



Registering Ships with the UK Ship Register





SAFETY THROUGH PARTNERSHIP

The UK Ship Register is one of the best performing flags in the major Port State Control Regimes with a reputation for maintaining the highest international standards.

Working with our customers to achieve 'Safety through Partnership', we understand that quality standards set by reputable sections of the shipping industry should not be compromised by sub-standard shipping and therefore we believe that quality is non-negotiable.

Join the increasing number of shipping companies choosing to put their ships on the UK Ship Register and help to bring about: ***Safer Lives, Safer Ships*** and ***Cleaner Seas***.

TOP TEN ADVANTAGES OF REGISTRATION

- **Dedicated Customer Service – focused assistance throughout and after registration**
- **Registration costs amongst the lowest available with no annual renewal fees**
- **UK Tonnage Tax Incentive – alternative method of calculating corporation tax profits based on ship net tonnage**
- **Annual £2.5 million contribution to Crew Relief Cost Scheme to assist with seafarers' air travel costs**
- **UK registered ships are not targeted by Port State Control regimes in the world's major trading areas**
- **The 'UK Ship Register' is in the top three best performers on the Paris MOU 'White List'**
- **ISPS plan approvals and verification audits at no cost to owners and operators**
- **An international reputation for expert advice and guidance with a proactive leading role at the IMO, EU and Quality Shipping Committees**
- **Worldwide security threat level information provided to UK registered ships with support from British Consuls and Royal Navy protection**
- **Quality Assurance offering certification to ISO 9000 and ISO 14001 standards with audits being taken in harmonisation with ISM**

Step-by-step guide to registration and certification of merchant ships joining Parts I and IV of the UK Ship Register

This guide is designed to help you through the registration process by identifying the procedures and documentation required for ships applying to join Part I or IV of the UK Ship Register.

On-line registration and full documentation details are available via our website: www.ukshipregister.co.uk

To be eligible to register a ship on Parts I or IV of the UK Ship Register applications need to be made by either a British Citizen, a British Overseas Territories Citizen, a British Citizen living overseas, companies incorporated in one of the EEA countries, companies incorporated in any British overseas possession which have their principal place of business in the UK or those possessions, or European Economic Interest Groupings.

Checklist

You need to complete a ship registration pro-forma, which provides us with the necessary information to check your ship(s) qualifies for UK registration. **This can be completed on-line via our website www.ukshipregister.co.uk** Alternatively, to obtain a copy of the pro-forma, telephone, fax or email us at: tel: +44 (0) 23 8032 9197; fax: +44 (0) 23 8032 9447; email: ukshipregister@mcga.gov.uk

If your ship(s) qualifies for registration you will be assigned a Customer Account Manager (CAM), your dedicated focal point of contact for administration and general policy matters, who will guide you through the transfer of your ship(s) on to the UK Ship Register. In addition, you will also be assigned a Customer Service Manager (CSM) who will deal with the technical issues regarding the survey and inspection of your ship(s) during the 'Flag-In' process.

Further information about registration on the UK Ship Register is available at: tel: +44 (0) 23 8032 9197; fax: +44 (0) 23 8032 9447; email: ukshipregister@mcga.gov.uk

Registration

The Customer Account Manager (CAM) will assist you throughout the registration process whether on-line via our website or with your manually completed form which is available through your CAM.

Your completed application form can be submitted on-line together with the appropriate fee(s) paid by credit card or submitted electronically by BACS, details of which, along with our current fee structure, are available on our website. Alternatively, it can be posted along with the appropriate support documentation and fee(s) to: UK Ship Register – RSS, Anchor Court, Keen Road, Cardiff CF24 5JW, UK.

Required Documents

In support of either application method, the following documents are required for Part I or IV registration and can be obtained from our website or through your CAM. Once completed, they can be submitted on-line, by email, fax or post to the UK Ship Register – RSS in Cardiff.

Forms:

MSF 4740 – Application to register a ship

MSF 4740A – Application to register a ship of over 500gt

MSF 4727 – Declaration of eligibility for a merchant ship

MSF 4705 – Bill of Sale

MSF 4733, 4734, & 4739 – Mortgage forms (where applicable)

Supporting Documentation

Copy of Certificate of Incorporation (If owner/charterer is a body corporate)

Certificate of Survey for Tonnage & Measurement

International Tonnage Certificate (ITC69)

Builders Certificate (for new builds)

For ship(s) currently registered on another Register:

An extract/transcript from current Register;

A written undertaking to provide deletion certificate after registration onto UK Ship Register;

A copy of the ship's current Continuous Synopsis Record;

Charter Party Agreement if the ship(s) is Bareboat Chartered.

