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Part 2: Ships Surveys and Inspections
Section 2.4: Delegated Statutory Inspection Programme

Responsible Authority
The Director, Operations and Environmental Programs, is responsible for this Document, including any change, correction, or update.

Approval

Original Signed by Richard Day
Richard Day
Director
Marine Safety

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1 DEFINITIONS

Announced Inspection
An inspection with prior notice that has been coordinated with the ship owner or his authorized representative.

Bareboat chartered registry regime
Under the CSA, section 34 (3), the Chief Registrar may, on application, suspend the registration of a Canadian ship in respect of the right to fly the Canadian flag while the ship is shown on the registry of a foreign country as a bare-boat chartered ship.

Chairman
Chairman of the Board of Steamship Inspection established by Section 304 of the CSA.

Consultation
Provision of day-to-day advice on technical matters. Consultation is primarily carried out between the RO and the builder and/or owner.

Recognized Organization (RO)
An organization that has been delegated authority by Transport Canada to perform surveys and issue certificates on its behalf in accordance with the terms, conditions and requirements stated in the Memorandum of Agreement (MOA) signed by both parties.

Delegated Statutory Inspection Programme Co-ordinator
A person who has been appointed by the RO, in Canada or the US, to be responsible for overseeing and managing the RO’s Delegated Statutory Inspection Programme (DSIP) activities.

Delegated Statutory Inspection Programme Liaison Officer (DSIPLO)
A person who is appointed by the Regional Director (RD) to oversee the DSIP.

Enrolment Survey
A survey undertaken solely by the RO on a newly constructed ship or a previously delegated ship changing flags on a seasonal basis (bareboat charter registry regime) and which is returning to Canadian registry as per the current requirements of the DSIP.

Hand Over Inspection
An inspection led by TCMS, in the presence of the RO, to facilitate the transfer of specific TCMS inspection functions of an existing Canadian ship to the RO as per the requirements of the DSIP.

Interpretation
An expression of policy by a competent authority that establishes acceptable methods of compliance with applicable Rules, Regulations or Standards for which there may be a variety of possible approaches to compliance.

Memorandum of Agreement (MOA)
Agreement between Her Majesty the Queen in right of Canada as represented by the Minister of Transport and a RO, with respect to implementing the authorization for the Society to perform surveys or issue certificates on behalf of Transport Canada.
Monitoring Inspection
An announced or unannounced inspection undertaken to verify that the RO has performed the delegated duties in accordance with the terms and policies of the MOA, DSIP policy and Instructions to ROs.

MSE
Marine Safety Executive

OPI
Office of Primary Interest

Regional Director (RD)
Regional Director means a Marine Safety Director of a Transport Canada Region, or a person authorized to act on behalf of the Director.

Regional Programme Inspector (RPI)
A person who is designated by the RD to co-ordinate the handover process and promote consistency in the process.

SI 7
A document issued to the vessel Master/owner or operator as per TCMS policy and procedures on SI 7.

SIRS
Ship Inspection Reporting System

SME
Subject matter expert

TCC
Transport Canada Centre

TCMS
Transport Canada Marine Safety

TM
Regional Technical Manager

Unannounced Inspection
An inspection in which no prior notice has been given to the ship owner or his authorized representative.

2 GENERAL

2.1 Purpose

2.1.1 This procedures document has been developed to give clear instructions on the steps required to carry out and maintain delivery of the Delegated Statutory Inspection Programme (DSIP) in a manner consistent with DSIP Policy and other relevant TCMS Directorate Policies.

2.1.2 The Delegated Statutory Inspection Programme is a programme wherein the inspection and certification required by Statute, Regulation or Convention is performed by a RO on behalf of the Government of Canada.
2.1.3 Participation in the DSIP is voluntary. Therefore, a ship shall be enrolled by its owner or authorized representative in order to become a participating ship.

2.2 Scope

2.2.1 These procedures apply to all activities of the programme.

2.3 Responsibilities

2.3.1 The Director, Operations and Environmental Programs, shall be responsible for ensuring that these procedures are implemented, understood, maintained and continuously improved.

2.3.2 The Director, Operations and Environmental Programs, shall appoint an Officer(s) of Primary Interest (OPI) under his directorate who shall be responsible for day-to-day operational coordination of the DSIP.

2.3.3 The Director, Operations and Environmental Programs, shall appoint an OPI(s), under his directorate, who shall be responsible to facilitate access by TCMS staff to the RO’s databases and access by the RO’s staff to the TCMS Ship Certification database.

2.3.4 The RDs shall appoint a Delegated Statutory Inspection Programme Liaison Officer (DSIPO) to oversee the programme.

2.3.5 The RDs shall designate a team of Regional Programme Inspectors (RPIs) to maintain consistency of the DSIP processes.

2.3.6 The DSIPO shall be responsible for the overall regional coordination of the DSIP and act as the TCMS regional point of contact to ensure consistency in the process and facilitate and promote effective communication and sharing of information at all levels of the respective organizations.

2.3.7 The OPI, Operations and Environmental Programs, shall be responsible for the day-to-day functions under the DSIP.

2.4 Overview

2.4.1 This manual includes procedures for the following DSIP processes:

- Application Process,
- Plan Approval Process,
- Handover Inspection Process,
- TCMS Monitoring Process,
- Appeals, Interpretations, Equivalencies and Exemptions Processes,
- Process for the Removal of a Ship from the programme,
- Administrative Actions Affecting the Certification Process, and
- Record Keeping Process.

2.4.2 An overview of the processes is illustrated in Appendix DSIP-E - DSIP Overview Flowchart. The Procedures Manual describes function titles that are responsible for carrying out activities. Individuals within TCMS may hold more than one of these function titles. Individuals may also be designated to perform the tasks or a portion of the tasks on behalf of the function title.
2.4.3 Amendments to the manual shall be implemented without delay. The OPI, Operations and Environmental Programs, shall forward the amended procedures via e-mail to all DSIPLOs for immediate onward distribution and immediate action, pending further revision of the manual.

3 RELATED DOCUMENTS

- TP 10754 - Rules of Procedure for the Board of Steamship Inspection
- TP 13585 - Delegated Statutory Inspection Programme (DSIP) Policy Manual

4 APPLICATION PROCESS

A current list of TCMS contacts for the DSIP is outlined in **Appendix DSIP-D - List of Marine Safety Contacts for DSIP**, which are kept current and available at the following address on the Internal Web as part of this document:


This list shall be updated as required by the OPI, Operations and Environmental Programs and forwarded via e-mail to headquarters and regional DSIPLOs for onward distribution.

4.1 Completing the Application Form

4.1.1 Owners, authorized representatives or builders who wish to enrol a ship in the DSIP shall apply by submitting a duly completed **Form DSIP-01 - Application for Participation of a Ship in the Delegated Statutory Inspection Programme** to the RD of the region in which the owner’s corporate headquarters are located for TCMS processing. At least four (4) weeks notice of intent to enrol a ship in the programme shall be provided to both TCMS and the RO.

4.1.2 The application form shall be accompanied by a covering letter giving relevant details and shall contain at least the following information:

- name of Classification Society in which ship is currently classed,
- type and class of voyage,
- date and place of tentative handover inspections,
- ROs to which the ship shall be delegated,
- type of delegation (either full or partial (Hull, anchoring equipments and machinery items only)).

The application form shall also be accompanied by copies of

- the most recent TCMS certificate,
- proof that the ship is in Class, and
- a written confirmation from the registered owner (if different from the applicant) stating that he agrees to enrol the ship in the DSIP and the clearly stated type of delegation being requested, or
- for a ship under the bareboat charter registry regime **and** which is returning to Canadian registry, a written confirmation and relevant documentation from the owner or his representative that will confirm whether or not the ship has
sustained damage affecting her seaworthiness or efficiency, and whether or not she has undergone modification or alteration when she was operating under a foreign flag.

4.1.3 The applicant shall submit a duly completed, individual application form for each ship to be enrolled in the programme for

- a ship under construction at the time the building contract is signed or as soon as is practicable thereafter, or
- an existing ship at any time.

4.1.4 For a ship under construction, the keel of which is laid or which is at a similar stage of construction, applications are required from both the builder and owner or authorized representative. When the owner has been informed that the ship has been accepted into class, the applicant shall provide the DSIPLO with the official confirmation of its acceptance.

4.1.5 The owner of a ship changing its name or its Canadian port of registry does not need to reapply.

4.1.6 A vessel in the programme that changes ownership has to be enrolled in the programme by the new owner or authorized representative if continuation of the programme is required.

The owner or authorized representative of any vessel in the programme shall inform the Director, Marine Safety, Operations and Environmental Programs in the event that the ship leaves Canadian registry or changes ownership.

4.1.7 The owner of a ship or authorized representative, intending to change its RO before or after the ship has been successfully enrolled in the DSIP shall reapply.

4.1.8 The owner of a delegated ship changing flags on a seasonal basis (bareboat charter registry regime) and wishing to maintain the ship within the DSIP, shall re-apply at least four weeks prior to the ship re-entering Canadian registry.

4.1.9 In addition to the requirements of section 4.1.2, the owner of a delegated ship changing flags on a seasonal basis (bareboat charter registry regime) shall submit with the application form, a current status report of any outstanding items.

4.1.10 A current list of ROs, which also includes a list of their Canadian primary contact points, is outlined in the List of Designated Recognized Organization Contact Points - Appendix DSIP–A, which are kept current and available at the following address on the Internal Web as part of this document:


This list is provided by the RO who appoints the person responsible for overall co-ordination of the DSIP in their organization and also acts as a global common point of contact with TCMS. This list shall be updated as required by the Director/OPI, Operations and Environmental Programs.
4.2 **Application Review**

4.2.1 Upon receipt of the application form(s) and associated documents, the RD shall forward the application form and documents to the DSIPLO.

4.2.2 The DSIPLO shall determine the appropriate region that shall be responsible for processing the application and forward the documents to the DSIPLO of that region.

4.2.3 The DSIPLO shall initiate the review of the application and determine if the subject ship meets the requirements for delegation as per the DSIP Policy Manual. The results of his finding shall be recorded on the **Form DSIP-03 - Handover Process Checklist**.

4.2.4 When the DSIPLO receives the application form(s) and associated documents, he/she shall refer to the following documents, which are kept current and available on the Internal Web as part of this document:

- **Appendix DSIP-F - Timetable and Application**,  
- **Appendix DSIP-G - Classification Society Authorization by TCMS**, and  
- **Appendix DSIP-H (RDIMS # 691850) - Status of DSIP Authorization.**

The last two documents are respectively kept current and available at the following addresses on the Internal Web, as part of this document:


and

[http://tcinfo/marinesafety/ManagementSystem/Policy/DSIP.htm](http://tcinfo/marinesafety/ManagementSystem/Policy/DSIP.htm)

4.2.5 In addition to the above documentation, the DSIPLO shall refer to the relevant MOA signed by TCMS and the RO, as amended from time to time.

4.2.6 In compliance with the MSE decision of July 2002, the DSIPLO shall ensure that the application form he has received is for a full delegation of the ship, except in the case of passenger ships which, at the present time, are only partially delegated; i.e., hull, anchoring equipment and machinery items. In the instance of a request for partial delegation of a ship other than passenger, the DSIPLO shall notify the applicant, in writing, of the situation. The DSIPLO shall also refer to **Appendix DSIP-F - Timetable and Application**.

4.2.7 In compliance with the MSE decision of December 2003 and February 2004, any ship of foreign registry not built under the DSIP, upon registration or listing under the Canada Shipping Act, shall have a first inspection by TCMS as required by the CSA and Regulations and such a ship may only become eligible for the DSIP subsequent to this inspection for a minimum period of twelve months.

4.2.8 The requirement stated in section 4.2.6 does not apply to a ship changing flags on a seasonal basis (bareboat charter registry regime) for which the owner wishes to maintain the ship within the DSIP when the ship re-enters Canadian flag. This is conditional upon the ship being previously successfully delegated, as per the
terms and conditions of the DSIP, when she was under Canadian flag prior to her last change of flag.

4.2.9 In order to properly evaluate the date of eligibility for a ship transferred from a foreign flag to Canadian flag; the various criteria as defined in Work Instruction No. 6 - Importation of Newly Registered Ships Versus the DSIP, shall be taken into consideration.

4.2.10 Upon reviewing the application form, the DSIPLO shall verify the accuracy and the completeness of the information on the submitted form. In addition, he shall ascertain that the proper documentation is attached to the aforementioned form.

4.2.11 If the application is incomplete or if the ship does not meet the conditions of enrolment, the DSIPLO shall advise the applicant, in writing, of the situation. In addition, the DSIPLO shall inform the RD.

4.2.12 If the application is complete and the ship meets the conditions of enrolment, the DSIPLO shall inform the RD.

4.2.13 The RD shall forward to the Director, Operations and Environmental Programs, the application form(s), associated documents (as stated in 4.1.2) and appropriate recommendation with regard to participation in the DSIP. The RD’s memorandum shall at least contain the following information;

- applicant’s name,
- ship’s name,
- official number,
- ship’s file number,
- “name of the RO” that presently classes or will class the vessel,
- the ship’s ability to meet the condition(s) of enrolment,
- the RD’s recommendation on whether or not to accept the ship into the DSIP, and
- the RD’s request for the appropriate action.

4.2.14 Upon receipt the Director, Operations and Environmental Programs, shall forward the application form and documents to the OPI in his directorate for review.

4.2.15 The OPI, Operations and Environmental Programs, shall review the documentation to verify the available information from Headquarters’ records and the RO’s databases which shall be made available to TCMS. He shall then advise the Chairman, the Director, Operations and Environmental Programs and the DSIPLO, in writing, of any issues or concerns. This review is performed to enable TCMS and the RO to construct the ship’s history; thereby providing an accurate and current assessment of the ship’s condition, to obtain full disclosure of the ship’s history and current records, and to identify statutory requirements that might not have been enforced or implemented, overlooked or clearly addressed during the course of the ship’s life. It shall include checking:

- full disclosure of any exemptions,
- full disclosure of any Board Decisions applicable to the ship,
- unreported or unrecorded casualties that may have impaired or might impair the seaworthiness of the ship,
• any ship’s detention(s) or non-conformities which were raised against the ship, or investigations and actions which were taken under the various Canadian enforcement regimes (pollution, accident, etc.),
• any modification(s) to the ship’s structure, machinery, manning, and safety equipment,
• any modification(s) to the Load Line Certificates, Calculations for Freeboard, and Conditions of Assignment,
• whether the ship’s purpose and/or navigation area has been changed,
• any other instances where the safety of the ship is affected,
• any unrecorded occurrences or detentions, and
• all information in the Ship Information Reporting System (SIRS) for completeness and accuracy.

4.2.16 Should the RD be made aware that the ship no longer meets the conditions of enrolment or should he receive any further information that indicates that the ship should not be enrolled in the programme, the RD shall inform the Chairman and the Director, Operations and Environmental Programs and the applicant, in writing, of his recommendation to refuse the ship’s enrolment.

4.2.17 If a ship changes its Classification Society before the ship has been successfully delegated to the RO identified on the original approved Application Form; the owner or his authorized representative shall re-apply and TCMS shall re-process the request. This will allow TCMS to re-visit the status of the new RO in order to ascertain that it has the adequate level of delegation under the individual Memorandum of Agreement (MOA). In addition to the review of the ship’s history and current status under process, a further review of the RO’s records (both losing and gaining Classification Societies) as related to this ship is required. This procedure will permit TCMS to ascertain that the gaining Classification Society identified by the applicant is authorized to perform the delegated functions on its behalf.

4.2.18 If a ship changes its Classification Society after the ship has been successfully delegated to the RO identified on the original approved Application Form; the owner or his authorized representative shall re-apply and TCMS shall re-process the request. This will allow TCMS to re-visit the status of the new RO in order to ascertain that it has the adequate level of delegation under the individual MOA.

4.2.19 During the review, the DSIPLPO shall properly inform, verbally and/or in writing, and remind the applicant that by signing the Application Form, he thereby acknowledges that he accepts the terms of the DSIP as expressed in the Policy itself, and as determined by the various policies endorsed by TCMS, such as the delineation of responsibilities established in Appendix DSIP-I - Delegation of Canadian Passenger and Passenger Ro-Ro Ships. This means when a ship is enrolled in the DSIP, all authorized delegation functions are effectively delegated to the RO.

4.2.20 The review of an existing delegated ship changing flags on a seasonal basis (bareboat charter registry regime) and wishing to maintain the ship within the DSIP when the ship re-enters Canadian registry, shall mainly concentrate on the review of
• the conditions of enrolment,
• existing records from the previous handover inspection performed by TCMS,
• existing records from previous monitoring performed by TCMS or RO,
• unreported or unrecorded casualties that may have impaired or might impair
  the seaworthiness of the ship, which could be undiscovered during the review,
• both the ship’s history and the owner’s and/or manager’s histories under the various Port
  State Control, Canadian enforcement and ISM regimes. Port State Control data shall be
  collected from various sources of information, such as; Canadian Port State Control
  database, USCG, EQUASIS, PMOU and TMOU,
• any investigation and action which were taken under the various Canadian enforcement
  regimes (pollution, accident, etc.),
• any modifications to the ship’s structure, machinery, manning, and safety equipment,
• any unrecorded occurrences or detentions, and
• in detail, any non-conformities raised during her previous operation(s) under Canadian
  registry.

4.3 Application Results

4.3.1 Further to the review carried out by the Director/OPI, Operations and
  Environmental Programs, the Chairman shall approve or deny the application.

4.3.2 If the application is denied, the Chairman shall advise the RD, in writing, of the decision
  and the reason for the denial. The RD shall advise the DSIPLO, in writing, of the
  Chairman’s decision and the reason for the denial.

4.3.3 If the application is accepted, the Chairman shall sign the Form DSIP-01 - Application
  for Participation of a Ship in the Delegated Statutory Inspection Programme and
  forward a copy with a covering letter to the RD. A copy of the letter and the
  accompanying documentation shall be forwarded to the Director, Operations and
  Environmental Programs.

4.3.4 The RD shall advise the applicant, DSIPLO and TCC (if known) of the decision,
  in writing.

4.3.5 The DSIPLO, following notification from the RD, shall initiate the handover
  process as outlined in the Handover Inspection Process in this DSIP manual.

4.3.6 Should the ship no longer meet the conditions of enrolment or should the RD
  receive any further information, which indicates that the ship should not be
  enrolled in the programme, the RD shall inform the Chairman, the Director,
  Operations and Environmental Programs and the applicant, in writing, of his
  recommendation to cancel the ship’s enrolment in the programme.

4.3.7 The Chairman shall advise the RD and the Director, Operations and
  Environmental Programs of his decision, in writing.

4.3.8 The RD shall advise the applicant, DSIPLO and TCC (if known) of the decision,
  in writing.
4.4 Consideration for New Building Ships that have not Previsouly Required a Handover Inspection

4.4.1 In compliance with the MSE decision of February 2004, the enrolment of new building ships, either in Canada or abroad, may be agreed to, depending upon the delegation being a full delegation with the possibility of monitoring by TCMS during construction. This is a situation where TCMS has had no, or very little, onboard input in the ship’s inspection.

4.4.2 If the application is complete and the ship meets the conditions of enrolment, the DSIPLO shall submit the ‘Request for File Number’ form (available on SIRS III under ‘FORMS’) to the Inspection and Operations Standards section. A file number shall then be assigned to the ship and a file shall be opened in SIRS III and in RDIMS at which time the requesting region shall be notified.

4.4.3 When the ship details have been confirmed, a generic Handover Inspection Manual shall be prepared by the DSIPLO and forwarded to the owner for placement on board ship within ninety (90) days of the delivery date or flag change.

4.4.4 The DSIPLO shall ensure that the ship information listed in Work Instruction No. 5 - Data Entry of Delegated Ship in SIRS III is recorded in SIRS III.

4.4.5 The generic handover document is for information purposes only and is created from a ship class template available on the Intranet. The document shall bear this statement: FOR INFORMATION PURPOSES ONLY.

4.4.6 It is the duty and responsibility of the RO to conduct surveys to assess the ship’s compliance with the appropriate TCMS Rules, Statutes, Regulations, Standards and Interpretations.

4.4.7 TCMS on-board monitoring shall be conducted within ninety (90) days of the certification of the ship by the RO in the same manner as for any other ship under this programme as per Work Instruction No. 3 - Monitoring Inspection.

5 PLAN APPROVAL PROCESS

5.1 Delegated Plan Approval Process

5.1.1 The ship owner, authorized representative or builder shall contact the RO to advise that they have a delegated ship or ship intended for delegation that requires plan approval. Plan approval is required for all aspects of

- design,
- construction,
- equipment,
- conversion (major and minor),
- entering Canadian Registry, and
- repairs.

as required by applicable Regulations, Standards, Codes, Guidelines and Convention.
5.1.2 At the outset of the project, the RO shall examine the project and define the extent of the plan approval requirement to correctly encompass the project under all regulatory requirements as stated in applicable Regulations, Standards and Codes.

5.1.3 The ship owner, authorized representative or builder shall prepare and submit plans in accordance with the instructions in the appropriate RO’s Rules or Guidelines.

5.1.4 The RO identifies the required documentation, reviews the plans for approval according to their procedures, reviews the plan list and identifies to the submitter any additional plans that may be required.

5.1.5 The RO stamps the plans to indicate:

- the RO’s action taken on behalf of TCMS (e.g., approved, examined, or re-submission required),
- plans have been reviewed to all of the standards that apply to the DSIP (indicated by stamp or correspondence),
- DSIP classification action (optional).

5.1.6 When the plan review has been completed, the RO shall note the results of the review in a letter or on the plans and cc to the regional TCMS office for monitoring.

5.1.7 For plan approval monitoring purposes, the RO shall send a Project Description document to the DSIPLO for each project describing the project in full detail. The RO shall also describe how it will be controlled by supplying the Global List of Plans requested to owners as amended from time to time when necessary and/or applicable. The Global List of Plans for a specific project shall be sent to the regional TCMS office for monitoring on a monthly basis and shall indicate the current status of all the plans listed. The RO shall also provide two approved copies of plans as listed in Appendix DSIP-C - Plans to Be Submitted, within one month of their approval.

5.1.8 Plan review monitoring shall focus on, amongst other things, plans detailing systems that are novel, incorporate special features or require extensive equivalency determinations. Relevant correspondence shall also be forwarded by the RO for review.

5.1.9 The RD shall ensure that 10% of the items surveyed by the RO are monitored. If necessary, any additional plan might be monitored by TCMS as needed. TCMS retains plan review authority for any area identified as being of particular concern.

5.1.10 As soon as the project commences, the DSIPLO shall forward the listing and approved plans with relevant correspondence to a Subject Matter Expert (SME) for monitoring purposes. The SME shall monitor the plans and keep the DSIPLO advised.

5.1.11 The SME shall address any discrepancy with the RO and keep the DSIPLO informed.

5.1.12 For archival purposes, one copy of all plans initially submitted to the RO shall be forwarded to TCMS in Ottawa.
5.2 Monitoring of the Delegated Plan Approval Process

Note: Relevant TCMS staff shall be guided by Work Instruction No. 1 - Plan Appraisal Monitoring.

5.2.1 The RO has the responsibility to review the plans for approval against all applicable regulations and standards, according to their procedures.

5.2.2 Should the RO not be authorized to perform plan review on behalf of TCMS, the DSIPLO shall make arrangements for the plans to be reviewed by TCMS as per TCMS Plan Approval Procedures.

5.2.3 Upon approval, the SME shall forward two copies of the approved plans to the RO and advise the DSIPLO accordingly.

5.2.4 The RO also has the responsibility to compulsorily provide TCMS with two approved copies of plans as listed in Appendix DSIP-C - Plans to Be Submitted, within one month of their approval.

5.2.5 Starting with the Project Description document detailing the project and the Current List of Plans, DSIPLO will ensure that a monitoring of the plan review process is carried out on each specific project.

5.2.6 The DSIPLO will forward the documents, Project Description document and Global list of Plans with relevant correspondence to an SME who will carry out the plan review monitoring process. The SME shall keep the DSIPLO advised about the monitoring process. Plan review monitoring shall focus on, amongst other things:

- plans detailing systems that are novel,
- plans incorporating special features or requiring extensive equivalency determinations, and
- plans for which applicable Canadian regulations have many special national requirements.

5.2.7 The DSIPLO shall ensure that a minimum of 10% of each project delegated is monitored. If necessary, any additional plans might be monitored by TCMS as needed. TCMS shall retain plan review authority for any area identified as being of particular concern. Also, depending on the result of the monitoring process carried out, deeper involvement from TCMS may be necessary, which may necessitate attendance by TCMS inspectors of relevant disciplines at the owner’s expense as per the schedule of fees for inspection.

