

# No. 1A                      Procedures for changing classification status

(Jan. 2000)

(Rev.1 Sept. 2000)

(Rev.2 June 2001)

(Rev.3 February 2002)

(Rev. 4 January 2004)

(Rev.5 February 2005)

(Rev.6 February 2006)

(Rev.7 July 2006)

(Rev.8 Oct 2007)

<b>TABLE OF CONTENTS</b>	Page
<b><u>Introduction</u></b>	<b>3</b>
<b><u>Part 1 – Procedure for Suspension and Reinstatement or Withdrawal of Class in Case of Surveys, Conditions of Class or Recommendations Going Overdue</u></b>	<b>5</b>
Definitions	
Section A – Procedure for Suspension and Reinstatement or Withdrawal of Class	
A.1 – Suspension and reinstatement of class in the case of overdue surveys	
A.2 – Suspension and reinstatement of class in the case of overdue recommendations / conditions of class	
A.3 – Suspension and reinstatement of class of dual classed vessels	
A.4 – Withdrawal of class	
Section B – Notification and Reporting	
B.1 – Notification to Owners and Flag States	
B.2 – Reporting to the IACS Permanent Secretariat	
<b><u>Part 2 – Procedure for Transfer of Class</u></b>	<b>9</b>
Definitions	
Section A – Procedural Requirements	
A.1 – Obligations and reporting of the gaining Society	
A.2 – Obligations and reporting of the losing Society	
<u>A.3 – Transfer of class at vessel’s delivery</u>	
A.34 – Other Requirements	
Section B – Technical Requirements	

- B.1 – Plans and information
- B.2 – Surveys
- Section C – Plans to be Submitted by the Owner to the Gaining Society
  - C.1 – Plans to be submitted
  - C.2 – Torsional vibration calculations
  - C.3 – Additional requirements for vessels with ice class notation
  - C.4 – Additional plans required for oil tankers
  - C.5 – Additional plans required for unattended machinery space notation

### **Part 3 – Procedure for Adding, Maintaining or Withdrawing Double or Dual Class** **1718**

Definitions

Section A – Adding Class of a Second Society to a Vessel Classed by a First Society

- A.1 – Obligations of the second Society
- A.2 – Obligations of the first Society

Section B

B.1 – Adding class of a Second Society to a vessel classed by First Society at vessel’s delivery

Section BC – Maintaining Class in a Double or Dual Class Arrangement

- BC.1 – Double Class
- BC.2 – Dual Class

Section CD – Withdrawing Class of a Society from a Double Class Arrangement

- CD.1 – Obligations of the remaining Society maintaining its class
- CD.2 – Obligations of the withdrawing Society

Section DE – Withdrawing Class of a Society from a Dual Class Arrangement

Section EF – Other Requirements

**Annex 1 – Reporting Forms G, L, S and FM**

**Annex 2 – Harmonisation of Reporting**

**Annex 3 – Content of Vessel's History Report Regarding Class Items**

**Annex 4 – List of IACS Societies’ Contact Points, (relocated to IACS Website)**

## Introduction

This Procedural Requirement applies to all IACS Members and Associates. References made to "IACS Society" or "Society" should be read as including IACS Members and Associates.

This Procedural Requirement contains procedures and requirements pertaining to:

- ◆ suspension and reinstatement or withdrawal of class;
- ◆ transfer of class from one IACS Society (i.e. losing Society) to another IACS Society (i.e. gaining Society);
- ◆ adding, maintaining or withdrawing a double or dual class;

and it is applicable, unless stated otherwise, to vessels of over 100 grt of whatever type, self propelled or not, restricted or unrestricted service, except for "inland waterway" vessels.

As concerns the history of its revisions:

- ◆ this Procedural Requirement has been implemented since March 2000. The structural diminution allowances (in paragraph A.2.3.2 of Annex 1 in that revision) have applied to IACS Societies from 1 July 2000.
- ◆ the amendments introduced by the Rev.1 (addition of subparagraphs 2.1 (iv), (v) and (vi) of Annex 1 Part B in that revision) have been implemented for requests for transfer of class received on or after 1 July 2001.
- ◆ the amendments in Rev. 2 introduced requirements in respect of access to historical information, notification of class suspension/withdrawal via Form L, reassignment of class in Form S and specifies the date format in line with other Procedural Requirements. The amendments have been implemented from 1 July 2001 (those concerning transfer of class have been implemented for requests for transfer received on or after 1 July 2001).
- ◆ from 1 July 2001, until the implementation date of the Rev. 3, the transfer of class survey requirements (given in Annex 1 B.2.1i, B.2.1ii and B.2.1iii in that revision) for all vessels of 10 years of age and above and in B.2.2 have also been applied when adding the class of another IACS Society to a vessel already classed by one IACS Society. In case of withdrawing from the first class, the transfer of class survey requirements not applied at the moment of adding the second class (i.e. those given in Annex 1 B.2.1iv, B.2.1v and B.2.1vi and all the remaining requirements in Annex 1 Part A, B.1 and C of that revision) have been applied.
- ◆ the amendments in Rev. 3 introduced the procedure for dealing with overdue surveys and overdue recommendations/conditions of class on transfer of class of vessels of 15 years of age or over. A clarification footnote has been added to Annex 1, B of that revision in respect of vessels with hull under continuous survey. A procedure for dealing with double or dual class has been introduced as Annex 5 of that revision with additions to Forms G & L. Form S and its notes have been clarified. These amendments were to be implemented from 1 January 2003.
- ◆ In creating Rev. 4, the whole of Rev. 3 has been amended in order to simplify as far as possible the framework of this Procedural Requirement, to improve its user friendliness and to subdivide it into three Parts, relevant to suspension, reinstatement or withdrawal of class (Part 1), transfer of class (Part 2) and double or dual class (Part 3), respectively. Changes of substance have been made in:
  - A.3.3 of Part 1,
  - Definitions, A.1.4, A.1.7 to A.1.11, A.2.2 to A.2.4, A.3.1, A.3.5 and B.2.1.iv of Part 2,
  - Definitions, A.1.1.6, A.1.4, A.1.6, A.2.1, A.2.2, C.1.3, C.1.6 to C.1.9, C.2.2, C.2.3, C.2.5 and E.1 of Part 3, and
  - the reporting Forms G and L and relevant Notes.

The amendments in Rev. 4 are to be implemented for requests for transfer of class, or requests for adding class, or requests from an Owner pertaining to his intention to withdraw from class from another Society, or advice by the withdrawing Society that class has been withdrawn, received on or after 1 July 2004.

- ◆ Rev.4 changed the title of PR1A from “Transfer of Class, Suspension of Class, Reassignment of Class and Class Withdrawal and reporting of Changes in Class Status” to “Procedures for changing classification status”.
- ◆ Amendments introduced in Rev.5 are as follows:
  - Revision 5 defined “force majeure” and “exceptional circumstances” in Part 1, Definitions, A.1.1.1 and A.1.7.
  - A procedure for extension / dispensation of survey requirements for single voyage in ballast to scrap/demolition was introduced: Part 1, new A1.6.
  - An extension procedure for the case where the class certificate expires while the vessel is at sea was introduced in Part 1, A.1.1(2<sup>nd</sup> sentence) and A.1.1.2.
  - A number of issues identified by the Quality Committee were addressed and PR1A was revised accordingly. Changes were introduced to:
    - Part 1: Definitions (“Date” was deleted), A1.3 and A.1.4;
    - Part 2: A.1.1.4, A.1.3, A.1.5, A.1.10, A.2.2.1(ESP ship’s documentation) and A.3.5
    - Part 3: A.2.1.1, C.1.1.i) & ii), C.1.3, C.1.5, C.2.2;
    - the reporting Forms G & L and relevant notes
  - Transfers of class in which all required surveys are not completed in one port were addressed in PR1A, Part 2/A.1.1.1 and Part 2/A.1.4 (referring to Part 2/B.2.1”Surveys”)
  - Part 1/A.1.2, A1.3 and Notes (1) were amended to ensure ships under attendance for completion of the annual, intermediate and special surveys prior to resuming trading are treated equally.

These amendments are to be implemented from **1 July 2005**.

