



RULES

PUBLICATION 97/P

TRANSFER OF CLASS and ADDING, ASSIGNING, MAINTAINING or WITHDRAWING DOUBLE or DUAL CLASS

April
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Publications P (Additional Rule Requirements) issued by Polski Rejestr Statków complete or extend the Rules and are mandatory where applicable.

GDAŃSK

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1 TRANSFER OF CLASS

1.1 Application

The present Publication contains procedures and requirements relating to transfer of class from one Society to another Society and is applicable, unless stated otherwise, to ships of over 100 GT of whatever type, self propelled or not, operated in restricted or unrestricted areas, except inland waterways vessels.

The obligations of this paragraph apply to Classification Societies recognized by European Union or Classification Societies which are subject to verification of compliance with QSCS, for the vessels reported as compliant by the Losing Society.

1.2 Definitions

At ship's delivery – a stage at which the new construction survey process is completed, the First Certificate of Class is delivered and the ship has not departed from the yard.

'Compliant' ship – a ship classed with a Classification Society subject to verification of compliance with QSCS and in full compliance with all applicable and relevant IACS Resolutions.

Conditions of Class – requirements to the effect that specific measures, repairs, surveys etc. are to be carried out within a specific time limit in order to retain class.

First Certificate of Class – the Temporary Certificate of Class or the Certificate of Class.

Gaining Society – a Classification Society, which accepts a ship for its classification only after all overdue surveys, overdue conditions of class previously issued against the ship have been completed by or dealt with as specified by the losing Society.

Temporary Certificate of Class – the certificate issued immediately upon completion of the survey of the ship to enable her to trade while the report of the classification surveys is processed by the gaining Society pursuant to issuing its Certificate of Class.

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

Outstanding – still to be dealt with.

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

1.3 Procedural Requirements

1.3.1 Obligations of the Gaining Society and Reporting

1.3.1.1 Whenever a Society is requested by an Owner to accept an existing ship into class, the gaining Society is to immediately notify the Owner in writing that:

- .1 the relevant surveys specified in *the Rules for the Classification and Construction of Seagoing Ships, Part I – Classification Regulations*, paragraph 4.3.3 are required to be satisfactorily completed for entry into class;
- .2 a *Temporary Certificate of Class* can be issued only after the gaining Society has completed:
 - (i) all overdue surveys and
 - (ii) all overdue conditions of class previously issued against the ship as specified to the Owner by the losing Society;

- .3 for ships of 15 years of age and over¹, the *Temporary Certificate of Class* can be issued only after the losing Society has completed:
 - (i) all overdue surveys and
 - (ii) all overdue conditions of class previously issued against the ship.
- .4 any outstanding conditions of class are to be dealt with by their due dates;
- .5 the principles given in subparagraphs .1, .2 and .3 above apply to any additional conditions of class issued against the ship arising from surveys which were not included in the Initial Survey status provided to the gaining Society by the losing Society because the surveys were carried out in close proximity to the request for transfer of class. Such additional conditions of class if received after the issuance of the *Temporary Certificate of Class* by the gaining Society and which are overdue are to be dealt with at the first port of call by the relevant Society depending on the age of the ship;
- .6 copies of the plans listed in *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.2 are to be provided to the gaining Society as a prerequisite to obtaining a *Certificate of Class*.

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

1.3.1.2 Prior to issuing the *Temporary Certificate of Class* the gaining Society is to obtain:

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

1.3.1.3 Within two (2) working days of receipt of a written request from the Owner for transfer of class at a Society's Head Office or one of its designated control or management centres, the gaining Society is to notify the losing Society of the requested transfer of class using the Form G, given in Annex 1 with Part A completed and enclosing the Owner's authorisation for release of the survey status. If the gaining Society does not receive the classification survey status from the losing Society within three (3) working days of the request, the gaining Society may utilise the losing Society's survey status information provided by the Owner and, after complying with other relevant requirements of the present Publication, may issue a *Temporary Certificate of Class*. In such case, a statement is to be included in or with the *Temporary Certificate of Class* reminding the Owner that the conditions specified in 1.3.1.1 are still applicable.

1.3.1.4 The gaining Society is not to issue the *Temporary Certificate of Class* or other documents enabling the ship to trade:

- .1 until all overdue surveys and all overdue conditions of class previously issued against the subject ship as specified to the Owner by the losing Society, have been completed and rectified by:
 - (a) the gaining Society, for ships less than 15 years of age;
 - (b) the losing Society, for ships 15 years of age and above; and
- .2 until all relevant surveys specified in *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.3 have been satisfactorily completed; when facilities are not available in the first port of survey, a *Temporary*

¹ To be calculated from the date of delivery to the date when the request for class was received.

Certificate of Class may be issued to allow the ship to undertake a direct voyage to a port where facilities are available to complete the surveys required in *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.3. In such case the surveys specified in *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.3 are to be carried out to the maximum extent practicable at the first port of survey, but in no case less than the scope of Annual Hull Survey and Machinery Survey as required in *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.3.2;

- .3 before giving the opportunity to the Flag Administration to provide any further instructions within three (3) working days.

1.3.1.5 The validity of the *Temporary Certificate of Class* and the subsequent *Certificate of Class* is subject to any outstanding conditions of class previously issued against the ship being completed by the due date and as specified by the losing Society. Any outstanding conditions of class with their due dates are to be clearly stated on the:

- .1 *Temporary Certificate of Class* or and/or class survey record available on board; and
- .2 Survey status when the *Certificate of Class* is issued.

1.3.1.6 The gaining Society is, within one (1) month from issuing its *Temporary Certificate of Class*, including a *Temporary Certificate of Class* issued according to 1.3.4.2, , to advise the losing Society of the date of issuing this certificate and confirm the date, location and action taken to satisfy each overdue survey and overdue condition of class, if any, issued against the subject ship as specified to the Owner by the losing Society. The report Form G, given in Annex 1, with Parts A and B duly completed is to be used.