5.2.8 The SME shall address any discrepancy with the RO and keep the DSIPLO and TM informed.

5.2.9 For archival purposes, one copy of all plans initially submitted to the RO shall be forwarded to TCMS.

5.3 Non Delegated Plan Approval Process (Carried out by TCMS for Delegated Ships)

5.3.1 Should the RO not be authorized to perform plan review on behalf of TCMS, the DSIPLO shall make arrangements for the plans to be reviewed by TCMS as per TCMS Plan Approval Procedures.
5.3.2 Upon approval, the SME shall forward two copies of the approved plans to the RO and advise the DSIPLO accordingly.

5.4 Monitoring of the Delegated Survey Process

5.4.1 In compliance with the MSE decision of February 2004, the enrolment of new building, in Canada or abroad, could be agreed to, so long as it is a full delegation with the possibility of monitoring by TCMS during the new construction process.

5.4.2 New construction involves many variables, which dictate the degree of information the DSIPLO needs, in order to verify that the ship is being constructed in accordance with the terms and conditions of the DSIP. The amount of information required for review by the DSIPLO should be based on several factors including the type of ship under construction, prior experience with the builder, the ship’s owner or authorized representative, and the DSIPLO’s assessment of the various parties involved in the project.

5.4.3 DSIPLOs may focus on the following items:

- status of applicable plan review and equipment approval,
- status of procedures that require qualification to an established standard (e.g. weld procedures and welder qualifications, NDT test procedures and technician qualifications),
- approval status of applicable material or equipment,
- number and identities of the RO’s surveyors on the job site at any given time,
- particular equipment, components or systems scheduled for survey, test, inspection or examination at any given time,
- which equipment, components or systems have successfully passed final RO inspection and testing,
- whether the project is on schedule with regard to delivery date,
- status of items under appeal by the ship’s owner or authorized representative, and
- status of any items that may be left outstanding when the initial certificate is issued.

5.4.4 DSIPLOs shall decide the most effective means of determining this information based upon their experience and judgement, and the particular circumstances of the project.

5.4.5 At the minimum, the DSIPLO should include a review of the RO’s acceptance of critical ship systems.

5.4.6 A foreign built vessel shall be boarded in Canada after delivery for monitoring verification purposes. The TM and DSIPLO shall decide the SMEs that need attend. The visit(s) shall be announced and the scope shall be shared beforehand with the owner/operator and the RO.

5.5 Authority of the RD

5.5.1 The RD shall ensure that adequate resources are provided to the TCMS DSIP team.

5.5.2 The RD will require the TCMS DSIP team to monitor the following items:

- the status of applicable plan review and equipment approval,
- the status of procedures that require qualifications to an established standard (e.g. weld procedures and welder qualifications, NDT test procedures and technician qualifications.),
• the status of approval or certification of applicable materials, equipment and fittings,
• the number and identities of the RO’s surveyors on the job site at any given time and continuity of personnel issues,
• the particulars of equipment, components or systems scheduled for survey, test, inspection or examination at any given time as determined by the team,
• the equipment, components or systems that have successfully passed final RO inspection and testing as determined by the team,
• the status of items under appeal by the ship’s owner or authorized representative, and
• status of any items that may be left outstanding when the initial certificate is issued.

The above will permit timely advisement, by the RO, of any major shortcomings within its organization that has a direct impact on DSIP. In addition, there shall be open and frank advisement on whether the project is on schedule and also on periodic updates regarding milestones and ultimately the delivery date.

5.5.3 The DSIPLO and TM will immediately advise the RD of any major non-compliance.

5.6 Communications

5.6.1 In the interests of transparency and minimizing interface delays, TCMS will simultaneously copy any non-acceptance form (Form 2) or major non-compliance form (Form 3) issued to the RO, to the owner or its representative (Canadian based ship management).

5.6.2 Should the RD decide that the status of delegation is in jeopardy, the RD shall assist in the convening of meetings with senior level management from the RO, owners and builders to discuss whether remedial measures are possible, prior to recommending that the project be removed from the DSIP.

6 PASSENGER SHIP HANROVER INSPECTION

6.1 Delineation of Responsibility for Passenger Ships

6.1.1 Delegation of passenger ships participating in the DSIP shall only be a partial delegation. The RO shall be responsible for items related to hull, anchoring equipment and machinery while TCMS shall maintain responsibility for safety and crewing as well as operational control. The delineation of responsibilities between TCMS and the RO is listed in Appendix DSIP-I - Delegation of Canadian Passenger and Passenger Ro-Ro Ships.

6.1.2 The initial group of participants at the beginning of the handover inspection shall participate in the entire handover inspection process for all items falling under the responsibility of the RO. During the handover inspection, the RO inspector shall not conduct any other surveys, in order to fully participate in the entire process.
6.1.3 As far as practicable, during subsequent annual inspections, TCMS and the RO shall inspect items which are a shared responsibility at the same time. This is in order to avoid duplication of work for the crew.

6.1.4 In addition to the requirements stated in 7.2.3.2, an additional footnote shall be included on all passenger ship Inspection Certificate(s) stating that

“The condition of hull, anchoring equipment and machinery items falling under the responsibility of the RO has been accepted on the basis of a signed report issued by an exclusive surveyor to “(name of the RO)” with which the ship is in class.”

6.1.5 At the time of the handover inspection, an existing Load Line Certificate issued to a passenger ship by TCMS shall remain valid until the expiration of the certificate. The RO shall endorse such a certificate at subsequent annual inspections until its expiration and provide the required report to the Director, Operations and Environmental Programs, with a copy to the region, as per current regulation and standards requirements. At the time of renewal of the certificate, the RO shall conduct a survey, ascertain that the marking has been changed as required and issue a Load Line Certificate.

6.1.6 At the time of subsequent issuances, endorsements, and/or extensions of all Passenger Ship Inspection Certificate(s), the exclusive RO surveyor shall submit a report, using the TCMS forms made available to the RO, (Form DSIP 09 - RO’s Report of a Statutory Inspection of the Hull, Machinery and Anchoring Equipment) to the attending TCMS inspector and the Chairman, as the case may be, and certify in writing that:

- the survey or inspection of the hull, machinery and anchor equipment was carried out in accordance with the CSA, relevant regulations and standards;
- he recommends that the ship be retained in class;
- in his opinion, the hull, machinery and anchoring equipment of the ship are sufficient for the service intended and in good condition, and; constructed, arranged and fitted in accordance with the regulations pursuant to Part V of the CSA; and
- with respect to the ship, the RO who is submitting the report, maintains a complete ship inspection record file and provides the attending TCMS inspector and the Chairman, as the case may be, with the record file for examination on request.

7 HANROVER INSPECTION AND ENROLMENT SURVEY PROCESS

7.1 Preparation for Handover Inspection

7.1.1 When the approved application form has been received by the RD and forwarded to the DSIPLO, the DSIPLO shall determine the personnel required for participation in the handover inspection, in consultation with the district’s manager, but shall not be less than the number outlined in the following chart:

<table>
<thead>
<tr>
<th>Personnel</th>
<th>First Handover</th>
<th>Second Handover</th>
<th>Subsequent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MARINE SAFETY: DSIP PROCEDURES MANUAL
RDIM#1864695

ISSUED: 2002-12-18
REVISED: 2007-04-20
### Inspection in the TCC district

<table>
<thead>
<tr>
<th>DSIPLO</th>
<th>Inspection</th>
<th>Handover Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes. (Leads Inspection.)**</td>
<td>Yes. (If RPI is not available.)</td>
<td>No</td>
</tr>
<tr>
<td>RPI</td>
<td>Yes</td>
<td>Yes**</td>
</tr>
<tr>
<td>Local TCMS inspectors in Training for Lead</td>
<td>Yes. (Inspectors in Training for Lead.)**</td>
<td>Yes. (Leads with support from RPI.)**</td>
</tr>
<tr>
<td>Local TCMS inspectors</td>
<td>Yes</td>
<td>Yes. (Local TCMS inspectors in Training for Lead.)</td>
</tr>
<tr>
<td>RO</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* Training as a local TCMS inspector lead may require more than one handover inspection.

** Provides RO surveyors with knowledge and expertise relevant to the ship and specific Canadian operations.

#### 7.1.2 The RD may include other TCMS staff in any handover inspection in coordination with the DSIPLO.

#### 7.1.3 In preparation for the handover inspection, the DSIPLO shall verify the following, especially taking into consideration any notice of reports of deficiencies and inspection notes:

- all relevant Board Decisions and exemptions have been determined and recorded in SIRS;
- SIRS information is complete and up to date for the ship;
- copies of all required valid certificates and accompanying deficiency reports (SI-7s) or any correspondence (including letters, faxes and e-mails) regarding deficiencies since the previous special survey are on file or requested from TCMS office(s) (Regional and district, as deemed necessary) responsible for the previous inspections;
- The ship file has been reviewed by the DSIPLO or RPI to determine that any special consideration granted or any outstanding defects are recorded in the Handover Inspection Manual; and
- RO’s records are also to be examined for correlation with SIRS. Any significant defects recorded by the RO but not by TCMS should be investigated.

The review is performed to enable TCMS and the RO to construct the ship’s history. This will allow to obtain full disclosure of the ship’s history and current records and to identify statutory requirements that might not have been enforced or implemented, overlooked or not clearly addressed during the course of the ship’s life.

#### 7.1.4 The DSIPLO shall ensure that a Handover Inspection Manual or Enrolment Survey Manual for the ship is prepared according to **Work Instruction No. 2 - Preparation of Handover Inspection Manual**.
7.1.5 If a ship is currently certified or was certified during her last operational season under the “Classed Ship Inspection Regulation, 1988” regime, the DSIPLO shall request and receive from the relevant Classification Society all information concerning the hull, anchoring equipment and machinery items which were surveyed by the Society under the terms and conditions stipulated in the named regulation. In addition, the exclusive surveyor of the Classification Society shall submit a report to the DSIPLO, as required by the above regulation, which certifies that:

- the survey or inspection of the hull, machinery and anchor equipment was carried out in accordance with the CSA, relevant regulations and standards;
- he recommends that the ship be retained in Class;
- in his opinion, the hull, machinery and anchoring equipment of the ship are sufficient for the service intended and in good condition, and constructed, arranged and fitted in accordance with the regulations made under Part V of the CSA; and
- in respect of the ship, the Classification Society on whose behalf the report is made, maintains a complete ship inspection record file and provides the attending TCMS inspector and the Chairman, as the case may be, with the record file for examination on request.

7.1.6 When the accuracy of the information in the Handover Inspection Manual is found to be satisfactory by the DSIPLO/RPI, it shall be distributed as follows:

- one copy to the TCMS inspection team,
- one copy to the RO team, and
- one copy to the owner.

All recipients of the Handover Inspection Manual shall receive their copy not less than two business days in advance of the scheduled handover inspection date. If subsequent to the handover inspection, all amendments to the manual shall be provided to all parties.

7.1.7 The DSIPLO shall provide a copy of the approved application form, signed by the Chairman, to the RPI and/or local TCMS inspector, prior to the commencement of the handover inspection.

7.1.8 When a ship is delegated in a region other than the region of application, the DSIPLO from the region of inspection shall contact the DSIPLO from the region of application. The latter shall forward all relevant information to the DSIPLO of the region of inspection. Further, the latter shall contact Headquarters to ensure that all information relevant to the ship is on hand. The DSIPLO shall provide a copy of the approved application form, signed by the Chairman, to the RPI and/or Local TCMS inspector, prior to the commencement of the handover inspection.

7.1.9 The RPI/Local TCMS inspector or DSIPLO shall ascertain with the owner, prior to the handover inspection, that the ship is ready in all aspects to be efficiently and effectively surveyed in order to perform the inspection within the scheduled date.

7.1.10 The DSIPLO shall arrange the date and time of the handover inspection with the following participants:

- the owner,
• the RO Coordinator,
• the local TCMS inspector, and
• the RPI (if applicable).

7.1.11 When the DSIPLO is making all the necessary arrangements to schedule the date and place of the handover inspection, he shall clearly inform and remind all parties that everyone shall collaborate in order to avoid undue or frequent changes. If participants are not willing to collaborate in this aspect, the DSIPLO shall be allowed to postpone, cancel or defer the handover inspection.

7.1.12 In compliance with the MSE decision of June 2003, no major non-conformity shall remain prior to bringing a ship into full Canadian compliance. Should any major non-conformity(ies) be found prior to the handover inspection, these non-conformities shall first be properly addressed by TCMS and the owner before a final handover is allowed. This shall be confirmed in writing to the applicant.

7.1.13 The arrangements shall be confirmed in writing by the DSIPLO and forwarded to the participants and the Director/OPI, Operations and Environmental Programs. The ship owner shall be reminded that he shall notify the ship’s crewmembers that the ship is participating in the DSIP.

7.1.14 The handover inspection should be conducted in one continuous manner on a fully operational ship.

7.1.15 If the handover inspection is postponed, cancelled or deferred, the DSIPLO shall notify the Director/OPI, Operations and Environmental Programs, by fax, E-mail or phone to detail the situation and the reasons for the postponement/cancellation. Phone notification shall be followed by written confirmation.

7.2 Conducting the Handover Inspection

7.2.1 Opening Meeting

7.2.1.1 The DSIPLO/RPI/local TCMS inspector shall lead an opening meeting with the owner, RO surveyor and/or other attendees, as determined.

7.2.1.2 During the opening meeting the DSIPLO/RPI/local TCMS inspector shall:
• introduce and describe the role of the handover inspection team members;
• confirm the scope and objectives of the handover inspection;
• summarize the methods (interview, Document examination, etc.) which shall be used in the handover inspection;
• describe the system of recording deficiencies and how the owner shall deal with them;
• confirm the working schedule and logistical support required by the handover inspection team;
• schedule and outline the format of the closing meeting and request that attendees be informed;
• clarify any details of the handover inspection;
• remind all participants that TCMS shall perform monitoring activities once the ship has been successfully delegated;
• notify the attendees that once the ship has been successfully delegated, the RO is the sole authority to conduct subsequent delegated inspections and certification of the ship;
• notify the attendees that for non-delegated activities, such as MOSH, Crewing, etc., TCMS shall retain authority; and
• ensure the Opening Meeting section of the Form DSIP-02 - Handover Inspection Meeting Minutes is complete.

7.2.2 Handover Inspection

7.2.2.1 The handover inspection shall be lead by the TCMS inspector and the results of the inspection shall be recorded on Form DSIP-3 - Handover Process Checklist. No item on the checklist can be left unrecorded. Additional notes shall be recorded on the checklist. The RPI/Local TCMS inspector shall record any deficiencies (rectified or outstanding) on an SI-7 and in the SIRS database with timelines given to noted items.

7.2.2.2 During the handover inspection, TCMS inspectors shall take all appropriate written notes, photographs and copies of the relevant ship’s Documentation to demonstrate the state of the ship when she is handed over to the RO.

7.2.2.3 The handover inspection shall cover all aspects of the inspections being delegated, irrespective of the date of the last inspection of the ship by TCMS. (This shall include re-inspection of items recently inspected.)

7.2.2.4 A hand-over inspection shall not normally be conducted while the ship is underway, or during cargo operations. The DSIPLO and attending TCMS inspectors shall make a decision whether such an inspection may proceed.

7.2.2.5 The initial group of participants at the beginning of the handover inspection shall participate in the entire handover inspection process. During the handover inspection, the RO inspector shall not conduct any other surveys, in order to fully participate in the entire handover inspection process.

7.2.2.6 During the first handover inspection in a TCC district, the handover inspection participants shall conduct the inspection as a single group. During subsequent inspections in that district, the participants may divide into groups and conduct concurrent inspections. A RO surveyor and TCMS inspector shall be in each of the groups at all times.

7.2.3 Closing Meeting

7.2.3.1 When the handover inspection has been completed, the DSIPLO/RPI/Local TCMS inspector shall lead a closing meeting with the owner, RO surveyor and other attendees, as determined. The purpose of the closing meeting is to determine the status of the ship with regard to certificate issuance.

During the closing meeting, the RPI/Local TCMS inspector shall:

• complete the Closing Meeting section of Form DSIP-02 - Handover Inspection Meeting Minutes;
• review the results of the inspection;
• review the deficiencies and action to be taken;
• determine deadlines for any follow up action within ninety days; and
• provide opportunity for any additional questions.

7.2.3.2 The TCMS team shall inform all parties:

A) That the ship owner or authorized representative shall contact the local TCC for:
   • all crew and safety and health issues, and
   • any crew exemption.

B) The ship owner or authorized representative shall contact the RO for their requests to:
   • extend the underwater inspection intervals beyond two months for cargo ships and one month for passenger ships;
   • alternate underwater survey procedures in place of dry-ROcking
   • make changes in ship trading limits; and
   • apply for exemptions, equivalencies and extensions of inspection certificates which are for other than those relating to crewing.

The RO will then analyse the request. Following the RO’s examination of the ship’s file and history, if favourable, the RO will make his recommendation and forward the request to the DSIPLO with its recommendations. Upon receiving the Documentation, TCMS will review and make a decision. TCMS will transmit in writing the decision to the RO. If favourable, the RO shall conduct surveys to assess a ship's compliance with the appropriate Rules, Statutes, Regulations, Standards and TCMS interpretations.

7.2.3.3 In compliance with the MSE decisions of July 2002 and February 2004, the DSIPLO/RPI/local TCMS inspector shall issue at the closing meeting, a full term certificates(s) on behalf of TCMS with SI-7(s) attached. The SI-7 shall clearly identify which organisation is responsible for follow-up actions. A footnote shall be included on the Inspection Certificate(s) stating that the full term is conditional upon the inspection of individual items prior to the due date of such items. The decision shall be reported, in writing, to the RO surveyor(s), the owner and the DSIPLO.

7.2.3.4 Should a ship be currently certified under the “Classed Ship Inspection Regulation, 1988” regime, the SIC11, if valid, shall be removed from the ship by the attending TCMS inspector and be replaced by all relevant statutory certificate(s), in accordance with the handover inspection results. This shall be confirmed, in writing (SI-7), by the attending TCMS inspector to the ship owner and his representative on board.

7.2.3.5 Subsequent remedial action pursuant to the issuance and/or endorsement of the certificate(s) shall be overseen by the RO only after enrolment has been completed. Further, the RO shall report compliance to the RD and the DSIPLO. The RD may, within the scope of the handover inspection, require a TCMS inspector to revisit the ship to verify deficiency compliance.

7.2.3.6 If the ship is deemed unsafe to proceed to sea in accordance with TCMS Procedures, a certificate shall not be issued and the TCMS inspector shall advise the owner and his representative in writing not to proceed.
7.2.3.7 In compliance with the MSE decision of June 2003, the DSIPLO/RPI/local TCMS inspector shall ensure that no major non-conformities shall remain with the ship in order to bring a ship into full Canadian compliance. If an unknown major non-conformity (ies) was (were) found during the handover inspection, the ship shall not be delegated to the RO until TCMS and the owner properly address these non-conformities. This shall be confirmed, in writing (SI-7), by the attending TCMS inspector.

7.2.3.8 If the ship has been inspected but refused delegation due to the extent and nature of the deficiencies found during inspection, the TCMS inspector shall advise the RO, the ship owner(s) and his representative on board, in writing. The RD and the DSIPLO shall be notified of the TCMS inspector’s decision.

7.2.3.9 Transport Canada Certificates shall be signed/endorsed by the RPI or local TCMS inspector, as applicable, and TCMS shall issue a deficiency list, as required. The original final Documents shall be issued to the ship. Copies of all final Documents shall remain in possession of the RO and the local TCMS inspector, prior to leaving the ship. The RPI/local TCMS inspector shall forward further copies to the RD and the DSIPLO.

7.2.3.10 In addition to Form DSIP 02 - Handover Inspection Meeting Minutes, TCMS shall confirm, in writing (SI-7), the successful delegation of the ship to the Master, or the owner’s representative prior to leaving the ship. Furthermore, it shall be specified on the SI-7 that this Document shall be retained on board and remain easily accessible for future reference.

7.3 Post Handover Inspection Activities

7.3.1 Upon completion of a handover inspection, the DSIPLO shall inform the RD and the Director/OPI, Operations and Environmental Programs, in writing (e-mails, faxes), of the result of the handover inspection stating the provisional date that the ship was delegated to the RO, pending final approval by the RD. In addition, a copy of Form DSIP 02 - Handover Inspection Meeting Minutes shall be provided.

7.3.2 Within seven business days following a successful handover inspection, the DSIPLO shall verify that the information has been updated in the RO’s system. If the information has not been entered in the system, the DSIPLO shall contact the RO and investigate further. Once such information has been entered, the DSIPLO shall advise the RD.

7.3.3 The RD shall notify the ship owner or builder, by letter, of the ship’s successful enrolment in the DSIP which shall include at least the following information, if applicable:
- the name of the RO,
- either the ship’s full or partial delegation to the RO,
- until further notice, all subsequent inspections shall be carried out solely by the RO,
- that the RO is also tasked with providing the necessary interpretations of the applicable Canadian regulations and with analysing the admissibility of exemptions that the owner may wish to obtain,
- a reminder to the owner that the ship is subject to monitoring review by TCMS,
• the owner’s obligation to comply at all time with the requirements of the DSIP, as amended from time to time,
• that TCMS shall be contacted for activities that remain with TCMS (exemptions, marine casualties, investigations, etc.) as stated in the DSIP Policy;
• all crew and safety and health issues,
• extensions to underwater inspection intervals beyond two months for cargo ships and one month for passenger ships,
• alternate underwater survey procedures in place of dry-docking,
• any crew exemption,
• changes in ship trading limits,
• applications for exemptions, equivalencies and extensions of inspection certificates which, other than for those relating to crewing, shall be made to the RO,
• the CSA requires that the Master, owner or authorized representative of a ship which has sustained damage affecting seaworthiness or efficiency shall report the matter to the Chairman/RD as soon as possible; as well as to the RO. The RO shall then analyse the corrective measures and make recommendations to the owners and TCMS. TCMS will make a decision on the proposal submitted by the RO;
• the ship’s crew members shall be advised and be aware at all times that the ship is participating in the DSIP;
• if the ship is leaving the Canadian flag for a period not exceeding twelve months, a new application form with relevant Documentation shall be submitted for review by TCMS, if the owner wishes to re-enrol the ship in the DSIP upon re-flagging;
• a reminder to the owner that the ship owner shall retain responsibility for ensuring that his ship complies with Canadian Statutes, Regulations, Standards and all applicable International Codes and Conventions;
• the final date that the ship was effectively delegated to the RO;
• statement of the provisional date, if any, of the delegation of the ship to the RO and also of the port of the handover inspection; and
• a copy of the letter to the DSIPLO, the Director, Operations and Environmental Programs and also to the Chairman.

7.3.4 The Director, Operations and Environmental Programs, shall ensure that the ship enrolment appears in SIRS III, which shall serve as notice to all parties that the ship has been enrolled in the programme.

7.3.5 A list of delegated ships is outlined in Appendix DSIP-B - List of Delegated Ships. This list shall be updated as required by the Director/OPI, Operations and Environmental Programs, and shall be forwarded via e-mail, to the RDs for onward distribution. This shall be a provisional procedure until the list is posted on Transport Canada’s internal website.

7.3.6 The DSIPLO shall ensure that the Inspection Report is updated according to the procedures established in the SIRS III Inspector User Manual. As well, information related to the SIC 00 (Delegated Ship) shall be updated in SIRS III as indicated in Work Instruction N0. 5 - Data Entry of Delegated Ship in SIRS III and the entry of the IMO number. The DSIPLO shall then forward a copy of the printout to the RO within seven business days. The DSIPLO shall inform the RO that:
• no further updated copy shall be forwarded to their office;
• the RO shall update their computer system;
• the RO shall advise the DSIPLO, in writing, when the update has been completed; and
• following handover inspections, the RO shall update the database on the TCMS website, when they issue, endorse or extend any mandatory certificate on behalf of the Government of Canada. The database is available at the following address:

http://www.tc.gc.ca/cert/login.asp

7.3.7 The DSIPLO shall verify that the records related to the application and handover process are complete and shall also provide a copy to the Director/OPI, Operations and Environmental Programs.

7.3.8 In the event that the ship has not been successfully delegated, the RD shall notify the ship owner or builder, by letter, that the ship enrolment has not been successfully delegated and that until further notice, all subsequent inspections required by the CSA shall be carried out by TCMS according to TCMS internal procedures. The RD shall send a copy of the letter to the DSIPLO, the Director, Operations and Environmental Programs and to the Chairman.

7.3.9 In the event that the ship has not been successfully delegated, a note shall be entered in SIRS as a ‘Z’ attached remark to the field 2H0010.

