



Maritime &  
Coastguard  
Agency

# APPLICATION FOR SURVEY AND INSPECTION OF SHIPS AND FISHING VESSELS

For Guidance Notes (see overleaf). Complete form using **BLOCK CAPITALS**

## 1 APPLICANT DETAILS

|           |                      |         |                      |
|-----------|----------------------|---------|----------------------|
| Name      | <input type="text"/> | Company | <input type="text"/> |
| Address   | <input type="text"/> |         |                      |
|           | <input type="text"/> |         |                      |
|           | Postcode             |         |                      |
| Country   | <input type="text"/> |         |                      |
| Telephone | <input type="text"/> |         |                      |
| Fax       | <input type="text"/> |         |                      |
| E-mail    | <input type="text"/> |         |                      |

## NAME AND ADDRESS OF OWNER/OPERATOR (IF DIFFERENT FROM ABOVE)

|           |                      |         |                      |
|-----------|----------------------|---------|----------------------|
| Name      | <input type="text"/> | Company | <input type="text"/> |
| Address   | <input type="text"/> |         |                      |
|           | <input type="text"/> |         |                      |
|           | Postcode             |         |                      |
| Country   | <input type="text"/> |         |                      |
| Telephone | <input type="text"/> |         |                      |
| Fax       | <input type="text"/> |         |                      |
| E-mail    | <input type="text"/> |         |                      |

## 2 PARTICULARS OF SURVEY / INSPECTION APPLIED FOR

|                                   |                      |               |                      |
|-----------------------------------|----------------------|---------------|----------------------|
| Ship Name                         | <input type="text"/> | Ship Type     | <input type="text"/> |
| Official No.                      | <input type="text"/> | IMO No.       | <input type="text"/> |
| Fishing Vessel No.                | <input type="text"/> | Year of Build | <input type="text"/> |
| Name of contact                   | <input type="text"/> | Telephone     | <input type="text"/> |
| Requested date and time of survey | <input type="text"/> | Fax           | <input type="text"/> |
| Where ship can be seen            | <input type="text"/> | E-mail        | <input type="text"/> |

### Nature of survey / inspection

I apply for the survey / inspection described above and enclose a deposit £  and agree to pay any additional fees.

Our Customer Order Number is  (if appropriate)

Please tick the box if you require a receipt

**I am aware that the ship should be prepared ready for survey, and appropriate safety precautions taken for all areas to be surveyed, including provision of safe means of access for boarding, as outlined in the attached Health & Safety Standards. I understand that Surveyors may refuse to continue with surveys if it is not safe for them to do so and may consider charging for any time wasted.**

|           |                      |                     |                      |
|-----------|----------------------|---------------------|----------------------|
| Name      | <input type="text"/> | Position in Company | <input type="text"/> |
| Signature | <input type="text"/> | Date                | <input type="text"/> |

**PLEASE COMPLETE THE PAYMENT DETAILS SECTION OVERLEAF**

**OFFICIAL USE ONLY**

The sum of £  has been received      Initials       Date

Cheque drawn against account of

|                  |                        |
|------------------|------------------------|
| Customer ID      | <input type="text"/>   |
| Main Project No. | <input type="text"/>   |
| Sub Project No.  | <input type="text"/>   |
| Works Order No.  | <input type="text"/>   |
| Receipt No.      | <input type="text"/>   |
| Record Deposit   | £ <input type="text"/> |



Initials

Date

## GUIDANCE NOTES

1. When you have completed this form please send it to the Marine Office with the appropriate deposit / fee. You can get information on the level of fees from your local Marine Office. Additional charges will be levied for overtime, surveys abroad, waiting time and abortive time.
2. You can make payment by cheque or postal order made payable to the "**Maritime & Coastguard Agency**". Cheques must be paid in sterling. Credit card payments and BACS transfers are accepted.
3. Any refunds or requests for additional fees will be made to the applicant, in whose name the account will be held.
4. Work will not start until this form has been completed, signed and the deposit / fee received
5. The Maritime and Coastguard Agency (MCA) will use your contact details to send you information about the service(s) you are applying for, as part of its functions as a government department.

The MCA may also wish to contact you to complete a short survey, to evaluate and help to improve the service(s) provided. Where an email address is provided this will be through an e survey. Where an email address is not provided, a third-party service provider, procured through Crown Commercial Services, may contact you by telephone to carry out the survey. Both surveys are optional.

Your information will be kept secure and will not be used for any other purpose without your permission.