- ◆ The amendments to Rev.6 reduce the Form S reporting deadline from 23 days after the end of the month being reported upon to 7 days. Rev. 6 is to be implemented by Members commencing with the submittal of their Form S reporting on the month ending 31 March 2006 (i.e. that report is to be submitted by 7 April 2006). In addition, Fishing Vessels have been added to the list of types of vessels that may be exempted from compliance with Part 1 (note 2 of Part 1), with effect from the date of adoption of this revision.
- ◆ Rev.7 incorporates changes at Part 2- A.1.4, A.1.10 and B.2 (Surveys). Annex 4 “List of Contact Points” has been moved to the IACS Website. These amendments are to be implemented from 1 July 2007.
- ◆ The amendments in Rev.8 are to be implemented for requests for transfer of class or requests for adding class, received on or after 1 January 2008.

## **Part 1 - Procedure for Suspension and Reinstatement or Withdrawal of Class in Case of Surveys, Conditions of Class or Recommendations Going Overdue**

### **Definitions**

‘Disclassed’ means class has been suspended or withdrawn.

‘Dual class vessel’ means a vessel which is classed by two IACS Societies between which there is a written agreement regarding sharing of work, reciprocal recognition of surveys carried out by each of the Societies on behalf of the other Society and full exchange of information on the class status and survey reports.

‘Recommendations’ and ‘Conditions of Class’ are to be read throughout this Procedural Requirement as being different terms used by IACS Societies for the same thing, i.e. requirements to the effect that specific measures, repairs, surveys etc. are to be carried out within a specific time limit in order to retain class.

‘Exceptional circumstances’ means unavailability of dry-docking facilities; unavailability of repair facilities; unavailability of essential materials, equipment or spare parts; or delays incurred by action taken to avoid severe weather conditions.

‘Force Majeure’ means damage to the ship; unforeseen inability of the Society to attend the vessel due to the governmental restrictions on right of access or movement of personnel; unforeseeable delays in port or inability to discharge cargo due to unusually lengthy periods of severe weather, strikes or civil strife; acts of war; or other force majeure.

### **Section A – Procedure for Suspension and Reinstatement or Withdrawal of Class**

#### **A.1 Suspension and reinstatement of class in the case of overdue surveys**

**A.1.1** Owners are to be notified that the 5-year Class Certificate expires, and classification is automatically suspended, from the certificate expiry date in the event that the Special (Renewal) Survey has not been completed or is not under attendance for completion prior to resuming trading, by the due date.

Classification will be reinstated upon satisfactory completion of the surveys due. Such surveys are to be credited from the date originally due. However, the vessel is disclassed from the date of suspension until the date class is reinstated.

**A.1.1.1** Under “exceptional circumstances”, the Society may grant an extension not exceeding three (3) months to allow for completion of the Special Survey provided that the vessel is attended and the attending Surveyor(s)<sup>1</sup> so recommend(s) after the following has been carried out:

- a) annual survey;
- b) re-examination of Recommendations/Conditions of Class;
- c) progression of the Special Survey as far as practicable;
- d) in the case where dry docking is due prior to the end of the class extension, an underwater examination is to be carried out by an approved diving company. An underwater examination by an approved company may be dispensed with in the case of extension of dry-docking survey not exceeding 36 months interval provided the ship is without outstanding Recommendation/Condition of Class regarding underwater parts.

---

<sup>1</sup> See Procedural Requirement 20 ‘Procedural Requirement for certain ESP surveys’

**A.1.1.2** In the case that the Class Certificate will expire when the vessel is expected to be at sea, an extension to allow for completion of the Special Survey may be granted provided there is documented agreement to such an extension prior to the expiry date of the certificate, and provided that positive arrangements have been made for attendance of the Surveyor at the first port of call, and provided that the Society is satisfied that there is technical justification for such an extension. Such an extension is to be granted only until arrival at the first port of call after the expiry date of the certificate. However, if owing to “exceptional circumstances” the special survey cannot be completed at the first port of call, A1.1.1 may be followed, but the total period of extension shall in no case be longer than three months after the original due date of the special survey.

**A.1.2** Annual Surveys: Owners are to be notified that the Class Certificate becomes invalid, and classification is automatically suspended, if the Annual Survey has not been completed within three (3) months of the due date of the annual survey, unless the vessel is under attendance for completion of the Annual Survey.

Classification will be reinstated upon satisfactory completion of the surveys due. Such surveys are to be credited from the date originally due. However, the vessel is to be disclassified from the date of suspension until the date class is reinstated.

**A.1.3** Intermediate Surveys: Owners are to be notified that the Class Certificate becomes invalid, and classification is automatically suspended, if the Intermediate Survey has not been completed within three (3) months of the due date of the third annual survey in each periodic survey cycle, unless the vessel is under attendance for completion of the Intermediate Survey.

Classification will be reinstated upon satisfactory completion of the surveys due. Such surveys are to be credited from the date originally due. However, the vessel is to be disclassified from the date of suspension until the date class is reinstated.

**A.1.4** Continuous Survey Item(s): Continuous survey item(s) due or overdue at time of annual survey is to be dealt with. The vessel’s class will be subject to a suspension procedure if the item(s) is not surveyed, or postponed by agreement.

**A.1.5** Vessels laid-up in accordance with the Society’s Rules prior to surveys coming due need not be suspended when surveys addressed above become overdue. However, vessels which are laid-up after being suspended as a result of surveys going overdue, remain suspended until the overdue surveys are completed.

**A.1.6** When a vessel is intended for a demolition voyage with any periodical survey overdue, the vessel's class suspension may be held in abeyance and consideration may be given to allow the vessel to proceed on a single direct ballast voyage from the lay up or final discharge port to the demolition yard. In such cases a short term Class Certificate with conditions for the voyage noted may be issued provided the attending surveyor finds the vessel in satisfactory condition to proceed for the intended voyage.

**A.1.7** Force Majeure: If, due to circumstances reasonably beyond the owner’s or the Society’s control as defined above, the vessel is not in a port where the overdue surveys can be completed at the expiry of the periods allowed above, the Society may allow the vessel to sail, in class, directly to an agreed discharge port, and if necessary, hence, in ballast, to an agreed port at which the survey will be completed, provided the Society:

- a) exams the ship’s records;
- b) carries out the due and/or overdue surveys and examination of Recommendations/Conditions of Class at the first port of call when there is an unforeseen inability of the Society to attend the vessel in the present port, and
- c) has satisfied itself that the vessel is in condition to sail for one trip to a discharge port and subsequent ballast voyage to a repair facility if necessary. (Where there is unforeseen inability of the Society to attend the vessel in the present port, the master is to confirm that his ship is in condition to sail to the nearest port of call.)

If class has already been automatically suspended in such cases, it may be reinstated subject to the conditions prescribed in this paragraph.

## **A.2 – Suspension and reinstatement of class in the case of overdue recommendations / conditions of class**

**A.2.1** Each recommendation / condition of class will be assigned a due date for completion. Owners will be notified of these dates and that the vessel's class will be subject to a suspension procedure if the item is not dealt with, or postponed by agreement, by the due date.

**A.2.2** Classification will be reinstated upon verification that the overdue recommendation / condition of class has been satisfactorily dealt with. However, the vessel is to be disclassified from the date of suspension until the date class is reinstated.

## **A.3 – Suspension and reinstatement of class of dual classed vessels**

**A.3.1** When a vessel is dual classed and in the event that one of the Societies involved takes action to suspend the class of the vessel for technical reasons, the Society concerned will advise the other Society of the reasons for such action and the full circumstances within five (5) working days.

**A.3.2** The other Society will, upon receipt of this advice, also suspend the class of the vessel, unless it can otherwise document that such suspension is incorrect.

**A.3.3** When either Society decides to reinstate class, it is to inform the other Society.

## **A.4 – Withdrawal of class**

**A.4.1** When class of a vessel has been suspended for a period of six (6) months due to overdue surveys and/or recommendations / conditions of class, the class is to be withdrawn. A longer suspension period may be granted when the vessel is not trading as in cases of lay-up, awaiting disposition in case of a casualty or attendance for reinstatement.

## **Section B – Notification and Reporting**

### **B.1 - Notification to Owners and Flag States**

**B.1.1** The Society is to confirm in writing the suspension of class and reinstating of the vessel's class to the Owner and to the Flag State.

