



TECHNICAL CIRCULAR No. 643 of 5th August 2020

To	All Surveyors/Auditors. All flags
Title	Equipment/system installations, report
Reference	CONARINA - Instructions

Equipment/system installations, report

Statutory Requirements-Reporting

For equipment/system installations, the report shall include make, model, capacity, certification, and type of equipment. If the installation of the new equipment affects the information recorded in the vessel's Record of Equipment (e.g., SLE/REC, SLR REC GMDSS), the changes are to be noted on the Record and endorsed by the Surveyor.

The Surveyor is reminded that it is required to issue a statutory certificate and the attached form (Form: R, E, A, B, F and the IAPP Supplement) when new equipment is installed that affects the information stated in the above forms at the time of attendance. Hand amending of these forms is not acceptable and may cause problems with Port State Officials.

Note: The survey reporting system certificate amend function does not update the port of amendment, date of the update or the Surveyor carrying out the update/amendment. For this reason, this function is not to be used for updating Forms R, E, A, B, F or the IAPP Supplement.

The use of the amend function is only to be utilized for updating a vessel's "Survey of Load Line", "Record of Approved GMDSS Radio Installation", and the "Record of Approved Ship Safety Equipment" forms, if initially issued through the survey reporting system. Upon completion, an updated form is to be left on board.

For the SE-REC where the attending Surveyor is unable to use the amend function due to the form not existing for the vessel in the Certificates module, the Surveyor is to hand amend the SE Record Booklet.

Where the "Survey of Load Line" is required to be amended, the revised LL shall be sent to the CONARINA Head Office for approval. Once approved, it shall be placed on board the vessel.

Customer Service Center

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New and/or Upgraded Notations

When modifications or alterations result in additional new class notations, the existing full-term class certificate shall be withdrawn and replaced with an Interim Class Certificate (ICC) valid for five (5) months indicating the newly assigned class notations pending acceptance by the Classification Committee. In cases where modifications or alterations result in the dropping of an existing class notation, a new full-term class certificate shall be issued listing remaining notations valid to the expiry date of the existing certificate. A record only comment is to be made where notations are dropped.

REFERENCES:

- CONARINA – Instructions. Courtesy of ABS.
- ATTACHMENTS: No

Kindest Regards,

Val Bozenovici
Naval Architect – Conarina Technical Director

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