7.3.10 In compliance with the MSE decisions of April/May 2001, July 2002, October 2002 and February 2004, the DSIPLO shall ensure that applicants reimburse TCMS for any expenses incurred as a result of activities performed by TCMS, whether within Canada or at a foreign location, as set out in accordance with the Board of Steamship Inspection Scale of Fees Regulations.

For activities described below, the following fees shall be charged:

• full inspection fees are charged for a successful handover inspection, which is considered as a periodic inspection carried out by TCMS;
• for an unsuccessful inspection, the visiting fees shall be charged;
• for a ship enrolled during her Canadian registration, the appropriate fees shall be charged;
• for all subsequent annual inspections of passengers ships, 50 % of the fees for the annual inspection as established in the relevant regulation shall be charged;
• for activities performed by TCMS personnel at foreign locations, applicants shall reimburse TCMS for expenses relating to: new construction inspections; inspections for certification; periodic re-examinations; dry dock examinations; damage surveys; and monitoring; and
• in addition, fees for any others activities as set in the above-named regulations, shall be charged; such as, overtime, travelling, plan approval, etc.

7.4 Enrolment Survey Process

7.4.1 The section addressing the Application Process shall be referred to for the initial phase of the enrolment process.
7.4.2 The DSIPLO shall ascertain that a copy of the approved application form, signed by the Chairman, is provided to the owner or his authorized representative and also to the RO, prior to the commencement of the enrolment survey by the RO.

7.4.3 The RO shall provide the DSIPLO with a report confirming the result of the enrolment survey, and a copy of any mandatory certificates and non-conformity reports (Condition of Class, Memos, etc), along with any additional records as may be deemed necessary by the DSIPLO.

7.4.4 An Enrolment Survey Manual does not need to be provided to the owner or his authorized representative or to the RO for a delegated ship that is changing flags on bareboat charter registry regime.

7.4.5 The section addressing the Post Handover Inspection Activities shall be referred to for the final phase of the Enrolment Process.

7.4.6 The DSIPLO shall ensure that SIRS III is updated according to the procedures established in the ‘SIRS III Inspector User Manual’. As well, information related to the SIC 00 (Delegated Ship) shall be updated in SIRS III as per Work Instruction No. 5 - Data Entry of Delegated Ship in SIRS III and the IMO number shall also be entered in SIRS III. The DSIPLO shall inform the RO that:

- the RO shall update their computer system;
- the RO shall advise the DSIPLO, in writing, when the update has been completed; and
- following the RO’s inspection, the RO shall update the Ship Certification database, when they issue, endorse or extend any mandatory certificate on behalf of the Government of Canada, which is accessible at the following address:


8 TCMS MONITORING PROCESS

Note: TCMS staff shall be guided by Work Instruction No. 3 - Monitoring Inspection.

In this section, TCMS inspector may refer to more than one inspector.

8.1 Monitoring Inspection

8.1.1 A monitoring inspection is not intended to be an inspection for certification but is rather a sampling process. The goal of a monitoring inspection is to verify that the RO has performed the delegated duties in accordance with the terms and policies of the DSIP policy. In addition, it is an opportunity for TCMS to verify that the Master, ship’s crew members, and the owner or his authorized representative have taken all the appropriate actions with regard to their respective responsibilities for ensuring that the ship complies with Canadian Statutes, Regulations, Standards and all applicable International Codes and Conventions.

8.1.2 Annually by March 1, the Director, Operations and Environmental Programs, in cooperation with the RDs and DSIPLOs, shall produce a national list of ships to be
considered for monitoring in accordance with the DSIP policy. In compliance with the MSE decision of July 2002, 25% of the vessels on the list shall be considered for monitoring by TCMS.

8.1.3 All ships re-registering on a seasonal basis shall be monitored by TCMS within a maximum window of ninety (90) days of their certification by the RO. These ships shall not be counted as being part of the 25% targeting stated above.

8.1.4 A vessel being enrolled in the DSIP and owned or operated by a company which is enrolling a vessel for the first time, shall be considered a priority for monitoring.

8.1.5 The Director, Operations and Environmental Programs, shall forward the list of ships to the RDs.

8.1.6 The RDs shall advise the DSIPLOs and arrange with the TCC managers for inspection of ships in their areas.

8.1.7 The TCC Manager and DSIPLO shall determine if an announced or unannounced monitoring inspection is required based on available resources and ship related information such as type, age, history, etc.

8.1.8 The TCC manager shall assign a TCMS inspector(s) to undertake a monitoring inspection and keep the DSIPLO informed.

8.1.9 The TCMS inspector, in consultation with the TCC Manager, shall establish a monitoring plan that consists of a list of areas to be monitored as directed in Work Instruction No. 3 - Monitoring Inspection.

8.1.10 The TCMS inspector shall schedule and plan a visit to the ship and perform the monitoring inspection in accordance with Work Instruction No. 3 - Monitoring Inspection.

8.1.11 At the end of the monitoring inspection, and before leaving the ship, the inspector shall complete an Inspection Report Form (SI-7). If there are no deficiencies, this shall also be noted on the inspection report. A copy of the report shall be handed to the Master and a copy shall be forwarded to the TCC Manager and the DSIPLO. Furthermore, it shall be specified on the SI-7 that this Document shall be retained on board and remain easily accessible for future reference.

8.1.12 Upon completion of a monitoring inspection, the TCMS inspector shall immediately send an e-mail or fax notification to

- the local RD,
- all DSIPLOs,
- the Manager, Inspection and Operations Standards,
- the OPI, Operations and Environmental Programs, and
- the Director, Operations and Environmental Programs

giving a brief summary of the result of the monitoring inspection. E-mail provides an efficient and speedy tool to inform other TCMS offices that such activity has been carried out onboard a delegated ship. This is pending the issuance of the final monitoring report and the entry of relevant information in SIRS III. A preliminary report prevents a ship from being monitored twice within a short period of time and improves the use of TCMS resources.
8.1.13 Should the ship leave the port with deficiencies that require action to be taken before the next port of call, the closest RO office to the next port of call shall be properly contacted in due time by the TCMS inspector who attended the ship at the first port.

8.1.14 The RO shall be responsible for any relevant follow up actions cited in the SI-7 and for updating the DSIPLO/attending TCMS inspector when the remedial actions are complete.

8.1.15 The TCMS inspector who initiated the SI-7 shall ascertain that the appropriate remarks as stated in Work Instruction No. 5 - Data Entry of Delegated Ship in SIRS III are properly entered in SIRS.

8.1.16 The DSIPLO shall forward the report, accompanied by a covering letter, to the RO.

8.1.17 The DSIPLO shall ascertain that the appropriate remarks as stated in Work Instruction No. 5 - Data Entry of Delegated Ship in SIRS III are properly entered in SIRS.

8.1.18 Appointed TCMS staff shall make an administrative review of the RO’s reports, computer records and other evidence to determine if the ship’s equipment, components and systems have been examined in accordance with approved procedures at appropriate intervals. (Note: The appointed TCMS staff shall request copies of any RO’s report if there are areas of particular concern.) Examples of accepted Documentation are:

- Ship Computer (survey status) Reports from the RO, and reports pertaining to conditions of class.
- Ship Computer (survey status) Reports issued by an organization, which are similar to a SIRS III report. They provide
  - the ship’s particulars,
  - identification of outstanding requirements, statutory deficiencies or conditions of class,
  - the survey due dates for the ship’s equipment, components, and systems and
  - reports pertaining to conditions of class or statutory deficiencies, which are comparable to information that may be found in the X, Y or Z SIRS III records. They are narrative reports prepared by the attending surveyor that describe in detail the condition of the item surveyed and any corrective actions required.

8.1.19 Under the DSIP, the RO is to provide TCMS staff with access to any and all Documentation it has issued as a result of performing any DSIP surveys. Ship Computer (survey status) Reports may be obtained from the local RO surveyor-in-charge, or where possible, through the RO online computer recording system. The RO Programme liaison officer shall verify that adequate information is being entered into the RO’s computer system to meet obligations under the regulations for recording of inspection particulars.
8.2 Major Deficiencies

8.2.1 Any deficiency that poses a direct and immediate threat to the ship’s crew, the safety of navigation or the marine environment is considered a major deficiency. Major deficiencies are those that meet the criteria identified in Work Instruction No. 3 - Monitoring Inspection.

8.2.2 The attending TCMS inspector may issue a detention order, which shall be immediately reported, in writing, to the local DSIPLO/DR, the Director/OPI, Operations and Environmental Programs and the local RO representative.

8.2.3 The TCC Manager shall be notified by the attending TCMS inspector of any action against the ship or any action against the ship’s owners based on the ship’s physical condition.

8.2.4 The TCC Manager shall provide written confirmation to the RD, the DSIPLO and the Director/OPI, Operations and Environmental Programs.

8.2.5 It shall be indicated on the SI-7 which deficiencies shall be completed to the satisfaction of the RO and the attending TCMS inspector or the TCC Manager, as the case may be, prior to the ship’s departure.

8.2.6 The TCC Manager shall promptly contact the ship’s owner or authorized representative and the RO, inform them of the specific nature of the deficiency and ascertain their proposed corrective action in consultation with the attending TCMS inspector.

8.2.7 A meeting shall be scheduled with the RO and the attending TCMS inspector to discuss the suggested remedial actions. The DSIPLO and TCC manager shall be kept informed and may also attend the meeting.

8.2.8 The attending TCMS inspector shall monitor follow up action by the RO.

8.2.9 An administrative or prosecutorial action may also be initiated for non-compliance as provided respectively in policies and regulations.

8.2.10 When major deficiencies are found, the TCMS inspector may expand the monitoring to other areas.

8.2.11 The DSIPLO shall ascertain that the appropriate remarks as stated in Work Instruction No. 5 - Data Entry of Delegated Ship in SIRS III are properly entered in SIRS III.

8.2.12 At the end of the inspection, the TCMS inspector shall issue a monitoring report, which provides detailed information concerning the monitoring activity. Also, the TCMS inspector shall update SIRS III as per Work Instruction No. 5 - Data Entry of Delegated Ship in SIRS III.

8.3 Dry dock and Special Survey Procedures

8.3.1 TCMS may attend dry dockings, special surveys, internal structural examinations or underwater inspections conducted by a RO under the terms and conditions of the DSIP. This will permit TCMS to attend a wide range of surveys for monitoring purposes.

8.3.2 The RO shall inform the appropriate RD of any scheduled dry docking, special surveys and extensive repairs to be carried out on board the ship, as soon as practicable.
8.3.3 The RD shall inform the DSIPLO(s) of any scheduled dry docking in his/their region.

8.3.4 The DSIPLO shall advise TCC managers responsible for the area in which the shipyards are located of the upcoming dry docking. The DSIPLO and TCC managers shall develop a monitoring inspection schedule in accordance with the DSIP policy.

8.3.5 When a ship is selected for monitoring in accordance with the schedule, the TCC manager shall coordinate an inspection with the RO and keep the DSIPLO informed.

8.3.6 A copy of the dry docking specifications, if found appropriate, may be requested from the RO or the owner by the assigned TCMS inspector.

8.3.7 The TCMS inspector, in consultation with the TCC Manager, shall establish a monitoring plan that consists of a list of areas to be monitored. The TCMS inspector shall advise the RO of the monitoring plan.

8.3.8 The TCMS inspector shall schedule a visit or visits to the ship with the RO.

8.3.9 The TCMS inspector shall conduct his monitoring inspection based on a sample of the RO’s list of completed items.

8.3.10 At the end of the inspection, the TCMS inspector shall issue a monitoring report using an SI-7 form, in addition to the memorandum, which shall provide detailed information concerning the monitoring activity. Also the TCMS inspector shall update SIRS III as per Work Instruction No. 5 - Data Entry of Delegated Ship in SIRS III.

8.3.11 The TCMS inspector shall forward a copy of the monitoring report to the DSIPLO with any relevant Documents (copy of SI-7s, copy of certificates, etc).

8.3.12 The DSIPLO shall forward a copy of the report to the regional RO.

8.3.13 If major deficiencies are noted during the monitoring inspection, the DSIPLO and RO shall immediately be informed. The DSIPLO shall advise the RD and the Director/OPI, Operations and Environmental Programs.

8.3.14 A meeting shall be scheduled with the RO and the attending TCMS inspector to discuss the remedial actions to be taken. The DSIPLO and TCC manager shall be kept informed and may also attend the meeting.

8.3.15 When major deficiencies are found, the TCMS inspector may expand the monitoring to other areas.

8.3.16 The TCMS inspector shall monitor any remedial action taken by the RO and inform the DSIPLO. The DSIPLO shall advise the RD and the Director/OPI, Operations and Environmental Programs.

8.3.17 The DSIPLO shall ascertain that the appropriate Inspection Report and remarks as stated in Work Instruction No. 5 - Data Entry of Delegated Ship in SIRS III are properly entered in SIRS III.
8.4 Marine Casualties, Incidents and Damage Surveys Procedures

8.4.1 The DSIPLO shall ascertain that the appropriate Inspection Report and remarks as stated in Work Instruction No. 5 – Data Entry of Delegated Ship in SIRS III are properly entered in SIRS III.

8.4.2 TCMS maintains its authority to review and approve repair proposals in cases where

- damage to a ship involves a pollution incident, or is likely to result in a pollution incident; or
- damage to a ship poses a hazard to the safety of a Canadian navigable waterway.

8.4.3 TCMS maintains its authority to review and approve salvage and towing plans.

8.4.4 TCMS maintain its authority to

- investigate reportable marine casualties in accordance with current policies and procedures; and
- determine whether to accept the Recognized Organization’s temporary and/or permanent repair recommendations. The RO’s assessments must have been made available to TCMS.

8.4.5 Deficiencies detected by TCMS inspectors during casualty investigations shall be reported to the RO and the Master/owner as outlined in Work Instruction No. 3 - Monitoring Inspection.

8.4.6 For all casualties the RD, the DSIPLO, and attending TCMS inspector shall decide, in conformity with local and regional procedures and the nature of the event, if the investigation will become a remote activity or a physical intervention on board the ship. In addition, the record of the ship, the owner and the performance of the RO shall be considered by TCMS when making such a decision.

8.4.7 Should a decision by TCMS be to attend the ship, the role of TCMS shall reflect any similar intervention on board a foreign ship, and in addition, shall monitor the role of the RO, Master and his crew, and the owner. This is to verify whether the ship continues to perform to the level expected by the CSA under her delegation status.

8.4.8 In the situation where there is objective evidence to indicate that the cause leading to marine casualties or damage may be attributable to those aspects that were delegated, a more detailed inspection shall be carried out by the attending TCMS staff. The finding of the investigation shall be reported, in writing, to the DSIPLO, the RD, and the Director/OPI, Operations and Environmental Programs.

8.4.9 At the initial time of the marine casualties, incidents or damage, it is up to the Master, owner or authorized representative to inform and request the RO to attend the ship.

8.4.10 The main role of TCMS is to investigate the event, in the same manner as it would a foreign ship. The RO remains the sole authority to assess the condition of the ship and its compliance with the appropriate Canadian regulatory
requirements. Thereafter, the RO shall submit his proposal to the attending TCMS inspector that may or may not agree with the proposal.

8.4.11 Initially, in accordance with the current TCMS Policy Manual, whenever the RO becomes aware of a marine casualty (ies) and/or damage on any vessel enrolled in the DSIP, the RO shall inform, in writing, the DSIPLO and the RD of the region where the event occurred, immediately upon becoming aware of the situation. Any subsequent communications on the event by the RO shall be done with the DSIPLO, only, unless otherwise instructed by the DSIPLO.

8.5 Other Visits Performed by TCMS - Procedures

8.5.1 The DSIPLO shall ascertain that the appropriate Inspection Report and remarks as stated in Work Instruction No. 5 - Data Entry of a Delegated Ship in SIRS III are properly entered in SIRS III.

8.5.2 Deficiencies detected during any other TCMS activity by TCMS inspectors shall be reported to the RO and the Master/owner as outlined in Work Instruction No. 3 - Monitoring Inspection.

8.5.3 The attending TCMS staff member shall act accordingly with the various regulations, policies and procedures dictating his conduct when he attends a ship for activities other than those named above (such as MOSH, PPO, etc).

8.6 Notification Requirements by the RO to TCMS

8.6.1 Initially and in accordance with the reporting requirements specified in the MOA and policy, whenever the RO becomes aware of a major deficiency, safety-related issue, major nonconformity, dangerous occurrence, accident, or machinery or structural breakdown or failure on any vessel enrolled in the DSIP, the RO shall inform, in writing, the DSIPLO and the RD of the region where the event/finding occurred, immediately upon becoming aware of the situation. Any subsequent communications on the event by the RO shall be done with the DSIPLO, only, unless otherwise instructed by the DSIPLO. The RO shall provide a summary of events and any additional information deemed necessary by TCMS inspector in his first written communication with the RD/DSIPLO.

8.6.2 The DSIPLO shall ascertain that the appropriate Inspection Report and remarks, as stated in Work Instruction No. 5 - Data Entry of Delegated Ship in SIRS III, are properly entered in SIRS III.

8.6.3 In the situation where there is objective evidence to indicate that the cause leading to the event/finding may be attributable to those aspects that were delegated, a more detailed inspection shall be carried out by the attending TCMS inspector. The finding of the investigation shall be reported, in writing, to the DSIPLO, RD, and the Director/OPI, Operations and Environmental Programs.
9 APPEALS, INTERPRETATIONS, EQUIVALENCIES AND EXEMPTIONS PROCESSES

9.1 Request for Interpretation

9.1.1 The RO is the authority for interpretations pertaining to those classification rules that are not part of the DSIP requirement. TCMS is the authority for interpretation of the Canada Shipping Act, Regulations, Standards, TCMS Interpretations and International Codes and Conventions. In case of a delegated ship, the RO is mandated to provide the interpretation of the Canadian regulations to the owner.

9.1.2 The owner(s), builder and RO are encouraged to resolve the interpretation matter at the most immediate level practicable (i.e., with attending surveyor or surveyor in charge). Where the matter cannot be resolved to the satisfaction of both parties, the RO shall contact TCMS to request a TCMS interpretation.

9.1.3 The applicant shall submit a written request for interpretation to the RO.

9.1.4 When the request for interpretation is under authority of TCMS, the RO shall forward the request and the proposed interpretation to the DSIPLO. The DSIPLO shall forward the request to the SME who shall review the request, draft the interpretation and return it to the DSIPLO.

9.1.5 The DSIPLO shall determine if the result of the interpretation implies a correction in TCMS actual directives, including but not limited to: Regulations, Standards, Notices to Inspectors, Board Decisions and Ship Safety Bulletins.

9.2 Appealing the RO’s Decisions

9.2.1 When a decision request has failed to reach a resolution with the RO, an aggrieved party may appeal a decision by forwarding the appeal to the DSIPLO.

9.2.2 Upon receiving the appeal, the DSIPLO shall acknowledge the submission, in writing, within three (3) business days.

9.2.3 The DSIPLO shall forward the appeal submission with relevant comments to the Director, Operations and Environmental Programs.

9.2.4 The Director, Operations and Environmental Programs, shall review and assign the task to an SME.

9.2.5 The SME shall report to the Director, Operations and Environmental Programs, with recommendations on the matter.

9.2.6 The Director, Operations and Environmental Programs, may issue an interim response in complex cases in which a final resolution requires extensive research or deliberation.

9.2.7 When the Director, Operations and Environmental Programs, issues a response, he shall inform the RO, the aggrieved party and the DSIPLO, in writing.

9.2.8 Records shall be kept classified in accordance with established record keeping procedures.
9.3 Appealing Inspectors’ Decisions

9.3.1 The persons aggrieved by a decision of an inspector may appeal to the Chairman of the Board of Steamship Inspection (Chairman).

9.3.2 The aggrieved party shall submit the appeal to the Chairman for decision, or if the Chairman considers that circumstances warrant it, shall refer it to the Board of Steamship Inspection for a decision.

9.3.3 The Chairman or the Board of Steamship Inspection shall make a decision and shall advise the aggrieved party, the Director, Operational and Environmental Programs, the applicable Regional Director Marine, the Inspector concerned and the RO (if different to the aggrieved party) of the decision, in writing.

9.3.4 Records shall be kept classified in accordance with established record keeping procedures.

9.4 Headquarters’ Decision Level

9.4.1 If an action is required with regard to TCMS directives, the DSIPLO shall route the recommendation to the Director, Operations and Environmental Programs, accompanied by the RO’s proposed interpretation. All relevant information shall be included in order for TCMS to render its decision and issue the proper correction as an amendment to its Regulations, Standards, Notices to Inspectors, Board Decisions or Ship Safety Bulletins.

9.4.2 The Director, Operations and Environmental Programs, shall advise the RO and the DSIPLO, in writing, of the interpretation and whether it confirms the RO’s original interpretation or states the different MS standing position with regards to the interpretation.

9.5 Regional Decision Level

9.5.1 If action is not required with regards to TCMS directives, then the DSIPLO shall advise the ROs with a written interpretation.

9.5.2 The DSIPLO shall arrange for the interpretation to be recorded, as applicable, in SIRS III, in the Handover Inspection Manual and in other records such as plan modifications.

9.5.3 In reply to the RO, the Director, Operations and Environmental Programs, or the DSIPLO, shall provide the applicant with TCMS’s written interpretation.

9.5.4 Transport Canada Program Services shall include the interpretations on the internal web site.

9.6 Equivalencies and Exemptions

Note: Relevant Transport Canada Safety staff shall be guided by Work Instruction No. 4 - Equivalencies, Exemption Evaluations and Processing Work Instructions.

9.6.1 The owner shall make a written request to the RO stating which equivalency/exemption is required together with the reasons for requesting the equivalency/exemption and shall also provide the supporting Documents.
9.6.2 The RO shall evaluate the request and support/deny the application based on the regulations in force.

9.6.3 The RO shall advise the owners of its decision.

9.6.4 If the RO rejects the application, the ship shall comply. The RO shall ensure that the ship complies with the requirements.

9.6.5 If the application is supported for equivalency/exemption, the RO shall forward the application to the DSIPLO for consideration.

9.6.6 The DSIPLO shall evaluate whether the application has merit according to **Work Instruction No. 4 - Equivalencies and Exemption Evaluation and Processing**. The DSIPLO shall advise the RO if the application is rejected/supported for consideration.

9.6.7 If the application has merit, the DSIPLO shall forward the same to the relevant SME for development of a Board Decision in accordance with **TP10754 - Rules of Procedure for the Board of Steamship Inspection**.

10 **REMOVAL OF A SHIP FROM DSIP**

10.1 **Removal Initiated by TCMS**

10.1.1 A ship may be removed from the DSIP under any one of the following conditions:

- when the ship has been detained on two or more occasions within a twelve month period; or
- when a major non-compliance has been reported;
- and on the recommendations of the Director, Operations and Environmental Programs, as a result of adverse report reviews by his group.

10.1.2 A ship removed from the DSIP shall not be re-enrolled for a period of three years or at the ship’s next dry docking, whichever is longer.

10.1.3 When an RD has submitted to the Director, Operations and Environmental Programs, a recommendation for removal of a ship from the DSIP, a decision to either accept or reject the recommendation shall be made within ten (10) working days by the Director, Operations and Environmental Programs, and a written confirmation shall be sent to the RD.

10.1.4 If the recommendation to remove a ship from the DSIP is accepted, the Director, Operations and Environmental Programs, shall inform the ship owner and the RO immediately, in writing, giving the reasons and the date from which the delegation has been rescinded.

10.1.5 The Director, Operations and Environmental Programs, shall advise all RDs of the ship’s removal from the programme. The RDs shall distribute this information to all regional and district TCMS managers for ongoing distribution. When forwarding this information, he shall also notify them that all relevant files shall be annotated and a copy of the notification shall be inserted in these files.

10.1.6 The Director/OPI, Operations and Environmental Programs shall also ensure that **Appendix DSIP-B - List of Delegated Ships** is updated, as required.
10.2 Removal of Ship’s Delegation at Owner’s Request

10.2.1 The ship owner or authorized representative may request removal of a delegated ship from the DSIP during the anniversary window date of the inspection certificates.

10.2.2 The owner or authorized representative shall submit to the RD a request for removal of the ship and an application for inspection by TCMS.

10.2.3 The RD shall forward the application to the DISPLO for processing.

10.2.4 The RD shall acknowledge the application advising the owner that the application is under process and of the conditions under which the ship may be considered for re-enrolment.

10.3 Transfer Of Delegated Ship to a Non Authorized Classification Society

10.3.1 Transfer of Class from a RO to a Classification Society, which is not a recognized, delegated authority or, which does not have the authorized delegation for the specific ship type, shall be grounds for automatic removal of the ship from this programme.

10.3.2 The relinquishing RO shall provide written confirmation of the delegated ship’s transfer of class to the RD of the region where the application was originally made.

10.3.3 Under such circumstances, the owner shall also make a written application to the RD of the region where the application was originally made, requesting that the ship’s records with Transport Canada be updated.

