

ABSTRACT OF PROCEDURE FOR TRANSFER OF CLASSIFICATION AND
ISSUE OF CONCERNED STATUTORY CERTIFICATES
FOR EXISTING SHIPS

(現成船申請入級及簽發國際公約證書手續摘要)

A. All the following documents should be sent to CR head office in electronic form for review/approval/reference in advance. Document requirements vary case-by-case depending on the condition of Ship.

(下列文件須先送電子檔至本中心審查/認可/參考，文件要求依各船狀況而有不同)

1. Drawings for Classification (船級圖樣)

- .1 Ship's Particulars(including hull, machinery and electrical equipment)
- .2 General Arrangement
- .3 Midship Section/ Transverse Bulkhead/ Principal Structure Section
- .4 Shell Expansion
- .5 Cargo Hatch Cover, if applicable
- .6 Rudder and Rudder Stock
- .7 Construction of Profile and Deck Plan
- .8 Construction of Superstructure and Deckhouse
- .9 Construction of Appendages, eq. Skeg, Shaft Bracket, etc., if applicable
- .10 For Self-Elevating Units, Legs, Spudcans or Mats, Leg Well Structure
- .11 For Drilling Units, Wellhead Structure, Cantilever Beams and Supporting Structure
- .12 Capacity Plan
- .13 Approved Stability Information, including Hydrostatic Curves, Intact Stability Calculation and Damage Stability Calculation (if required)
- .14 Loading Manual, Test Report and Instruction of Loading Instrument, if required
- .15 Operation manual, Equipment Instructions and other Guidelines, if applicable
- .16 Drawings for Helideck related (if Helideck-N notation applied)
 - i. Helicopter deck structure
 - ii. Helicopter particulars
 - iii. Helicopter deck arrangement
- .17 Engine Room Arrangement
- .18 Piping System in E/R
- .19 Shafting arrangement
- .20 Machinery particulars
- .21 Jacking and fixation System for Self-Elevating Units
- .22 Electric wiring diagram of power

- .23 Electric wiring diagram of lighting
- .24 Electric wiring diagram of interior communication
- .25 Electric wiring diagram of nautical system
- .26 Electric wiring diagram of radio system
- .27 Electric wiring diagram of fire detector system
- .28 Main switchboard
- .29 Arrangement of electrical equipment in machinery space
- .30 Arrangement of electrical equipment in accommodation space
- .31 Arrangement of electrical equipment on exposed upper deck/weather deck
- .32 Electric wiring diagram of measuring and control system (if CAS,CAU,CAB notation applied)
- .33 Engine control console (with data logger) (if CAS,CAU,CAB notation applied)
- .34 Operational manuals, including installation, structure, operation and maintenance.(if DPS-I , DPS-II and DPS –III notation applied)
- .35 FMEA (if DPS-II and DPS –III notation applied)
- .36 Accommodation Arrangement
- .37 Hull Piping and Pumping Plan
- .38 Mooring and Anchoring Arrangement, including fittings details (if Class Symbol “E” is applied)
- .39 Ventilation Arrangement
- .40 Drawings for cargo gear (if required or if HLA notation is applied)
 - i. General Arrangement of the Cargo Gear and Construction
 - ii. Force Diagram and Strength Calculation
- .41 Cargo Securing Manual(CSM)
- .42 Anchoring Systems Arrangement, including fittings details (if POMS notation applied)
- .43 Operational Manuals(if POMS notation applied)
- .44 Fire Control Plan
- .45 Structure Fire Protection Plan
- .46 Ship Structure Access Manual(PMA) (if required)
- .47 Inert Gas System(IGS) (if IGS System installed)
- .48 Crude Oil Washing(COW) System (if COW System installed)
- .49 If tonnage measurement is required, additional two sets of following drawings are to be submitted:
 - General Arrangement
 - Lines
 - Midship Section
 - Capacity Plan
 - Construction Profile and Deck Plan

- Deck House or Accommodation Plan
- Cargo Hold Construction

.50 Other drawings deemed necessary

Note: Please submit the necessary drawings for special vessel such as Ro/Ro and passenger ship, High-Speed Craft, Chemical/Gas carrier, Dangerous Good carrier, SOx Requirement, etc.