Manning

Application for a Safe Manning Document (SMD) is required for each ship joining the UK Ship Register and should be made at the time of applying for registration and **no later** than two weeks prior to final registration.

Required Documents

Form:

MSF 4227 – Safe Manning Document

Document:

MSN 1767 – Hours of Work, Safe Manning and Watchkeeping – refers to appropriate manning levels for merchant ships
These are available via our website or through your CAM.

In addition to the application form, we need a covering letter containing your telephone, fax and email contact information; details of any sister ships on the UK Ship Register; and confirmation of the date the SMD is required. A General Arrangement plan is required unless a sister ship is already on the UK Ship Register.

To confirm manning levels are operationally viable and that working hours and rest periods meet regulations, we also require a typical seven-day voyage plan. We will provide software for this purpose after the initial assessment of the application. Alternatively, monthly Hours of Rest records for the whole crew can be submitted using MSN 1767 Annex B.

Your application form together with support documentation can be emailed to: safemanning@mcga.gov.uk or sent to: UK Ship Register, Seafarer Certification, Spring Place, 105 Commercial Road, Southampton SO15 1EG, UK.

The appropriate fee(s) can be paid by credit card or submitted electronically by BACS, details of which, along with our current fee structure, are available on our website.

Certificates of Equivalent Competency

Certificates of Equivalent Competency (CEC) are available to Merchant Navy officers holding a Certificate of Competency (CoC) issued in accordance with STCW 95.

Our MGN 221 and MIN 242 provides information on CEC application requirements including the details of those countries whose CoCs we accept, evidence of knowledge of the English language; UKLAP examinations and the issuing of CRAs.

Seafarers applying for CEC's can do so on-line or download the appropriate forms via our website, each form having its own unique identification number which allows the seafarer to track the status of their application.

Subject to nationality Exemption Certificates are available to Masters serving on strategic ships: Fishing vessels over 24 metres, Class 1 passenger ships over 500GT certified to carry more than 300 passengers, Ro-Ro's and product tankers.

Further details on CEC's can be obtained from our website or by contacting your CAM.

Medical Certificates

You are required to obtain valid UK seafarer medical certificates (ENG 1) issued by an MCA approved doctor or acceptable equivalents for anyone working in any capacity on board a UK registered ship.

Required Documents

Documents:

MSN 1797(M) – Approved Medical Practitioners

MSN 1788(M) – List of countries whose medical certificates are accepted as UK equivalent

MSN 1765(M) – Seafarer Medical Examinations System and Medical and Eyesight Standards

MGN 219(M) – Seafarers Medical Examinations Guidelines for Maritime Employers and Manning Agencies

Where there is a particular need for certificates to be issued in areas where there is little or no access to approved doctors, companies may apply to us for approval of their own doctor to issue certificates for company employees only. Examination facilities must be shore-based as medical examinations are not permitted on board ship.

Further details can be obtained from our website or through your CAM.



Maritime Security

You are required to arrange approval and verification of the Ship Security Plan (SSP) to meet the International Ship and Port Facility Security (ISPS) Code and SOLAS Amendments 2002. Copies of the ISPS Code (Publication Code 116E) can be purchased from the International Maritime Organisation (IMO) on tel: +44 (0) 20 7735 7611; or email: publications-sales@imo.org

For UK registered ships all approval and verification activities are undertaken by the Department for Transport: Transport Security and Contingencies Directorate (TRANSEC) for passenger ships (including high speed passenger craft); whilst our Maritime Security and Audit Branch is responsible for cargo ships (including high speed craft) of 500gt and above.

Ship Security Plans (SSP)

For each ship, the Company Security Officer must submit for approval an SSP, which meets the ISPS Code and SOLAS XI-2, together with the UK Ship Security Instructions relevant to the ship type, which is to be accompanied by the Ship Security Assessment. For passenger ships please contact TRANSEC at Southside, 105 Victoria Street, London SW1E 6DT, tel: +44 (0)20 7944 2844, fax: +44 (0)20 7944 2175. For cargo ships your CAM or CSM will provide details of who will be approving the SSP and their contact details.