1.3.1.7 Any additional information regarding outstanding surveys or conditions of class received from the losing Society in accordance with 1.3.2.3 is to be dealt with in accordance with 1.3.1.4 and 1.3.1.5, as applicable, and reported to the losing Society using Form G, given in Annex 1 with Part B-1 duly completed within one (1) month from the completion of the survey. If this additional information is received after the *Temporary Certificate of Class* has been issued, any surveys or conditions of class which are overdue are to be dealt with at the first port of call:

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

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

1.3.1.8 Prior to final entry into class, the gaining Society's obligation is:

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

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

1.3.1.10 Within one (1) month from the date of final entry into class, the gaining Society is to dispatch Form G, given in Annex 1, with Parts A, B, B-1 (when applicable) and C duly completed, to the losing Society. In cases where the losing Society has reported conditions of class on the ship,

the gaining Society is to provide to the losing Society, together with Form G, an itemised list of actions taken with the date and location and actions to be taken, to satisfy each condition of class. The gaining Society is to confirm in writing the date of final entry into class to the Flag Administration within one (1) month from the date of final entry into class.

1.3.1.11 The reporting by the gaining Society to the losing Society required in 1.3.1.6, 1.3.1.7 and 1.3.1.10 is to be done in accordance with the Harmonisation of Reporting, presented in Annex 2.

1.3.2 Obligations and Reporting of the Losing Society.

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

1.3.2.2 The losing Society:

- .1** Within two (2) working days of receipt of a written request at its Head Office or one of its designated control or management centres, is to notify the gaining Society the latest class details in its possession including a full list of overdue surveys and conditions of class – with the respective due dates – issued against the subject ship. For ships under Enhanced Survey Programme, the following documentation is also to be provided:
 - (i) the most recent *Executive Hull Summary Reports*;
 - (ii) any available *Survey Planning Document* for the forthcoming Class Renewal or Intermediate Survey, regardless of whether the gaining Society intends to credit or not class entry surveys as Periodical Surveys for maintenance of classification.

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

- .2** Is obliged to make available, within one (1) month of the receipt of the request referred to in .1 above, all class survey records including thickness measurements reports from the last class renewal survey and in addition, any subsequent thickness measurements including areas with substantial corrosion, to the gaining Society for record review and relevant reporting, to the extent this information is in the possession of the losing Society, to enable the gaining Society to retain the *Ship's Records* as outlined in Annex 3, in accordance with 1.3.1.8.
- .3** Alternatively to .2 above, upon request is obliged to provide, within one (1) month of the receipt of the request referred to in .1, a copy of all class survey records including thickness measurement reports from the last class renewal survey and in addition, any subsequent thickness measurements including areas with substantial corrosion, to the gaining Society, to enable the gaining Society to retain the *Ship's Records* as outlined in Annex 3, in accordance with 1.3.1.8. These survey records will be transferred electronically if electronic files are available.
- .4** Is also to submit, within one (1) month of the receipt of the request referred to in .1 above, any *Ship's Records* regarding class items (see Annex 3) available from previous transfers of class performed after 1 July 2001.

1.3.2.3 The losing Society has one (1) month from issuance of its survey status to the gaining Society as per 1.3.2.2 to forward to the gaining Society the following :

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

1.3.2.3 bis The losing Society is to forward to the gaining Society:

- .1 the standard structural diminution allowances which were applying to the ship, by dispatching Form 651L in Annex 1 with Parts A and A-1 (when applicable) duly completed, within five (5) working days from receipt of the request for transfer of class from gaining Society;
- .2 the UR-S 19/31 assessment reports (when applicable) within twelve (12) working days from the receipt of the request for transfer of class from gaining Society;

1.3.2.3 ter For CSR ships, the Owner is to submit to PRS plans showing, for each structural element, both as-built and renewal thicknesses and any thicknesses for "voluntary addition".

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

1.3.2.5 Should the losing Society, upon receiving information from the gaining Society pursuant to the disposition of the transfer of class, have clear grounds for believing that the gaining Society did not fulfil its obligations as specified in 1.3.1, the losing Society is to notify the gaining Society of its concerns and attempt to resolve any differences.

1.3.2.6 Societies who had classed the ship prior to the losing Society have the same obligations as the losing Society which are specified in 1.3.2.2.2 or 1.3.2.2.3, if so requested by the gaining Society, in accordance with 1.3.1.9.

1.3.3 Transfer of Class at Ship's Delivery

1.3.3.1 Application

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

1.3.3.2 Obligations and Reporting of the Gaining Society

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

- .1 any outstanding conditions of class are to be dealt with by their due dates;
- .2 copies of the plans listed in *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.2 are to be provided to the gaining Society as a prerequisite to obtaining a *Certificate of Class*.

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

1.3.3.2.2 Prior to issuing a Temporary Certificate of Class on the date of the ship's delivery, the gaining Society is to obtain:

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

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

If the gaining Society does not receive the above documents from the losing Society on the date of the ship's delivery, the gaining Society may utilise the losing Society's said documents provided by the Owner and, after complying with the other relevant requirements of the present Publication, may issue a *Temporary Certificate of Class* on the date of the ship's delivery. In such cases, a statement is to be included in or with the *Temporary Certificate of Class* issued by the Gaining Society reminding the Owner that the conditions of 1.3.3.2.1 are still applicable.

1.3.3.2.4 The gaining Society is not to issue a *Temporary Certificate of Class*, or other documents enabling the ship to trade:

- .1 until all relevant surveys specified in *the Rules for the Classification and Construction of Seagoing Ships, Part I – Classification Regulations*, paragraph 4.3.3 have been satisfactorily completed; and
- .2 before giving the opportunity to the Flag Administration to provide any further instruction within three (3) working days.

1.3.3.2.5 The validity of the *Temporary Certificate of Class* and the subsequent *Certificate of Class* issued by the gaining Society is subject to any outstanding conditions of class previously issued against the ship being completed by the due date and as specified by the losing Society. Any outstanding conditions of class with their due dates and information normally contained in the classification status are to be clearly stated on the:

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

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

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

1.3.3.2.8 The reporting by gaining Society to losing Society required in 1.3.3.2.7 is to be done in accordance with the Harmonisation of Reporting, presented in Annex 2.

1.3.3.3 Obligations and Reporting of the Losing Society

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

1.3.3.3.2 The losing Society has one (1) month from issuance of its first *Certificate of Class* to the gaining Society to forward to the gaining Society the structural diminution allowances which were applying to the ship, by dispatching Form L, given in Annex 1 with Parts A and A-1 duly completed.