10.3.4 The RD shall acknowledge the application stating the TCMS policy for removing the ship and shall forward the request to the DSIPLO.

10.3.5 The DSIPLO shall arrange with the ship’s owner, the affected RO, the RPI and/or MS Inspector, to have the ship re-entered into the TCMS Ship Inspection Programme. This shall be in accordance with TCMS procedures at the owner’s request.

10.4 Hand back Inspection Procedures

10.4.1 If the hand back procedure was initiated at the request of the owner, the DSIPLO shall, in consultation with the ship’s owner, RO, RPI and/or TCMS inspector arrange for a meeting to discuss the hand back procedure and the time frame in which the recovery of inspection by TCMS shall take place.

10.4.2 If the hand back procedure was initiated for any other reason than the owner’s request, the DISPLO shall, immediately after the removal decision, in consultation with the ship’s owner, RO, RPI and/or TCMS inspector arrange for a meeting to discuss the hand back procedure and the time frame in which the transfer of delegation to TCMS shall take place. The time frame for the hand back inspection shall be as short as possible, and shall not be delayed due to harmonization with the other trading certificate dates.

10.4.3 The following items shall be taken into consideration for the hand back inspection:
• **Handover Inspection Manual** specific to the ship,
• existing records from the previous handover inspection performed by TCMS,
• existing records from previous monitoring activities performed by TCMS and the RO,
• unreported or unrecorded marine casualties that may or may have impaired the seaworthiness of the ship,
• past histories of the ship and owner and/or manager under the various Port State Control, Canadian enforcement and ISM regimes. Port State Control data shall be collected from various sources of information such as; Canadian Port State Control database, USCG, EQUASIS, PMOU and TMOU.
• investigations and actions taken under the various Canadian enforcement regimes (pollution, accident, etc.),
• modifications to the ship’s structure, machinery, manning, and safety equipment,
• all relevant Board Decisions and exemptions specific to the ship,
• records of the ship from SIRS IIII. The RO shall then analyse the corrective measures and make recommendations to the owners and TCMS. TCMS will make a decision on the proposal submitted by the RO;
• copies of all valid certificates of the ship,
• survey reports together with any outstanding Conditions of Class and/or recommendations issued by the RO,
• applicable sections of the Regulations made under the CSA, and
• **Form DSIP-02 - Hand Over Inspection Meeting Minutes.**

10.4.4 This review is performed to enable TCMS to re-construct the ship’s history; therefore it shall provide an accurate and up-to-date account of the ship’s condition in order to obtain full disclosure of the ship’s history and current records. All of the RO’s survey records shall be obtained for record review and relevant reporting, to the extent that this information is in the possession of the RO, prior to the hand back inspection. A full list of overdue surveys and recommendations/Conditions of Class with their respective due dates for the ship shall be provided by the RO. IACS procedures shall be used as the minimum requirement involved in the hand back process. Full disclosure of the ship’s history and current records shall be obtained from all parties involved and also identification of statutory requirements that might not have been enforced or implemented, or which may have been overlooked or not clearly addressed during the course of the ship’s life while the ship was surveyed and certified by the RO.

10.4.5 The DSIPLO shall, in consultation with the RO, RPI and/or TCMS inspector, ensure that a checklist for the hand back is prepared and followed throughout the hand back inspection.

10.4.6 An (SI-7) shall be issued by the TCMS inspector to the Master, owner or his authorized representative and the RO, stating the date from which the ship entered (or re-entered) the TCMS Ship Inspection Programme. Furthermore, it shall be specified on the SI-7 that this Document shall be retained on board and remain easily accessible for future reference.
10.4.7 The TCMS inspector may also renew a Ship Safety Certificate(s) with an SI-7s attached when the ship is successfully entered (or re-entered) in the TCMS Ship Inspection Programme.

10.4.8 The TCMS inspector shall ensure that the ship’s records in SIRS are updated within two business days of the inspections having being completed.

10.4.9 The DISPLO shall advise the RD of the ship’s successful entry (or re-entry) into the TCMS Ship Inspection Programme.

10.4.10 The RD shall provide the ship owner, RO, Director, Operations and Environmental Programs, and the Chairman, Board of Steamship Inspection, with written confirmation of the date of the ship’s entry (or re-entry) into the TCMS Ship Inspection Programme.

10.4.11 A list of delegated ships is outlined in Appendix DSIP-B - List of Delegated Ships. This list shall be updated as required by the Director\OPI, Operations and Environmental Programs, and shall be forwarded via e-mail, to the RDs for onward distribution. This shall be a provisional procedure until the list is posted on Transport Canada’s internal website.

10.4.12 The Director, Operations and Environmental Programs shall advise all RDs of the ship’s removal from the DSIP. The RDs shall distribute this information to all regional and district TCMS managers for ongoing distribution. When forwarding this information, he shall also notify them that all relevant files shall be annotated and a copy of the notification shall be inserted in these files.

11 ADMINISTRATIVE ACTIONS AFFECTING CERTIFICATION

11.1 Non-delegated Statutory Functions

11.1.1 Any statutory function or inspection activity not explicitly transferred to a RO in the formal delegation agreement (MOA) signed with Transport Canada remains the responsibility of TCMS.

11.1.2 If a deficiency, falling under the responsibility of the RO, is observed during such an inspection, the TCMS inspector shall report such deficiencies in accordance with TCMS procedures.

12 RECORDS KEEPING

12.1 Records are completed forms, checklists, data or Documents that provide evidence of activities.

12.2 When completing records, staff shall ensure that the records are legible, accurate and complete in compliance with recording requirements.

12.3 Records shall be maintained in compliance with Federal Archive procedures and with the name of the reference Document for filing.

12.4 Any communication relating to the DSIP shall be confirmed in writing and properly filed.
12.5 TCMS inspectors shall document all their DSIP inspections, examinations and other verifications that are relevant to the delegation. Information recorded shall:

- identify the Documentation that has been reviewed;
- indicate the date on which the Documentation was received and the date on which it was reviewed;
- identify the individual(s) who conducted the review;
- indicate the results of the review;
- describe any drills that were conducted and comment on the crew’s performance;
- describe the condition of the equipment, components and systems that were observed in operation during the drills;
- record the status of any Conditions of Class;
- cite any other factors relevant to supporting the finding that the ship is in compliance with the Delegated Statutory Inspection Programme and is fit for its intended route and service; and
- verify, and if necessary, update SIRS III data.

12.6 All records generated until the ship’s successful enrolment shall be kept in a working file (both hard copy and electronic copy). When the ship has been successfully enrolled, the contents of the working file shall be transferred in one single package and kept as such in the ship’s official file (local office, HQ, Regional or District office). Any further records shall be filed in chronological order in the ship’s official file.

12.7 Once the ship has been successfully delegated and upon receiving written notification, each individual office shall annotate all appropriate files accordingly. A copy of the notification shall be inserted in the most current, appropriate ship’s file.

12.8 All correspondence received shall be stamped with the date of receipt. All correspondence sent shall be accompanied with a covering letter and filed in the appropriate file.

12.9 A final copy of all e-mail correspondence shall be kept, as applicable, in the ship’s official file or working file in each individual office involved in the delegation.

13 TCMS AND RO DATABASES

13.1 The database manager, Inspection and Operations Standards, is the point of contact regarding access to any databases available on Intranet or Internet for TCMS staff and the RO staff, and also for managing the TCMS database.

13.2 The TCMS Ship Certification System is reserved for Ship Classification Societies to enter details of any mandatory certificates that a RO issues/endorses/ or extends on behalf of TCMS. Any TCMS staff member who wishes to have access to the named database shall contact the database manager, Inspection and Operations Standards, providing his written request. Upon approval, the database manager shall send a password to the user. The database is available on Internet at the following address:

Internet: http://www.tc.gc.ca/cert/login.asp
13.3 Any TCMS staff member who wishes to have access to SIRS III shall make his request in writing to his IT representative who shall submit the request to TC Access. Upon approval, the SIRS III system shall automatically forward a password to the user. The user should change this password to one of his own choosing. The RO staff is not eligible to have access to SIRS III. The SIRS III database is available on Intranet, only, at the following addresses:

Intranet: [http://tcinfo/marinesafety/sirs](http://tcinfo/marinesafety/sirs)

13.4 The RO ship inspection database is made available to all TCMS managers and directors, DSIPLOs, and OPIs identified under the DSIP. Any TCMS staff member who wishes to have access to the RO database shall make his request, in writing, to the database manager, Inspection and Operations Standards. Other than TCMS managers and directors, DSIPLOs, and OPIs, anyone who wishes to have access to the RO database shall have prior written agreement from his/her supervisor. Both Documents shall be sent to the database manager, Inspection and Operations Standards, who will obtain permission from the manager, Inspection and Operations Standards, as to whether or not access will be given to this employee. If the database manager, Inspection and Operation Standards, grants permission then the request shall be processed to the RO and the client shall be informed when access has been provided.

13.5 Any information provided to Transport Canada Marine Safety via the Recognized Organizations’ (ROs’) databases shall only be consulted and used for government related business. Such information shall not be used for anything other than its stated purposes.

13.6 The database manager, Inspection and Operation Standards, shall maintain a current list of TCMS and RO staff detailing who has been provided with access to the various databases. The list shall include the name of the person, name of the organization, password (provided the RO has provided the data base manager with the password), the name of the database, and the date of access provided to each individual).
14 WORK INSTRUCTIONS
14.1 Plan Appraisal Monitoring (W.I. No. 1)

Purpose

To provide directions to TCMS staff on conducting an effective surveillance to ensure that the RO is conducting the Plan Approval Process adequately in conformity with the CSA, relevant regulations and approved standards and practices.

Work Instruction Steps

1. The point of contact for communications between TCMS and the RO shall be the Regional TCMS Office and the Delegated Statutory Inspection Programme Co-ordinator appointed in Canada or in the U.S.A.

2. Full particulars of the ship to be constructed/converted/imported or repaired shall be requested at the outset of the process so that TCMS may determine the extent of novel or incorporated special features. Plans of such novel or incorporated special features shall be requested for the purpose of monitoring.

3. Full particulars of systems requiring extensive equivalency determinations shall also be requested for plan approval and monitoring by the Regional TCMS Technical Manager.

4. At the start of the plan approval process, the DSIPLO shall receive a list of plans requiring approval from the RO and shall forward the list to the Regional TCMS Technical Manager.

5. The Regional TCMS Technical Manager shall assign a member of his technical staff to compare the list with the plans required by the Canada Shipping Act Regulations and its Regulations.

6. If discrepancies are noted, the assigned technical staff shall advise the Regional TCMS Technical Manager and DSIPLO of the discrepancies. The DSIPLO shall forward the details of the discrepancies to the RO, in writing, and request resolution by the RO.

7. On a monthly basis, the RO shall forward to the DSIPLO a list of all the plans they have reviewed and the relevant correspondence.

8. The Regional TCMS Technical Manager shall assign a member of the technical staff to monitor on an ongoing basis the status of the plans required by the Canada Shipping Act and its Regulations. The assigned technical staff member shall prepare and keep an updated table in which the status of the plans can be readily identified at any time.

9. If there are minor discrepancies, the assigned technical staff person shall advise the Regional TCMS Technical Manager who shall decide on the follow-up action and record it.

10. If there are major discrepancies, the assigned technical staff person shall advise the Regional TCMS Technical Manager and the DSIPLO of the discrepancies. The DSIPLO shall forward the details of the discrepancies to the RO, in writing, and request resolution by the RO.

11. During the plan approval process, the Technical Manager shall assign technical staff, as required, to monitor a sample of these individual plans when he has
received the required plans as listed in Appendix DSIP-C - Plans to be Submitted, as well as the relevant correspondence.

- The Regional TCMS Technical Manager shall determine the number of plans to be sampled and the disciplines to be covered.
- As a first step in monitoring, the Regional TCMS Technical Manager shall sample through an average of 10% of the plans required by the Canada Shipping Act.

12. Monitoring of each of the chosen plans shall consist of examining the plans for compliance with the applicable sections of the Canada Shipping Act and its Regulations and comparing the results with those provided by the RO. If there are minor discrepancies, the assigned technical staff member shall advise the Regional TCMS Technical Manager for further action.

13. If there are major discrepancies, the assigned technical staff member shall advise the Regional TCMS Technical Manager and the DSIPLO of the discrepancies. The DSIPLO shall forward the details of the discrepancies to the RO, in writing, and request resolution by the RO.

In case of major discrepancies, the Regional TCMS Technical Manager shall increase the number of plans to be examined to ensure compliance with the Canada Shipping Act and its Regulations. The plans chosen for this increased sampling shall be drawn from the discipline areas where the major discrepancies were found.

- Before undertaking examinations of additional drawings, the Regional TCMS Technical Manager shall correspond with the DISPLO, in writing, to apprise him of the situation.
- The Technical Manager shall, in consultation with the DISPLO/RD, decide on the additional measures necessary to ensure compliance.

14. The project milestones dates, anticipated keel laying date, launch date, completion date or project abandonment date should be confirmed by the DIPSLO and communicated to the Regional TCMS Technical Manager.

15. TCMS conducts monitoring by way of three separate processes.

16. In addition, structural fire protection plans and fire detection plans shall be submitted for monitoring during the early stages of construction, but not later than the half waypoint of construction, otherwise the failure to submit such plans shall become a non-conformity.

17. Failure by the RO to submit the required plans shall raise a non-conformity and could result in a major non-conformity which could halt the entire process.

18. Three months before the expected sailing date, special focus shall be applied to ensure that TCMS responsibilities with respect to certification are dealt with in a timely manner prior to the ship’s departure from the shipyard.

**Plan and Document review monitoring (PRM) of the design appraisal status of all RO appraised plans is deemed necessary by TCMS**

Note 1: Documents are plans for the purpose of this section.
Note 2: For PRM, TCMS shall only expect to be furnished with the RO’s approval letters and/or the RO’s design verification report (DVR) and not the plans/Documents themselves.

Note 3: The work instruction below outlines specific recommendations expected of the RO with regard to response times, initiation of status clarification (Form W1), non acceptance (Form W2) and major non compliance (Form W3).

1. At the outset of the new building project, the RO shall provide to the TCMS regional technical manager (TM) a copy of the plans list.

2. The TM shall advise the RO co-ordinator of those plans, as previously agreed upon, that should fall under the continuous monitoring process.

3. The plan list will expand as the project unfolds, in which case the RO shall modify the plan list and advise the TM who shall inform the RO co-ordinator which of the new plans will be monitored.

4. At the outset of the project, the RO shall provide the TM with a copy of the procedures and work instructions issued to the RO surveyors both at the plan approval level and at the site level involved in the project.

5. For the entire project and on a continuous basis, the RO shall provide the TM’s assigned monitoring inspector (MI) a listing of all agreed upon plans appraised by them and their ongoing design appraisal status.

6. When the MI considers that a clarification of status is necessary on any of the RO appraised plans, the MI shall forward the details with technical rationale to the TM.

7. The TM shall decide based on technical merit, whether to send a status clarification (Form W1) to the RO co-ordinator so that the necessary action is triggered promptly within his organisation.

**Full Plan Appraisal (FPA) Sampling**

1. The RO shall provide two unappraised copies of plans as listed in Appendix DSIP-C - Plans to Be Submitted.

2. The determination of the project’s plans to be chosen for the sampling shall focus on:
   - plans that are principal to the ship,
   - plans detailing systems that are novel,
   - plans incorporating special features, and
   - plans requiring extensive equivalency determinations.

3. TCMS shall expect that the RO appraisal of the plans chosen will have been completed. However, if the pace of the project demands, TCMS shall accommodate simultaneous appraisal.

4. The TM shall distribute the plans to the SMEs according to hull, machinery, or electrical disciplines.
5. Full plan and Document appraisal (FPA) shall be conducted on these sample plans, the objective being to compare the results of TCMS appraisal results with the appraisal results of the RO.

6. In order that the sampling is meaningful, the SME shall not have the benefit of referring to the RO appraised plan.

7. Only after appraisal shall the SME compare results and report discrepancies to the TM.

8. In the event of minor discrepancies found in the appraisal of any given plan, the TM shall advise the RO coordinator of the details so that the minor discrepancies are included in the RO’s system for dealing with them. Monitoring of these items will fall to the MI as a routine part of his responsibilities to fulfil the requirements stated in the section titled Plan and Document review monitoring (PRM) of the design appraisal status of all RO appraised plans that are deemed necessary by TCMS.

9. In the event of major discrepancies being found in the appraisal of any given plan, the TM shall advise the DSIPLO and RO co-ordinator by issuing a non-acceptance note, (Form W2), and there shall be a doubling of the sampling of plans in the discipline of major discrepancy (i.e. a further two plans from the discipline in which the major discrepancy occurred).

10. The TM shall decide whether discrepancies are major or minor.

**Audit monitoring**

This section will define the on site audits and PMR

1. TCMS requires that the RO, under the control of the RO co-ordinator, shall conduct
   - site audits at the shipyard at regular intervals not more than three months apart, and
   - Project Management Reviews in Canada held shortly after every shipyard audit.

2. TCMS reserves the right to be present as an observer during onsite audits performed by the RO.

3. TCMS shall author its own report on each of these audits, which shall be sent simultaneously to the DSIPLO, the RO co-ordinator, and the Canadian based owners.
14.2 Preparation of Handover Inspection Manual (W.I. No. 2)

Purpose

To produce a Handover Inspection Manual which will enable inspectors to hand over a RO a ship compliant with the Canada Shipping Act and its Regulations. The production of a ship-specific handover inspection manual, when completed, is only meant to be a manual, which shows the current status of the ship at the time of handover inspection. The handover inspection manual contents shall not be kept current by TCMS after a successful handover inspection is completed.

The Handover Inspection Manual will also enable inspectors to conduct monitoring inspections of delegated ships.

Work Instruction Steps

1. The template is a master Document used for creating a Handover Inspection Manual.

2. Before creating a Handover Inspection Manual for a specific ship in any region for the first time, the DSIPLO shall refer to the chart below to determine if a template is available for this type of ship. Otherwise, the DSIPLO shall create a template.

3. The DSIPLO of the respective region, as illustrated in the table below, is considered to be the author of the template for the work instruction and is responsible for amending it as required. The author shall ensure that a copy of the latest revision of the template is available on the Intranet.

### AVAILABLE TEMPLATES / SHIP TYPE AND AUTHORS (DSIPLO)

<table>
<thead>
<tr>
<th>SHIP TYPE</th>
<th>REGIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ontario</td>
</tr>
<tr>
<td>G.L. BULKERS</td>
<td>X</td>
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<tr>
<td>TANKERS</td>
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<td>TUGS</td>
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<tr>
<td>OFFSHORE SUPPLY</td>
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<tr>
<td>BARGES</td>
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<tr>
<td>DEEP SEA BULK CARRIERS</td>
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<td>GENERAL CARGO</td>
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<td>FPSO</td>
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<tr>
<td>LARGE FISHING VESSEL</td>
<td></td>
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<tr>
<td>PASSENGER SHIPS PARTIAL (Hull, Machinery and Anchoring Equipment)</td>
<td></td>
</tr>
</tbody>
</table>
4. The DSIPLO shall request an electronic copy of the template from the author in the appropriate region or retrieve it from the Intranet if the template already exists.

5. The DSIPLO shall review the template and prepare the Handover Inspection Manual to include all elements being delegated for inspection by the RO.

6. The DSIPLO shall inform the author if a discrepancy is noted in the template or of any recommended revisions for incorporation.

7. The regional DSIPLO shall be responsible for having the Handover Inspection Manual printed and bound.

8. The revision number shall be printed on the cover page of the Handover Inspection Manual.

9. The following statements shall be printed in a conspicuous position on the cover of the Handover Inspection Manual:

1) "Although every effort has been made to make this Handover Inspection Manual as complete as possible, it is the responsibility of all the parties to ensure that the ship complies with the applicable Regulations made under the Canada Shipping Act even though such sections may not be printed in this Handover Inspection Manual."

2) "In addition this manual shall be retained on board and remain easily accessible for future reference."

3) "Once this manual has been distributed to all parties concerned, it shall not be updated by TCMS with any new Standards, Regulations, Ship Safety Bulletins, or Exemptions, which would affect this vessel,"

10. Copies of the Handover Inspection Manual shall be distributed within a minimum of two business days in advance of the scheduled handover date.

11. Copies of the Handover Inspection Manual shall be distributed as follows:

   - one copy to the TCMS inspection team,
   - one copy to the Recognized Organization, and
   - one copy to the owner.

12. For a ship being fully delegated, the Handover Inspection Manual shall include copies of the following:

   - a complete SIRS III Periodic Report and Divisions 1,2, and 3 Report,
   - all relevant Board Decisions and exemptions,
   - all relevant Notices of Defects,
   - all relevant Notices to Inspectors,
   - all relevant extractions from applicable sections of the Regulations, Schedules, Ship Safety Bulletins, etc.,
   - the prepared Handover Checklist (specific to the ship), and
   - **Form DSIP-02 - The Handover Inspection Meeting Minutes** (to ensure that all of the agenda items are detailed).

13. For a passenger ship in which only the Hull, Machinery and Anchoring Equipment Inspections are to be delegated, those items listed in the table of
delineation in **Appendix DSIP-I - Delegation of Canadian Passenger and Passenger Ro-Ro Ships**, the Handover Inspection Manual shall only contain copies of the following:

- a complete SIRS III Periodic Report and also Divisions 1,2, and 3 Report,
- all relevant Board Decisions and exemptions,
- all relevant Notices of Defects,
- all relevant Notices to Inspectors,
- all relevant extractions from the applicable sections of the relevant Schedules, Ship Safety Bulletins, etc.,
- the prepared Handover Checklist (specific to the ship covering Hull, Machinery and Anchoring Equipment sections only),
- **Form DSIP-02 - Handover Inspection Meeting Minutes** (to ensure that all of the agenda items are detailed), and
- all relevant sections from Regulations made under the Canada Shipping Act such as:
  i. Marine Machinery Regulations,
  ii. Hull Construction Regulations,
  iii. Hull Inspection Regulations, and
  iv. TP127 - Ship Electrical Standards.

14. For a ship being either fully or partially delegated and which is enrolled at her construction (new building), the Enrolment Survey Manual shall include copies of all relevant information depending on the type of delegation, as stated above.
14.3 Monitoring Inspection (W.I. No. 3)

Purpose

The goal of the monitoring inspection is to verify that the RO has performed the delegated duties in accordance with the DSIP policy. It also permits verification that Canadian ships are designed, built, equipped, maintained and operated in accordance with all applicable international and domestic requirements. In addition, it is an opportunity for TCMS to verify that the Master, ship’s crew members, and the owner or his authorized representative have taken all appropriate action with regard to their respective responsibilities for ensuring that the ship complies with Canadian Statutes, Regulations, Standards and all applicable International Codes and Conventions. A monitoring inspection is not intended to be an inspection for certification. Rather, it is a sampling process.

Work Instruction Steps

Note: In this section, TCMS inspector may refer to more than one inspector.

The TCMS inspector shall be fully conversant with the Policy and Procedures established under the DSIP before being authorized to perform a monitoring activity under the DSIP.

The TCMS inspector shall also be fully able to distinguish his duties and functions when acting under the DSIP as a Flag State Inspector and his role when he is acting as an observer under the ISM Programme.

Planning the Inspection

1. When a ship is selected for a monitoring inspection, the TCMS inspector shall review all available information regarding the selected ship. Information shall be extracted from SIRS III and from the RO information system.

2. The TCMS inspector shall identify which Documents and areas will be monitored prior to attending the selected ship. The selection of Documents and areas to be monitored should be based on, but not limited to, the following criteria:
   - previous monitoring inspection report, if any,
   - deficiencies identified in SIRS III and/or the RO information system,
   - type of ship,
   - type of cargo carried by the ship,
   - port State control history of the ship (such as: Equasis, PMOU, TMOU, CSPSC, etc),
   - deficiencies recorded during the handover inspection,
   - any notifications reported by the RO as per DSIP policy,
   - any incident reported by other bodies, and
   - previous TCMS reports on activities performed by TCMS.

3. In preparing the Monitoring Inspection Plan, the TCMS inspector shall select items to be monitored, based on but not limited to, the following criteria;
• structural integrity,
• machinery and associated spaces,
• life-saving equipment,
• fire detection and extinguishing equipment,
• navigation safety,
• crew accommodation,
• operational requirements,
• crewing and certification, and
• tackle.

4. The specific ship’s Handover Inspection Manual should be referred to while preparing the Monitoring Plan. The TCMS inspector should insert in his inspection folder any information, such as Board Decision(s), which are specific to that ship.

5. Monitoring shall be conducted in a manner and scope comparable to foreign ship examinations (port State control inspections) on a similar type of ship. During the visit, TCMS inspectors shall verify all relevant certificates, and may observe the ship’s equipment, components, and systems in operation.

