
To: Ship owners, Shipping management companies, All branches, plan approval centers

Technical notice about the approval of Cargo Securing Manual of Hong Kong flagged ship

Hong Kong Marine Department (HKMD) revised the *Instructions to Recognized Organizations (ROs) for the approval of Cargo Securing Manual (CSM) and Volatile Organic Compound Management Plan (VOCMP), revision 1 on 3 March 2022*. Main amendment as followings:

The approval of Volatile Organic Compound Management Plan (VOCMP) is no longer has to follow the *Instructions to Recognized Organizations (ROs) for the approval of Cargo Securing Manual (CSM) and Volatile Organic Compound Management Plan (VOCMP), revision 1 on 3 March 2022*, which can be done directly by RO.

The requirements for approval of Cargo Securing Manual (CSM) remains unchanged and can continue to be implemented in accordance with CCS Total No.548 Rev.1 Technical Notice.

The instruction issued by HKMD as attachment.

The Technical Notice is made public on CCS website (www.ccs.org.cn) and is to be forwarded by CCS branches to Ship owners, Shipping companies. Please contact Classed ship in service Department of CCS Headquarters for any inquiry in this regard (E-mail address: cdwork@ccs.org.cn).

Instructions to Recognized Organizations (ROs) for the approval of Cargo Securing Manual (CSM)

Revision: Rev. 2

Date: 31 October 2022

With effect of the revised Annex II of the ROs Authorization Documents on 1 November 2022, the process of submitting CSM for approval of this Administration is elaborated below. As experience is gained, this process and FAQ may be fine-tuned and please refer to the latest revision as applicable. All submissions shall go through RO.

Please note, all CSM approved by the RO on behalf of this Administration under the previous RO authorization before 29 May 2021 are not necessary to be approved again by this Administration.

PROCEDURES

1. New Construction of Ships

1.1 Shipbuilder or Shipowner submit the CSM to the RO who shall examine and check the CSM against the applicable regulations and requirements pertinent to the ship concerned;

1.2 RO shall liaise with the submitter regarding non-compliances, if any, in the submitted document.

1.3 When RO is satisfied with the compliance of the submitted document, the RO shall issue a declaration of assessment (or similar document confirming compliance) stating the submitted CSM is in compliance with the relevant regulations/requirements. The declaration of assessment shall be in the form corresponding to the suggested format in Appendix 1.

1.4 An electronic copy of the submitted CSM (with comments if any marked by RO), together with the declaration of assessment issued by RO, shall be submit by RO to this Administration by email to ss_css@mardep.gov.hk.

1.5 Upon further verification by this Administration, a letter of approval will be issued by this Administration to RO via email. This letter shall be printed and placed on board, and to be kept together with the CSM.

2. Existing Ships – Change of Flag (COF) to Hong Kong, with or without Transfer of Class (TOC)

2.1 The gaining RO of the ship (if TOC) shall follow Steps 1.1 to 1.5 above.

2.2 The existing RO of the ship (if no TOC) shall follow Steps 1.3 to 1.5 above.

3. Existing Ships – No COF, No TOC, BUT Change of Owner and/or Change of Ship Name

3.1 RO attending surveyor shall endorse the CSM on the changes of Ship Name and/or Owner as marked on the CSM.

4. Existing Ships – No COF, BUT TOC and/or Change of Owner and/or Change of Ship Name

4.1 The RO of the ship shall follow Steps 1.3 to 1.5 above if re-approve of the CSM is necessary.

4.2 RO attending surveyor shall mark TOC or similar wording on the CSM if re-approve of the CSM is not necessary.

FREQUENTLY ASKED QUESTIONS (FAQ)

1. Is it require to submit a whole set of CSM for approval?

Ans: Yes.

2. Is there any sample for the declaration of assessment?

Ans: Please find the appendix in this document for the samples of the declaration of assessment.

3. For change of flag of existing vessels to Hong Kong Flag, with the survey completed but submission for reapproval of the CSM being outstanding prior to sailing, in urgent cases, is it acceptable for RO to issue a Short term Certificate pending re-approval of the CSM.

Ans: In any case of urgency, Cargo Ships Safety Section of this Administration should be advised and this Administration will consider this matter on a case by case basis.

4. There are two version of guidelines MSC.1/Circ.1353/Rev.1 (15 December 2014) and MSC.1/Circ.1353/Rev.2. (7 December 2020) Which one should I use?

Ans: RO shall recommend which version of the guidelines should be used. In paragraph 6 of MSC.1/Circ.1353/Rev.2 on 7 December 2020, it is stated that "This circular supersedes MSC.1/Circ.1353/Rev.1.". In general, per the guidelines' interpretation, if the date of the last update of the CSM is between 15 December 2014 and 6 December 2020, it may be reviewed according to MSC.1/Circ.1353/Rev.1. If the date of last update of the CSM is on or after 7 December 2020, it should be reviewed according to MSC.1/Circ.1353/Rev.2.

5. Is it mandatory to include reference no. for CSM in my Declaration of Assessment?

Ans: The Approval Letter from HKMD refers to the particular version of CSM. The specified reference number identifies the version of CSM. The approval process will be facilitated if the reference no. for CSM in the Declaration of Assessment is marked as watermarks on every page of CSM; marked clearly on the front page of CSM; or marked in the page margins of CSM. Nevertheless, other references are acceptable as far as it reasonably addresses the specific CSM.

6. I have sent an attachment with large file size. Can you receive it?

Ans: We are able to receive an attachment with file size 20MB or less. Please consider sending smaller files or sending us a shared location link where the file is located. You may also send a separate email without attachment for confirming your email with large attachment is received by us.

Declaration of Assessment

Ship's Name : M/V "ABC"
Ship Type : BULK CARRIER
Class No. : 123456
IMO Number : 9999999
Flag : Hong Kong, CHINA
Reference No. of Cargo Securing Manual: _____

THIS IS TO CERTIFY that the Cargo Securing Manual of the ship in reference has been examined and checked with respect to the requirement of SOLAS VI/5.6 and VII/5 and associated MSC.1/Circ.1353/Rev.2, Revised Guidelines for the Preparation of the Cargo Securing Manual and found to comply.

Place : XXXX_____

Date : DD/MMM/YYYY

(XXXXX)
Surveyor to RO