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

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

1.3.4 Other Requirements

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

1.3.4.2 As the ship may be laid up, the gaining Society is to check the classification status from the previous Society in order to verify if requirements of 1.3 are applicable.

1.3.4.3 Any differences which cannot be settled mutually between the gaining and losing Societies, are to be solved under the IACS Procedures, Volume 3, Annex 4 "IACS Procedure for handling a complaint".

1.4 Technical Requirements

1.4.1 Plans and Information

The gaining Society is to request copies of plans showing the main scantlings and arrangements of the actual ships and machinery, together with any proposals for alterations being dealt with, from the Owner. Receipt of plans listed in *the Rules for the Classification and Construction of Sea-going Ships, Part I, Classification Regulations*, paragraph 4.3.2, or equivalent, alternative technical data in lieu of specific plans or items, is to be identified to the Owner as a prerequisite to issuance of the *Certificate of Class* by the gaining Society.

However, having made a good faith effort to obtain the information, if it proves not practicable to acquire certain plans as listed in *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.2, or equivalent alternative technical data, the gaining Society may issue the *Certificate of Class* provided that its classification records document that the ship is being accepted into class on the basis of a recorded internal review of the circumstances prevailing with respect to availability of plans.

1.4.2 Class Entry Surveys

Notwithstanding the records indicating that all surveys are up-to-date, a class entry survey is to be held by the gaining Society, the minimum extent of which is to be based on the age of the ship and the losing Society's class status as stated in *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.3.

1.5 Plans to be submitted by the Owner to the Gaining Society

The scope of required technical documentation is stated in *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.2.

2 ADDING, ASSIGNING, MAINTAINING OR WITHDRAWING DOUBLE OR DUAL CLASS

2.1 Application

The present *Publication* contains procedures and requirements relating to adding, assigning, maintaining or withdrawing a double or dual class and is applicable, unless stated otherwise, to ships of over 100 GT of whatever type, self-propelled or not, restricted or unrestricted service, except inland waterways vessels.

The obligations of this paragraph apply to Classification Societies recognized by European Union or Classification Societies which are subject to verification of compliance with QSCS, for the vessels reported as compliant by the Losing Society.

2.2 Definitions

Compliant – ship means a ship classed **by** a Classification Society subject to verification of compliance with QSCS and in full compliance with all applicable and relevant IACS Resolutions.

Conditions of Class – requirements to the effect that specific measures, repairs, surveys etc. are to be carried out within a specific time limit in order to retain class.

Double class ship – a ship which is classed by two Societies and where each Society works as if it is the only Society classing the ship, and does all surveys in accordance with its own requirements and schedule. Refer also to *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 8.2.

Dual class ship – a ship which is classed by two Societies between which there is a written agreement regarding sharing of work. Refer also to *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 8.1.

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

Outstanding – still to be dealt with.

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

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

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

Temporary Certificate of Class – the certificate issued immediately upon completion of the survey of the ship to enable her to trade while the report of the classification surveys is processed by the gaining Society pursuant to issuing its *Certificate of Class*.

Withdrawing Society – a Society which withdraws its class to an existing ship in class under double or dual class arrangement.

2.3 Adding Class of a Second Society to a Ship Classed by First Society

2.3.1 Obligations of the Second Society

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

- .1 the second Society only accepts a ship that is free from any overdue surveys or conditions of class;
- .2 the Owner is to inform the first Society of his request made to the second Society;
- .3 the Owner is to authorise the first Society to submit to the second Society its current classification status and documents as listed in Annex 3 for information and use by second Society in conducting its class entry surveys;
- .4 when the Owner decides to leave the double or dual class arrangement and prior to withdrawing from the class of one of two Societies, the Owner is to inform the Societies of his intended actions;
- .5 when the Owner is advised that one of the Societies involved in double or dual class arrangement suspends or withdraws class, the Owner is to inform the remaining Society of the action taken by the other Society without delay;
- .6 copies of the plans listed in *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.2 are to be provided to second Society as a prerequisite to obtaining a *Certificate of Class*. If the Owner is unable to provide all of the required plans, the second Society is to request that the Owner authorise the first Society to transfer copies of such of these plans as it may possess directly to the second Society upon request from the second Society, with the advice that the first Society will invoice the second Society and the second Society may, in turn, charge the associated costs to the Owner.

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

2.3.1.3 Prior to issuing a *Temporary Certificate of Class*, the second Society is to:

- .1 obtain from the Owner, a written application for entry into the second Society's class, containing an authorisation for the second Society to obtain the current classification status from the first Society;
- .2 obtain the current classification survey status from the Head Office of the first Society or one of its designated control or management centres;
- .3 for double class: carry out its class entry survey in accordance with the requirements of *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.3, taking account of the conditions of class in the status provided by the first Society;
- .4 for dual class: carry out an Initial Survey having the scope of an Annual Survey as a minimum.

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

Any additional information regarding outstanding surveys or conditions of class received from the first Society in accordance with 2.3.2.2 is to be taken into account in accordance with 2.3.1.3.3, as applicable, and reported to the first Society using the Form G, given in Annex 1 with Part B-1 duly completed within one (1) month from the completion of the survey.

2.3.1.5 Prior to final entry into the second Society's class, the second Society is obliged to:

- .1 carry out and document the review of class survey records, of the first Society, an authorised person considering the items specified in Annex 3;
- .2 obtain plans and information in accordance with the requirements of *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.2.

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

2.3.2 Obligations of the First Society

2.3.2.1 The first Society:

- .1 within two (2) working days of receipt of a written request at its Head Office or one of its designated control or management centres is to notify the second Society the current classification status including a full list of surveys and conditions of class. The most recent executive hull summary reports and survey planning document for the commenced Class Renewal Survey for ships under Enhanced Survey Programme are also to be provided. In cases where the class status is received in a language not readily understood by the second Society or contains vague or unclear descriptions, the first Society is to provide additional detailed information in the English language on request of the second Society.