**B.1.2** The Society is to confirm in writing the withdrawal of class to the Owner and to the Flag State.

**B.1.3** For new vessels constructed on or after 1 July 1998 under SOLAS Reg. II-1/3.1, the letters according to B.1.1 and B.1.2 are to state that certain statutory certificates are implicitly invalidated by the suspension / withdrawal of class.

### **B.2 - Reporting to the IACS Permanent Secretariat**

**B.2.1** Information regarding class suspension surviving more than seven (7) days, re-instatement of class to lift suspension, class withdrawal and reassignment of class is to be reported to the IACS Permanent Secretariat on a monthly basis. The reporting is to be made on Form S in Annex 1 and in accordance with its notes.

**B.2.2** Any postponement of survey due to force majeure is to be reported to IACS Permanent Secretariat as soon as the postponement is granted, using the Form FM in Annex 1.

## **Notes**

- (1) The Class Certificate is to include as a minimum:
- an expiry date based on the five year Special Survey (Renewal Survey);
  - an endorsement section to record the completion of Annual [and Intermediate] Surveys;
  - a statement to indicate that the Class Certificate becomes invalid and classification is automatically suspended, if :
    - i) the Annual Survey has not been completed within three (3) months of the due date of

the annual survey; or

- ii) the Intermediate Survey has not been completed within three (3) months of the due date of the third annual survey in each periodic survey cycle,

unless the vessel is under attendance for completion of the relevant survey; or alternatively, a reference to the class suspension requirement contained in the Classification Society's Rules.

(2) At the discretion of each Society, the following types of vessels may be exempted from compliance with **Part 1 of** this Procedural Requirement provided the Society has procedures for the suspension and withdrawal of their class:

- Mobile Offshore Drilling Units;
- Mobile Offshore Units;
- Floating Production and/or Storage Vessels;
- Military vessels or commercial vessels owned or chartered by Governments, which are utilised in support of military operations or service; or
- Vessels in lay-up.
- Fishing vessels.

## Part 2 - Procedure for Transfer of Class

### Definitions

‘At vessel’s delivery’ means that the new construction survey process is completed, the first Certificate of Class is delivered and the vessel has not departed from the yard.

‘First Certificate of Class’ means either Interim Certificate of Class or Full Term Certificate of Class or another Certificate serving the same purpose.

‘Gaining Society’ means an IACS Society which accepts a vessel for its classification only after all overdue surveys; overdue recommendations or overdue conditions of class previously issued against the vessel have been completed by or as specified by the losing Society.

‘Interim Certificate of Class’, or Interim Class Certificate, is the certificate issued immediately upon completion of the survey of the vessel to enable it to trade while the report of the classification surveys is processed by the gaining Society pursuant to issuing its full term Class Certificate.

‘Losing Society’ means the IACS Society from which class is being transferred. In the case of vessels classed by more than one Society, ‘losing Society’ means all IACS Societies from which class is being transferred.

‘Outstanding’ means still to be dealt with.

‘Overdue’ means overdue on the date the losing Society receives the request by the gaining Society for its current classification survey status.

‘Recommendations’ and ‘Conditions of Class’ are to be read throughout this Procedural Requirement as being different terms used by IACS Societies for the same thing, i.e. requirements to the effect that specific measures, repairs, surveys etc. are to be carried out within a specific time limit in order to retain class.

### Section A – Procedural Requirements

#### **A.1 - Obligations and reporting of the gaining Society**

**A.1.1** Whenever an IACS Society is requested by an Owner to accept an existing vessel into class, the gaining Society is to immediately notify the Owner in writing that:

- .1 the relevant surveys specified in Part 2/B.2.1 are required to be satisfactorily completed for entry into class;
- .2 for vessels less than 15 years of age <sup>(Note 1)</sup>, an Interim Certificate of Class can be issued only after the gaining Society has completed: (i) all overdue surveys and (ii) all overdue recommendations /conditions of class previously issued against the vessel as specified to the Owner by the losing Society;
- .3 for vessels 15 years of age and over, an Interim Certificate of Class can be issued only after the losing Society has completed: (i) all overdue surveys and (ii) all overdue recommendations/conditions of class previously issued against the vessel.
- .4 any outstanding recommendations/conditions of class are to be dealt with by their due dates;
- .5 the principles given in items .1, .2 and .3 above apply to any additional recommendations / conditions of class issued against the vessel arising from surveys which were not included in the initial survey status provided to the gaining Society by the losing Society because the surveys were carried out in close proximity to the request for transfer of class. Such additional recommendations / conditions of class if received after the issuance of the Interim Certificate of Class by the gaining Society and which are overdue are to be dealt with at the first port of

---

(Note 1) To be calculated from the date of delivery to the “Date Request for Class was Received” in Form G Part A – Survey Status Request.

call by the relevant Society depending on the age of the vessel;

- .6 copies of the plans listed in Section C are to be provided to the gaining Society as a prerequisite to obtaining a full term Class Certificate.

If the Owner is unable to provide all of the required plans, the gaining Society is to request that the Owner authorise the losing Society to transfer copies of such of these plans as it may possess directly to the gaining Society upon request from the gaining Society, with the advice that the losing Society will invoice the gaining Society and the gaining Society may, in turn, charge the associated costs to the Owner.

**A.1.2** Prior to issuing an Interim Certificate of Class the gaining Society is to obtain:

- .1 from the Owner, a written request for transfer of class, containing an authorisation for the gaining Society to obtain the current classification status from the losing Society; and
- .2 the current classification survey status from the Headquarters of the losing Society or one of its designated control or management centres.

**A.1.3** Within two (2) working days of receipt of a written request from the Owner for transfer of class at a Society's Headquarters or one of its designated control or management centres, the gaining Society is to notify the losing Society of the requested transfer of class using the Form G in Annex 1 with Part A completed and attaching the Owner's authorisation for release of the survey status. If the gaining Society does not receive the classification survey status from the losing Society within three (3) working days from request, the gaining Society may utilise the losing Society's survey status information provided by the Owner and, after complying with the other relevant requirements of this Procedural Requirement, may issue an Interim Certificate of Class. In such cases, a statement is to be included in or with the Interim Certificate of Class reminding the Owner that the conditions of A.1.1 are still applicable.

**A.1.4** The gaining Society is not to issue an Interim Certificate of Class, or other documents enabling the vessel to trade:

1. Until all overdue surveys and all overdue recommendations/conditions of class previously issued against the subject vessel as specified to the Owner by the losing Society, have been completed and rectified by:

- a) the gaining Society, for vessels less than 15 years of age;
- b) the losing Society, for vessels 15 years of age and above; and

2. Until all relevant surveys specified in Part 2/B.2.1 have been satisfactorily completed; when facilities are not available in the first port of survey, an Interim Certificate of Class may be issued to allow the vessel to undertake a direct voyage to a port where facilities are available to complete surveys required in Part 2/B.2.1 In such cases:

The surveys specified in Part 2/B.2.1 are to be carried out to the maximum extent practicable at the first port of survey, but in no case less than the scope of annual hull survey and machinery surveys as required in B.2.1.2;

3. before giving the opportunity to the Flag Administration to provide any further instructions within three (3) working days.<sup>(Note 2)</sup>

**A.1.5** The validity of the Interim Certificate of Class and the subsequent Class Certificate is subject to any outstanding recommendations / conditions of class previously issued against the vessel being completed by the due date and as specified by the losing Society. Any outstanding recommendations / conditions of class with their due dates are to be clearly stated on the:

---

<sup>(Note 2)</sup> In compliance with the requirements of Art. 15.4 of the EU Directive 94/57/EC as amended

- .1 Interim Certificate of Class or an attachment to the Interim Certificate of Class, and/or class survey record available on board; and
- .2 survey status when the full term Class Certificate is issued.

**A.1.6** The gaining Society is, within one (1) month from issuing its Interim Certificate of Class, to advise the losing Society of the date of issuing this certificate and confirm the date, location and action taken to satisfy each overdue survey and overdue recommendation / condition of class, if any, issued against the subject vessel as specified to the Owner by the losing Society. The report Form G in Annex 1, with Parts A and B duly completed is to be used.