Approaching the Ship

1. The following items may be checked (but shall not be limited to) when approaching the ship:
   • cargo transfer operations,
   • evidence of hot work in progress,
   • placards and labels attached to the cargo being loaded, or waiting to be loaded (noting the nature of cargo involved),
   • evidence of cargo leaks or pollution dockside, around palletised or containerised cargo, and around the ship,
   • warning signs and signals,
   • the general condition of the facility (or other ship) adjacent to the ship being boarded,
   • the general condition of the hull,
   • the ship's draft marks, trim and heel, and
   • suitability of the moorings and the means of access.

Boarding the Ship

1. On boarding, the TCMS inspector shall identify himself and ask to see the Master or the senior officer on duty. He shall show his identity card and advise the officer that the purpose of his/her visit is to conduct a Monitoring Inspection.

2. The TCMS inspector shall advise the Master that the inspection consists of a Document check and a monitoring inspection of certain areas of the ship. The Master shall be advised as soon as possible if operational control, such as boat and fire drill, will be performed.
Monitoring Inspection

1. The TCMS inspector shall first check the Documentation identified in the Monitoring Plan and then proceed to the selected areas to confirm compliance with Canadian requirements.

2. The Monitoring Inspection should be limited to those areas identified in the Monitoring Plan. If there are clear grounds to believe that the ship's condition does not meet Canadian requirements, the Monitoring Inspection may be extended to other areas.

3. Examples of clear grounds to extend the Monitoring Inspection are:

   **Relating to Documentation:**
   - invalid or inaccurate certificates and Documents.

   **Relating to the ship's condition:**
   - serious hull or structural deterioration, and
   - absent or defective systems and/or equipment required by Canadian Regulations or Safety Convention requirements such as SOLAS or MARPOL.

   **Relating to the crew:**
   - absence of an up-to-date muster list,
   - crew members unaware of their duties in case of emergency, and
   - Master and/or crewmembers unfamiliar with operational procedures.

4. During the inspection the attending TCMS inspector shall request, as deemed necessary, to consult any record currently on board the ship (such as; Conditions of Class, memorandums, check lists, etc.) produced by the RO, which refers to any statutory surveys or certification of the ship, in order to clarify any grounds or doubts concerning the condition of the ship and its equipments, her surveys and certification. If the attending TCMS inspectors(s) cannot be provided with on-board clear evidence and be fully satisfied, the deficiency shall be noted on the monitoring report.

5. If deficiencies are found, the TCMS inspector shall decide on the appropriate action to impose on the ship in order to ensure the safety of the ship, the crew and the environment.

6. The level of the actions imposed shall be consistent with the nature and the seriousness of the deficiencies. Actions may include requesting appropriate information, requiring the immediate or future rectification of deficiencies, detaining the ship or allowing it to proceed to another port for repairs.

7. If the TCMS inspector deems that the deficiencies pose no reasonable threat to the environment and RO not seriously affect the ship's safety and/or the crew safety or well being, the ship shall not be detained. All deficiencies shall be recorded in the Inspection Report and shall be given an appropriate compliance date.

8. Current options are to:
   - inform the Master to rectify the deficiency before departure,
   - rectify at the next port; or
   - rectify within a specific time period.

9. The TCMS inspector shall inform the RO when any deficiencies are found during a monitoring inspection.
Reporting Action Relating to Deficiencies

Deficiencies detected by TCMS inspectors shall be reported to the RO and the Master/Owner as outlined below. They may be detected during:

- casualty investigations,
- monitoring activities, or
- any other TCMS activity involving a participating ship.

No Reportable Deficiencies

Should no deficiencies have been observed by the attending TCMS inspector, an SI-7 shall be issued to the Master/owner stating that the ship was found with no reportable deficiencies during a Flag State Control Inspection.

Reportable Deficiencies

1. The TCMS inspector may issue deficiencies, which shall be recorded on an SI-7 form provided to the Master.

2. The TCC manager shall be notified of any action against the ship or any action against the ship’s owners or authorized representatives, based on the ship’s physical condition.

3. Copies of the deficiency forms shall be provided to the RO’s local office for corrective action and inclusion in the ship’s computer record.

4. The RO’s surveyor may only extend or modify a deficiency form with permission from the issuing TCMS inspector. The surveyor may, after verifying that a deficiency item has been resolved, “clear” the deficiency form by simply drawing a line through the item and signing the form. Afterwards, the surveyor shall provide the original deficiency form to the attending TCMS inspector for disposition and recording in SIRS III.

5. Reportable deficiency items, which deal with functions not delegated to the RO (such as crewing) shall also be identified as such and reported on the SI-7, but shall be dealt with exclusively by TCMS.

Major Deficiencies

1. When major deficiencies are found which render the ship unfit to proceed to sea or which pose an unreasonable risk to the environment, the ship shall be detained. Detention means an action, which restricts a ship's right of free movement.

2. The imposition of a restriction on the movement of a ship constitutes a detention regardless of whether or not a delay in a ship's normal or expected itinerary occurs.

3. Ships shall not normally be detained when the grounds for detention are the result of casualty or weather damage within or enroute to ports provided that, prior to entering the port, the ship has duly reported the accident. However, should evidence indicate intent to depart port without satisfactory repairs, a restriction on the free movement of the ship shall be imposed.
4. When deciding whether the deficiencies found are sufficient to merit detention, the TCMS inspector shall use the following criteria but not be limited to these only:

- the ship has the relevant valid Documentation;
- the ship is properly manned in accordance with the Crewing Regulations or Minimum Safe Manning Document;
- the ship can navigate safely;
- the ship can safely handle, carry, and monitor the cargo;
- the ship’s machinery can be operated safely;
- the ship can maintain the propulsion capacity and steering ability;
- fires can be fought effectively in any part of the ship;
- the ship can be abandoned speedily and safely and rescue operations can be effected such as in the case of ‘Man Overboard’;
- the ship can demonstrate the effectiveness of its pollution prevention equipment and practices;
- the ship can maintain adequate stability;
- the ship can maintain adequate watertight integrity;
- the ship can communicate effectively in distress situations; and
- the conditions on board are safe and healthy.

5. If the result of any of these assessments is negative and taking into account the deficiencies observed, the ship shall be strongly considered for detention. A combination of deficiencies of a less serious nature may also warrant the detention of the ship. In such cases, the TCC manager, as well as the RO, shall be contacted beforehand.

6. Upon the ship’s detention, the TCMS inspector shall contact the TCC manager immediately as agreed in the DSIP Procedure Manual.

Documentation

An (SI 7) shall be completed at the conclusion of the Monitoring Inspection and a copy of the report shall be handed to the Master. Furthermore, it shall be specified on the SI 7 that this Document shall be retained on board and remain easily accessible for future reference.

As soon as the monitoring inspection is completed, an appropriate remark shall be entered in SIRS III as stated in Work Instruction No. 5 - Data Entry of Delegated Ships in SIRS III, and relevant Documents shall be properly filed in the ship’s file (8562-xxxxx).

At the end of the inspection, the TCMS inspector shall issue a monitoring report using an SI 7 Form, in addition to the memorandum, which shall provide detailed information concerning the monitoring activity. Also, the TCMS inspector shall update SIRS III as per Work Instruction No. 5 - Data Entry of Delegated Ship in SIRS III.

The TCMS inspector shall forward a copy of the monitoring report to the DSIPLO with any relevant Documents (copies of SI 7s, certificates, etc).

The DSIPLO shall forward a copy of the report to the regional RO.
Canadian Concentrated Inspection Campaign

1. In practice, a Canadian concentrated inspection campaign (CCIC) shall mean that during every monitoring inspection under the DSIP, items or areas of particular interest shall be verified in more detail for compliance with the Canada Shipping Act and its Regulations, in accordance with the specification of the CCIC.

2. The CCIC shall take place for a pre-determined window time frame. During the CCIC, a questionnaire must be completed for each ship monitored within the specific time frame. The questionnaire shall be accompanied by relevant guidelines.

3. The inspections shall be focused on any area, which has been determined and agreed to by the Director, Operations & Environmental Programs. For this purpose TCMS inspectors shall use a list provided for this purpose specifying selected areas and items of inspection.

4. If deficiencies are found, the TCMS inspector shall conduct an in-depth investigation into the specific deficient area.

5. The TCMS inspector shall record the result of the inspection on the evaluation form.

6. The attending TCMS inspector shall fax or e-mail the completed questionnaires to the Inspection and Operation Standards Division as soon as possible after the inspection is completed. In addition, the TCMS inspector shall enter the results of the inspection in the SIRS III database.

7. The results of the CCIC shall be analysed under the authority of the Director, Operations & Environmental Programs, who shall submit these results to the MSE members.
14.4 Equivalencies and Exemptions Evaluations and Processing (W. I. No. 4)

Purpose

The purpose of this work instruction is to aid the TCMS inspector in evaluating a request for an exemption or an equivalency to a requirement or provision of the Canada Shipping Act, Regulations, Standards or Codes and in the preparation of a Board Decision to formally legitimize the request.

Work Instruction Steps

1. The processing of a request for an exemption or an equivalency shall be conducted in accordance with the current instructions outlined in *TP 10754 Rules of Procedure for the Board of Steamship Inspection*, as amended from time to time.

2. The template for preparing a Board Decision is available at the following website address:

   [http://tcinfo/marinesafety/ManagementSystem/templates.htm](http://tcinfo/marinesafety/ManagementSystem/templates.htm)

3. Upon receipt of the written request and supporting Documents from the owner or owner’s representative, the TCMS inspector (the originator) shall retrieve the ship’s files and a copy of the latest SIRS III report.

4. Upon receipt of the written request, supporting Documents and RO’s recommendation, as the case may be, the TCMS inspector (the originator) shall retrieve the ship’s files and a copy of the latest SIRS III report.

5. The request shall be reviewed to determine its merit. In order for this determination to be made, the request should clearly identify the regulatory reference to which the relaxation is being sought, outline the argument supporting the request and, where appropriate, offer an alternative proposal to the requirement.

6. If the originator deems that the request has merit, it should be determined whether such a request has been the subject of a Board Decision in the past, thereby making a “precedent”.

7. Should it be determined that a precedent does exist; the relevant Board Decision may be retrieved and used as reference in formulating the new request, utilizing the TCMS Products and Services page to access “Board Decision”.

8. The Board Decision template consists of three sheets of legal size. Each section on every sheet is to be completed in full.

9. The first sheet deals with:
   - the specific details of the ship, voyage details and voyage limitations;
   - the subject of the request;
   - the regulatory reference, and
   - the “Authority for Deferment or Equivalency”.

10. The information needed to complete these items shall be found as follows:
11. The second sheet entitled “Attachment A” outlines all details pertaining to the request as follows:

- **Review**: Requires a description of the ship and the request.
- **Details of Regulatory Requirements**: Outlines the requirements of the regulation from which the exemption or equivalency is being sought.
- **Alternative Proposals**: Outlines the owner’s proposal for seeking the exemption or equivalency.
- **Reason why Regulatory Requirement cannot be met or why Alternative Proposal is Preferable**: Describes the argument for accepting the proposal and promoting any advantages that may be achieved.
- **Reason why Safety and the Environment will not be Compromised**: States reasons and arguments why there will be nothing detrimental to the subject.
- **Precedents**: Indicates Board Decision Number(s) of any previous Board Decision(s) granting acceptance of a similar request for any ship in a similar service.

12. The third sheet, entitled “Attachment B”, sets out the action taken by the Board, the direction taken by the Board and allows for the Board members to sign off the record. It is possible that the originator may be required to make the entries for the first two items. In such a case, reference shall be made to a similar Board Decision for guidance and appropriate wording and terminology.

13. The originator should be aware that being the originator of the Board Request requires that person to be a member of the Board. With this in mind, it is necessary that the originator is diligent in determining that the request has merit and offers at least an equal degree of safety to that required by the regulation to which the exemption or equivalency is being sought, with no potential adverse impact on the environment.

14. Upon completion of the Board Request, the originator may have the Board reviewed by another inspector. Once reviewed (and modified if necessary), the originator should sign and date ‘Attachment B’ and confirm that his/her initials are affixed at the bottom of the first sheet. The originator’s manager shall then review, sign and date the request prior to forwarding it to the RD for signature.

15. The completed Board Request should then be forwarded to the Chairman of the Board, together with a copy of the owner’s request for processing.

16. When the Board has determined the decision, the RD shall be notified. The originator’s manager shall arrange for the owner and the RO, as the case may be, to be notified and a copy of the approved Board Decision shall be provided to the
owner. The originator shall make arrangements for a copy to be placed in all necessary files.

17. In accordance with a decision taken by the MSE, all Board Decisions submitted to Headquarters for acceptance must now include an “Expiry Date”. The standardized format/template to be used for all Board Decisions (which includes a field for “Expiry Date”) is located on the TCMS Intranet site under “Products & Services” - “Board Decisions”.

18. Also, with regard to all Board Decisions, the section with the heading “Board Direction” should include the following additional wording inserted after the standard statement “The RD (applicable Region) was directed to take appropriate action and inform the owner (or other applicable term, e.g. naval architect, etc.) of the decision of the Board, along with any associated conditions.”
14.5 Ship Data Entry of Delegated Ships in SIRS III (W.I. No. 5)

Purpose

To describe how to enter data related to the DSIP ship, as well as to any other certificate issued to the ship, into SIRS III.

Work Instruction Steps


Section 1 - Entry of SIC 00 Following a Successful Delegation

1. Once a ship has been successfully delegated, the entries in SIRS III shall be carried out as follows:
   • select ‘Handover Inspection” as Type of Inspection
   • access the Safety Inspection Certificates (Update Certificate) screen of SIRS III;
   • use the certificate identified SIC 00 (Delegated Ship); and
   • enter the official date when the ship was successfully delegated, the surveyor’s initial and the office number opposite the text ‘Initial Issue’.

2. The TCMS inspector shall also ensure that the ship’s IMO number is entered in the appropriate field of SIRS III and that the field “Delegated to Class” is updated.

Section 2 - Entry of Data Related to the Enrolment of a New Building

Work Instruction Steps

1. The RO/owner of the ship shall provide the required information to the DSIPLO.

2. The DSIPLO shall ensure that the Inspection Report is updated according to the procedures established in SIRS III – Inspector User Manual.

3. The DSIPLO shall also verify the accuracy of the information prior to entering data into SIRS III.

4. The information to be entered shall at least provide the same level of basic information, which would be used to determine the current status of the ship in accordance with CSA, relevant regulations and TPs, if required.

5. The information to be entered shall be at least the information described in APPENDIX DSIP-K - Data for New Building.

6. An attached remark to the SIC 00 shall at least provide the following data:
   • official date of the successful enrolment of the ship,
   • TCMS office number,
   • TCMS inspector’s name,
• date of entry,
• brief explanation that the ship was directly enrolled in the DSIP at her construction and delegated to “Name of the RO”,
• whether a TCMS inspector attended the new building,
• whether an enrolment manual was provided to all parties,
• who may be contacted to obtain a copy of the manual for further reference, and
• the RDIMS number, if any. If a report is saved in RDIMS, it shall be saved under the relevant ship-specific 8562 files.

7. Upon completion of construction, the RO shall forward to the DSIPLO of the region where plan approval monitoring was conducted, a copy of the Safety Equipment Record, the Load Line Conditions of Assignment and MARPOL Form A or B, as appropriate. The DSIPLO shall scan each of the Documents and place them in RDIMS. RDIMS numbers shall be referenced in SIRS III in the general remark section.

Section 3 - Entry of Data Related to the Removal of a Ship

Work Instruction Steps

1. When a ship has been successfully handed back to TCMS, the attending TCMS inspector/RPI/DSIPLO shall contact the SIRS administrator to change the vessel status from “Delegated” to “Active” and ascertain that the appropriate “First Inspection Report” is entered in SIRS III in accordance with the procedures established in SIRS III – Inspector User Manual.

2. A remark shall be attached to the new Certificate that confirms the date and place of the hand back inspection and the reason for such removal. The SIC 00 and its attached remarks shall be sent to history. A ‘Z’ attached remark to the field 2H0010 shall contain the same information and the field “Delegated to Class” shall be updated.

3. When any report, which is saved in RDIMS, refers to the hand back inspection, it shall be saved under the relevant ship-specific 8562 files, and the RDIMS Document number shall be referred to in the attached remark. The RDIMS Document shall be available to TCMS staff for easy and immediate reference.

Section 4 - Entry of Data for an Existing Delegated Ship Changing Flags on a Seasonal Basis (Bareboat Charter Registry Regime)

Work Instruction Steps

1. When such a ship is leaving Canadian registry, the DSIPLO shall ascertain that the appropriate remark is entered in SIRS III, stating the official date and place that the ship effectively left the Canadian registry and the reason for her removal from the DSIP.

2. When such a ship is re-entering Canadian registry and re-enrolling in the DSIP, the DSIPLO shall ascertain that the appropriate remark is entered in SIRS III stating the official date and place that the ship is effectively returning to the Canadian registry and the reason for her return.
3. All relevant certificates issued by TCMS shall be entered in SIRS III.

Section 5 - Entry of Data for a Ship, which has her Hull, Anchoring Equipment and Machinery Inspection Delegated

Work Instruction Steps

1. The DSIPLO shall ascertain that a remark is attached to the SIC 00 stating that the hull, anchoring equipment and machinery items were delegated to the “name of the RO”, only as per the table of delineation of responsibility for the Delegation of Canadian Passenger and Passenger Ro-Ro Ships.

2. All relevant certificates issued by TCMS shall be entered in SIRS III.

Section 6 - Entry of Data for a Monitoring Inspection

Work Instruction Steps

1. The DSIPLO shall ascertain that the following information is recorded in the “Primary Information” section of SIRS III:
   - date and place of the monitoring inspection,
   - office number,
   - area of the monitoring inspection (such as: accommodation, steering gear, cargo holds, decks, engine room, navigation bridge, etc.),
   - list of deficiencies along with time frame allowed to correct the deficiency,
   - any detention of the ship,
   - any additional comments that could help other offices to decide whether to make a follow-up visit or determine if any further action is required,
   - date that the subsequent TCMS office was contacted for further action, as required, and the name of the person contacted, and
   - RDIMS Document number(s), if a Document is saved in RDIMS. If a report is saved in RDIMS, it shall be saved under the relevant ship-specific 8562 files.

2. In the case that the ship is detained, the DSIPLO shall refer to Section 9, titled “Entry of Data for a Ship which is Detained”.

3. If a monitoring report is saved in RDIMS, it shall be saved under the relevant ship-specific 8562 files, as the case may be, and the RDIMS Document number shall be referred in the attached remark. The RDIMS Document shall be available to TCMS staff for easy and immediate reference.

4. The result of the inspection shall be entered within two (2) working days or immediately upon the completion of the monitoring inspection, if the ship was detained or if a major non-conformity was noted.
Section 7 - Entry of Data for a Ship Involved in a Marine Casualty and Damage Survey Report and other Notification Requirements by the RO to TCMS

Work Instruction Steps

1. The DSIPLO shall ascertain that the following information is recorded in the primary information section of SIRS III:
   - date and place of the inspection,
   - office number,
   - initials of TCMS inspector,
   - who informed TCMS about the event,
   - results, findings, action taken,
   - list of deficiencies along with time frame allowed to correct the deficiency,
   - any detention of the ship,
   - any additional comments that could help other offices to decide whether to make a follow-up visit or determine if any further action is required,
   - date that the subsequent TCMS office was contacted for further action, as required, and the name of the person contacted, and
   - RDIMS Document number(s), if a Document is saved in RDIMS. If a report is saved in RDIMS, it shall be saved under the relevant ship-specific 8562 files.

2. In a case where the ship is detained, the DSIPLO shall refer to Section 8, titled “Entry of Data for a Ship which is Detained”.

3. If a report is saved in RDIMS, it shall be saved under the relevant ship-specific 8562 files, and the RDIMS Document number shall be referred in the attached remark. The RDIMS Document shall be available to TCMS staff for easy and immediate reference.

4. The result of the inspection shall be entered within two (2) working days or immediately upon the completion of the inspection, if the ship was detained or if a major non-conformity was noted.

Section 8 - Entry of Data for a Ship Which is Detained

Work Instruction Steps

1. When a ship is detained by a foreign administration, the Director/OPI of Operations and Environmental Programs shall ascertain that the appropriate information is recorded in the primary information section of SIRS III, which gives the details of the detention (notification received ‘from whom’ and ‘when’, port, country, date, listing of all deficiencies and action taken).

2. When a ship is detained by a foreign administration, the RD/DSIPLO of the region where the ship was delegated or where the ship mainly operated, as the case may be, shall ascertain that the follow up action, if any, is recorded in the primary information section of SIRS III. In addition, the section “Detention” shall be properly completed.

3. If a report is saved in RDIMS, it shall be saved under the relevant ship-specific 8562 files, and the RDIMS Document number shall be referred in the attached remark.
The RDIMS Document shall be available to TCMS staff for easy and immediate reference.

4. The result of the inspection shall be entered within two (2) working days or immediately upon the completion of the inspection.
14.6 Importation of Newly Registered Ships which will be Enrolled in the DSIP (W.I. No. 6)

Purpose

In compliance with the MSE decisions of December 2003 and February 2004, it is required that an existing ship of foreign registry upon registration or listing under the Canada Shipping Act shall have a first inspection by TCMS as required by the Act and Regulations. Such a ship may only become eligible for the DSIP subsequent to this inspection. Therefore, the purpose of this work instruction is to provide guidance to TCMS in evaluating a date of eligibility.

Work Instruction Steps

The Notices to Inspectors, Section 10-04 (Edition of June 1997), as amended from time to time, should have been taken into consideration during the first inspection of the ship prior to her certification.

The ship’s history and current status should have been received in due time from the previous Organization(s) which was/were surveying and certificating the ship when she was under foreign registration and should have been properly reviewed by TCMS for appropriate action. In addition, any other parties involved in the registration, inspection and certification process of the ship shall provide the required information.

TCMS and all parties involved shall, in a joint effort, take every appropriate step to evaluate, inspect, and certify the ship, as the case may be, and as deemed necessary, in accordance with the current CSA, relevant regulations and standards.

A joint inspection of the ship by all parties concerned shall be performed and any issues addressed as deemed necessary.

In addition, during the course of the first inspection an adequate Conformity Plan should have been agreed to by all parties involved, as per current TCMS Policy on Foreign Ships Entering Canadian Registry (newly registered) and Application of Canadian regulations to former foreign-flag ships (formerly Canadian flagged-ships), as amended from time to time (RDIMS #: 498598) and current CSA, relevant regulations and standards.

TCMS should have issued all statutory certificates.

The ship shall not be considered to be enrolled in the DSIP before the first anniversary date of her registration under the Canadian flag or one year after her first certification, whichever comes last.

Following her successful enrolment, all parties shall agree with the current Conformity Plan as submitted by TCMS.
15 FORMS
15.1 Application For Participation of a Ship in the Delegated Statutory Inspection Programme

(Form – DSIP 01)

Enquiries and submission of completed applications shall be sent to:
The Regional Director
Marine Safety
Transport Canada

Name and Address of Applicant

Registered Name of Ship and Official No.

Anticipated date for hand-over inspection.†

Name and Address of Owner (if different from applicant)

Organization that will perform the delegated inspections

Application is hereby made for participation of the above named ship in the Delegated Statutory Inspection Programme. By signing this application, I hereby acknowledge that I am properly authorized to make this application and accept the terms of the programme as expressed in the Delegated Statutory Inspection Programme section of the Marine Safety Policy Manual, and as amended from time to time.

Name and Position of Applicant

Date ___________________ Signature of Applicant ___________________

Approved: ___________________

Chairman of the Board of Steamship Inspection

Date ________________

Note: Information made available, pursuant to the administration of the Delegated Statutory Inspection Programme may be subject to public disclosure in accordance with the Federal Access to Information laws of Canada.

*This application is valid for six (6) months or until the next statutory annual inspection, whichever comes first.