The first Society is obliged to advise the second Society of the possibility of further conditions of class arising from surveys, which the first Society knows have been carried out but for which reports have not yet been received. The report Form L in Annex 1 with Part A completed is to be used by the first Society to report on the class status; details may be amplified, if necessary, in accompanying documents;

- .2 is obliged to make available, within one (1) month of receipt of request referred to in .1, all class survey records to the second Society for record review and relevant reporting, to the extent this information is in possession of the first Society, to enable the second Society to retain the vessel's records outlined in Annex 3, in accordance with 2.3.1.5.1 of the present Publication;
- .3 alternatively to .2 above, upon request, is obliged to provide, within one (1) month of receipt of the request referred to in .1, a copy of all the class survey records to the second Society, to enable the second Society to retain the vessel's records outlined in Annex 3, in accordance with 2.3.1.5.1 of the present *Publication*. These survey records will be transferred electronically if electronic files are available;
- .4 is also to submit, within one month of receipt of the request referred to in .1 above, any vessel's records regarding class items (see Annex 3) available during the present class and from prior transfers of class performed after 1 July 2001.

2.3.2.2 The first Society has one month from issuance of its classification status to the second Society as per 2.3.2.1 to forward to the second Society the following:

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

2.4 Adding Class of a Second Society to a Ship Classed by First Society at Ship's Delivery

2.4.1 Application

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

2.4.2 Obligations and Reporting of the Second Society

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

- .1 the Owner is to inform the first Society of his request to the second Society;
- .2 the Owner is to authorise the first Society to submit to the second Society its Certificate of Class;
- .3 when the Owner decides to leave the double or dual class arrangement and prior to withdrawing from the class of one of two Societies, the Owner is to inform the Societies of his intended actions;
- .4 when the Owner is advised that one of the Societies involved in double or dual class arrangement suspends or withdraws class, the Owner is to inform the remaining Society of the action taken by the other Society without delay;
- .5 copies of the plans listed in *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.2 are to be provided to the second Society as a prerequisite to obtaining a full term *Certificate of Class*. If the Owner is unable to provide all of the required plans, the second Society is to request that the Owner authorise the first Society to transfer copies of such of these plans as it may possess directly to the second Society upon request from the second Society, with the advice that the first Society will invoice the second Society and the second Society may, in turn, charge the associated costs to the Owner.

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

2.4.2.3 Prior to issuing a *Temporary Certificate of Class* on the date of the ship's delivery, the second Society is to:

- .1 obtain from the Owner, a written request for entry into second Society's class at ship's delivery, containing an authorisation for second Society to obtain a copy of the first *Certificate of Class*, from the first Society;
- .2 obtain the first *Certificate of Class* from the Headquarters of the first Society or one of its designated control or management centres or from the attending Surveyor at the shipyard, including any outstanding conditions of class and information normally contained in the classification status;
- .3 carry out and satisfactorily complete all relevant surveys specified in *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.3.

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

2.4.2.5 Prior to final entry into the second Society's class, the second Society is obligated to obtain plans and information in accordance with the requirements of *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.2.

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

2.4.3 Obligations and Reporting of the First Society

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

2.4.3.2 The first Society has one month from issuance of its *Certificate of Class* to the second Society to forward to the second Society the structural diminution allowances which were applying to the ship, by dispatching Form L, given in Annex 1 with Parts A and A-1 duly completed.

2.5 Assigning and Maintaining Class in a Double or Dual Class Arrangement

2.5.1 Double Class

2.5.1.1 Each Society acts independently while an existing vessel or a vessel under construction is in double class. Refer also to *the Rules for the Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 8.2.

2.5.2 Dual Class

2.5.2.1 In case of an existing vessel:

- .1 each Society acts on behalf of the other Society in accordance with the bilateral agreement adopted by the two Societies. This agreement shall clearly define the scope of work of each Society.
- .2 each Society is to review whether the work undertaken by other Society on its behalf has been completed as agreed.

2.5.2.2 In case of a vessel under construction:

- .1 each Society acts on behalf of the other Society in accordance with the trilateral agreement adopted by the two Societies and the shipyard. This agreement shall clearly define modalities such as submission of plans, rules to be applied, harmonizing and resolution of plan approval comments between societies;
- .2 each Society is to perform review and approval of plans as appropriate in accordance with the trilateral agreement;
- .3 each Society is to perform the survey during fabrication, construction and testing of the vessel in accordance with the trilateral agreement, and/or the bilateral agreement adopted by the two Societies, if any;
- .4 each Society is to share information and records related to new construction such as plan approval including following up and closing of comments imposed, surveys, inspection, witnesses and tests etc., to perform the surveys and verify compliance with the relevant requirements; and
- .5 each Society is to issue a certificate of classification for the vessel upon satisfactory completion of new construction survey process.

2.6 Withdrawing Class of a Society from a Double Class Arrangement**2.6.1** Obligations of the Remaining Society Maintaining its Class

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

- .1 the validity of the remaining Society's Class Certificate is subject:
 - (i) for ships less than 15 years of age², to completion by the remaining Society of all overdue conditions of class of the withdrawing Society at the first port of call at which surveys can be carried out and to completion by the remaining Society of all outstanding conditions of class of the withdrawing Society by the due date;
 - (ii) for ships of 15 years of age and over, to completion by the withdrawing Society of all overdue conditions of class and to completion by the remaining Society of all outstanding conditions of class of the withdrawing Society by the due date;
- .2 the Owner is to authorise the remaining Society to request from the withdrawing Society its current classification status;
- .3 principles given in item .1 above apply to any additional conditions of class issued against the ship, which were not included in the initial survey status provided to the remaining Society by the withdrawing Society because they have arisen from the surveys carried out in close proximity to the request for withdrawal from class. Such additional conditions of class, if received after the issuance of the *Temporary Certificate of Class* by the remaining Society and which are overdue, are to be dealt with at the first port of call at which surveys can be carried out by the relevant Society, depending on the age of the ship.

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

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

2.6.1.3 Within two (2) working days of receipt of a written confirmation of intention from the Owner to withdraw from the other Society's class at the remaining Society's Head Office or at one of its designated control or management centres, the remaining Society is to request the withdrawing Society, on the basis of Owner's authorisation, to release the survey status using Form G, given in Annex 1 with its Part A duly completed and enclosing the Owner's authorisation for release of survey status. However, if the remaining Society does not receive the classification survey status from the withdrawing Society within three (3) working days from the request, the remaining Society may utilise the withdrawing Society's survey status information provided by the Owner and, after complying with the other relevant requirements of this Procedural Requirement, may confirm the validity of its *Class Certificate*.

