



APPLICATION FOR VESSEL CODING

A. VESSEL DETAILS

Name of Vessel:		Vessel URN (if coded):
Make/Model of Vessel:		
Builders Details:		
Vessel Type:		Hull Construction:
Year of Build:		Is Vessel a New Build?:
Vessel Length OA (m):		Load Line Length (m):
Construction Standard:		
Stability Standard:		
Vessel Coded by SCMS:		
Vessel Condition:		

1: Applications to survey and certificate any vessel built of HDPE are treated on a case by case basis and may be refused.

2: Applications to survey and certificate any vessel over 50 years of age are treated on a case by case basis and may be refused by the Society based on a risk profile assessment.

3: Required where LOA exceeds 23m. Workboats over 24m Load Line Length cannot be Coded.

4: Please provide copies of build certificates with this Application unless the application is for a renewal inspection.

5: If transferring in please provide a copy of the current Code certificate and request the current CA to transfer the vessel file to SCMS.

B. APPLICATION DETAILS

This application is for	Tick if Tonnage Measurement req'd
B1. Applicant's Details <i>(These details will appear on the Certificate).</i>	
Company:	
Address:	
Telephone (Landline):	Telephone (Mobile):

The Society of Consulting Marine Engineers and Ship Surveyors

Unit 5, Prospect House, 7 Ocean Way, Southampton, SO14 3TJ

TEL: +44 (0)23 8001 6494 EMAIL: sec@scmshq.org WEB: www.scmshq.org

Company limited by guarantee in England and Wales No. 00164726

Contact Name:	Email:
B2. Correspondance Details <i>(Only required where these are different from the Applicant's details).</i>	
Company:	
Address:	
Telephone (Landline):	Telephone (Mobile):
Contact Name:	Email:
B3. Finance Details	
Invoices to be sent to:	Purchase Order # Req'd:
Company:	
Address:	
Telephone (Landline):	Telephone (Mobile):
Contact Name:	Email:

C. VESSEL OPERATION

Base Port:		Country:
Code Required:		Area:
Total Number of Persons (incl. crew):		Autonomous Operation:
Lifting Device:		Towing:
Pilot Boat:		Deck Cargo:
Fuel Transfer:		Single Handed Operation:

D. VESSEL CIRTIFICATION

Flag of Registration:		Port of Registration:
Official Number:		Gross Tonnage:
MLC:		
For simple workboats under the original Workboat Code, tick box if you wish to self declare annuals		

E. SURVEY DETAILS

Location of Vessel:	
SCMS Examiner:	

F. COMMENTS

Please provide any comments which might be useful in support of this Application.

G. DECLARATION

I, the Applicant (whose details appear in Section B1. above) hereby apply to have the vessel, as detailed in Section A above, surveyed for the issue of a Commercial Vessel Certificate.

I agree to the Terms and Conditions attached to this Application Form, in particular those relating to Data protection.

I agree to make full payment for administration costs relating to this certification when invoiced by the SCMS. It is acknowledged that this charge relates to the Society's fees only and does not represent payment for the Examiner's services in respect of certification.

For details of current SCMS fees please see our website: <http://www.scmsHQ.org/vessel-services/coding-services>

Name:

Date:

Signed:

How to Apply:

1. Complete all details on this form;
2. Print off pages 1 and 2;
3. Sign and date the Declaration (Section G) on page 2;
4. Submit pages 1 & 2 to the SCMS by email to sec@scmsHQ.org (preferred) or by post to the address on page 1.

In the event of problems with completion, please contact your Examiner or the office for advice.