**A.1.7** Any additional information regarding outstanding surveys or recommendations / conditions of class received from the losing Society in accordance with A.2.3 is to be dealt with in accordance with A.1.4 and A.1.5, as applicable, and reported to the losing Society with Form G in Annex 1 with Part B-1 duly completed within one (1) month from the completion of the survey. If this additional information is received after the Interim Certificate of Class has been issued, any surveys or recommendations / conditions of class which are overdue are to be dealt with at the first port of call:

- .1 by the gaining Society in vessels less than 15 years of age; or
- .2 by the losing Society in vessels 15 years of age or over.

If this is not accomplished, the Interim Certificate of Class is to be withdrawn immediately unless the Owner agrees to proceed directly, without further trading, to a suitable port where any overdue surveys or overdue recommendations / conditions of class are to be carried out by the relevant Society based on the age of the vessel.

**A.1.8** Prior to final entry into class the gaining Society's obligation is:

- .1 to carry out the review of class survey records of the losing Society to the extent deemed necessary but not less than the contents specified in Annex 3 in order to prepare an auditable Vessel's History Report to be reviewed by an authorised person;
- .2 to advise the losing Society in writing of the anticipated date of final entry into class and that Form G with Parts A, B and B-1 (when applicable) duly completed has been sent<sup>(Note 3)</sup>.

**A.1.9** The gaining Society may, if deemed necessary, carry out the review of class survey records of other IACS Societies, which had previously classed the vessel.

**A.1.10** Within one (1) month of the date of final entry into class, the gaining Society is to dispatch Form G in Annex 1, with Parts A, B, B-1 (when applicable) and C duly completed, to the losing Society. In cases where the losing Society has reported recommendations / conditions of class on the vessel, the gaining Society is to provide to the losing Society, together with Form G, an itemised list of actions taken with the date and location and actions to be taken, to satisfy each recommendation/condition of class. The gaining Society is to confirm in writing the date of final entry into class to the flag State within one (1) month of the date of final entry into class.

**A.1.11** The reporting by gaining Society to losing Society required in A.1.6, A.1.7 and A.1.10 is to be done in accordance with the Harmonisation of Reporting in Annex 2.

## **A.2 - Obligations and reporting of the losing Society**

**A.2.1** If an Owner advises the losing Society of an intention to transfer class, the losing Society is to immediately confirm to the Owner any overdue surveys and outstanding recommendations / conditions of class, together with any outstanding fees.

**A.2.2** The losing Society:

- .1 within two (2) working days of receipt of a written request at its Headquarters or one of its designated control or management centres, is to notify the gaining Society the latest class details in its possession including a full list of overdue surveys and recommendations / conditions of class - with the respective due dates - issued against the subject vessel. For

---

<sup>(Note 3)</sup> In compliance with the requirements of Art. 15.5 of the EU Directive 94/57/EC as amended

vessels under Enhanced Survey Programme, the following documentation is also to be provided:

- (i) the most recent Condition Evaluation Report/Executive Hull Summary Reports;
- (ii) in addition any Survey Planning Document for the forthcoming special or intermediate survey.

In cases where the class status is received in a language not readily understood by the gaining Society or contains vague or unclear descriptions, the losing Society is to provide additional detailed information on request of the gaining Society. The losing Society is obliged to advise the gaining Society of the possibility of further recommendations/conditions of class arising from surveys which the losing Society knows have been carried out but for which reports have not yet been received. The report Form L in Annex 1 with Part A completed is to be used by the losing Society to report on the class status. Details may be amplified, if necessary, in accompanying documents.

- .2 is obliged to make available, within one (1) month of the receipt of the request referred to in .1 above, all class survey records to the gaining society for record review and relevant reporting, to the extent this information is in the possession of the losing Society, to enable the gaining Society to construct the Vessel's History Report outlined in Annex 3, in accordance with A.1.8.
- .3 alternatively to .2 above, upon request is obliged to provide, within one month of the receipt of the request referred to in .1, a copy of all the class survey records to the gaining Society, to enable the gaining Society to construct the Vessel's History Report outlined in Annex 3, in accordance with A.1.8. These survey records will be transferred electronically if electronic files are available.
- .4 is also to submit, within one (1) month of the receipt of the request referred to in .1 above, any Vessel's History Report regarding class items (see Annex 3) available from prior transfers of class performed after 1 July 2001.

**A.2.3** The losing Society has one (1) month from issuance of its survey status to the gaining Society as per A.2.2 to forward to the gaining Society:

- .1 the additional information on outstanding surveys and/or recommendations / conditions of class arising from surveys performed proximate to the date of Owner's written request for transfer of class which were not included in said status, by dispatching Form L in Annex 1 with Part A-1 duly completed; and
- .2 the structural diminution allowances which were applying to the vessel, by dispatching Form L in Annex 1 with Parts A and A-1 (when applicable) duly completed.

**A.2.4** To ensure mutual exchange of information on vessels transferring class and on the survey status of such vessels, the losing Society is, on completion of a withdrawal of class, to dispatch Form L in Annex 1, with Parts A, A-1 (when applicable) and B duly completed, to the IACS Permanent Secretariat and to the gaining Society.

**A.2.5** Should the losing Society, upon receiving information from the gaining Society pursuant to the disposition of the transfer of class, have clear grounds for believing that the gaining Society did not fulfil its obligations as specified in A.1, the losing Society is to notify the gaining Society of its concerns and attempt to resolve any differences.

### **A.3 - Transfer of class at vessel's delivery**

**A.3.1** The procedural requirements for transfer of class at vessel's delivery are applicable when the Society which has carried out the new construction technical review and surveys (i.e. Losing Society) has issued its first Certificate of Class.

### **Obligations and reporting of the Gaining Society**

**A.3.2** Whenever an IACS Society is requested by an Owner to accept a vessel into class at its delivery, that Society, i.e. the gaining Society, is to immediately notify the Owner in writing that:

- .1 any outstanding recommendations/conditions of class are to be dealt with by their due dates;

.2 copies of the plans listed in Section C are to be provided to the gaining Society as a prerequisite to obtaining a Full Term Certificate of Class.

If the Owner is unable to provide all of the required plans, the gaining Society is to request that the Owner authorise the losing Society to transfer copies of such of these plans as it may possess directly to the gaining Society upon request from the gaining Society, with the advice that the losing Society will invoice the gaining Society and the gaining Society may, in turn, charge the associated costs to the Owner.

A.3.3 Prior to issuing an Interim Certificate of Class on the date of the vessel's delivery, the gaining Society is to obtain:

- .1 from the Owner, a written request for transfer of class at vessel's delivery, containing an authorisation for the gaining Society to obtain a copy of the first Certificate of Class, from the losing Society; and
- .2 the first Certificate of Class from the Headquarters of the losing Society or one of its designated control or management centres or from the attending Surveyor at the yard of the builder including any outstanding recommendations/conditions of class and information normally contained in the classification status.

A.3.4 After receipt of a written request from the Owner for transfer of class at a Society's Headquarters or one of its designated control or management centres, the gaining Society is to notify the losing Society of the requested transfer of class using the Form G in Annex 1 with Part A completed and attaching the Owner's authorisation for release of the first Certificate of Class, including the list of any recommendations/conditions of class - with the respective due dates - issued against the subject vessel and information normally contained in the classification status.

If the gaining Society does not receive the above documents from the losing Society on the date of the vessel's delivery, the gaining Society may utilise the losing Society's said documents provided by the Owner and, after complying with the other relevant requirements of this Procedural Requirement, may issue an Interim Certificate of Class on the date of the vessel's delivery. In such cases, a statement is to be included in or with the Interim Certificate of Class issued by the Gaining Society reminding the Owner that the conditions of A.3.2 are still applicable.

A.3.5 The Gaining Society is not to issue an Interim Certificate of Class, or other documents enabling the vessel to trade:

- until all relevant surveys specified in Part 2/B.2.1 have been satisfactorily completed; and
- before giving the opportunity to the Flag Administration to provide any further instruction within three (3) working days<sup>(Note 1)</sup>.

A.3.6 The validity of the Interim Certificate of Class and the subsequent full term Certificate of Class issued by the Gaining Society is subject to any outstanding recommendations/conditions of class previously issued against the vessel being completed by the due date and as specified by the losing Society. Any outstanding recommendations/conditions of class with their due dates and information normally contained in the classification status are to be clearly stated on the:

- .1 First Certificate of Class or an attachment to the First Certificate of Class and/or class survey record available onboard.
- .2 Survey status when the full term Certificate of Class is issued.