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

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

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

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

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

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

2.6.1.8 Any additional information regarding outstanding conditions of class received from the withdrawing Society in accordance with 2.6.2.3 is to be dealt with in accordance with 2.6.1.4 and 2.6.1.5, as applicable, and reported to the withdrawing Society with Form G, given in Annex 1 with Part B-1 duly completed within one (1) month from the completion of the survey. When this additional information is received any conditions of class which are overdue are to be dealt with at the first port of call at which surveys can be carried out by the relevant Society, depending on the age of the ship. If this is not accomplished, the *Class Certificate* is to be suspended immediately, unless the Owner agrees to proceed directly, without further trading, to a suitable port where any overdue conditions of class are to be dealt with for completion.

2.6.1.9 The remaining Society is, within one (1) month of completion of a transfer of ship into single class, to dispatch Form G, given in Annex 1, with its Parts A, B, B-1 (when applicable) and C duly completed, to the TOC database and to the withdrawing Society. In cases where

the withdrawing Society has reported conditions of class on the ship, the due dates of which are yet to come, the remaining Society is to provide to the withdrawing Society, using the Form G, an itemised list of the actions taken with dates and locations and actions to be taken, to satisfy each condition of class.

2.6.1.10 The reporting by the remaining Society to the withdrawing Society required in 2.6.1.8 is to be done in accordance with the Harmonisation of Reporting, presented in Annex 2.

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

2.6.2 Obligations of the Withdrawing Society

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

2.6.2.2 The withdrawing Society:

- .1** within two (2) working days of receipt of a written request from the remaining Society at its Headquarters or one of its designated control or management centres, is to notify the remaining Society of the latest class details in its possession including a full list of overdue surveys and conditions of class – with the respective due dates – issued against the subject ship. The most recent *Executive Hull Summary Reports* and *Survey Planning Document* for the commenced Special Survey for ships under Enhanced Survey Programme, if any during the period of double class arrangement, are also to be provided. In cases where the class status is received in a language not readily understood by the remaining Society or contains vague or unclear descriptions, the withdrawing Society is to provide additional detailed information in the English language on request of the remaining Society. The withdrawing Society is obliged to advise the remaining Society of the possibility of further conditions of class arising from surveys, which the withdrawing Society knows have been carried out but for which reports have not yet been received. The report Form L, given in Annex 1, with Part A completed is to be used by the withdrawing Society to report on the class status. Details may be amplified, if necessary, in accompanying documents;
- .2** is obliged to make available, within one month of receipt of the request referred to in 2.6.2.1, all class survey records to the remaining Society for record review and relevant reporting during the period of double class arrangement to the extent this information is in the possession of the withdrawing Society to enable the gaining Society to retain the vessel's records as outlined in Annex 3, in accordance with 2.6.1.10;
- .3** alternatively to .2 above, the withdrawing Society is obliged to provide, within one month of receipt of the request referred to in .1, a copy of all class survey records to the remaining Society upon request.

2.6.2.3 The withdrawing Society has one (1) month from issuance of its survey status to the remaining Society per paragraph 2.6.2.2 to forward to the remaining Society the additional information on outstanding surveys and/or conditions of class arising from surveys performed proximate to the date of the Owner's written request to withdraw from class which were not included in the said status to the Owner, by dispatching Form L, given in Annex 1 with Part A-1 duly completed.

2.6.2.4 For ships of 15 years of age and over, the withdrawing Society is, within one (1) month from completion of any overdue conditions of class imposed by the withdrawing Society, to confirm to the remaining Society the date, location and action taken to satisfy each item. The report Form L, given in Annex 1, Part A duly completed, is to be used. The reporting by the withdrawing Society to the remaining Society is to be done in accordance with the Harmonisation of Reporting, presented in Annex 2.

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

2.6.2.6 Should the withdrawing Society, upon receiving information from the remaining Society pursuant to the disposition of the withdrawal of class, have clear grounds for believing that the remaining Society did not fulfil its obligations as specified in 2.6.1, the withdrawing Society is to notify the remaining Society of its concerns and attempt to resolve any differences.

2.7 Withdrawing Class of a Society from a Dual Class Arrangement

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

2.8 Other Requirements

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

2.8.2 Any differences, which cannot be settled mutually between the withdrawing Society and the remaining Society are to be solved under the IACS Procedures, Volume 3, Annex 4 "IACS Procedure for handling a complaint".

3 CLASS INITIAL SURVEY WHEN REQUIREMENTS OF TRANSFER OF CLASS OR ADDING, MAINTAINING OR WITHDRAWING DOUBLE OR DUAL CLASS ARE NOT APPLICABLE

3.1 Application

This Chapter contains procedures and requirements relating to the assignment of class in case when the Transfer of Class or Adding, Maintaining and Withdrawing of Dual or Double class procedures do not apply. It is applicable, unless stated otherwise, to ships of over 100 GT of whatever type, self-propelled or not, restricted or unrestricted service, except for "inland waterway" vessels.

The obligations of this Chapter apply to gaining Classification Societies recognized by European Union or other Classification Societies which are subject to verification of compliance with QSCS, for the class entry of non-compliant vessels.

3.2 Definitions

3.2.1 *Non-compliant* – ship means a ship either not classed with a Classification Society subject to verification of compliance with QSCS or not in full compliance with all applicable and relevant IACS Resolutions.

3.2.2 Temporary Class Certificate – is the certificate issued immediately upon completion of the ship survey to enable her to trade while the report of the classification surveys is being processed by PRS pursuant to issuing its full term Class Certificate.

3.2.3 Plan Appraisal – means the process of plan and document review and/or approval as required by the applicable classification Rules of PRS.

For terminology not defined in this procedure, reference shall be made to the definitions in Paragraph 1 of this Publication.

3.3 Procedural Requirements

3.3.1 Obligations and reporting of PRS

3.3.1.1 Whenever PRS is requested by an Owner to accept an existing vessel into class, PRS notifies the Owner in writing of:

- .1 the relevant surveys specified in *the Rules for Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3. that are required to be satisfactorily completed for entry into class;
- .2 the plan submittal and appraisal requirements for classification by PRS as a prerequisite to obtaining an Temporary Certificate of Class;
- .3 the requirement that a Temporary Certificate of Class can be issued only after PRS has satisfactorily completed all required plan appraisal and surveys.