† In the event that the hand-over inspection is delayed for more than 4 weeks, the applicant shall provide the Regional Director with not less than two (2) weeks notice of the revised anticipated date.
### 15.2 Handover Inspection Meeting Minutes

**Delegated Statutory Inspection Programme**  
**Form DSIP 02 (Page 1 of 2)**

<table>
<thead>
<tr>
<th>Name of Ship</th>
<th>Owner(s)</th>
<th>Official Number</th>
<th>TC File No.</th>
<th>Place of Inspection</th>
</tr>
</thead>
</table>

**OPENING MEETING**

<table>
<thead>
<tr>
<th>Date</th>
<th>Attendee’s Name (Print)</th>
<th>Title (Print)</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
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**AGENDA**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Item</th>
<th>Initial if Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Copy of signed Application for Participation of Ship in the DSIP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Confirm ship is ready for DSIP.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduce team and describe the role of members.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discuss scope of inspection and method of inspection.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Describe how deficiencies are recorded and addressed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Confirm schedule (including closing meeting) and clarify any details.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review authority of Recognized Organization and Marine Safety including the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Once successfully enrolled, the RO is the sole authority to conduct subsequent survey and certification of ship.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Marine Safety retains authority for non-delegated activities such as crewing and M90OSH.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional notes</td>
<td></td>
</tr>
</tbody>
</table>
### Handover Inspected Meeting Minutes

#### Delegated Statutory Inspection Programme

**Form DSIP 02 (Page 2 of 2)**

#### CLOSING MEETING

<table>
<thead>
<tr>
<th>Date</th>
<th>Attendee’s Name (Print)</th>
<th>Title (Print)</th>
<th>Initial</th>
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#### AGENDA

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Item</th>
<th>Initial if Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review results of inspection.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review deficiencies and action to be taken.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine deadlines for addressing follow-up.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional questions and comments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Notes</td>
<td></td>
</tr>
</tbody>
</table>

Was handover inspection successfully completed? ( ) Yes ( ) No

Was Safety Inspection Certificate Issued? ( ) Yes ( ) No

If Safety Inspection Certificate was issued, specify term of certificate.

Signature of Owner/Representative (to acknowledge the handover inspection and the result thereof)

Signature of Recognized Organization (to acknowledge the handover inspection and the result thereof)

Signature of TCMS (to acknowledge the handover inspection and the result thereof)

Date:
15.3 Handover Process Checklist

Delegated Statutory Inspection Programme
Form DSIP 03 (Page 1 of 4)

*This checklist is to be completed in order to verify compliance with the DSIP Procedure Manual.*

<table>
<thead>
<tr>
<th>SHIP NAME</th>
<th>OFFICIAL NO.</th>
<th>TC FILE NO.</th>
<th>RO</th>
<th>IMO NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Responsibility and Action

<table>
<thead>
<tr>
<th>Regional Office</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form is received from the ship’s owner or authorized representative.</td>
<td></td>
</tr>
<tr>
<td><strong>Regional Director</strong> forwards Application Form to the <strong>DSIPLO</strong>.</td>
<td></td>
</tr>
<tr>
<td><strong>DSIPLO</strong> evaluates the Application Form for Conditions of Enrolment.</td>
<td></td>
</tr>
<tr>
<td>If not met</td>
<td></td>
</tr>
<tr>
<td>- The <strong>DSIPLO</strong> advises the <strong>Regional Director</strong>.</td>
<td></td>
</tr>
<tr>
<td>- The <strong>Regional Director</strong> advises the owner.</td>
<td></td>
</tr>
<tr>
<td>If met</td>
<td></td>
</tr>
<tr>
<td>- The <strong>DSIPLO</strong> forwards the Application to the <strong>Regional Director</strong>.</td>
<td></td>
</tr>
<tr>
<td>- The <strong>Regional Director</strong> forwards the Application to the <strong>Chairman</strong>.</td>
<td></td>
</tr>
<tr>
<td>If ship is under construction/conversion, undergoing repairs or entering Canadian registry</td>
<td></td>
</tr>
<tr>
<td>- Plans are to be submitted in accordance with the Procedures Manual.</td>
<td></td>
</tr>
</tbody>
</table>

### Chairman

| Application is forwarded to the **Director, Operations and Environmental Programs** for review. | Date Completed |
|                                                                                              |                |
### Handover Process Checklist

**Delegated Statutory Inspection Programme**

**Form DSIP 03 (Page 2 of 4)**

<table>
<thead>
<tr>
<th>Responsibility and Action</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Director, Operations and Environmental Programs</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Ensures that a full review of HQ’s files has been conducted, and</td>
<td></td>
</tr>
<tr>
<td>▪ Forwards recommendation to the Chairman.</td>
<td></td>
</tr>
<tr>
<td><strong>Chairman</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Signs approved or denied Application Form.</td>
<td></td>
</tr>
<tr>
<td>▪ Forwards copy of the signed form and covering letter to the</td>
<td></td>
</tr>
<tr>
<td>○ Regional Director</td>
<td></td>
</tr>
<tr>
<td>○ Director, Operations and Environmental Programs</td>
<td></td>
</tr>
<tr>
<td><strong>The Regional Director</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Advises the DSIPLO of the decision.</td>
<td></td>
</tr>
<tr>
<td><strong>The DSIPLO</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Advises owner of the decision.</td>
<td></td>
</tr>
<tr>
<td><strong>If the application is approved</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Confirms that the Ship Inspection Reporting System (SIRS III) is complete and updated.</td>
<td></td>
</tr>
<tr>
<td>▪ Confirms that copies of all required Certificates are on file or requested from the District TCC responsible for the previous inspection.</td>
<td></td>
</tr>
<tr>
<td>▪ Confirms that all relevant Board Decisions have been determined and recorded on SIRS.</td>
<td></td>
</tr>
<tr>
<td>▪ Confirms that the ship’s file is complete.</td>
<td></td>
</tr>
<tr>
<td><strong>DSIPLO (continued)</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Handover Documentation is prepared.</td>
<td></td>
</tr>
<tr>
<td>▪ One (1) copy is provided to the Transport Canada Marine Safety Team and to the Recognized Organization Team and a copy is forwarded to the owner not less than two (2) business days in advance of the scheduled handover date</td>
<td></td>
</tr>
</tbody>
</table>
### Handover Process Checklist
#### Delegated Statutory Inspection Programme
**Form DSIP 03 (Page 3 of 4)**

<table>
<thead>
<tr>
<th>Responsibility and Action</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DSIPLO (continued)</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Ensures approved application signed by the Chairman is presented to the RPI or designated Transport Canada Marine Safety Inspector before the Handover Inspection on board the ship may proceed.</td>
<td></td>
</tr>
<tr>
<td>▪ Ascertains the ship is ready for the inspection within the scheduled timeframe.</td>
<td></td>
</tr>
<tr>
<td><strong>If the inspection for the delegation is postponed or cancelled</strong></td>
<td></td>
</tr>
<tr>
<td>▪ The Director</td>
<td>OPI, Operations and Environmental Programs is notified.</td>
</tr>
<tr>
<td><strong>The RPIs, Recognized Organization surveyors and the attending local TCMS inspectors</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Hold opening meeting,</td>
<td></td>
</tr>
<tr>
<td>▪ Conduct inspection,</td>
<td></td>
</tr>
<tr>
<td>▪ Hold closing meeting.</td>
<td></td>
</tr>
<tr>
<td><strong>The RPI or TCMS inspector</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Ensures that all relevant Transport Canada certificates are signed/endorsed, and deficiencies have been recorded on an SI-7, and</td>
<td></td>
</tr>
<tr>
<td>▪ Ensures that originals of all final Documents are delivered to the owner.</td>
<td></td>
</tr>
<tr>
<td>▪ Ensures that copies of all final Documents issued are delivered to the RO inspectors and to the local TCMS inspector.</td>
<td></td>
</tr>
<tr>
<td>▪ Ensures that copies of all final Documents issued are delivered to the DSIPLO and to the Regional Director.</td>
<td></td>
</tr>
<tr>
<td><strong>The Regional Director</strong></td>
<td></td>
</tr>
<tr>
<td>▪ advised by the RO of deficiency compliance and completion.</td>
<td></td>
</tr>
</tbody>
</table>
### Handover Process Checklist
Delegated Statutory Inspection Programme
Form DSIP 03 (Page 4 of 4)

<table>
<thead>
<tr>
<th>Responsibility and Action</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(continued)</td>
<td></td>
</tr>
<tr>
<td>▪ May require a Transport Canada Marine Safety Inspector to verify deficiencies compliance. The TCMS inspector confirms status of deficiencies.</td>
<td></td>
</tr>
<tr>
<td>▪ DSIPLO advised.</td>
<td></td>
</tr>
</tbody>
</table>

**The DSIPLO ensures that**

- all records including SIRS are completed, and
- a copy has been provided to the Director/OPI, Operations and Environmental Programs

- a copy of SIRS has been provided to the Recognized Organization, and
- verifies that the Recognized Organization’s recording system has been updated.

- the Regional Director has been advised of the successful completion of the handover

**The Regional Director ensures that**

- the ship’s owner or authorized representative has been advised,
- the DSIPLO has been copied,
- the Director, Operations and Environmental Programs has been copied.

**The Director/OPI, Operations and Environmental Programs ensures that**

- complete Documentation has been filed in the proper HQ’s file,
- RO/MS Documentation has been vetted,
- The “List of Delegated Ships” has been updated, and
- The Chairman and all Directors have been advised of the completion of the process.
15.4 **Forms used in Plan Appraisal Monitoring – Form 1**

**Delegated Statutory Inspection Programme**

**Form DSIP 04**

The work instruction described in Section 13.1 - **W.I. No. 1 - Plan Appraisal Monitoring** requires the production of three Forms.

**Form W1 - When to initiate status clarification**

**Note 1**  This form is for use when the TM requires clarification of status.

**Note 2**  Electronic circulation. The Technical Manager sends to the RO Co-ordinator and a copy to the DSIPLO.

1) **Sequential number of form (i.e., 01, 02, 03, etc.)**

<table>
<thead>
<tr>
<th>Form Number</th>
</tr>
</thead>
</table>

2) **Details of Technical Manager request**

<table>
<thead>
<tr>
<th>Date (year/month/day)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Subject matter and plan reference</th>
<th>CSA requirement</th>
<th>Detail of query or clarification requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3) **Details of RO Co-ordinator response**

<table>
<thead>
<tr>
<th>Date of response (generally 10 working days) (year/month/day)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Subject matter and plan reference</th>
<th>RO Coordinator response to query/clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4) **TM review of response**

<table>
<thead>
<tr>
<th>Accepted</th>
<th>(Matter closed)</th>
<th>Date (year/month/day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rejected</td>
<td>(Form FB2 raised)</td>
<td>Date (year/month/day)</td>
</tr>
</tbody>
</table>
15.5 Forms used in Plan Appraisal Monitoring – Form 2

Delegated Statutory Inspection Programme
Form DSIP 05

The work instruction described in Section 13.1 - W.I. No. 1 - Plan Appraisal Monitoring requires the production of three Forms.

Form W2 - Non acceptance

**Note 1** This form is for use when

a) the Technical Manager judges that there are major discrepancies in the appraisal of any given plan.

b) the DSIPLO and/or TM judges that there are shortcomings evolving out of any of the monitoring processes.

**Note 2** Electronic Circulation - The TM sends to the RO Co-ordinator, a copy to the DSIPLO and a copy to the owner management.

RO Co-ordinator replies to TM and forwards a copy to the DSIPLO.

1) **Sequential number of form** (i.e., 01, 02, 03 etc.)

2) **Description of minor non-acceptance raised by the Technical Manager and/or the DSIPLO**

<table>
<thead>
<tr>
<th>Subject matter and plan reference</th>
<th>CSA requirement</th>
<th>Description of non-acceptance and increased sampling base if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

Date minor non-acceptance issued by TM and/or DSIPLO.

<table>
<thead>
<tr>
<th>Date (year/month/day)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

3) **Description of corrective action measure by the RO Co-ordinator**

<table>
<thead>
<tr>
<th>Subject matter and plan reference</th>
<th>Details of corrective action measure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date corrective action implemented by RO Co-ordinator

<table>
<thead>
<tr>
<th>Date (year/month/date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

4) **TM review of corrective action measure**

<table>
<thead>
<tr>
<th>Accepted</th>
<th>(Matter closed)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rejected</th>
<th>(Form FB2 or FB3 raised)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
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</tbody>
</table>
15.6 Forms used in Plan Appraisal Monitoring – Form 3

Delegated Statutory Inspection Programme
Form DSIP 06

The work instruction described in Section 13.1, W.I. No. 1 - Plan Appraisal Monitoring requires the production of three Forms

Form W3 - Major non-compliance

Note 1 This form is for use when the DSIPLO and the TM mutually judge that there is a breakdown of compliance, or a systemic problem, which if not immediately corrected, will have serious impact on the delegation process. Major non-compliances may not necessarily evolve out of previously issued non-acceptances.

Note 2 Electronic circulation. The TM or the DSIPLO sends to the RO Co-ordinator, the Regional Director and the owner’s technical management.

The RO Co-ordinator responds to all three parties with the corrective course of action for consideration.

Note 3 Regardless of whether the root cause of the major non-compliance is ship builder related, sub-contractor related, or RO related, the responsibility rests with the RO to respond to the major non-compliance.

1) Sequential number of form (i.e, 01, 02, 03 etc.)

<table>
<thead>
<tr>
<th>Form number</th>
</tr>
</thead>
</table>

2) Description of major non-acceptance raised by the TM or the DSIPLO

<table>
<thead>
<tr>
<th>Subject matter</th>
<th>CSA requirement</th>
<th>Description of major non-compliance.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date major non-compliance issued by the TM or DSIPLO

<table>
<thead>
<tr>
<th>Date (year/month/day)</th>
</tr>
</thead>
</table>

3) Description of corrective measure by the RO Co-ordinator

<table>
<thead>
<tr>
<th>Subject matter</th>
<th>Details of corrective action measure.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date corrective action measure implemented by RO Co-ordinator

<table>
<thead>
<tr>
<th>Date (year/month/day)</th>
</tr>
</thead>
</table>

4) DSIPLO/TM acceptance - only after conferring with the RD

<table>
<thead>
<tr>
<th>Accepted</th>
<th>Matter closed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rejected</td>
<td>Withdrawal from delegation</td>
<td>Date</td>
</tr>
</tbody>
</table>
15.7 RO Report of Statutory Inspection of Hull, Machinery and Anchoring Equipment

Delegated Statutory Inspection Programme
Form DSIP 09

The current approved form of the report below is available on the Transport Canada Forms Catalogue at the following internal Website address:

http://tcinfo/forms/search.htm

Document No: _____

REPORT OF A STATUTORY ANNUAL/PERIODIC INSPECTION OF THE HULL, MACHINERY AND ANCHORING EQUIPMENT OF A CANADIAN REGISTERED PASSENGER SHIP, PURSUANT TO ARTICLE 317.1 AND 317.3 OF THE CANADA SHIPPING ACT (ACT) AND IN ACCORDANCE WITH THE DELEGATED STATUTORY INSPECTION PROGRAMME

<table>
<thead>
<tr>
<th>NAME OF SHIP</th>
<th>IMO NUMBER</th>
<th>DISTINCTIVE NUMBER OR LETTER</th>
<th>PORT OF REGISTRY</th>
<th>GROSS TONNAGE</th>
<th>DATE ON WHICH KEEL LAID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

THIS IS TO CERTIFY:

1) that the above named ship has been duly inspected, in accordance with the provisions of the Canada Shipping Act, S.C., 1998, chapter S-9 (Act) and any regulations and standards, as amended from time to time, made under the Act, respecting inspection by a steamship inspector;
2) that the above named ship has been duly inspected, in accordance with all applicable International Codes and Conventions and complies in all respects with the relevant requirements of these Codes and Conventions made under the Act respecting inspection by a steamship inspector; *
3) that the provisions of the Act, and any regulations and standards respecting the inspection of steamships that are applicable to that ship have been complied with;
4) that the ship is recommended for retention in class;
5) that, in the opinion of the surveyor working exclusively for the Recognized Organization, the hull, machinery, and anchoring equipment of the ship are sufficient for the service intended and in good condition, and constructed, arranged, and fitted in accordance with regulations made under Part V of the Act;
6) with respect to the ship, the Recognized Organization - which is submitting the report - maintains a complete ship inspection record file and provides the attending steamship inspector and the Chairman of the Board of Steamship
7) that as a result of this inspection the ship is subject to such limitations as may be specified herein, fit to ply on voyage not beyond:

__________________________________________________________________

8) that, should the need arise for the issuance of a short-term inspection certificate as a result of this inspection, the period and reasons for short-terming are as follows:

__________________________________________________________________

This report is valid until: ______________________

Issued at: ______________________ on: ______________________

This report is issued by “name of the Recognized Organization”, under the authority of the Government of Canada.

The undersigned is duly authorized by the Recognized Organization, with which the ship is classed, to issue this report.

________________________________________________

Signature of authorized official and stamp

Note: When the surveyor working exclusively for the Recognized Organization completes this report, it shall be retained on board the ship at all times and remain easily accessible for future reference. This report is to be presented to a steamship inspector and the Chairman of the Board of Steamship Inspection, as the case may be, who may, pursuant to articles 317.3 of the Act, and for the purposes of issuing an inspection certificate to the ship, accept it as indicative of the ship’s compliance with those items covered under the Act and the terms and conditions that are specified by the Minister in the instrument of authorization, and the table of delineation of responsibilities between Transport Canada Marine Safety and the Recognized Organization during annual/periodic inspections of Canadian registered passenger ships participating in the above named Programme.

* To be deleted, if not applicable.

First issue: 20 December 2004
Final Approved Version: 20 March 2007
16 APPENDIX
16.1 List of Designated Recognized Organization Contact Points Appendix DSIP-A

Delegated Statutory Inspection Programme
Other than (ISM) Code – Table A

The OPI, Operations and Environmental Programs is responsible to maintain the list up-to-date, and to distribute by email to AMSE, AMSEA, and DSIPLOs. In addition, he shall ascertain that the list is up-to-date on the Internal website.

The update status can be found at the following Internal Website address:


| American Bureau of Shipping (1) | Mr. Gregory Shark  
Manager, Regulatory Affairs  
American Bureau of Shipping  
45 Eisenhower Drive,  
Paramus, N.J.,  
07652, USA | *New or revised extent of delegation of authority  
Tel: (201) 909-5153  
Fax: (201) 909-5157  
E-mail: gshark@eagle.org |
|---|---|---|
| American Bureau of Shipping (2) | Mr. Joseph A. Riva,  
Assistant Chief Surveyor  
ABS Americas  
ABS Plaza  
16855 Northchase Drive  
Houston, TX 77060 USA | *Instructions regarding statutory certification  
Tél: (281) 877-5886  
Fax: (281) 877-5943  
E-mail: jriva@eagle.org |
| American Bureau of Shipping (3) | Mr. Edward Beche  
Assistant Manager  
Classification and Documentation Centre  
American Bureau of Shipping  
ABS Plaza  
16855 Northchase Drive  
Houston, TX 77060-6008 USA | *Distribution of TCMS certificates and forms  
Tel: (281) 877-6579  
Fax: (281) 877-6011  
E-mail: ebeche@eagle.org |
| Bureau Veritas (1) | Mr. Olav Mogensen  
Bureau Veritas (CANADA) Inc.  
410 Saint-Nicolas Street  
Suite 014  
Montreal, QC  
H2Y 2P5 | Tel: (514) 288 - 6515  
Fax: (514) 288 - 7202  
E-mail: olav.mogensen@ca.bureauveritas.com |
|-------------------|--------------------------|
| Bureau Veritas (2) | M. Claude Maillot  
Manager  
Statutory Procedures Department  
Bureau Veritas Marine Division  
17 Bis, Place des Reflets  
92400 Courbevoie  
Paris-La-Défense, France | Tel: 011 33 142 915284  
Fax: 011 33 142 915293  
E-mail: claude.maillot@bureauveritas.com |
| Det Norske Veritas (1) | Mr. Khodabakhsh (Bakhshi) Farsi,  
Station Manager, Maritime  
Det Norske Veritas  
99 Wyse Road, suite 900  
Dartmouth, N.S.  
B2W 6H8 | *Maritime Industries related activities*  
Tel: (902) 464 - 0905  
Fax: (902) 464 - 0516  
E-mail: Khodabakhsh.Farsi@dnv.com  
Office: halifax@dnv.com |
| Det Norske Veritas (2) | Mr. Clarence Carroll  
Det Norske Veritas  
140 Water Street, Suite 902  
St. John’s, NFL,  
A1C 6H6  
Tel: (709)-753-8370 | *Offshore, Gas & Process Industries/ Mobile Offshore Unit (MOU) & FPSO*  
Tel: (902) 464 - 0905  
Fax: (902) 464 - 0516  
E-mail: clarence.carroll@dnv.com  
Office: halifax@dnv.com |
| Germanischer Lloyd | Mr. Carol Brown  
Area Manager for Canada  
Germanischer Lloyd  
Board of Trade Building  
300 St Sacrement, Suite 530  
Montreal, QC  
H2Y 1X4 | Tel: (514) 287 – 7102  
Fax: (514) 287 - 7525  
E-mail: Carol.brown@gl-group.com  
Office: halifax@dnv.com |
|-------------------|--------------------------------------------------------------------------------|
| Lloyd’s Register  | Mr. Bud Streeter  
Operations Manager,  
Lloyd's Register North America, Inc.  
Suite 812, Queen Square,  
45 Alderney Drive, Dartmouth, NS,  
B2Y 2N6 | Tel: (902) 423-7506  
Fax: (902) 425-2913  
E-mail: bud.streeter@lr.org |
| Nippon Kaiji Kyokai | Mr. W. S. Munro  
General Manager,  
Montreal Office,  
Class NK,  
1, Westmount Square,  
Suite 1340,  
Westmount, Quebec  
H3Z 2P9 | Tel: (514) 846- 9414  
Fax: (514) 846 - 9433  
E-mail: nkmt@bellnet.ca |

ABS, BV, DNV, GL and LRS have been recognized to implement the DSIP in accordance with the terms and conditions stated in their individual MOA.

Currently, NKK has not signed an agreement with TCMS. Therefore this organization has NOT been recognized to implement the DSIP.

Date issued: 18 April 2001  
Date revised: 20 March 2007
16.1 Designated Delegated Statutory Inspection Programme Co-ordinator - Appendix DSIP-A

Delegated Statutory Inspection Programme

Delegation of International Safety Management System (ISM) Code ONLY – Table B

The OPI, Operations and Environmental Programs is responsible for maintaining the list up-to-date, and for distributing to AMSE, AMSEA, and the DSIPLOs by e-mail. In addition, he/she shall ascertain that the list is up-to-date on the Internal website.

The update status can be found at the following Internal Website address:


| American Bureau of Shipping | Mr. Gregory Shark  
| (1) | Manager, Regulatory Affairs  
| | American Bureau of Shipping  
| | 45 Eisenhower Drive,  
| | Paramus, N.J.,  
| | 07652, USA  
| | Tel: (201) 909-5153  
| | Fax: (201) 909-5157  
| | E-mail: gshark@eagle.org |

| American Bureau of Shipping | Mr. Patrick L. Fallwell  
| (2) | Manager SESC  
| | American Bureau of Shipping  
| | ABS Plaza  
| | 16855 Northchase Drive  
| | Houston, TX 77060-6008 USA  
| | Tel: (281) 877-6057  
| | Fax: (281) 877-6767  
| | E-mail: PFallwell@eagle.org |

| American Bureau of Shipping | Mr. Edward Beche  
| (3) | Assistant Manager  
| | Classification and Documentation Centre  
| | American Bureau of Shipping  
| | ABS Plaza  
| | 16855 Northchase Drive  
| | Houston, TX 77060-6008 USA  
| | Tel: (281) 877-6579  
| | Fax: (281) 877-6011  
| | E-mail: ebeche@eagle.org |
| **Bureau Veritas** | Mr. Olav Mogensen  
Bureau Veritas (CANADA) inc  
410 St. Nicolas, Suite 104  
H2Y 2P5  
Montreal, QC | Tel: (514) 288 - 6515  
Fax: (514) 288 - 7202  
E-mail: olav.mogensen@ca.bureauveritas.com |
| **Germanischer Lloyd** | Mr. Carol Brown  
Area Manager for Canada  
Quality Manager Div. Americas  
Germanischer Lloyd Canada Ltd.  
Board of Trade Building  
300 St. Sacrament, Suite 530  
Montreal, QC  
H2Y 1X4 | Tel: (514) 287-7102  
Fax: (514) 287-7525  
E-mail: Carol.brown@gl-group.com |
| **Det Norske Veritas** | Mr. Khodabakhsh (Bakhshi) Farsi  
Station Manager, Maritime  
Det Norske Veritas  
99 Wyse Road, suite 900  
Dartmouth, N.S.  
B2W 6H8 | *Maritime Industries related activities*  
Tel: (902) 464 - 0905  
Fax: (902) 464 – 0516  
E-mail: Khodabakhsh.Farsi@dnv.com  
Office: halifax@dnv.com |
| **Lloyd’s Register** | Mr. Barry M. Shepherd  
ISM Auditor  
Lloyd’s Register North America, Inc.  
3050 Harvester Road, Suite 208, Burlington, ON  
L7N 3J1 | Tel: (905) 631-9420  
Fax: (905) 631-9430  
E-mail: barry.shepherd@lr.org |

Date issued: 17 May 2001  
Date revised: 20 March 2007
16.2 List of Delegated Ships Appendix DSIP-B

Delegated Statutory Inspection Programme

The OPI, Operations and Environmental Programs is responsible for maintaining the list up-to-date, and for distributing by e-mail to all parties involved at headquarters and regional offices (Chairman, AMS, AMSE, AMSEA, AMSA, RDs, DSIPLOs, and RPIs). In addition, he shall ascertain that the list is up-to-date on the Internal website.