A.3.7 The gaining Society is, within one (1) month from issuing its Interim Certificate of Class, to advise the losing Society of the date of issuing this certificate. The report Form G in Annex 1, with Parts A and B duly completed is to be used.

A.3.8 Within one (1) month of the date of final entry into class, the gaining Society is to dispatch Form G in Annex 1, with Parts A, B, and C duly completed to the losing Society. In cases where the losing Society has reported recommendations/conditions of class on the vessel, the gaining Society is to provide to the losing Society, together with Form G, an itemised list of actions taken with the date and

---

<sup>(Note 1)</sup> In compliance with the requirements of Art.15.4 of the EU Directive 94/57/EC as amended.

location and actions to be taken, to satisfy each recommendation/condition of class.

A.3.9 The reporting by gaining Society to losing Society required in A.3.8 is to be done in accordance with the Harmonisation of Reporting in Annex 2.

#### **Obligations and reporting of the losing Society**

A.3.10 Upon receipt of a written request at its Headquarters or one of its designated control or management centres and on the date of the vessel's delivery, the losing Society is to submit to the gaining Society its first Certificate of Class, including the list of any recommendations/conditions of class - with the respective due dates - issued against the subject vessel and the list of any information normally contained in the classification status. The report Form L in Annex 1 with Part A completed is to be used by the losing Society. Details may be amplified, if necessary, in accompanying documents.

A.3.11 The losing Society has one (1) month from issuance of its first Certificate of Class to the gaining Society to forward to the gaining Society:

- .1 the structural diminution allowances which were applying to the vessel, by dispatching Form L in Annex 1 with Parts A and A-1 duly completed.

A.3.12 To ensure mutual exchange of information on vessels transferring class, the losing Society is, on completion of a withdrawal of class, to dispatch Form L in Annex 1, with Parts A, A-1 and B duly completed, to the IACS Permanent Secretariat and to the gaining Society.

A.3.13 Should the losing Society, upon receiving information from the gaining Society pursuant to the disposition of the transfer of class, have clear grounds for believing that the gaining Society did not fulfil its obligations, the losing Society is to notify the gaining Society of its concerns and attempt to resolve any differences.

#### **A.3.4 - Other requirements**

**A.3.4.1** In order that the transfer of class database may also be used to provide information to external organisations with respect to:

- .1 withdrawal of class due to a transfer of class; and
- .2 re-assignment of class to previously withdrawn vessels,

such information is to be provided to the IACS Permanent Secretariat using Forms S, L and G in Annex 1 respectively, even in cases where A.1 and A.2 are not applicable.

**A.3.4.2** The obligations of the gaining and losing Societies continue to apply when a vessel's class is suspended and for six (6) months following withdrawal of a vessel's class.

**A.3.4.3** The IACS Permanent Secretariat is to prepare reports to Council twice a year summarising all transfers and withdrawals of class. The reports are to be treated as confidential.

**A.3.4.4** Any differences which cannot be settled privately between the gaining and losing Societies, are to be brought to the attention of the IACS Permanent Secretariat for final resolution under the IACS QSCS Quality Management System Procedure P13.2 "Complaints against QSCS Certificate Holders".

**A.3.4.5** Members who had classed the vessel prior to the losing Society have the same obligations as the losing Society which are given in A.2.2.2 or A.2.2.3, if so requested by the gaining Society, in accordance with A1.9.

### **Section B - Technical Requirements**

For transfer of class from one IACS Society to another, the following minimum technical requirements are to be applied.

#### **B.1 - Plans and information**

**B.1.1** The gaining Society is to request copies of plans showing the main scantlings and arrangements of the actual vessels and machinery, together with any proposals for alterations being dealt with, from the Owner. Receipt of plans listed in Section C, or equivalent, alternative technical data in lieu of specific plans or items, is to be identified to the Owner as a prerequisite to issuance of a full term Class Certificate by the gaining Society. However, having made a good faith effort to obtain the information, if it proves not practicable to acquire certain plans as listed in Section C, or equivalent,

alternative technical data, the gaining Society may issue the full term Class Certificate provided that its classification records document that the vessel is being accepted into class on the basis of a recorded internal review of the circumstances prevailing with respect to availability of plans.

## **B.2 – Class Entry Surveys<sup>(Note 1)</sup>**

**B.2.1** Notwithstanding the records indicating that all surveys are up-to-date, a class entry survey is to be held by the gaining Society, the extent of which is to be based on the age of the vessel and the losing Society's class status as follows:

- .1 Hull Class Entry Survey:
  - i) for vessels of age less than 5 years the survey is to take the form of an Annual Survey;
  - ii) additionally, for vessels between 5 and 10 years of age the survey is to include inspection of a representative number of ballast spaces;
  - iii) additionally, for vessels of 10 years of age and above but less than 20 years of age, the survey is to include inspection of a representative number of cargo spaces;
  - iv) for vessels subject to UR Z10.1, Z10.2, Z10.3, Z10.4 or Z10.5 which are 15 years of age and above but less than 20 years of age, the survey is to have the scope of a Special Survey or an Intermediate Survey, whichever is due next;
  - v) for all vessels, which are 20 years of age and above, the survey is to have the scope of a Special Survey<sup>(Note 2)</sup>;
  - vi) in the context of applying items iv) and v) above, if a dry-docking of the vessel is not due at the time of transfer, consideration can be given to carrying out an underwater examination in lieu of dry-docking.
  - vii) in the context of applying items i) to vi) above, as applicable, consideration may be given by the gaining society to the acceptance of thickness measurements taken by the losing society provided they were carried out within the applicable survey window, the thickness measurements are reviewed by the gaining society for compliance with the applicable survey requirements, and confirmatory gaugings are taken to the satisfaction of the gaining society.
  - viii) In the context of applying iii) to vi) above, as applicable, tank testing for vessels over 15 years of age is not required to be carried out as part of the class entry survey unless the class entry survey is being credited as a periodical survey for maintenance of class.
  - ix) In the context of applying i) to vi) above, as applicable, compliance with IACS Unified Requirements that require compliance at the forth coming due periodical surveys (such as S26 and S27) are not required to be carried out/completed as part of the class entry survey unless the class entry survey is credited as a periodical survey for maintenance of class.
- .2 Machinery Class Entry Survey, a general examination of all essential machinery is to be held and is to include:
  - i) examination under working conditions of oil fuel burning equipment of boiler, economisers and steam/steam generators. The adjustment of safety valves of this equipment is to be verified by checking the records on the vessel;
  - ii) all pressure vessels;

---

<sup>(Note 1)</sup> Class entry surveys may be, but are not required to be, credited as periodical surveys for maintenance of classification. Recommendations and/or conditions of class due for compliance at a specified periodical survey for maintenance of classification need not be carried out/complied with at a class entry survey unless the class entry survey is credited as the specified periodical survey for maintenance of classification or the recommendation/condition of classification is overdue.

<sup>(Note 2)</sup> The requirement of item v) is also applicable to the vessels having their hull under continuous survey.

- iii) insulation resistance, generator circuit breakers, preference tripping relays and generator prime mover governors are to be tested and paralleling and load sharing to be proved;
- iv) in all cases, navigating lights and indicators are to be examined and their working and alternative sources of power verified;
- v) bilge pumps, emergency fire pumps and remote control for oil valves, oil fuel pumps, lubricating oil pumps and forced draught fans are to be examined under working conditions;
- vi) recirculating and ice clearing arrangements, if any;
- vii) the main and all auxiliary machinery necessary for operation of the vessel at sea together with essential controls and steering gear is to be tested under working conditions. Alternative means of steering are to be tested. A short sea trial is to be held at the Surveyors discretion if the vessel has been laid up for a long period;
- viii) initial start arrangements are to be verified;
- ix) in the case of oil tankers, the cargo oil system and electrical installation in way of hazardous spaces are to be checked for compliance with the gaining Society's Rule requirements. Where intrinsically safe equipment is installed, the Surveyors are to satisfy themselves that a recognised authority has approved such equipment. The safety devices, alarms and essential instruments of the inert gas system are to be verified and the plant generally examined to ensure that it does not constitute a hazard to the vessel.

## **Section C - Plans to be submitted by the Owner to the Gaining Society**

### **C.1 - Plans to be submitted**

#### **C.1.1 Main Plans**

- General Arrangement
- Capacity Plan
- Hydrostatic Curves
- Loading Manual, where required.