3.3.1.2 Prior to issuing a Temporary Certificate of Class, the Owner PRS shall submit a written request for classing the ship.

3.3.1.3 PRS does not issue a Temporary Certificate of Class, or other documents enabling the vessel to trade under its classification:

- .1 until all required surveys have been completed;
- .2 until the appraisal of the plans listed in *the Rules for Classification and Construction of Sea-going Ships, Part I – Classification Regulations*, paragraph 4.3.2, as required by PRS to verify compliance, has been performed³;
- .3 before giving the opportunity to the Flag Administration to provide any further instruction within three (3) working days⁴.

3.4 Technical Requirements

For entry into class, the following minimum technical requirements apply.

3.4.1 Plans and information

3.4.1.1 PRS requires the submission of plans, documents or alternative technical information to verify that the ship complies with their applicable classification Rules.

3.4.1.2 In cases where the vessel has been previously classed by PRS, the submission of plans may be specially considered subject to confirmation of no alteration/modification to the vessel.

³ Where issues remain outstanding, PRS may impose a condition of class for a limited time period.

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

3.4.1.3 In cases where the vessel has been previously classed by PRS or a Society subject to verification of compliance with QSCS, the extent of plans appraisal may be specially considered subject to confirmation of no alteration/modification to the vessel.

3.4.1.4 Where plan appraisal issues remain outstanding, PRS may impose a condition of class for a limited time period.

3.4.1.5 However, having made a good faith effort to obtain the information, if it proves not practicable to acquire certain plans as listed in *the Rules for Classification and Construction of Seagoing Ships, Part I – Classification Regulations*, equivalent/alternative technical data shall be provided prior to the Society issuing the Full Term Class Certificate.

3.4.2 Class Entry Surveys

3.4.2.1 PRS will hold a class entry survey, the minimum extent of which depends on the ship age and type as follows:

- .1** Class Renewal Survey of Hull and Machinery, including thickness measurements, in accordance with sub-chapter 5.4 of *Part I – Classification Regulations*.
- .2** Dry docking Survey in accordance with sub-chapter 5.5 of *Part I – Classification Regulations*.
- .3** Tailshaft Survey(s) in accordance with sub-chapter 5.6 of *Part I – Classification Regulations*.
- .4** Boiler Survey(s) in accordance with sub-chapter 5.7 of *Part I – Classification Regulations* and pressure vessel survey(s) in accordance with paragraph 5.4.5.1.11 of *Part I – Classification Regulations*.

3.4.2.2 PRS may request further examinations, tests and measurements, including but not limited to material testing, non-destructive testing, hydraulic and hydrostatic tests and sea trial.

3.4.2.3 Where the ship has, during any portion of the five years prior to the request for classification being received, been previously classed by PRS or a Society subject to verification of compliance with QSCS and has not been subject to alteration or modification since class was withdrawn, the survey requirements may be specially considered but are not to be less than the following:

- .1** for vessels previously classed with the Society – all overdue surveys and overdue conditions of class, or
- .2** for vessels previously classed with a Society subject to verification of compliance with QSCS – surveys the same as those required by this Publication (Chapter 1).

Annex 1**Reporting Forms G and L****Form G**

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

Form G is to be used:

I) By the gaining Society for reporting transfer of class from another Society (refer to 1.3.1 and 1.3.3 of this *Publication*) using the following Notes:

1. This form with Part A, duly completed, is to be sent to the losing Society within two (2) working days of receipt of a written request for transfer of class by the gaining Society at its Head Office or one of its designated control or management centres. In the case of transfer of class at ship's delivery, the two (2) working days do not apply.
2. This form with Parts A and B, duly completed, is to be sent to the losing Society within one (1) month of the date of issuing a *Temporary Certificate of Class*, including a *Temporary Certificate of Class issued according to 1.3.1.4.2*, to a ship which is transferring from another Society. When not required to have been dealt with by the losing Society, a list of dates, locations and actions taken to satisfy each overdue survey and overdue condition of class as specified to the Owner by the losing Society is to be attached to the copy sent to the losing Society.
3. This form with Parts A, B and B-1 duly completed, is to be sent to the losing Society within one (1) month from the completion of the survey to confirm that additional overdue surveys and overdue conditions of class have been dealt with. A list of dates, locations and actions taken to satisfy each additional overdue survey and additional overdue condition of class as specified to the Owner by the losing or first or withdrawing Society is to be attached.
4. The gaining Society is, within one (1) month of the date of final entry into class, to dispatch this form, with Parts A, B, B-1 (when applicable) and C duly completed to the losing Society. In cases where the losing Society has reported conditions of class on the ship, a list of actions taken with dates and locations and actions to be taken to satisfy each condition of class within the due dates as specified to the Owner by the losing Society is to be attached to the copy sent to the losing Society.

II) By the second Society for reporting addition of class to a ship already classed by another Society (refer to 2.3.1 and 2.3.2 of this *Publication*) using the following Notes:

1. This form with Part A, duly completed, is to be sent to the first Society within two (2) working days of receipt of a written request for addition of class by the second Society at its Head Office or one of its designated control or management centres.
2. This form with Parts A and B, duly completed, is to be sent to the first Society within one (1) month of the date of issuing a *Temporary Certificate of Class*.
3. This form with Parts A, B and B-1 duly completed, is to be sent to the first Society within one (1) month from the completion of the survey to confirm that additional information regarding outstanding surveys or conditions of class have been taken into account.
4. The second Society is, on completion of final entry into class, to dispatch this form, with Parts A, B, B-1 (when applicable) and C duly completed, to the first Society.