2. Drawings for Statutes (公約圖樣)

- .1 Freeboard Calculation
- .2 Damage Control Plan
- .3 Life Saving Plan
- .4 Shipboard Oil Pollution Emergency Plan
- .5 Shipboard Marine Pollution Emergency Plan
- .6 Ballast Water Management Plan
- .7 Tonnage Calculation Sheet
- .8 Navigation Light Arrangement
- .9 NOx Technical File(rated output greater than 130 kW)
- .10 EEDI Technical File
- .11 SEEMP Part II(GT greater than 5000)
- .12 IHM
- .13 P&A Manual
- .14 STS Operation Plan (required for Oil Tanker)
- .15 VOC Management Plan(required for Oil Tanker and Chemical Carrier)

Note: Please submit the necessary drawings for special vessel such as Ro/Ro and passenger ship, High-Speed Craft, Chemical/Gas carrier, Dangerous Good carrier, SOx Requirement, etc.

3. Administration Certificates (主管機關證書)

- .1 Certificate of Vessel's Nationality
- .2 Radio Station License
- .3 Tonnage Certificate (ITC 1969)
- .4 Minimum Safe Manning Certificate
- .5 Permit to Operate High-Speed Craft (HSC only)

4. Existing Certificates (現有證書)

- .1 Classification Certificate (Hull, Machinery and Refrigerating Plant if applied)
- .2 Loadline Certificate
- .3 SOLAS Certificates including SC, SE, SR or Safety Certificate
- .4 HSC Safety Certificate
- .5 SPS Safety Certificate,

- .6 MODU Safety Certificate
 - .7 MARPOL Certificates including IOPP, IAPP, ISPP, Garbage, Sewage, IEEC, EIAPP, NOx Technical File, etc.
 - .8 Ballast Water Management Certificate
 - .9 AFS Certificate
 - .10 Exemption Certificate
 - .11 SMC/DOC of ISM Code
 - .12 ISSC of ISPS Code
 - .13 MLC
 - .14 Other Certificates Applicable
5. Latest Survey Reports/Record (最近報告/記錄)
- .1 Classification Special Survey Report
 - .2 Classification Annual Survey Report
 - .3 Classification Occasional Survey Report
 - .4 Classification Intermediate Survey
 - .5 Survey Status Including Hull/Machinery Continuous Survey Record
 - .6 Docking Survey Report
 - .7 Boiler Survey Report
 - .8 Tailshaft Survey Report
 - .9 IGS Survey Report (for tanker only)
 - .10 Crude Oil Washing System Survey Report (for tanker only)
 - .11 Automation Survey Report
 - .12 Refrigerating Installation Survey Report
 - .13 Freeboard Assignment Survey Report
 - .14 Loadline Survey Report/record
 - .15 Safety Construction Survey Report/record
 - .16 Safety Equipment Survey Report/record
 - .17 Safety Radio Survey Report/record
 - .18 Marine pollution prevention Survey Report/record
 - .19 Condition Evaluation Report (bulk carrier and oil tanker)
 - .20 Relevant Document of ISM
 - .21 Cargo Gear Register Book
 - .22 Other Survey Reports Applicable

B. Survey Scope (檢驗範圍)

1. If the vessel is classed with any IACS member Classification Society (such as ABS, BV, GL, LR, NK, DNV, CCS, etc.) and maintains her class with sufficient status, in general, a survey to the extent of the Special Survey corresponding to the ship's age is to be conducted by our exclusive surveyor except the ship being within 3 months of the due date of Special Survey. However, we could accept related survey reports and simplify the concerned initial survey for first entry. Also some Special Survey items may be omitted by the surveyors in view of the ship's condition. The period of class is to remain as assigned by the previous Classification Society.
2. If the vessel is classed with any non-IACS member classification society and maintains her class with sufficient status, a survey to the extent of Special Survey is to be conducted with special considerations to be given against the survey scope.
3. If the vessel can't maintain the class of any other Classification Society with sufficient status, a survey to the extent of Special Survey is to be conducted.
4. If the vessel has not been classed with any other Classification Society, the extent for all surveys as specified in the CR Rules is to be carried out by our exclusive surveyor taking into account the age, the standard of construction, the past maintenance, and the present status of the ships concerned.