Verification of Ship's Security System

The security system of every ship on the UK Ship Register requires verification before a certificate can be issued. For passenger ships please contact TRANSEC and for cargo ships the required document is Form MSF 5100, available on our website, which when completed should be forwarded to your CAM or CSM.

Ship Security Alert System (SSAS)

The ship(s) equipment will need to be programmed with MRCC Falmouth and your application form MSF 5608 available on our website can be emailed to falmouthcoastguard@mcga.gov.uk or faxed to: +44 (0) 1326 319264

Training Requirements for Company and Ship Security Officers

Your Company Security Officers and Ship Security Officers are required to undergo UK Ship Register approved training. In multi-flag fleets, if less than 50% of your company's fleet in terms of ship numbers is UK registered other approved training is accepted for the Company Security Officer.

Continuous Synopsis Record (CSR)

The UK Ship Register requires an updated Continuous Synopsis Record (CSR) document: CSR 'Form 2' which is issued during registration. A copy of this CSR 'Form 2' should also be sent to the previous Flag Administration so they can issue their final CSR document.

Copies of all the relevant ship security instructions and forms can be obtained through your CAM or CSM.

Radio Communications

The UK Radio Regulator is Ofcom and as the administrator on behalf of your company you need to complete and generate all radio licenses. If you manage several companies you will need to register each under its separate name.

Radio Licence

You need to apply for a Ship Radio Licence. Registration on-line is free of charge and is available at www.ofcom.org.uk/radiocomms/ifi – follow the 'Maritime Radio' link. Applications by post using Form Of347, for which there is a fee per licence, should be submitted to the regulator at Ofcom, Riverside House, 2a Southwark Bridge Road, London SE1 9HA, UK; or through your CAM.

MMSI Number and Callsign

The MMSI number and callsign will change with the issue of a new radio licence. Arrange with your shore based maintainer for all GMDSS equipment to be re-programmed with new MMSI numbers prior to survey.

Radio Survey

Your application for a Radio Survey is through Selex Communications email: marine-surveys@selex-comms
A Safety Radio Certificate will be issued based on the existing certificates with the same expiry dates however, Selex will require confirmation by their local agent that EPIRB, DSC and SAT C have been reprogrammed with the UK protocol/ MMSI number. Details can be found in Documents MSN 1732 and MGN 286 which can be obtained from our website or through your CAM.

EPIRB Registration

Arrange for EPIRB Mandatory Registration through MRCC Falmouth, tel: +44 (0) 1326 211569; fax: +44 (0) 1326 319260; email: epirb@mcga.gov.uk

You will need to arrange decommissioning/re-commissioning of all Satcom IDs with your airtime provider.

More information on all the above can be obtained direct from Ofcom, Riverside House, 2a Southwark Bridge Road, London SE1 9HA, UK; tel: + 44 (0) 20 7783 4465; web: www.ofcom.org.uk or through your CAM.



International Safety Management Code

The UK Ship Register has not delegated the International Safety Management Code (ISM) audit function to any Recognised Organisation therefore, with few exceptions all Document of Compliance and Safety Management Certificate audits are conducted by the MCA. Your ISM application should be made using Form MSF 5100 available on our website or through your CSM or CAM.

Document of Compliance

In multi-flag fleets, if less than 50% of your company's fleet in terms of ship numbers is UK registered, a Letter of Acceptance of a non UK Document of Compliance (DOC) may be issued. It should be noted that such Letters of Compliance will not be issued to companies operating UK registered passenger ships. In such cases, a UK DOC must be held and a company audited accordingly.

Your application for a Letter of Acceptance must be accompanied by copies of both the company's DOC and the latest initial, annual and/or renewal audit reports. Provided that the DOC is valid and that no significant non-conformities exist, a Letter of Acceptance may be issued.

In the event that more than 50% of your company's fleet in terms of ship numbers is UK registered, the company's safety management system will require auditing, which will be conducted at the main premises from which the safety management system is managed, generally the location from which the Designated Person operates.

Safety Management Certificates

Every ship on the UK Ship Register requires auditing in order for a Safety Management Certificate (SMC) to be issued.