III) By the remaining Society for reporting maintenance of class when one class has been withdrawn from double class (refer to 2.4 of this *Publication*) using the following Notes:

1. This form with Part A duly completed, is to be sent to the withdrawing Society within two (2) working days of receipt of a written request for withdrawal of class by the remaining Society at its Head Office or one of its designated control or management centres.
2. This form with Parts A and B, duly completed, is to be sent to the withdrawing Society within one (1) month from the completion of the survey to confirm that overdue conditions of class have been dealt with. Where no overdue items are provided by the withdrawing Society, this form with Parts A and B, duly completed, is to be sent to the withdrawing Society within one (1) month from the date of sending Form L Part A. When not required to have been dealt with by the withdrawing Society, a list of dates, locations and actions taken to satisfy each overdue condition of class as specified to the Owner by the withdrawing Society is to be attached to the copy sent to the withdrawing Society.
3. This form with Parts A, B and B-1 duly completed, is to be sent to the withdrawing Society within one (1) month from the completion of the survey to confirm that additional overdue surveys and overdue conditions of class have been dealt with. In cases where the withdrawing Society has reported conditions of class on the ship, a list of actions taken with dates and locations and actions to be taken to satisfy each condition of class within the due dates as specified to the Owner by the withdrawing Society is to be attached to the copy sent to the withdrawing Society.
4. On completion of a transfer of ship into single class, this form, with Parts A, B, B-1 (when applicable) and C, duly completed is to be sent to the withdrawing Society to report the date of completion of transfer to single class from double class if not yet reported in case a) above.

IV) By Societies for reporting reassignment of class to a ship which had its class previously withdrawn (refer to 1.3.4 of this *Publication*) using the following Note:

This form, with Parts B and C duly filled in the fields relevant to a reassignment of class, is to be completed on the on-line TOC database maintained by the IACS Permanent Secretariat within one (1) month of final entry into class when class is reassigned to a ship class withdrawn previously due to a reason other than transfer of class amongst Societies.

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

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

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

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

Part A - Survey Status Request (See Note 1)	
Name of Vessel (Prior to Transfer of Class or Adding Class or Withdrawing Class)	ID No. (losing or first or withdrawing Society's, if known)
Gross Tonnage	IMO No.
<p>In accordance with PR1A or PR1B, please provide details of the current survey status, including a full list of overdue surveys and conditions of class with respective due dates for the vessel identified above.</p> <p>In case of transfer of class or adding class at vessel's delivery, please provide details of the first Certificate of Class, including the list of any conditions of class and the list of any information normally contained in the classification status.</p> <p>Attached hereto is a copy of the Owner's authorization for release of the information requested to the gaining or second or remaining Society named on this form.</p> <p><input type="checkbox"/> We request the facility for record review in accordance with PR1A, A.2.2.2 or PR1B, D.2.2.2.</p> <p><input type="checkbox"/> We request a copy of the records in accordance with PR1A, A.2.2.3 or PR1B, D.2.2.3.</p>	
Date request for class was received	Date DD MM YYYY
Signature	Date DD MM YYYY



Part B - Report on Issue of Interim Certificate of Class or maintenance of Class (See Note 2)	
Date Survey Status, or first Certificate of Class in case of transfer of class or adding class at ship's delivery, received	DD MM YYYY
Change of Owner <input type="checkbox"/> Yes <input type="checkbox"/> No	Change of Flag <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Class Entry	<input type="checkbox"/> Transfer from another Society <input type="checkbox"/> Reassignment of class to a vessel class withdrawn previously due to a reason other than transfer of class amongst Societies <input type="checkbox"/> Adding class as double class <input type="checkbox"/> Adding class as dual class
Maintenance of Class	<input type="checkbox"/> (when withdrawing from double class)
<input type="checkbox"/> Survey status not received within three working days of request <input type="checkbox"/> For transfer of class or adding class at vessel's delivery, first Certificate of Class not received from losing / first Society on the day of vessel's delivery. <input type="checkbox"/> A list of dates, locations and actions taken to satisfy each overdue survey and overdue condition of class as specified to the Owner by the losing or withdrawing Society is attached <input type="checkbox"/> No relevant items provided by the losing or withdrawing Society	
Date of Issue of Interim Certificate of Class (including a <i>Temporary Certificate of Class</i> issued according to 1.3.4.2) Date DD MM YYYY	
Signature	Date DD MM YYYY

Part B-1 - Report on Additional Information received by the losing or first or withdrawing Society (See Note 3) (to be completed only if Part A-1 of Form L is received)	
<input type="checkbox"/> A list of dates, locations and actions taken to satisfy each additional overdue survey and additional overdue outstanding condition of class as specified to the Owner by the losing or first or withdrawing Society is attached <input type="checkbox"/> No relevant items provided by the losing or first or withdrawing Society	
Signature	Date DD MM YYYY

Part C - Report on Final Entry into Class or Completion of Transfer to Single Class (See Note 4)	
Date of Final Entry into Class or Completion of Transfer to Single Class from Double Class	DD MM YYYY
<input type="checkbox"/> A list of dates, locations and actions which have been or will be taken to satisfy each condition of class within the due dates as specified to the Owner by the losing or first Society is attached <input type="checkbox"/> No relevant items provided by the losing or first Society	
Signature	Date DD MM YYYY

Form L

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

Form L is to be used:

- I) by the losing Society for reporting withdrawal of class due to a transfer of class to another Society** (refer to 1.3.2, 1.3.3 and 1.3.4 of this *Publication*);
- II) by the first Society in connection with adding the class of a second society to a ship already classed by the first Society** (refer to 2.3.2 and 2.4 of this *Publication*); and
- III) by the withdrawing Society for advising the remaining Society when withdrawing from double or dual class** (refer to 2.6.2 and 2.7 of this *Publication*) using the following Notes:
 - 1.** This form, with Part A duly completed, is to be sent by fax or e-mail to the gaining/second/remaining Society within two (2) working days of receipt of the gaining/second/remaining Society's Survey Status Request. A full list of overdue surveys and conditions of class with the respective due dates for the ship is to be attached to the copy sent to the gaining/second/remaining Society. Surveys and conditions of class which have not been completed by their due date (including window period), when a ship is laid-up in accordance with the Society's rules prior to such due date (including window period), are not to be declared as overdue within the scope of the information to be included in Form 651L. In case of transfer of class/adding class at ship's delivery, the two (2) working days do not apply.
 - 2.** If the fourth and/or the eighth box of Part A are ticked, this form, with Part A-1 duly completed, is to be sent to the gaining/second/remaining Society within five (5) working days from issuance of the losing/first/withdrawing Society's survey status for advising additional survey status information which has not been provided in the previous reporting to the gaining/second/remaining Society.
 - 3.** This form, with Parts A, A-1 (when applicable) and B duly completed, is to be sent to the gaining/remaining Society when class has been withdrawn from a ship which has transferred to another Society or withdrawn from double class.