To find out more about how the MCA looks after personal data, your rights, and how to contact our data protection officer, please go to [www.gov.uk/mca](http://www.gov.uk/mca)

## PAYMENT DETAILS (To be completed by applicant)

Please tick () the appropriate box below to indicate your chosen method of payment

Maestro  Visa  Mastercard  Visa Debit  Rolling Account  BACS/CHAPS

### Northern Division – Beverley Business Unit

(Covering Aberdeen, Belfast, Glasgow, Hull, Liverpool, Tyne, Stability Unit)

To make payment by Card: [NORTH CLICK HERE](#)

#### If paying by BACS/CHAPS:

Sort Code: 60-70-80  
Account No:10013431  
Bank Name: NATWEST  
Account: MCA EASTERN  
IBAN: GB02NWBK60708010013431  
Swift: NWBKGB2L

#### Contact details:

Crosskill House  
Mill Lane  
Beverley  
East Yorkshire  
HU17 9JB  
Please call: 0203 81 72019

### Southern Division – Swansea Business Unit

(Covering Cardiff, Colchester, Dover, Falmouth, Plymouth, Southampton)

To make payment by Card: [SOUTH CLICK HERE](#)

#### If paying by BACS/CHAPS:

Sort Code: 60-70-80  
Account No:10013458  
Bank Name: NATWEST  
Account: MCA WESTERN  
IBAN: GB49NWBK60708010013458  
Swift: NWBKGB2L

#### Contact details:

Tutt Head  
Mumbles  
Swansea  
SA3 4EX  
Please call: 0203 90 85140



# HEALTH AND SAFETY STANDARDS

## General

- In signing the Application for Survey (MSF 5100), the owner/manager agrees to provide appropriate safety precautions, including those described below. Maritime & Coastguard Agency (MCA) surveyors will not sign any documentation limiting the liability of the owner or operator.
- The MCA expects appropriate safety precautions to be taken when one of its surveyors attends a vessel or site for survey or inspection purposes.
- The vessel/site owner has responsibility for all activities onboard/onsite respectively and for ensuring compliance with the relevant national health and safety legislation (Merchant Shipping Act (worldwide) and Health & Safety at Work Act (UK only)).
- When conducting work overseas, the MCA expects equivalent standards to those of the UK to be provided and in addition, compliance with any local requirements.
- Guidance and information on acceptable safety arrangements onboard can be found in the Code of Safe Working Practices for Merchant Seafarers, available at <https://www.gov.uk/government/organisations/maritime-and-coastguard-agency> For shore side operations (including drydocks) guidance can be obtained from the Health & Safety Executive ([www.hse.gov.uk](http://www.hse.gov.uk)).
- The MCA surveyor will make a professional judgement, including the use of a risk assessment if appropriate, as to the health and safety arrangements provided. If the arrangements are judged to be insufficient, the surveyor will refuse to continue with the survey or inspection until such time as they have been satisfactorily addressed.

## Safe Means of Access

- Provision of safe means of access on UK ships (when operating in the UK or overseas) is a legal requirement.
- On large ships the accommodation ladder or a gangway should be used; these must be fit for purpose and properly maintained. If boarding at sea, an accommodation ladder should be used where possible, but where a safe transfer from the boat to the bottom platform cannot be provided an appropriate pilot ladder should be considered.
- Reference should be made to MGN 591 (M+F), as amended, for guidance on acceptable arrangements on smaller vessels.
- Portable ladders should only be used where no safer access is reasonably practicable; it must be fit for purpose, properly maintained and secured against movement.

## Transfer Vessels

- A vessel used for any transfer to a ship underway or at anchor must be fit for purpose. In the UK the vessel must be appropriately certificated for the purpose of which it is being used (e.g. Workboat, Pilot Boat).
- If overseas, an equivalent level of safety will be expected, including compliance with any local requirements. A letter detailing minimum acceptable arrangements is available from the relevant MCA Marine Office upon request.
- The transfer will not take place if actual or forecast weather conditions are beyond the capability and/or certification of the transfer vessel throughout the expected time for the work, including return transfer time.

## Access in and around Vessel

- Safe movement around a vessel or site should not be impeded by cables, hoses, waste material, work equipment, etc. Adequate ventilation and lighting should be provided in all work areas.
- Strict procedures must be in place for higher risk activities, e.g. working at height, working in enclosed/confined spaces. Further guidance can be found in the Code of Safe Working Practices for Merchant Seafarers.
- Procedures for the use of stages and staging (e.g. scaffold towers) should be according to a national industry standard and the structure must have been inspected by a competent person. Stages and staging should always be secured against movement.