



DEPARTMENT OF MARINE ADMINISTRATION - MYANMAR

STANDARD OPERATING PROCEDURE FOR SAFETY RADIO SURVEY AND CERTIFICATION

Operational Procedure :QOP-

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DISTRIBUTION DATE:

1. Standard Operating Procedure for Safety Radio Survey and Certification

1.1. Policy

To provide international standards for radio survey required by chapter 1 of the International Convention for the Safety of Life at Sea (SOLAS), 1974.

1.2. Purpose

To define a procedure for conducting survey and issuing of Safety Radio Certificate (SRC) in accordance with the relevant requirements.

1.3. Responsibilities

1.3.1. The **Director General** is responsible for the overall in - charge of the implementation of this procedure. The Deputy Director General (Tech) is responsible for the absence of Director General or when delegated by Director General.

1.3.2. The **Director (Nautical Division)** is responsible for

1. decision on policy matters, the close monitoring and the improvement of the process,
2. the assignment of any available surveyor when received the survey requested,
3. the advice as requested by the surveyor or the guidance which is required to provide the surveyor as he deems whenever necessary,
4. reporting of the survey outcome to Director General as necessary,
5. the safe keeping of the survey records,
6. the proposal for the amendment of this procedure as and when required, and

Issued by Director:	Approved by Director General:	
Originated by :Nautical Department	Date :23 th October 2014	This Revision Date :

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7. delegation to the Deputy Director (Nautical Division)at his absence

1.3.3. The Surveyor is responsible for

1. performing the survey and certification and
2. the reporting of the survey outcome to the Director

1.4. Definitions

1. **Radio Operator** means a person holding an appropriate certificate issued or Recognized by the administration under the provisions of the Radio regulation.
2. **GMDSS Radio operator** means a person who is qualified in Accordance with the Provisions of chapter IV of the convention.
3. **Radio duties** include, as appropriate, watchkeeping and technical Maintenance and repairs conducted in accordance with the Radio Regulation

1.5. Procedure for the Survey and Certification process (see flow chart)

1.5.1. The Survey requested

Upon receipt of a request, the Director shall assign any available surveyor(s) to arrange and conduct the survey.

1.5.2. Execution of Survey

The assigned Surveyor shall liaise with the relevant parties to arrange and conduct the Survey in accordance with the relevant requirements as reflected in "1.6. References" of this procedure.

1.5.3. Issuance of the Certificate and Form R

Upon completion of the survey outcome, the Certificate and the Record of Equipment for Cargo Ship Safety Equipment Certificate (form R) shall be issued by Director General or Director (Nautical Division) with the approval of Director General .

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1.5.4. Extension of the Certificate

Director General or Director (Nautical Division) shall have the authority to grant the extension of the Safety Radio Certificate which should not exceed three months from the date of expiry.

1.6. References

1.6.2. SOLAS 1974, as amended

1.6.3. Certificate Form

1.6.4. Form R referenced by Res MSC 338(91)

1.6.5. Radio Installations on GMDSS Ships; Instructions for the Guidance of Surveyors ISBN 0 11 552010 4

1.6.6. Guidelines for the harmonization of GMDSS

1.7. Records

1.7.1. The survey request

1.7.2. The survey reports

1.7.3. The other documents related to the survey

1.7.4. The Relevant Copy of Certificates and Form R

The records shall be retained for a minimum period of 5years.