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

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

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

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

URs S27	<input type="checkbox"/>	DD MM YY	DD MM YY
URs S30	<input type="checkbox"/>	DD MM YY	DD MM YY
URs S31	<input type="checkbox"/>	DD MM YY	DD MM YY

Part A – Survey Status Information (See Note 1)	
<p>Date Survey Status Request, or request for first Certificate of Class in case of transfer of class or adding class at ship's delivery, received</p>	DD MM YYYY
<ul style="list-style-type: none"> <input type="checkbox"/> A full list of overdue surveys / outstanding conditions of class with the respective due dates for the vessel identified above is attached. <input type="checkbox"/> In case of transfer of class or adding class at vessel's delivery, details of the first Certificate of Class, including the list of any conditions of class and the list of any information normally contained in the classification status for the vessel identified above is attached. <input type="checkbox"/> There is no overdue survey nor outstanding condition of class. <input type="checkbox"/> There is/are survey report(s) outstanding. (if this box is ticked, then Part A-1 is applicable) <input type="checkbox"/> There is no survey report outstanding. <input type="checkbox"/> Structural diminution allowances are attached. <input type="checkbox"/> Structural diminution allowances: see document circulated by letter Ref.Date <input type="checkbox"/> Structural diminution allowances will be sent within five (5) working days. (if this box is ticked, then Part A-1 is applicable) 	
<ul style="list-style-type: none"> <input type="checkbox"/> Class is not suspended, nor withdrawn <input type="checkbox"/> Class is suspended, with effect from (date) DD MM YYYY Reason for suspension: <ul style="list-style-type: none"> <input type="checkbox"/> a = Survey Overdue <input type="checkbox"/> b = Non-compliance with conditions or class <input type="checkbox"/> c = Other Safety Related <input type="checkbox"/> d = Pending Disposition of Casualty <input type="checkbox"/> e = Other Non-Safety Related <input type="checkbox"/> Class was withdrawn, with effect from (date) DD MM YYYY Reason for withdrawal: <ul style="list-style-type: none"> <input type="checkbox"/> 0 = Transfer of class amongst Societies holding a QSCS certificate <input type="checkbox"/> 1a = At the Owner's request due to the reasons other than identified in 1b, 1c or 2 <input type="checkbox"/> 1b = Scrapped/Sold for Scrap <input type="checkbox"/> 1c = Casualty <input type="checkbox"/> 2 = Transferred to a Society not holding a QSCS certificate <input type="checkbox"/> 3a = Overdue Surveys <input type="checkbox"/> 3b = Non-compliance with condition of class <input type="checkbox"/> 3c = Safety Related other than identified in 3a or 3b <input type="checkbox"/> 4 = Other Non-Safety Related or Unidentified 	
Signature:	Date: DD MM YYYY



Part A-1 – Additional Survey Status Information (See Note 2)	
<input type="checkbox"/> A list of additional overdue surveys and additional outstanding conditions of class which were not included in Part A is attached.	
<input type="checkbox"/> Structural diminution allowances are attached.	
<input type="checkbox"/> No further information.	
Signature:	Date: DD MM YYYY

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

Annex 2

Form H – Harmonisation of Reporting

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

Annex 3

Items to be Considered in the Review of Ship's Records

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

List of Societies' Contact Points

1. Refer to the IACS website:

www.iacs.org.uk, located under:

- Publications
- Procedural Requirements

and the Transfer of Class (TOC) Database.

1	2	3	4	5	6
25	Information on overdue surveys/ conditions enclosed to form. GB	=====	YES /NO	TOC only	
26	Information on the result of the survey delivered to Flag Administration	B+1 month			
27	Receiving from LS information about class withdrawal	YES /NO		TOC only	
28	Additional info passed to LS (Form GB-1)		YES /NO	TOC only	
29	Delivery to LS information about intention to issue full term certificates		=====	TOC only	
30	In case of PR1D is the appraisal of technical documentation required		After task verification		
KR PART					
31	Issuance of full term certificates	=====	C:		
32	Information on full term certificates passed to LS	C+1 month		TOC only	
33	Information on full term certificates passed to Flag Administration	C+1 month			

f.o.u. – field organizational unit

TOC – transfer of class

LS – losing society

.....
date of completion in KN.....
initials/ sign.....
date of completion in KR.....
initials/ sign

Additional notes:

Checklist L

Class withdrawal checklist

No	Activity	IMO No.	PRS No.	Flag	Initials/Sign
1	Receiving GS' information about TOC	=====	A:	GS:	
2	Identification of application IACS/UE TOC : YES/NO	A+2 days			
3	Delivery to GS: - survey status, - Executive Hull Summary Report***, - Survey Planning Document*** (Form 651L/A)	A+2 days			
4	Survey status contains information of overdue surveys / conditions of class**	YES / NO	=====		
5	Information to the Administration about TOC	=====			
6	Evaluations / delivery** to GS class survey records	A + 1 month			
7	Delivery to GS additional information (Form. 651L/A-1)	YES / NA			
8.	Information from GS about issuance of classification documents	=====			
9	Information contains confirmation of execution of overdue surveys / conditions of class**	YES / NO /NA	=====		
10	Decision about ship's withdrawal from PRS Register	=====			
11	Withdrawal of ship from PRS Register	=====	B:		
12	Information to GS about ship's withdrawal from PRS Register (Form 651L/B)	B+1 month			
13	Information to Flag of ship's withdrawal from PRS Register	B+1* month			
14	Otrzymanie od GS informacji o wydaniu dokumentów stałych	=====			

* - if the agreement with Flag do not state otherwise

** - delete as necessary

*** - ESP ships only

TOC - transfer of class

GS - gaining society

In case of non IACS/UE TOC, form 651L is not to be used.

Items from 1 to 10 fill in KN

(item 6 basing on KR's information)

.....
date of completion in KN initials / sign

Items from 11 to 14 fill in KR

zakończenia w KR

.....data
inicjały / podpis
date of completion in KR initials / sign

Additional notes:

List of amendments effective as of 4 April 2024

<i>Item</i>	<i>Title/Subject</i>	<i>Source</i>
Annex 5	Change of Checklist G	PRS