The update status can be found at the following Internal Website address:


<table>
<thead>
<tr>
<th>Ship Name</th>
<th>Former Name</th>
<th>File Number</th>
<th>Official Number</th>
<th>IMO Number</th>
<th>Recognized Organization</th>
<th>Type of Delegation</th>
<th>Date HanROver Inspection Completed</th>
<th>HanROver Inspection - Port</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
16.3 Plans to be Submitted Appendix DSIP-C

Delegation Statutory Inspection Programme

ROs are required to provide two copies of the following plans with relevant correspondence within one month of their approval to the Regional TCMS office:

A) OTHER THAN PASSENGERS SHIPS

Hull

1. General Arrangement
2. Mid Ship Section
3. Profile and Deck Plans
4. Shell Expansion
5. Capacity Plan
6. Damage Control Plans
7. Intact Stability Data
8. Subdivisions and Damage Stability

Fire Protection and Extinguishing

1. Fire Control Plans

Lifesaving

1. The data required by the Canadian Regulation relating to emergency plans
2. Lifesaving Plan, Muster Lists and Emergency Instructions

Electrical

1. Single Line Diagram of Main and Emergency Distribution Systems
2. Hazardous Zone Plan (including type and classification of all electrical equipment therein)
3. Switchboard(s) (to include general arrangement, wiring diagram, nameplates and bill of material)
4. Starter Drawings (for all Essential Services)
5. Fault current analysis
6. Load Analysis
7. Cable Diagram of Fire Detection and Alarm System
8. Cabling Deck Plan of Fire Detection and Alarm System

Machinery

1. General Arrangements of Machinery Spaces
2. Bilge, ballast and cargo pumping plans
**B) PASSENGERS SHIPS**

**Hull**
1. General Arrangement
2. Mid Ship Section
3. Profile and Deck Plans
4. Shell Expansion
5. Capacity Plan
6. Damage Control Plans
7. Intact Stability Data
8. Subdivision Calculation Data and Damage Stability

**Fire Protection**
1. Fire Control Plans
2. Plans and Details of Insulation, Linings, Ceilings, Deck Coverings, Ventilation Systems, Draught Stops and the Material used in their Construction

**Lifesaving**
1. The Data Required by the Canadian Regulation Relating to Emergency Plans
2. Lifesaving Plan, Muster Lists and Emergency Instructions

**Electrical**
1. Single Line Diagram of Main and Emergency Distribution Systems
2. Hazardous Zone Plan (Including Type and Classification of all Electrical Equipment Therein)
3. Switchboard(s) (to include general arrangement, wiring diagram, nameplates and bill of material)
4. Starter Drawings (for all Essential Services)
5. Fault Current Analysis
6. Load Analysis
7. Cable Diagram of Fire Detection and Alarm System
8. Cabling Deck Plan of Fire Detection and Alarm System

**Machinery**
1. General Arrangement of Machinery Spaces
2. Bilge, Ballast and Cargo Pumping Plans
3. Fixed Fire Extinguishing Systems
16.4 List of Designated TCMS Contact Points Appendix DSIP-D

Delegated Statutory Inspection Programme

The OPI, Operations and Environmental Programs is responsible for maintaining the list up-to-date, and for distributing to AMSE, AMSEA, the DSIPLOs and RPIs by e-mail. In addition, he shall ascertain that the list is up-to-date on the Internal Website.

The update status can be found at the following Internal Website address:

# LIST OF DESIGNATED TCMS CONTACT POINTS

## OPERATIONS AND ENVIRONMENTAL PROGRAMS / OTTAWA

<table>
<thead>
<tr>
<th>TITLE &amp; DESIGNATOR</th>
<th>ADDRESS</th>
<th>PHONE</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director/AMSE</td>
<td>Ottawa ON</td>
<td>613 991-3131</td>
<td>613 993-8196</td>
</tr>
<tr>
<td>Manager/AMSEA</td>
<td>Ottawa ON</td>
<td>613 991-3137</td>
<td>613 993-8196</td>
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<tr>
<td>Senior Marine Inspector/OPI AMSEA</td>
<td>Ottawa ON</td>
<td>613 949-1427</td>
<td>613 993-8196</td>
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## ATLANTIC REGION

<table>
<thead>
<tr>
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<th>ADDRESS</th>
<th>PHONE</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>RD/MM-DAR</td>
<td>Dartmouth NS</td>
<td>902 426-7281</td>
<td>902 426-6839</td>
</tr>
<tr>
<td>Manager, Compliance &amp; Enforcement DSIPLO</td>
<td>Dartmouth NS</td>
<td>902 426-3477</td>
<td>902 426-6839</td>
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<tr>
<td>MMC-DAR</td>
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<tr>
<td>Senior Marine Inspector/RPI MMC-DAR</td>
<td>Dartmouth NS</td>
<td>902-426-3542</td>
<td>902-426-6657</td>
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<tr>
<td>Senior Marine Inspector/RPI MMDD-D</td>
<td>St. John’s NF</td>
<td>902-772-3804</td>
<td>709-772-0210</td>
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# LIST OF DESIGNATED TCMS CONTACT POINTS

## QUEBEC REGION

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<tbody>
<tr>
<td>RD/NM</td>
<td>Québec QC</td>
<td>418-648-4618</td>
<td>418-648-3790</td>
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<tr>
<td>Manager Inspection Services/DSIPLO/NME</td>
<td>Québec QC</td>
<td>418-648-5344</td>
<td>418-648-3790</td>
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<tr>
<td>Senior Marine Inspector/RPI NM-MTL</td>
<td>Montréal QC</td>
<td>514-283-0576</td>
<td>514-283-6595</td>
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<tr>
<td>Senior Marine Inspector/RPI NM-MTL</td>
<td>Sept-Iles QC</td>
<td>418-968-4896</td>
<td>418-968-5516</td>
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## ONTARIO REGION

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<tr>
<td>RD/PM</td>
<td>Sarnia ON</td>
<td>519 383-1825</td>
<td>519 464-5119</td>
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<tr>
<td>Manager Inspection Services/DSIPLO PMB</td>
<td>Sarnia ON</td>
<td>519 464-5012</td>
<td>519 383-1997</td>
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# LIST OF DESIGNATED TCMS CONTACT POINTS

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<tr>
<td>RD/RMW</td>
<td>Winnipeg MB</td>
<td>204 984-1624</td>
<td>204 984-8417</td>
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<tr>
<td>Manager Technical Services/DSIPLO</td>
<td>Winnipeg MB</td>
<td>204 984-8419</td>
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## PACIFIC REGION

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<th>ADDRESS</th>
<th>PHONE</th>
<th>FAX</th>
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<tr>
<td>RD/TM</td>
<td>Vancouver BC</td>
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<td>604 666-5444</td>
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<tr>
<td>Manager Technical Services/DSIPLO</td>
<td>Vancouver BC</td>
<td>640-666-5450</td>
<td>640-666-1911</td>
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<tr>
<td>Senior Marine Inspector/RPI</td>
<td>Vancouver BC</td>
<td>604-666-5267</td>
<td>604-666-1911</td>
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Date issued: 26 January 2002  
Date revised: 20 March 2007
16.5 Flowcharts A, B, and C - Appendix DSIP-E

Flowchart A - Handover Delegation Inspection - Appendix DSIP-E

1. Submit Application for Participation of Ship in DSIP Form DSIP-01
   - Owner

2. Review by TCMS
   - Not Accepted

3. Accepted
   - Ship Built

4. TCMS Prepares Documentation. TCMS and RO Conduct Handover Inspection
   - Not Successful

5. If Successful Enrolment then Future Inspections by RO
   - Plan Approval by RO

6. Ship not Delegated to RO and Proper Action to be Taken by TCMS
   - Advise and Record

   - Monitoring Inspections by TCMS
16.5 Flowchart B - Appeal Process - Appendix DSIP-E

- Appeals
  - TCMS related issues with RO
    - Review with TCMS
      - Review by Chairman of the Board
        - Advise and Record
16.5 Flowchart C - Requests for Interpretations, Equivalencies and Exemptions
Appendix DSIP -E

Owner Request

Evaluates by RO

RO Related

Resolved by RO

TCMS Related

Unresolved by RO

TCMS Review

Advise and Record
### 16.6 Timetable and Application Appendix DSIP-F

**Delegated Statutory Inspection Programme**

Delegation applies to ships in class only, and, unless otherwise noted, includes full inspection, certification and plan approval.

Advancement to each subsequent stage is dependent on the successful implementation of the stage currently in force.

<table>
<thead>
<tr>
<th>DATE</th>
<th>APPLICATION</th>
<th>RESTRICTIONS</th>
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<tbody>
<tr>
<td>Upon signing of first delegation agreement (04 December 2000)</td>
<td>Lakers (dry bulk) and any ship that is permitted to be inspected under the Classed Ships Inspection Regulations</td>
<td>None, full inspection, certificates issued by Class.</td>
</tr>
<tr>
<td>Six months after first ship is inspected under the agreement (15 September 2001)</td>
<td>All other dry cargo ships, including tugs, offshore supply ships and large fishing ships not included above</td>
<td>None, full inspection, certificates issued by Class.</td>
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<tr>
<td></td>
<td>Passenger ships</td>
<td>Hull and machinery inspection only. Certificates not issued by Class.</td>
</tr>
<tr>
<td></td>
<td>Tankers, including chemical and gas carriers, and ships such as MODUs</td>
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</tr>
<tr>
<td>Twelve months after first ship is inspected under the agreement (15 March 2002)</td>
<td>Tankers, including chemical and gas carriers, and ships such as MODUs</td>
<td>None, full inspection, certificates issued by Class.</td>
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</table>

The timeline for remaining inspections on passenger ships remains to be determined after successful application of the above.

The above table is in compliance with the MSE decisions of March, October and December 2000; March, July, and August 2001; and July 2002.
16.7 Classification Society Authorization by TCMS Appendix DSIP-G

Delegated Statutory Inspection Programme

The OPI Operations and Environmental Programs is responsible for maintaining the table up-to-date, and for distributing to AMSE, AMSEA, and the DSIPLOs by e-mail. In addition, he shall ascertain that the table is up-to-date on the Internal website.

The update status can be found at the following Internal Website address:


Remarks Pertaining To Tables I and II

Formal Agreements governing the delegation of statutory certification functions for ships registered in Canada were signed between Transport Canada and the following Ship Classification Societies on the dates noted:

- Lloyd's Register of Shipping (LR) on December 4, 2000;
- American Bureau of Shipping (ABS) on March 23, 2001;
- Germanischer Lloyd (GL) on September 10, 2001;
- Det Norske Veritas (DNV) on April 22, 2002; and

It should be noted that the Agreement signed with Germanischer Lloyd is currently limited to the survey and certification of existing Convention ro-ro cargo ships and existing Convention chemical tankers. Also, American Bureau of Shipping was authorized to commence the implementation of the Agreement on Convention ships, only. In addition, Lloyd's Register of Shipping was authorized to commence the implementation of the Agreement on existing ships, only. At all times, the reader shall refer to the table of Appendix DSIP-H - Status of DSIP Authorization.

Before a Classification Society can implement an agreement and begin inspecting Canadian ships, it will be required to demonstrate compliance with all the terms and conditions of the Agreement, particularly the provision requiring that all Classification Society personnel engaged in the performance of delegated surveys are familiar with applicable Canadian regulations and policies.

To date, only the above Classification Societies have been recognized to implement the Delegated Statutory Inspection Programme (DSIP), which commenced with the hand-over inspections of several Great Lakes bulk carriers in early 2001. Other Societies will be permitted to implement or extend their Agreements when TCMS is satisfied that they have the requisite survey procedures and trained personnel to undertake this work on behalf of Canada.

As of September 2001, full delegation under DSIP is permitted for all dry cargo ships, tugs, offshore supply ships, large fishing ships, tankers, chemical carriers, gas carriers, and mobile offshore drilling units (MODUs), provided they are Canadian-registered and
in class with an authorized society. For passenger ships, only hull, anchoring equipment and machinery inspection may be delegated to a ship Classification Society, with inspection of safety equipment and the issuance of certificates remaining the responsibility of Transport Canada, Marine Safety. The table determining the delineation of responsibilities between Transport Canada, Marine Safety, and the Delegated Organisations was formally approved by MSE on October 2003.

It should be emphasized that any existing delegation of statutory functions to Classification Societies contained in the Canada Shipping Act or Arctic Waters Pollution Prevention Act, existing regulations (such as the Classed Ships Inspection Regulations 1988), or other delegation agreements signed before the coming into force of the current DSIP formal agreements remain in effect until those provisions or other agreements are revoked. Therefore a named Classification Society, authorized under the Act or a particular regulation, is permitted to carry out the aforementioned functions, irrespective of whether the ship in question has been transferred to its control under the DSIP programme.

The power of the Minister to enter into this Agreement is derived from the Canada Shipping Act S.C., 1998, chapter S-9, (CSA), as amended from time to time, and in particular Section 317.1, which states “The Minister may authorize any person, classification society or other organization to conduct inspections under this Act, subject to this Act and the terms and conditions that are specified by the Minister in the instrument of authorization.”

Section 317.2 states that a person, classification society or other organization authorized under Section 317.1 to conduct inspections does not have the powers of a steamship inspector, but may issue any certificate that may be issued by a steamship inspector, other than an Exemption Certificate. Therefore, any exemptions from the requirements of the applicable instruments are the prerogative of the Minister and must be approved by the Minister prior to issuance.

In addition to the DSIP under Section 317.1, the Chairman may direct a Classification Society to act on its behalf under Section 319 (3) of the CSA. This process requires approval by a “Board Decision” that is submitted by the RD of the principal operational region of the proposed ship and is based on a negotiation of activities delegated. This case-by-case basis process is required for each individual ship delegated under section 319 (3).

Section 319 (4) of the CSA authorizes the Classed Ship Inspection Regulations, 1988.

Also a number of delegations are set out in regulations. The regulatory requirements are contained in the:

- Classed Ships Inspections Regulations, 1988,
- Dangerous Chemicals and Noxious Liquid Substances Regulations,
- Load Line Regulations (Inland),
- Load Line Regulations (Sea),
- Load Line Assignment Authorization Order,
- Oil Pollution Prevention Regulations,
- Arctic Shipping Pollution Prevention Regulations and the
- Safety Management Regulations.
REMARKS PERTAINING TO TABLE I:

A notation contained between brackets (e.g. (F)) indicates a delegated function stipulated under the “Memorandum of Agreement” (Formal Agreement), which is not in force yet with the respective Recognized Organization (Classification Society), pending their final acceptance by TCMS into the DSIP.

An underlined notation in the table (e.g. F) indicates the delegation of a function, as permitted by the Canada Shipping Act § 317.1 and 317.2, Arctic Waters Pollution Prevention Act and relevant regulations, or Agreements signed prior the coming into force of the individual Memorandum of Agreement (Formal Agreement) between TCMS and the Recognized Organization (Classification Society) under the DSIP. Therefore, the Recognized Organization (Classification Society) is authorized to perform the corresponding function whether or not the ship has been delegated to this particular Classification Society through a handover survey required under DSIP by its owner or authorized representative.

Others notations, which are not underlined or between brackets (e.g. P*3 or F), indicate other relevant functions identified in each individual “Memorandum of Agreement” signed under DSIP between TCMS and the Classification Society. Therefore, these functions are ONLY SPECIFICALLY related to the individual ship on which the required handover inspection between TCMS and the Classification Society has been completed under DSIP, in accordance with the terms of the respective formal Agreement.

Germanischer Lloyd is currently limited to the survey and certification of existing Convention Ro-Ro cargo ships and existing Convention chemical tankers. Also, American Bureau of Shipping was authorized to commence the implementation of the Agreement on Convention ships, only. In addition, Lloyd's Register of Shipping was authorized to commence the implementation of the Agreement on existing ships, only.

At all times, the reader shall refer to the table of Appendix DSIP-H - Status of DSIP Authorization.

In Table I, the following symbols are used:

- **F** Signifies Full Authorization to perform plan review, carry out surveys and issue, endorse and extend the period of validity on inspection certificates;

- **P** Signifies Partial Authorization to perform plan review, carry out surveys and issue certificates, with specific guidance provided as necessary; and

- **O** Signifies Occasional Authorization to account for other special categories not covered by the above, such as case-by-case authorization.
### TABLE I
DELEGATIONS FOR INTERNATIONAL SAFETY CERTIFICATES, DOCUMENTS AND FUNCTIONS

<table>
<thead>
<tr>
<th>International Safety Certificates, Documents &amp; Functions</th>
<th>ABS (***</th>
<th>BV</th>
<th>DNV</th>
<th>GL (**)</th>
<th>LR (****)</th>
<th>NKK</th>
<th>RIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>LL2 A - International Load Line Exemption Certificate for a ship that is to make an international voyage</td>
<td>Only the Chairman is authorized to issue Exemption (Load Line (Sea), section 29.3)</td>
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<td>LL2 T - International Load Line Certificate (1966) (Temporary)</td>
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<td>SIC 1 - Passenger Ship Safety Certificate (******)</td>
<td>P*1</td>
<td>P*1</td>
<td>P*1</td>
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<tr>
<td>SIC 3 - Cargo Ship Safety Construction</td>
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<td>SIC 4 - Cargo Ship Safety Equipment Certificate (****)</td>
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<td>SIC 5 - Exemption Certificate for a Passenger Ship</td>
<td>Exemptions from the requirements of the applicable instruments are the prerogative of the Minister and must be approved by the Minister prior to issuance.</td>
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<tr>
<td>SIC 6 - Exemption Certificate for a Cargo Ship</td>
<td>Exemptions from the requirements of the applicable instruments are the prerogative of the Minister and must be approved by the Minister prior to issuance.</td>
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<tr>
<td>SIC 40 - International Oil Pollution Prevention Certificate - MARPOL 73/78, (Annex I)</td>
<td>P*6</td>
<td>P*6</td>
<td>P*6</td>
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<td>SIC 42 – Certificate of Compliance (Oil)</td>
<td>Such certificate are not allowed to be issued / endorsed / extended by Classes (Ref: OPPR)</td>
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<td>SIC 43 - International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk - MARPOL 73/78, (Annex II).</td>
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<td>MARPOL 73/78- Certificate of Fitness for the transport and handling of limited amounts of hazardous and noxious liquid substances in bulk on offshore support vessels (IMO A.673 (16) adopted on 19 October 1989)(TP 11560) (NO CDN Certificate)</td>
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<td>International Certificate of Fitness (Non-Self Propelled Ships) (subject to: DCNLSSR, Part II, rule (16)).</td>
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<td>MARPOL 73/78: functions related to sub-regulations</td>
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<td>P11</td>
<td>F11</td>
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<tr>
<td>Certificate of Fitness for the Carriage of Liquefied Gases in Bulk (Gas Carrier) and under the Code for Existing Ships Carrying Liquefied Gases in Bulk (EGC) (GC, IGC) (BD # 3877)</td>
<td>F</td>
<td>F</td>
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<tr>
<td>International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk (Gas Carrier) and under the Code for Existing Ships Carrying Liquefied Gases in Bulk (EGC) (GC, IGC) (BD # 3877)</td>
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<td>SIC 45 – Certificate of Compliance (Noxious Liquid Substances) (DCNLSR, Part II, rule (19)).</td>
<td>P7</td>
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<td>SIC 46 – International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk (Chemical Tanker) (IBC or BCH Code)- Form #: 85-0383</td>
<td>F</td>
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<td>SIC 47 - Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk (Chemical Tanker) (IBC or BCH Code)- Form #: 85-0384</td>
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<tr>
<td>Certificate of Compliance with the Code of Safe Practice for Solid Bulk Cargo (BC Code, provisions 7.2.2/3)</td>
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<tr>
<td>International Safety Certificates, Documents &amp; Functions</td>
<td>ABS (*<strong>), BV, DNV (</strong>)</td>
<td>GL (**), LR (****), NK, RIN</td>
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<tr>
<td>SIC 51 – International High Speed Craft Safety Certificate (NO CDN FORM)</td>
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<tr>
<td>SIC 53 – Permit to operate High-Speed Craft</td>
<td>P*3 - Such certificate can only be issued by the Chairman</td>
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<td>Approval of Cargo Securing Manuals</td>
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<td>Assessment of damage stability for passenger ships</td>
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<tr>
<td>Convention on International Regulations for Preventing Collisions at Sea</td>
<td>P<em>5, P</em>5, P<em>5, P</em>5</td>
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<tr>
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### International Safety Certificates, Documents & Functions

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<th>DNV</th>
<th>GL</th>
<th>LR</th>
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<th>RIN</th>
</tr>
</thead>
</table>

**Note**

**: Germanischer Lloyd is currently **limited to the survey and certification** of convention new construction and existing Convention ships, which are enrolled under the DSIP.

***: American Bureau of Shipping is currently **limited to the survey and certification** of Convention new construction and existing ships, which are enrolled under the DSIP.

****: Lloyd's Register of Shipping is currently authorized to inspect and certify new and existing vessels, which are enrolled under the DSIP.

******: As per Notices to Surveyors, Section 16-03, a SI 39 – Record of Safety Equipment & SI 52 - Form E shall be issued when a SIC 4 is issued to a ship.

******: As per Notices to Surveyors, section 16-02, a Record of Safety Equipment - SI 53 - Form P, shall be issued when a SIC 01 is issued to a ship.

*1: Excludes survey of radio equipment, inspection of crew efficacy and sufficiency, and issuance of the certificate that, according to the Act, shall be issued by the Chairman.

*2: Excludes survey of radio equipment and associated radio certificate.

*3: excludes survey of radio equipment and issue of Permit to Operate (SIC 53) - SIC 51 is under development.

*4: In compliance with the MSE decision of June 7 and 8, 2004, classification societies are authorized to perform plan review, carry out surveys and issue, endorse and extend the period of validity of an International Tonnage Certificate (ITC 69) to delegated ship under the DSIP (This is an extension of the MOA, Schedule A, section 1.2). There is no need for TCMS training as the recognized organizations have their own training. It is it’s the regions’ responsibility to monitor and follow-up with the classification societies.

For ships others than delegated ships, the ITC 69 is to be issued by the Minister. Only Class surveyors nominated as tonnage measurers are allowed to perform tonnage measurement for ships others than delegated ships. (REF: TP 13430, TP 12234 and section 35 of the CSA).

*5: Fields of application as prescribed in the Convention, with the exception of the ‘issue of determination’ under Rule 1 (e).

*6: Shipboard Oil Pollution Emergency Plan (SOPEP) to be approved by the Minister.

*7: MARPOL 73/78: The functions related to sub-regulations 13(5), 13(6), 13D(1)(a), 13F(5), 13F(9), 13 G (6), 15(2), 15 (3), 16 (4), 16 (5), 23(5), 25 (1)(c),
25 (3)(d), and 25 (4)(d) of Annex 1 of MARPOL 73/78 (recommendations to TCMS on a case by case basis).

*8: Excludes survey of radio equipment.

*9: The Board may accept plans and specifications that have already been examined by an approved Classification Society, if the plans and specifications meet the requirements of the Oil Pollution Prevention Regulation (OPPR).

(1) Subject to subsection (2), the owner of every Canadian oil tanker of 150 tons gross tonnage or more, and of every other Canadian ship of 400 tons gross tonnage or more, who builds, fits out or carries out major repairs on the ship shall RO so in accordance with the plans and specifications required under this section, and shall submit to the Board four copies of those plans and specifications described in the OPPR.

(2) The owner of an oil tanker need not submit the plans and specifications for equipment referred to in OPPR or fit that equipment on the oil tanker if she complies with the requirement specified in OPPR.

*10: The owner of a ship that is built on or after July 1, 1986 or that is transferred to Canadian registry after the coming into force of these Regulations, and that carries a Category A, B, C or D noxious liquid substance shall be equipped and built in accordance with the Standards specified in the Dangerous Chemicals and Noxious Liquid Substances Regulations (DCNLSR) and shall submit to the Board four copies of the plans and specifications for the ship described in the regulation (DCNLSR). The Board may accept plans and specifications related to the above type of ship, that have already been examined by an approved Classification Society, if the plans and specifications meet the requirements of the Dangerous Chemical and Noxious Liquid Substances Regulations.

