stamp templates following successful accreditation in any of the following categories:

- a – initial survey – plan approval
- b – initial survey – stability approval, or
- c – initial survey – load line assignment

The stamp templates **must not** be altered.

Letter: An example of a suitable letter is provided in Annex A.

Stamp Types:

Name	Use
Approved	The Approved stamp may only be used on documentation an accredited marine surveyor has examined and found to meet the requirements of the Marine Safety (Domestic Commercial Vessel) National Law Act 2012. Any conditions or comments on the approval must be included on the corresponding letter of approval.
Not Approved	The Not Approved stamp may only be used on documentation an accredited surveyor has examined and found to be non-compliant. A list of non-compliances must be made on the document and on the accompanying approval letter.
For Information	For information stamps are to be used on documentation which has not been subjected to an assessment against the National Law, but has been perused to obtain information relating to the vessel or related plans.
Not Assessed	The Not Assessed stamp is used on documentation which has not been subject to an assessment against the National Law, and does not provide information relating to the vessel or associated plans.

Contact: DCVSurvey@amsa.gov.au

ANNEX A - SAMPLE LETTER

This sample letter may be used as a guide by accredited surveyors

Your ref: Vessel Name

Our ref: Number

Date:

Address

To Name

Vessel Name, Unique Vessel Identifier, Service Category

Thank you for your submission, see below the status of each document submitted. Please address any issues raised.

Document Received & Status

Drawing Number	Sheet	Title	Approval Standard	Status	Comments
<i>DWG XXX-XXX</i>	<i>2/7</i>	<i>Drawing Name</i>	<i>Standard e.g. ISO 12215, LR SSC G3</i> e.g. GES number, specific exemption reference number EMOC reference number.	<i>Document Status</i>	<i>Comments on Drawing</i>
Example 1: DWG A123-	1/1	General Arrangement		For Information	Nil
Example 2: DWG A123- 002	1/10	Structural Arrangement – Bottom Plan		Not Approved	Bottom stiffness from frame 13-22 must be increased in section. 40x40x4/4 T/bar stiffeners.
Example 3: DWG 123-003		Fire and Safety Plan		Approved	Door from lower accommodation to main

Exemptions / GES Applicable to the vessel

List applicable exemption and GES reference numbers.

Items Not Yet Received

Drawing No.

Drawing No.

Note more information may be required as the approval & build process continues.

If you have any queries, please don't hesitate to contact me directly on (XX) XXXX XXXX.

Yours sincerely,

Name

Contact Number

Email Address

Accredited Surveyor Number