#### **C.1.2 Steel plans**

- Midship Section
- Scantling Plan
- Decks
- Shell Expansion
- Transverse Bulkheads
- Rudder and Rudder Stock
- Hatch Covers

#### **C.1.3 Machinery plans**

- Machinery Arrangement
- Intermediate, Thrust- and Screw Shafts
- Propeller
- Main Engines, Propulsion Gears and Clutch Systems (or Manufacturer make, model and rating information)
- For Steam Turbine Vessels, Main Boilers, Superheaters and Economisers (or Manufacturer make, model and rating information) and Steam Piping
- Bilge and Ballast Piping Diagram

- Wiring Diagram
- Steering Gear Systems Piping and Arrangements and Steering Gear Manufacturer make and model information

**C.2 - Torsional vibration calculations:**

**C.2.1** For vessels less than two (2) years old, torsional vibration calculations are to be submitted.

**C.3 - Additional requirements for vessels with ice class notation**

**C.3.1** Plans for flexible couplings and/or torque limiting shafting devices in the propulsion line shafting (or manufacturer make, model and rating information) are to be submitted.

**C.4 - Additional plans required for oil tankers**

**C.4.1** Pumping arrangement at the forward and after ends and drainage of cofferdams and pump rooms are to be submitted.

**C.5 Additional plans required for unattended machinery space notation**

**C.5.1** The following additional plans are to be submitted:

- Instrument and Alarm List
- Fire Alarm System
- List of Automatic Safety Functions (e.g. slowdowns, shutdowns, etc.)
- Function Testing Plan.

---

**Notes**

- (1) Additional information may be necessary according to Flag State requirements.
- (2) Alternative technical data may be accepted by the gaining Society in lieu of specific items of the listed documentation not being available at the time of the transfer.

## **Part 3 - Procedure for Adding, Maintaining and Withdrawing Double or Dual Class**

### **Definitions**

‘Double class vessel’ is a vessel which is classed by two IACS Societies and where each Society works as if it is the only Society classing the vessel, and does all surveys in accordance with its own requirements and schedule.

‘Dual class vessel’ is a vessel which is classed by two IACS Societies between which there is a written agreement regarding sharing of work, reciprocal recognition of surveys carried out by each of the Societies on behalf of the other Society and full exchange of information on the class status and survey reports.

‘First Society’ is an IACS Society classing a vessel which, under request of the Owner, enters a double or dual class arrangement with another IACS Society.

‘Interim Certificate of Class’, or Interim Class Certificate, is the certificate issued immediately upon completion of the survey of the vessel to enable it to trade while the report of the classification surveys is processed by the gaining Society pursuant to issuing its full term Class Certificate.

‘Outstanding’ means still to be dealt with.

‘Overdue’ means overdue on the date the first or losing Society receives the request by the second or remaining Society for its current classification survey status.

‘Recommendations’ and ‘Conditions of Class’ are to be read throughout this Procedural Requirement as being different terms used by IACS Societies for the same thing i.e. requirements to the effect that specific measures, repairs, surveys etc. are to be carried out within a specific time limit in order to retain class.

‘Remaining Society’ is an IACS Society which keeps an existing vessel in class, when the class by the other Society involved in the double or dual class arrangement is suspended or withdrawn.

‘Second Society’ is an IACS Society which is requested by an Owner to accept an existing vessel already classed by another IACS Society into its class under double or dual class arrangement.

‘Withdrawing Society’ is an IACS Society which withdraws its class to an existing vessel in class under double or dual class arrangement. <sup>(Note 1)</sup>

### **Section A - Adding class of a Second Society to a vessel classed by First Society**

#### **A.1 - Obligations of the second Society**

**A.1.1** Whenever an IACS Society (i.e. second Society) is requested by an Owner to accept an existing vessel already classed by another IACS Society (i.e. first Society) into its class under double or dual class arrangement, the second Society is to immediately notify the Owner in writing that:

- .1 the second Society only accepts a vessel that is free from any overdue surveys or recommendations / conditions of class;
- .2 the Owner is to inform first Society of his request to second Society;
- .3 the Owner is to authorise first Society to submit to second Society its current classification status and documents as listed in Annex 3 for information and use by second Society in conducting its class entry surveys;

---

<sup>(Note 1)</sup> In this Part, Form G and L in Annex1, Annex 2 and Annex 3, the withdrawing Society is sometimes referred to simply as the “losing”, when the context is obvious.

- 
- .4 when the Owner decides to leave the double or dual class arrangement and prior to withdrawing from the class of one of two Societies the Owner is to inform the Societies of his intended actions;
  - .5 when the Owner is advised that one of the Societies involved in double or dual class arrangement suspends or withdraws class the Owner is to inform the remaining Society of the action taken by the other Society without delay;
  - .6 copies of the plans listed in Section C of Part 2 are to be provided to second Society as a prerequisite to obtaining a full term Class Certificate. If the Owner is unable to provide all of the required plans, the second Society is to request that the Owner authorise the first Society to transfer copies of such of these plans as it may possess directly to the second Society upon request from the second Society, with the advice that the first Society will invoice the second Society and the second Society may, in turn, charge the associated costs to the Owner.

**A.1.2** Within two (2) working days of receipt of a written request from the Owner for entry into second Society's class at a Society's Headquarters or one of its designated control or management centres, the second Society is to notify the first Society of the requested entry into class using Form G in Annex 1 with its Part A duly completed and attaching the Owner's authorisation for release of survey status.

**A.1.3** Prior to issuing an Interim Certificate of Class the second Society is to:

- .1 obtain from the Owner, a written application for entry into second Society's class, containing an authorisation for second Society to obtain the current classification status from the first Society;
- .2 obtain the current classification survey status from the Headquarters of the first Society or one of its designated control or management centres;
- .3 for double class: carry out its class entry survey in accordance with the requirements of Section B of Part 2 taking account of the recommendations/conditions of class in the status provided by the first Society;
- .4 for dual class: carry out an initial survey having the scope of an annual survey as a minimum.

**A.1.4** The second Society is, within one month from issuing its Interim Certificate of Class, to advise the first Society of the date of issuing this certificate. The report Form G in Annex 1, with Parts A and B duly completed is to be used.

Any additional information regarding outstanding surveys or recommendations / conditions of class received from the first Society in accordance with A.2.2 is to be taken into account in accordance with A.1.3.3, as applicable, and reported to the first Society with Form G in Annex 1 with Part B-1 duly completed within one (1) month from the completion of the survey.

**A.1.5** Prior to final entry into the second Society's class, the second Society is obligated to:

- .1 carry out the class survey record review to the extent deemed necessary, but not less than the contents specified in Annex 3 in order to prepare an auditable Vessel's History Report covering the present class and prior transfer of class performed after 1 July 2001; this Vessel's History Report is to be reviewed by an authorised person;
- .2 obtain plans and information in accordance with the requirements of Section B of Part 2.

**A.1.6** To ensure mutual exchange of information on vessels adding class and on the survey status of such vessels, the second Society is, on completion of final entry into class, to dispatch Form G in Annex 1, with Parts A, B, B-1 (when applicable) and C duly completed to the IACS Permanent Secretariat and to the first Society.

## **A.2 Obligations of the first Society**

**A.2.1** The first Society:

- .1 within two (2) working days of receipt of a written request at its Headquarters or one of its designated control or management centres is to notify the second Society the current classification status including a full list of surveys and recommendations/conditions of class. The most recent condition evaluation report/executive hull summary reports and survey planning document for the commenced Special Survey for vessels under Enhanced Survey

Programme are also to be provided. In cases where the class status is received in a language not readily understood by the second Society or contains vague or unclear descriptions the first Society is to provide additional detailed information on request of the second Society. The first Society is obliged to advise the second Society of the possibility of further recommendations/conditions of class arising from surveys, which the first Society knows have been carried out but for which reports have not yet been received. The report Form L in Annex 1 with Part A completed is to be used by the first Society to report on the class status; details may be amplified, if necessary, in accompanying documents;

- .2 is obliged to make available, within one month of receipt of request referred to in 1, all class survey records to the second Society for record review and relevant reporting, to the extent this information is in possession of the first Society, to enable the second Society to construct the Vessel's History Report outlined in Annex 3, in accordance with A.1.5.1 of this Part;
- .3 alternatively to .2 above, upon request is obliged to provide, within one month of receipt of the request referred to in .1, a copy of all the class survey records to the second Society, to enable the second Society to construct the Vessel's History Report outlined in Annex 3, in accordance A.1.5.1 of this Part. These survey records will be transferred electronically if electronic files are available;
- .4 is also to submit, within one month of receipt of the request referred to in .1 above, any Vessel's History Reports regarding class items (see Annex 3) available during the present class and from prior transfers of class performed after 1 July 2001.

