



DEPARTMENT OF MARINE ADMINISTRATION - MYANMAR

**STANDARD OPERATING PROCEDURE FOR SURVEY AND CERTIFICATION OF
LIFE-SAVING APPLIANCES AND OTHER EQUIPMENT**

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DISTRIBUTION DATE:

1. Standard Operating Procedure for Survey and Certification of life -saving appliances and other equipment

1.1. Policy

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

1.2. Purpose

To define a procedure for conducting survey and issuing of safety equipment certificate 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, close monitoring and 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** the endorsement of certificate,

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

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- .5 the reporting of the survey outcome to Director General if necessary,
- .6 the safe keeping of the survey records,
- .7 the proposal for the amendment of this procedure as and when required,
and
- .8 delegation to the Deputy Director (Nautical Division) in his absence

1.3.3. The Surveyor is responsible for

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

1.4. The Survey and Certification process

1.4.1. Procedure for the Survey and issuance of Certification process

- .1 The ship owner or ship agent applies for a safety equipment survey and certification to Director (Nautical Division).
- .2 Director (Nautical Division) assigns the Surveyor and date of survey and sends the application to survey section for billing and keeping the records after it is received and registered.
- .3 The surveyor arranges to conduct survey with the applicants.
- .4 The Surveyor conducts the survey. If any deficiency is observed, the surveyor informs the applicant for rectification. Upon confirmation from the applicant that the deficiency has been dealt with, the surveyor performs a follow-up action.
- .5 Upon satisfactory completion of the survey, the surveyor prepares the necessary survey reports. The survey section and surveyor prepare the relevant certificate attached with the record of equipment for Cargo Ship Safety Equipment Certificate (Form E) and send it to Director (Nautical Division).
- .6 Director(nautical division) checks the certificate attached with Form E before sending it to Director General. The certificate together with its attachment (Form E) is signed by Director General or the Director in

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the absence of Director General.

- .7 The survey section files the office copy of the certificate, survey records and billing documents.

1.4.2 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.

1.4.3 Endorsement of the Certificate

Upon completion of Annual or intermediate (if any) survey, the certificate is endorsed by Director(Nautical Division) or the Surveyor with the approval of the Director.

1.4.4. Extension of the Certificate

The validity of the Certificate shall be extended by the Director or the assigned Surveyor with the approval of Director in accordance with the provision of regulation I/14 of the SOLAS 1974 as amended.

1.5. References

- 1.5.1. Myanmar Merchant Shipping Act
- 1.5.2. SOLAS 1974,as amended
- 1.5.3. Guidance for life-saving appliances
- 1.5.4. Guidance for FSS and FTP
- 1.5.6. COLREGS 72 Annex I and Annex III
- 1.5.7 IMO resolution A.560(14) and MSC 84(70)
- 1.5.8. Certificate form referenced by Res MSC 343(91)
- 1.5.9. Form E referenced by Res MSC 338(91)

1.6. Records

- 1.6.1. The survey request
- 1.6.2. The survey reports

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1.6.3. The other documents related to the survey

1.6.4. The Relevant Copy of Certificates and Form E

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

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2. Standard Operating Procedure for Safety Radio Survey and Certification

2.1. Policy

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

2.2. Purpose

To define a procedure for conducting survey and issuing of safety radio certificate (SRC) in accordance with the relevant requirements.

2.3. Responsibilities

2.3.1. 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.

2.3.2. 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, and
6. the proposal for the amendment of this procedure as and when required.
7. delegation to the Deputy Director (Nautical Division)at his absence

2.3.3. The **Surveyor** is responsible for

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

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2.4. 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

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

2.5.1. The Survey requested

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

2.5.2. 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.

2.5.3. 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 (ND) with the approval of Director General .

2.5.4. Extension of the Certificate

Director General or Director shall have the authority to grant the extension of the SRC certificate which should not exceed three months from the date of expiry.

2.6. References

2.6.2. SOLAS 1974,as amended

2.6.3. Certificate Form

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

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

2.6.6. Guidelines for the harmonization of GMDSS

2.7. Records

2.7.1. The survey request

2.7.2. The survey reports

2.7.3. The other documents related to the survey

2.7.4. The Relevant Copy of Certificates and Form R

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