
PR1A Procedure for Transfer of Class

(Rev.0
July 2009)

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Notes:

This Procedure is to be implemented for 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to his intention to withdraw from class from another Society, or advice by the withdrawing Society that class has been withdrawn, received on or after 1 July 2009.

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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 Classification Societies 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.

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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 in 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.

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

(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.

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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 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 PR1A/B.2.1 In such cases:

The surveys specified in 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.

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

^(Note 2) In compliance with the requirements of Art. 15.4 of the EU Directive 94/57/EC as amended.

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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 the review of class survey records of the losing Society to the extent deemed necessary but not less than the contents specified in Annex 3 in order to prepare an auditable Vessel's History Report to be reviewed by an authorised person;
- .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.

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.

(Note 3) In compliance with the requirements of Art. 15.5 of the EU Directive 94/57/EC as amended.

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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 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 construct the Vessel's History Report 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 to the gaining Society, to enable the gaining Society to construct the Vessel's History Report 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 History Report 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:

- .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; 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.

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

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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.

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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 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 1).

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.

(Note 1) In compliance with the requirements of Art.15.4 of the EU Directive 94/57/EC as amended.

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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 PR1A is applicable.

A.4.3 Any differences which cannot be settled privately between the gaining and losing Societies, are to be solved under the IACS QSCS Quality Management System Procedure P13.2 "Complaints against QSCS Certificate Holders".

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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) additionally, for vessels between 5 and 10 years of age the survey is to include inspection of a representative number of ballast spaces;
- iii) additionally, for vessels of 10 years of age and above but less than 20 years of age, the survey is to include inspection of a representative number of cargo spaces;
- iv) for vessels subject to UR 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);

^(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.

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

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- vi) 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.
- vii) in the context of applying items i) to vi) 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.
 - 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.
- viii) In the context of applying iii) to vi) 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.
- ix) In the context of applying i) to vi) above, as applicable, compliance with IACS Unified Requirements that require compliance at the forthcoming due periodical surveys (such as 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;

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- 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.

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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.

C.1.2 Steel plans

- Midship Section
- Scantling Plan
- Decks
- Shell Expansion
- Transverse Bulkheads
- Rudder and Rudder Stock
- Hatch Covers

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

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

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.

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