**A.2.2** The first Society has one month from issuance of its classification status to the second Society as per A.2.1 to forward to the second Society:

- .1 the additional information on outstanding surveys and/or recommendations / conditions of class arising from surveys performed proximate to the date of Owner's written request for adding class which were not included in said status, by dispatching Form L in Annex 1 with Part A-1 duly completed; and
- .2 the structural diminution allowances which were applying to the vessel, by dispatching Form L in Annex 1 with Parts A and A-1 (when applicable) duly completed.

## **Section B**

### **B.1 Adding class of a Second Society to a vessel classed by First Society at vessel's delivery**

**B.1.1** The procedural requirements for adding class at vessel's delivery are applicable when the Society which has carried out the new construction technical review and surveys (i.e. First Society) has issued its first Certificate of Class.

#### **Obligations and reporting of the second Society**

**B.1.2** Whenever an IACS Society (i.e. Second Society) is requested by an Owner to accept a vessel already classed by another IACS Society (i.e. first Society) into its class under double or dual class arrangement at vessel's delivery, the second Society is to immediately notify the Owner in writing that:

- .1 the Owner is to inform first Society of his request to second Society;
- .2 the Owner is to authorise first Society to submit to second Society its Certificate of Class
- .3 when the Owner decides to leave the double or dual class arrangement and prior to withdrawing from the class of one of two Societies the Owner is to inform the Societies of his intended actions;
- .4 when the Owner is advised that one of the Societies involved in double or dual class arrangement suspends or withdraws class the Owner is to inform the remaining Society of the action taken by the other Society without delay;
- .5 copies of the plans listed in Section C of Part 2 are to be provided to second Society as a prerequisite to obtaining a full term Certificate of Class. If the Owner is unable to provide all of the required plans, the second Society is to request that the Owner authorise the first Society to transfer copies of such of these plans as it may possess directly to the second Society upon request from the second Society, with the advice that the first Society will invoice the second Society and the second Society may, in turn, charge the associated costs to

the Owner.

**B.1.3** After receipt of a written request from the Owner for entry into second Society's class at a Society's Headquarters or one of its designated control or management centres, the second Society is to notify the first Society of the requested entry into class using Form G in Annex 1 with its Part A duly completed and attaching the Owner's authorisation for release of the first Certificate of Class, including the list of any recommendations/conditions of class – with the respective due dates – issued against the subject vessel and the list of any information normally contained in the classification status.

**B.1.4** Prior to issuing an Interim Certificate of Class on the date of the vessel's delivery, the second Society is to obtain:

- 1 from the Owner, a written request for entry into second Society's class at vessel's delivery, containing an authorisation for second Society to obtain a copy of the first Certificate of Class, from the first Society;
- 2 the first Certificate of Class from the Headquarters of the first Society or one of its designated control or management centres or from the attending Surveyor at the yard of the builders, including any outstanding recommendations/conditions of class and information normally contained in the classification status.

**B.1.5** The second Society is, within one month from issuing its Interim Certificate of Class, to advise the first Society of the date of issuing this certificate. The report Form G in Annex 1, with Parts A and B duly completed is to be used.

**B.1.6** Prior to final entry into the second Society's class, the second Society is obligated to:

- 1 obtain plans and information in accordance with the requirements of Section B of Part 2.

**B.1.7** To ensure mutual exchange of information on vessels adding class and on the survey status of such vessels, the second Society is, on completion of final entry into class, to dispatch Form G in Annex 1, with Parts A, B and C duly completed to the IACS Permanent Secretariat and to the first Society.

#### **Obligations and reporting of first Society**

**B1.8** Upon receipt of a written request at its Headquarters or one of its designated control or management centres and on the date of the vessel's delivery, the first Society is to notify the second Society its first Certificate of Class, including the list of any recommendations/conditions of class – with respective due dates – issued against the subject vessel and the list of any information normally contained in the classification status. The report Form L in Annex 1 with Part A completed is to be used by the first Society; details may be amplified, if necessary, in accompanying documents;

**B.1.9** The first Society has one month from issuance of its Certificate of Class to the second Society to forward to the second Society:

- 1 the structural diminution allowances which were applying to the vessel, by dispatching Form L in Annex 1 with Parts A and A-1 duly completed.

### **Section BC - Maintaining Class in a Double or Dual Class Arrangement**

#### **BC.1 – Double class**

**BC.1.1** Each Society acts independently while the vessel is in double class.

#### **BC.2 – Dual class**

**BC.2.1** Each Society acts also on behalf of the other Society, while the vessel is in dual class, in accordance with the agreement adopted by the two Societies.

### **Section CD - Withdrawing Class of a Society from a Double Class Arrangement**

#### **CD.1 - Obligations of the remaining Society maintaining its class**

**CD.1.1** Whenever an IACS Society (i.e. the remaining Society) being in a double class arrangement with another IACS Society receives a written request from an Owner pertaining to his intention to

withdraw from class of the other Society (i.e. withdrawing Society), or information that her class has been withdrawn by the other Society, the remaining Society is to immediately notify the Owner in writing that:

- .1 the validity of the remaining Society's Class Certificate is subject:
  - i) for vessels less than 15 years of age <sup>(Note 2)</sup>, to completion by the remaining Society of all overdue recommendations/conditions of class of the withdrawing Society at the first port of call at which surveys can be carried out and to completion by the remaining Society of all outstanding recommendations/conditions of class of the withdrawing Society by the due date;
  - ii) for vessels of 15 years of age and over, to completion by the withdrawing Society of all overdue recommendations/conditions of class and to completion by the remaining Society of all outstanding recommendations/conditions of class of the withdrawing Society by the due date;
- .2 the Owner is to authorise remaining Society to request from withdrawing Society its current classification status;
- .3 principles given in item .1 above apply to any additional recommendations / conditions of class issued against the vessel, which were not included in the initial survey status provided to the remaining Society by the withdrawing Society because they have arisen from the surveys carried out in close proximity to the request for withdrawal from class. Such additional recommendations / conditions of class, if received after the issuance of the Interim Certificate of Class by the remaining Society and which are overdue, are to be dealt with at the first port of call at which surveys can be carried out by the relevant Society, depending on the age of the vessel.

**ED.1.2** The remaining Society is to obtain from the Owner a written confirmation of intention to withdraw from the other Society's class, containing an authorisation for remaining Society to obtain the current classification status from the Headquarters of the withdrawing Society or one of its designated control or management centres.

**ED.1.3** Within two (2) working days of receipt of a written confirmation of intention from the Owner to withdraw from the other Society's class at the remaining Society's Headquarters or at one of its designated control or management centres, the remaining Society is to request the withdrawing Society, on the basis of Owner's authorisation, to release the survey status using Form G in Annex 1 with its Part A duly completed and attaching the Owner's authorisation for release of survey status. However, if the remaining Society does not receive the classification survey status from the withdrawing Society within three (3) working days from the request, the remaining Society may utilise the withdrawing Society's survey status information provided by the Owner and, after complying with the other relevant requirements of this Procedural Requirement, may confirm the validity of its Class Certificate.

**ED.1.4** The remaining Society is to suspend the validity of its Class Certificate or other documents enabling the vessel to trade, if any overdue recommendations / conditions of class previously issued against the subject vessel by the withdrawing Society have not been satisfactorily completed by the relevant Society, depending on the age of the vessel, at the first port of call where surveys can be carried out.

When repair facilities are not available in the first port of survey, a direct voyage to a repair port may be accepted to complete surveys for overdue recommendations/conditions of class. In that case, the remaining Society is to inform the owner and withdrawing Society of the decision taken, e.g. direct voyage conditions agreed and port of repairs.