SCMS CERTIFYING AUTHORITY (“SCMS CA”) TERMS AND CONDITIONS:

For the purposes of these Terms and Conditions the “owner” or “managing agent” is deemed to be the person or company to whom SCMS CA is providing certification services, and named in section A. on the Application Form

The Data Protection Act and EU General Data Protection Regulations

1. Under the terms of the operational agreement between the SCMS and the Maritime and Coastguard Agency (MCA), the SCMS is obliged to record and pass on survey and certification information relating to your vessel, including the owner’s name and address. This information will be retained by the MCA for its own use. The SCMS will not publish, make this information publicly available, or pass it on to any other organisations or companies. For further details please see our current SCMS Privacy Policy at www.scmsHQ.org or request a copy from sec@scmsHQ.org

Application for Vessel Certification

2. The certification process cannot start without receipt of a completed and signed Application Form at the SCMS HQ.
3. If a vessel does not complete the certification process the certification fee will be refunded less any administration fee for work connected with the application. This will be at a level determined by the SCMS CEO.
4. SCMS CA is not required to accept a vessel for certification even if a vessel is deemed to be fully compliant in all respects.

Vessels Transfers between Certifying Authorities

5. Vessels that transfer to the SCMS CA from another Certifying Authority will be charged a transfer-in fee. This fee is normally the same as a certificate re-issue fee. The vessel may, at the discretion of the SCMS CEO, be required to be examined by an approved SCMS Examiner before certification. Where the transfer-in survey is combined with the annual inspection, (when vessel is inside its survey window), transfer-in and annual examination fees will both apply.
6. If an owner wishes to transfer a vessel from the SCMS CA to another Certifying Authority a written application is required from the owner/managing agent on the Application Form currently held on file unless it is part of a change of owner process. Vessel files will not be transferred until all invoices have been settled.

Approval of Stability Books

7. Stability books must be assessed and approved by an SCMS CA approved stability scrutineer. The standard fee for stability book approval assumes that the stability book is in the required form and content. This fee covers an assessment by the stability scrutineer and any subsequent amendment checks where a re-submission of the stability book is required. If further re-submissions are judged necessary, (normally where required amendments have not been made), then additional fees will be charged. The final approved stability book will not be released until all invoices are settled, unless otherwise directed by the SCMS CEO.

Change of Owner/Managing Agent or Certification Details

8. It is the current owner’s responsibility to advise the SCMS CA when a vessel is sold.
9. A change of owner/managing agent will automatically invalidate a vessel’s certificate. The certificate may be revalidated with the same expiry date after an inspection by an authorised SCMS Examiner. A fee is charged for this service.
10. A vessel’s certificate will also be invalidated if there is a change in use of the vessel, the area of operation or number of persons. The certificate can be revalidated after approval of new documentation or inspection by an SCMS Examiner at the discretion of the SCMS CEO.

Damage to Code Vessels

11. It is the Owner/Managing Agent’s responsibility to advise the SCMS CA if the vessel suffers damage as set out in the Codes. Where the SCMS CEO requires a vessel to be inspected due to damage, an SCMS authorised Examiner will be appointed by SCMS HQ to attend and the costs of the inspection will be passed to the Owner/Managing Agent.

Invoicing and Payment

12. All certification fees relate to costs invoiced via the SCMS CA head office. Examiner's fees for survey work are set by individual Examiners/companies and are invoiced directly by the Examiner. The SCMS cannot mediate or interfere in disputes concerning Examiner fees.

13. Non-payment of administration fees will delay the issue of the certificate and/or annual licence disc. Where continued non-payment exists without satisfactory explanation after several attempts at contact, the vessel's certificate will be cancelled due to non-assurance that the Owner/vessel is still in operation. It is illegal for a vessel to operate commercially without a valid certificate and licence disc.

14. Failure to settle an invoice in accordance with the stated terms entitles the SCMS CA to claim interest. This is in accordance with the Late Payment of Commercial Debt (Interest) Act 1998. Under this act all commercial debts attract an 8% interest above the Bank of England base rate prevailing at the time of the default, plus any reasonable costs incurred in collecting the debt.

Cancellation of Certification Services

15. The SCMS CA has the right to terminate certification at any point by giving two (2) weeks notice in writing and requesting the owner to transfer the vessel to another Certifying Authority.