*11: (The functions related to sub-regulations 13(5), 13D(1)(a), 13F(5), 23(5), if tanker’s length is \( L \leq 100 \text{M} \) 25(1)(c), and 25A(4) of Annex 1 of MARPOL 73/78 (recommendations to TCMS on a case by case basis).)

*12: excludes survey of radio equipment and issue of Permit to Operate (SIC 60 and SIC 61; Certificates under development).
REMARKS PERTAINING TO TABLE II:

A notation contained between brackets (e.g. (F)) indicates a delegated function stipulated under the “Memorandum of Agreement” (Formal Agreement), which is not in force yet with the respective Recognized Organization (Classification Society), pending their final acceptance by TCMS into the DSIP.

An underlined notation in the table (e.g. F) indicates the delegation of a function, as permitted by the Canada Shipping Act § 317.1 and 317.2, Arctic Waters Pollution Prevention Act and relevant regulations, or Agreements signed prior to the coming into force of the individual Memorandum of Agreement (Formal Agreement) between TCMS and the Recognized Organization (Classification Society) under the DSIP. Therefore, the Recognized Organization (Classification Society) is authorized to perform the corresponding function whether or not the ship has been delegated to this particular Classification Society through a handover survey required under DSIP by its owner or authorized representative.

Other notations, which are not underlined or between brackets (e.g. P*3 or F), indicate other relevant functions identified in each individual “Memorandum of Agreement” signed under DSIP between TCMS and the Classification Society. Therefore, these functions are ONLY SPECIFICALLY related to the individual ship on which the required handover inspection between TCMS and the Classification Society has been completed under DSIP, in accordance with the terms of the respective formal Agreement.

It should be noted that the Agreement signed with Germanischer Lloyd is currently **limited to the survey and certification** of existing Convention Ro-Ro cargo ships and existing Convention chemical tankers. Also, American Bureau of Shipping was authorized to commence the implementation of the Agreement on Convention ships, only. In addition, Lloyd's Register of Shipping was authorized to commence the implementation of the Agreement on existing ships, only. At all times, the reader shall refer to the table of **Status of DSIP Authorization - Appendix DSIP-H**.

In Table No. II, the following symbols are used:

- **F** Signifies Full Authorization to perform plan review, carry out surveys and issue, endorse and extend the period of validity on inspection certificates;
- **P** Signifies Partial Authorization to perform plan review, carry out surveys and issue certificates, with specific guidance provided as necessary; and
- **O** Signifies Occasional Authorization to account for other special categories not covered by the above, such as case-by-case authorization.
### TABLE II
**DELEGATIONS FOR NON-CONVENTION SAFETY INSPECTION CERTIFICATES, DOCUMENTS AND FUNCTIONS**

<table>
<thead>
<tr>
<th>Non-Convention Safety Inspection Certificates, Documents &amp; Functions</th>
<th>ABS  (***)</th>
<th>BV</th>
<th>DNV  (***)</th>
<th>GL  (****)</th>
<th>LR  (****)</th>
<th>NKK</th>
<th>RIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load Line Exemption (Inland)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Only the Board is authorized to issue any Exemption (Load Line (Inland), section 20)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LL 3 - Local Load Line Certificate for a ship that is to make a voyage, other than an international voyage (REF: Load Line Regulations (Sea))</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>LL 3 (T) - Local Load Line Certificate (Temporary)</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>LL 3A (T) – Great Lakes and Inland Waters of Canada Load Line Certificate (Temporary)</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>LL 3A – Great Lakes and Inland Waters of Canada Load Line Certificate</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>SIC 11 – for a non-safety convention ship, non-passenger or carrying not more than 12 passengers, (Hull, anchoring equipment and Machinery surveys)</td>
<td>P#3</td>
<td>P#3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIC 16 – For a passenger ship to which the Safety Convention does not apply.</td>
<td>P#10</td>
<td>P#10</td>
<td>P#10</td>
<td>P#10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIC 17 (****) – for a ship to which the Safety Convention does not apply plying as a non-passenger ship or carrying not more than 12 passengers</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Convention Safety Inspection Certificates, Documents &amp; Functions</td>
<td>ABS (*<strong>), BV (</strong>)</td>
<td>GL (**)</td>
<td>LR (***)</td>
<td>NKK</td>
<td>RIN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>SIC 22 – for a ship not exceeding 150 tons gross tonnage plying as a non-passenger ship</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIC 24 – for a Barge, Scow, or like vessel carrying passengers and being towed or pushed by a ship or operated on a cable</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIC 26 (****) – for a barge, scow or like vessel carrying a crew but no passengers</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIC 27 – for a non-self propelled vessel carrying a crew but no passengers during operations</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIC 28 – for a non-self propelled vessel carrying a crew but no passengers and being towed or pushed in voyages</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIC 29 – for a commercial fishing vessel not exceeding 150 tons gross tonnage</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIC 30 (****) – for a commercial fishing vessel fitted with a boiler having a working pressure in excess of 103 kPa and not exceeding 150 tons gross tonnage</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIC 31 – for a commercial fishing vessel exceeding 150 tons gross tonnage</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Non-Convention Safety Inspection

SIC 35 – Arctic Pollution Prevention Certificate

Additional (3) Classification Societies are allowed to perform this delegation of Authority under the ASPPR.
<table>
<thead>
<tr>
<th>Non-Convention Safety Inspection Certificates, Documents &amp; Functions</th>
<th>ABS (*<strong>), BV, GL (</strong>), LR (**), NKK, RIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIC 41 - Canadian Oil Pollution Prevention Certificate (non-self-propelled ship, only)</td>
<td>P# 5, P# 5, P# 5, P# 5, P# 5</td>
</tr>
<tr>
<td>SIC 41 - Canadian Oil Pollution Prevention Certificate (Others vessel than non-self-propelled ship)</td>
<td>Such certificate are not allowed to be issued / endorsed / extended by Classes (See OPPR Part II, section 20, 21, 22, and 23)</td>
</tr>
<tr>
<td>SIC 42 – Certificate of Compliance (Oil)</td>
<td>Such certificate are not allowed to be issued / endorsed / extended by Classes (See OPPR)</td>
</tr>
<tr>
<td>SIC 44 - Canadian Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (Non-Self Propelled Ships) (Part II, rule (16)).</td>
<td>F, F, F, F</td>
</tr>
<tr>
<td>SIC 44 – Canadian Noxious Liquid Substance Certificate (Vessels others than Non-Self Propelled Ships) (Part II, rule (16)).</td>
<td>Such certificate are not allowed to be issued / endorsed / extended by Classes (See DCNLSR, Part II, section 12, 13, 14, 15 and 16)</td>
</tr>
<tr>
<td>SIC 45 – Certificate of Compliance (Noxious Liquid Substances) (DCNLSR, Part II, rule (19)).</td>
<td>P#2, P#2, P#2, P#2</td>
</tr>
<tr>
<td>SIC 47 - Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk (Chemical Tanker) (IBC or BCH Code)</td>
<td>F, F, F, F, F</td>
</tr>
</tbody>
</table>
### Non-Convention Safety Inspection Certificates, Documents & Functions

<table>
<thead>
<tr>
<th>Certificate Type</th>
<th>ABS</th>
<th>BV</th>
<th>DNV</th>
<th>GL</th>
<th>LR</th>
<th>NKK</th>
<th>RIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIC 52 – High Speed Craft Certificate (domestic) (NO CDN FORM)</td>
<td>P#6</td>
<td>P#6</td>
<td>P#6</td>
<td>P#6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIC 57 S – Air Cushion Vehicle Certificate (Special) (NO CDN FORM)</td>
<td>P#7</td>
<td>P#7</td>
<td>P#7</td>
<td>P#7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIC 57 G – Air Cushion Vehicle Certificate (General) (NO CDN FORM)</td>
<td>P#7</td>
<td>P#7</td>
<td>P#7</td>
<td>P#7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SI 39 – Record of Safety Equipment</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examination / Submission of Plans and Specifications (subject to: OPPR, Part I, rule (8))</td>
<td>P#1</td>
<td>P#1</td>
<td>P#1</td>
<td>P#1</td>
<td>P#1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examination / Submission of Plans and Specifications (subject to: DCNLSSR, Part I, rule (10))</td>
<td>P#4</td>
<td>P#4</td>
<td>P#4</td>
<td>P#4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Under the Arctic Shipping Pollution Prevention Regulations, an Arctic Pollution Prevention Certificate may be issued by a surveyor working exclusively for the following Classification Societies to the owner or Master of a ship that is in non-Canadian waters:

- American Bureau of Shipping,
- Bureau Veritas,
- Det Norske Veritas,
- Germanischer Lloyd,
- Lloyd's Register of Shipping,
- Nippon Kaiji Kyokai,
- Register of Shipping of the USSR,
- Registro Italiano Navale,
- Polski Rejestr Statkow, or
- Registrul Naval Roman.
#1: Under the Canada Shipping Act, the Board of Steamship Inspection may accept plans and specifications that have already been examined by an approved Classification Society, if the plans and specifications meet the requirements of the OPPR.

(1) Subject to subsection (2), the owner of every Canadian oil tanker of 150 tons gross tonnage or more, and of every other Canadian ship of 400 tons gross tonnage or more, who builds, fits out or carries out major repairs on the ship shall so in accordance with the plans and specifications required under this section, and shall submit to the Board four copies of those plans and specifications describe in the OPPR.

(2) The owner of an oil tanker need not submit the plans and specifications for equipment referred to in OPPR or fit that equipment on the oil tanker if she complies with the requirement specified in OPPR.

#2: Every foreign ship to which the Pollution Convention ROes not apply shall be inspected in accordance with the “Dangerous Chemicals and Noxious Liquid Substances Regulations” by a steamship inspector or by an exclusive surveyor to an approved Classification Society. TCMS will issue the certificate.

#3: The certificate is issued by TCMS based on the fact that the condition of the hull, anchoring equipment and machinery has been accepted on the basis of a signed report issued by an exclusive surveyor of the recognized Classification Society. Mandatory requirements are stipulated in the “Classed Ship Inspection Regulations, 1988”.

#4: The owner of a ship that is built on or after July 1, 1986 or that is transferred to Canadian registry after the coming into force of these Regulations, and that carries a Category A, B, C or D noxious liquid substance shall be equipped and built in accordance with the Standards specified in the DCNLSR and shall submit to the Board four copies of the plans and specifications for the ship described in the regulation.

The Board may accept plans and specifications related to the above type of ship, that have already been examined by an approved Classification Society, if the plans and specifications meet the requirements of the Dangerous Chemical and Noxious Liquid Substances Regulations.

The following is a list of authorizations granted to those Societies who have signed Agreements with Transport Canada. Any exceptions for particular societies are noted. As previously mentioned, implementation of these authorizations is only permitted for those Societies who have satisfactorily demonstrated their competency to carry out the delegated functions.

MARPOL 73/78
Enhanced surveys of tankers as per A.746 (18) (Full) / Valid for and (GL), only.

Enhanced surveys of tankers and bulk carriers as per A.746 (18) and A.744 (18) (Full) / Valid for (DNV), (LR) and (ABS), only.

Accommodation for Crew
Examination of proposed location and general arrangement of crew accommodation and subsequent inspection, other than that required under the Marine Occupational Safety and Health Regulations.
Approvals

This authorization covers the power of approval of drawings and specifications directly related to the issue of the certificates and Documentation required by Statute, regulation, the conventions and other instruments listed above.

Other applications:

This authorization also extends to the:

- approval of material used in the construction of the hull, main and auxiliary machinery and other equipment,
- approval of stability Documentation,
- approval of strength Documentation,
- approval of calculations, and
- approval of procedures, plans, manuals, etc. (other than a SOPEP)

as related to the certificates and other Documentation required by Statute, Regulation, the conventions and other instruments listed above subject to the conditions shown below being met.

Material or Equipment not delegated

Products, equipment and material currently approved by TCMS are not included in this delegation.

Further, for other material or equipment that:

- is of a novel nature, where specifications or testing requirements are not fully developed or internationally agreed upon, or where experience of their usage is limited;
- has been subjected to significant design changes resulting from in-service experience; or

TCMS reserves the right to be consulted before accepting any approval issued by the Recognized Organization for any such item intended to be fitted on board a Canadian ship.
16.8 Status of DSIP Authorization Appendix DSIP-H

Delegated Statutory Inspection Programme

The OPI, Quality Assurance, is responsible for maintaining the status up-to-date, and for notifying by AMSE, AMSEA, and the DSIPLOs by e-mail. In addition, he shall ascertain that the status is up-to-date on the Internal website.

The updated status can be found at the following Internal Website address:

http://tcinfo/marinesafety/ManagementSystem/Policy/DSIP.htm

2004-07-30

RDIMS #691850, v.8

Under DSIP

STATUS OF DELEGATION OF STATUTORY INSPECTION AUTHORITY (under DSIP)

American Bureau of Shipping (ABS)

Authorized to inspect and certify *convention, new construction and existing vessels.*

RDIMS # 535839

RDIMS# 840188

Bureau Veritas (BV)

Authorized to inspect and certify *new construction and existing vessels.*

RDIMS # 451454

Det Norske Veritas (DNV)

Authorized to inspect and certify *new construction and existing vessels.*

RDIMS # 404639

Germanischer Lloyd (GL)

Authorized to inspect and certify *convention, new construction and existing convention vessels.*

RDIMS # 683732

RDIMS # 804363

Lloyd's Register (LR)

Authorized to inspect and certify new and existing vessels.

Current policy directions

- For passenger vessels, the authorization is for hull and machinery inspections only, and the certificates will be issued by Transport Canada, only after the
receipt of a satisfactory report on the hull and machinery inspection from the authorized organization.

- An existing vessel of foreign registry upon registration or listing under the Canada Shipping Act, shall have a first inspection as required by the Act and Regulations by Transport Canada Marine Safety Marine Inspectors, and the vessel may only become eligible for application into the Delegated Statutory Inspection Programme at the next survey, i.e., one year later.

1 For new vessels (including additional types), Marine Safety is awaiting receipt of an acceptable "gap analysis".

2 The restriction is to convention vessels at GL's request.

Case-by-case

The purpose of this section is to clarify the existing process for delegation of statutory inspections primarily under sections 318 and 319 of the Canada Shipping Act (Act) (R.S., 1985, c. S-9, as amended from time to time). These are the primary authorities under which case-by-case is used for new construction and out-of-country inspection with each recognized classification society. This avenue is open to a ship owner when the agreement under the Delegated Statutory Inspection Programme (DSIP) is not fully activated with its choice of recognized classification society.

The case-by-case basis process is used to deal with new construction vessels whether constructed within or outside of Canada. This process requires the approval by a "Board Decision" that would be submitted by the Regional Director of the principal operational region of the proposed vessel, and is based on a negotiation of activities delegated. This process is applied uniformly to each ship owner and society, and applies until full activation of an agreement under the DSIP. It is offered so as to promote the use of delegation in our joint goals with industry to minimize duplication of activities, to maximize our partnerships and obtain flexibility in approach.

(RDIMS links to #784500 (LR), #815112 (ABS), #823800 (GL) and #821150 (TCMS)).
16.9 Delegation of Canadian Passenger and Passenger Ro-Ro Ships - Appendix DSIP-I

Delegated Statutory Inspection Programme

The following tables indicate the delineation of responsibilities between TCMS and ROs during annual inspections of Canadian registered passenger ships participating in the Delegation of Statutory Inspection Programme (DSIP).

<table>
<thead>
<tr>
<th>Inspection Items</th>
<th>TCMS Responsibilities</th>
<th>RO Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any changes affecting Safety Certificates in the last 12 months</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Review of any event in the last 12 months involving general accidents or discharge of a fixed fire fighting system or marine occurrences</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Safety Documentation</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Portable extinguishers, non-portable extinguishers and foam applicators</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Fireman outfits</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Hazardous shipboard stores</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Notices and instructions for passengers and crew</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>General electrical safety issues, insulated matting around switchboards</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Inflatable life rafts and hydrostatic release servicing</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Life raft launching appliances</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Lifejackets</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Lifebuoys, immersion suits and thermal protective aids</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Certified lifeboat persons</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Safety of navigation</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Bridge distress signals</td>
<td>All aspects</td>
<td>No</td>
</tr>
</tbody>
</table>
## TCMS RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Inspection Items</th>
<th>TCMS Responsibilities</th>
<th>RO Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shallers and drills</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Pilot ladders</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Mechanical pilot hoist</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Radio certification</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Free standing machines, securing and wiring issues, vending machines, massage chairs</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>One-arm bandits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bilge pumping</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Cross levelling and dumping arrangements</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Stability and operating practice</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Emergency steering</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Ro-Ro ventilation and dampers</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Accommodation ventilation and dampers</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Fire doors in ‘A’ and ‘B’ class bulkheads</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Oil fuel tank valve quick closing gear, machinery space ventilation shut ROwn and fuel pump stops</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Overall structural fire protection. Integrity of fire boundaries</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Means of escape</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Fire detection system</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Smoke detection system (extraction type)</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Manual alarm system</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>General alarm and PA system</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>(Ro-Ro) Carriage of dangerous goods</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Control of replacement low flame spread materials and flammables, carpets etc.</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Lifts alarms and safeguards</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Passenger elevators, escalators, dumb waiters</td>
<td>All aspects</td>
<td>No</td>
</tr>
</tbody>
</table>
## TCMS RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Inspection Items</th>
<th>TCMS Responsibilities</th>
<th>RO Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifts alarms and safeguards</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Passenger elevators, escalators, dumb waiters</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Special electrical fixtures in Ro-Ro spaces</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Canadian Oil Pollution Prevention Certificate (SIC 41)</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Guardrails and gangways</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>Roll suppression, cross dumping and down flooding and indicators, etc.</td>
<td>All aspects</td>
<td>No</td>
</tr>
<tr>
<td>CCTV, indicator lights and water detection associated with shell doors</td>
<td>All aspects</td>
<td>No</td>
</tr>
</tbody>
</table>
### RO RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Inspection Items</th>
<th>TCMS Responsibilities</th>
<th>RO Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watertight/weather tight integrity of hull, decks and superstructure</td>
<td>No</td>
<td>All aspects</td>
</tr>
<tr>
<td>Ballast stowage</td>
<td>No</td>
<td>All aspects</td>
</tr>
<tr>
<td>Watertight bulkheads</td>
<td>No</td>
<td>All aspects</td>
</tr>
<tr>
<td>Manhole covers, securing of portable plates</td>
<td>No</td>
<td>All aspects</td>
</tr>
<tr>
<td>Shell openings, bow, stern doors, side doors, deadlights, and windows</td>
<td>No</td>
<td>All load line aspects</td>
</tr>
<tr>
<td>Sounding pipes</td>
<td>No</td>
<td>All aspects</td>
</tr>
<tr>
<td>Load line and draught marks</td>
<td>No</td>
<td>All aspects</td>
</tr>
<tr>
<td>Propulsive machinery systems</td>
<td>No</td>
<td>All aspects</td>
</tr>
<tr>
<td>Main and auxiliary electrical system except emergency steering</td>
<td>No</td>
<td>All aspects</td>
</tr>
<tr>
<td>Draft stops, smoke holes, etc.</td>
<td>No</td>
<td>All aspects</td>
</tr>
<tr>
<td>Insulation testing, (required yearly)</td>
<td>No</td>
<td>All aspects</td>
</tr>
<tr>
<td>Ro-Ro internal ramps integral with deck structure</td>
<td>No</td>
<td>All aspects</td>
</tr>
<tr>
<td>International Oil Pollution Prevention Certificate (SIC 40)</td>
<td>No</td>
<td>All aspects</td>
</tr>
<tr>
<td>Tackle</td>
<td>No</td>
<td>All aspects</td>
</tr>
</tbody>
</table>
## SHARED RO and TCMS RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Inspection Items</th>
<th>TCMS Responsibilities</th>
<th>RO Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Means of isolation of valves at watertight bulkheads to prevent progressive flooding</td>
<td>Operational functionality of closure and extended spindles</td>
<td>Overall integrity</td>
</tr>
<tr>
<td>Watertight doors and alarms</td>
<td>Operational tests from all positions.</td>
<td>Hydrostatic integrity</td>
</tr>
<tr>
<td>Emergency electrical system – UPS Transitional source of power</td>
<td>Operational functionality only</td>
<td>All other aspects</td>
</tr>
<tr>
<td>Pumps, fire-main, hydrants, hoses, etc.</td>
<td>Operational functionality</td>
<td>Survey of pumps and overall fire main integrity</td>
</tr>
<tr>
<td>Maintenance of fixed fire extinguishing and protection system</td>
<td>Annual audit of service agent during inspection.</td>
<td>No, except for changes</td>
</tr>
<tr>
<td>Sprinkler system, drencher (deluge) systems</td>
<td>Everything downstream of the pump discharge flange. Crew performance</td>
<td>5-year survey of the pump, sprinkler tank</td>
</tr>
<tr>
<td>Survival craft, rescue boat, MECs, associated launching, and embarkation arrangements, recovery appliances</td>
<td>All other aspects</td>
<td>Foundations and surrounding structure</td>
</tr>
<tr>
<td>Signalling apparatus and International Collision Regulations</td>
<td>All operational aspects</td>
<td>All other aspects</td>
</tr>
<tr>
<td>Navigation lights</td>
<td>All operational aspects</td>
<td>All other aspects</td>
</tr>
<tr>
<td>Ro-Ro hanging car decks and ramps</td>
<td>All operational aspects</td>
<td>Strength aspects</td>
</tr>
<tr>
<td>Means of drainage from Ro-Ro decks</td>
<td>Ability to drain</td>
<td>All other aspects</td>
</tr>
</tbody>
</table>
16.10 Data for New Building Appendix DSIP-K

Delegated Statutory Inspection Programme

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SIRS FIELD IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the ship</td>
<td>1A0010</td>
</tr>
<tr>
<td>Type of ship</td>
<td>1A0110</td>
</tr>
<tr>
<td>Owner/agent of the ship and address</td>
<td>1A0070</td>
</tr>
<tr>
<td>Builder</td>
<td>Entered by System Administrator</td>
</tr>
<tr>
<td>Registered dimensions (L x B x D)</td>
<td>10A0080</td>
</tr>
<tr>
<td>Gross and registered tonnage</td>
<td>1A0090</td>
</tr>
<tr>
<td>Propulsion power of ship</td>
<td>1B0060</td>
</tr>
<tr>
<td>Date/place keel laid</td>
<td>1E0060</td>
</tr>
<tr>
<td>Date/place ship completed</td>
<td>1E0060 (same entry as previous item)</td>
</tr>
<tr>
<td>Date/place ship modified</td>
<td>1E0070</td>
</tr>
<tr>
<td>Propeller Type/ Dia/ Max RPM</td>
<td>1B0380</td>
</tr>
<tr>
<td>Hull/Project number</td>
<td>Entered by System Administrator</td>
</tr>
<tr>
<td>Other identifier number</td>
<td>Entered by System Administrator</td>
</tr>
<tr>
<td>Other identifier description</td>
<td>Entered by System Administrator</td>
</tr>
<tr>
<td>Ship status</td>
<td>Entered by System Administrator</td>
</tr>
<tr>
<td>Official number</td>
<td>Detail Screen</td>
</tr>
<tr>
<td>IMO number</td>
<td>Entered by System Administrator</td>
</tr>
<tr>
<td>Year of build</td>
<td>1E0060</td>
</tr>
<tr>
<td>Material of construction (hull, superstructure)</td>
<td>1E0090</td>
</tr>
<tr>
<td>Sister ship</td>
<td>Entered by System Administrator</td>
</tr>
<tr>
<td>Classification Society</td>
<td>1A00A0</td>
</tr>
<tr>
<td>Delegated to classification</td>
<td>Handover Inspection</td>
</tr>
<tr>
<td>Class/Limit of voyage</td>
<td>2I0050</td>
</tr>
<tr>
<td>Total marine crew/ officers</td>
<td>2I0070</td>
</tr>
<tr>
<td>Total unberthed passengers</td>
<td>2I0100</td>
</tr>
<tr>
<td>Total berthed passengers</td>
<td>2I0090</td>
</tr>
<tr>
<td>List of certificates issued by the RO, TCMS, date of issuance and expiry date</td>
<td>Certificate Section – SIC00 should be filled out.</td>
</tr>
<tr>
<td>Outstanding remarks</td>
<td>Remarks Section</td>
</tr>
<tr>
<td>Board Decisions and exemptions</td>
<td>Remarks Section</td>
</tr>
<tr>
<td>Incidents and damage</td>
<td>Remarks Section</td>
</tr>
<tr>
<td>Date and place of the first inspection and body that carried out the survey</td>
<td>1A0020</td>
</tr>
<tr>
<td>Whether the ship is federal government owned</td>
<td>1A0130</td>
</tr>
<tr>
<td>Port of registry</td>
<td>2I0010</td>
</tr>
</tbody>
</table>