ISO 9001:2000 and ISO14001:2004 Certification

To meet the growing demand for harmonised audits for ISM, ISO 9001 and ISO 14001 we are able to offer this service to our customers.

More information on all the above can be obtained from our website or through your CAM.

Crew Agreements and Crew Accommodation

Crew Agreement

You are required to make arrangements for an approved UK Crew Agreement (Pre-approved (ALC 1) (BSF) 1(d) plus attachments or ALC (NFD) 1(d)) or a non-standard version approved by the UK Ship Register.

To meet the Crew Agreement requirements you will need the following:

UK List of Crew: (ALC 1). Federated Agreement for use on ships previously operating under National Maritime Board conditions: (ALC 1) (BSF 1 (d) (plus attachments). Non Federated Agreement for ships not operating under a Federated Agreement: ALC (NFD) 1(d) – This agreement meets the basic requirement of ILO Convention 22. Non-standard Contractual Clause – specifically approved by UK Ship Register. List of crew who are signatories to the Crew Agreement: ALC 1(a). List of crew exempt from requirement to sign a Crew Agreement: ALC 1(b). List of Young Persons: ALC 1(c) and copy of Crew Agreement sheet: ALC 6. UK Official Log Books (required for all ships) Log 1. Supplementary Log Book (required for passenger ships) Log 2.

Crew Agreement documentation and Log books can be obtained over the counter at any of our UK Marine Offices or by post through our distribution agents: EC Group, Europa Park, Magnet Road, Grays, Essex RM20 4DN, UK; tel: +44 (0) 845 603 2431; fax: +44 (0) 1375 484 556; email: mca@ecgroup.uk.com. More information can be obtained from Document MGN 148(M) available on our website or through your CAM.

Crew Accommodation

Any UK registered ship must comply with the United Kingdom Merchant Shipping (Crew Accommodation) Regulations 1997, statutory Instrument (S.I 1997 No. 1508) which implements ILO 92 and ILO 133 on crew accommodation.

If your ship joining the UK Ship Register is a new build, the requirements of the Crew Accommodation Regulations should be considered at the design stage and the ship built to those requirements. A ship transferring to the UK Ship Register will require an inspection in accordance with ILO Convention, which will include an inspection to ascertain it meets the required Crew Accommodation Regulations.

If there are overriding circumstances preventing either a new build or a transfer ship complying fully with these requirements then it will be necessary for the ship owner to apply for an exemption from the relevant provision of the regulations, which may not necessarily be granted at which time it will be the responsibility of the owner to correct any deficiencies before the ship will be accepted onto the UK Ship Register.

More information on all the above can be obtained from our website or through your CAM.



Other Documentation

Survey

Each ship, either new build or transferring from another Flag, must be surveyed before it can be registered on the UK Ship Register. Our general policy is for such surveys to be carried out by our own surveyors however, under certain circumstances surveys are carried out by a Class surveyor on our behalf.

Your survey application should be made using Form MSF 5100 available on our website or through your CAM or CSM and needs to be supported by copies of the statutory certificates, plans and other documents.

Alternative Compliance Scheme

Under this voluntary scheme the survey and certification process is streamlined by minimising duplication of effort with the Classification Societies. When a ship is registered under the Alternative Compliance Scheme (ACS) it allows the Classification Society to perform all statutory surveys required under SOLAS, MARPOL and Load Line Conventions with the exception of ISM, ISPS and ILO 178, without a formal 'appointment' from the UK Ship Register.

Entry into the scheme is conditional upon Port State Control and Class criteria being met. Under the scheme, the UK Ship Register issues the ISM DOC, ISM SMC, ISSC, COI and Safe Manning Document. The ACS Classification Society issues all other international convention certificates.

To check your eligibility before applying for registration to the UK Ship Register, the owner or operator of a ship needs to apply for enrolment into the scheme by completing an application form available by email: ukshipregister@mcga.gov.uk or through your CAM.

The forms and documents listed in this Guide and further information about the registration process and the UK Ship Register can be found on our website. If for any reason you are unable to find the document you need, please contact us and we will be happy to forward a printed copy.

Contact: UK Ship Register, Spring Place, 105 Commercial Road, Southampton, SO15 1EG, UK

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An Executive Agency of the Department for Transport