**ED.1.5** The validity of remaining Society's Class Certificate is subject to any outstanding recommendations / conditions of class previously issued against the vessel by the withdrawing Society being completed by the due date and as specified by the withdrawing Society. Any outstanding

---

(Note 2) To be calculated from the date of delivery to either the date of notification by the Owner of his intention to withdraw from class or the date of advice by the withdrawing Society to the Remaining Society (date of Form L) that class has been withdrawn, not at the request of the Owner.

recommendations/conditions of class with their due dates are to be clearly stated on the:

- .1 class survey record if available on board; and
- .2 survey status.

**€D.1.6** Within one (1) month from the completion of the survey, the remaining Society is to advise the withdrawing Society of the actions taken with dates and locations to satisfy each overdue recommendation / condition of class, if any, issued against the subject vessel as specified to the Owner by the withdrawing Society. The report Form G in Annex 1, with Parts A and B duly completed is to be used. A list of dates, locations and actions taken to satisfy each overdue recommendation/overdue condition of class as specified to the Owner by the withdrawing Society is to be attached to the copy sent to the withdrawing Society.

Where no overdue items are provided by the withdrawing Society, this form with Parts A & B, duly completed, is to be sent to the withdrawing Society and to the IACS Permanent Secretariat within one (1) month from the date of sending Form L Part A.

**€D.1.7** Any additional information regarding outstanding recommendations / conditions of class received from the withdrawing Society in accordance with C.2.3 is to be dealt with in accordance with C.1.4 and C.1.5, as applicable, and reported to the withdrawing Society with Form G in Annex 1 with Part B-1 duly completed within one (1) month from the completion of the survey. When this additional information is received any recommendations / conditions of class which are overdue are to be dealt with at the first port of call at which surveys can be carried out by the relevant Society, depending on the age of the vessel. If this is not accomplished, the Class Certificate is to be suspended immediately unless the Owner agrees to proceed directly, without further trading, to a suitable port where any overdue recommendations/conditions of class are to be dealt with for completion.

**€D.1.8** The remaining Society is, within one (1) month of completion of a transfer of vessel into single class, to dispatch Form G in Annex 1, with its Parts A, B, B-1 (when applicable) and C duly completed, to the IACS Permanent Secretariat and to the withdrawing Society. In cases where the withdrawing Society has reported recommendations / conditions of class on the vessel, the due dates of which are yet to come, the remaining Society is to provide to the withdrawing Society, together with the Form G, an itemised list of the actions taken with dates and locations and actions to be taken, to satisfy each recommendation/condition of class.

**€D.1.9** The reporting by remaining Society to withdrawing Society required in C.1.8 is to be done in accordance with the Harmonisation of Reporting in Annex 2.

**€D.1.10** The remaining Society is to carry out the class survey record review on the withdrawing Society during the period of double class arrangement to the extent deemed necessary, but not less than the contents specified in Annex 3 in order to prepare an auditable Vessel's History Report to be reviewed by an authorised person.

## **€D.2 - Obligations of the withdrawing Society**

**€D.2.1** If an Owner advises a Society in writing of an intention to withdraw from its class or class is withdrawn by the withdrawing Society, the withdrawing Society is to immediately confirm to the Owner any overdue surveys and outstanding recommendations / conditions of class, together with any outstanding fees. The remaining Society is to be informed of the actual or intended withdrawal of class using Form L in Annex 1, completed as applicable.

**€D.2.2** The withdrawing Society:

- .1 within two (2) working days of receipt of a written request from the remaining Society at its Headquarters or one of its designated control or management centres, is to notify the remaining Society the latest class details in its possession including a full list of overdue surveys and recommendations/conditions of class - with the respective due dates - issued against the subject vessel. The most recent Condition Evaluation / Executive Hull Summary Reports and Survey Planning Document for the commenced Special Survey for vessels under Enhanced Survey Programme, if any during the period of double class arrangement, are also to be provided. In cases where the class status is received in a language not readily understood by the remaining Society or contains vague or unclear descriptions, the withdrawing Society is to provide additional detailed information on request of the remaining Society. The withdrawing Society is obliged to advise the remaining Society of the possibility of further

recommendations / conditions of class arising from surveys, which the withdrawing Society knows have been carried out but for which reports have not yet been received. The report Form L in Annex 1 with Part A completed is to be used by the withdrawing Society to report on the class status. Details may be amplified, if necessary, in accompanying documents;

- .2 is obliged to make available, within one month of receipt of the request referred to in 2.1, all class survey records to the remaining Society for record review and relevant reporting during the period of double class arrangement to the extent this information is in the possession of the withdrawing Society;
- .3 alternatively to .2 above, the withdrawing Society is obliged to provide, within one month of receipt of the request referred to in .1, a copy of all class survey records to the remaining Society upon request.

**€D.2.3** The withdrawing Society has one (1) month from issuance of its survey status to the remaining Society per paragraph C.2.2.2 to forward to the remaining Society the additional information on outstanding surveys and/or recommendations / conditions of class arising from surveys performed proximate to the date of Owner's written request to withdraw from class which were not included in said status to the Owner, by dispatching Form L in Annex 1 with Part A-1 duly completed.

**€D.2.4** For vessels of 15 years of age and over, the withdrawing Society is, within one (1) month from completion of any overdue recommendations / conditions of class imposed by the withdrawing Society, to confirm to the remaining Society the date, location and action taken to satisfy each item. The report Form L in Annex 1, Part A duly completed, is to be used. The reporting by the withdrawing Society to the remaining Society is to be done in accordance with the Harmonisation of Reporting in Annex 2.

**€D.2.5** To ensure mutual exchange of information on vessels transferring class and on the survey status of such vessels, the withdrawing Society is, on completion of a withdrawal of class, to dispatch Form L in Annex 1, with its Parts A, A-1 (when applicable) and B duly completed, to the IACS Permanent Secretariat and to the remaining Society and report the class withdrawal on Form S.

**€D.2.6** Should the withdrawing Society, upon receiving information from the remaining Society pursuant to the disposition of the withdraw of class, have clear grounds for believing that the remaining Society did not fulfil its obligations as specified in C.1, the withdrawing Society is to notify the remaining Society of its concerns and attempt to resolve any differences.

### **Section €E - Withdrawing Class of a Society from a Dual Class Arrangement**

**€E.1** In the case of dual classed vessels, the withdrawing Society - according to agreement between the two Societies - is to inform the remaining Society that the class has been withdrawn using the first part and Part B of Form L and also report the class withdrawal on Form S.

### **Section €F - Other Requirements**

**€F.1** The obligations of the withdrawing and remaining Societies continue to apply when a vessel's class is suspended and for six (6) months following withdrawal of a vessel's class.

**€F.2** Any differences, which cannot be settled privately between the withdrawing Society and the remaining Society are to be brought to the attention of the IACS Permanent Secretariat for final resolution under the IACS QSCS Quality Management System Procedure P13.2 "Complaints against QSCS Certificate Holders".

## Annex 1 – Reporting Forms G, L, S and FM

### Form G

Form G is to be created and updated on the on-line database maintained by the IACS Permanent Secretariat. The Form is then to be faxed or e-mailed to the other Society in accordance with the Notes below.

Form G is to be used:

**I) by the gaining Society for reporting transfer of class from another IACS Member** (refer to A.1 and A.3 of Part 2) using the following Notes:

1. This form with Part A, duly completed, is to be sent to the losing Society within two (2) working days of receipt of a written request for transfer of class by the gaining Society at its Headquarters or one of its designated control or management centers.

In the case of transfer of class at vessel's delivery, the two working days do not apply.

2. This form with Parts A and B, duly completed, is to be sent to the losing Society within one (1) month of the date of issuing an Interim Certificate of Class to a vessel which is transferring from another IACS Society.

When not required to have been dealt with by the losing Society, a list of dates, locations and actions taken to satisfy each overdue survey and overdue recommendation/overdue condition of class as specified to the Owner by the losing Society is to be attached to the copy sent to the losing Society.

3. This form with Parts A, B and B-1 duly completed, is to be sent to the losing Society within one (1) month from the completion of the survey to confirm that additional overdue surveys and overdue recommendations/conditions of class have been dealt with.

A list of dates, locations and actions taken to satisfy each additional overdue survey and additional overdue recommendation / condition of class as specified to the Owner by the losing or first or withdrawing Society is to be attached.

4. The gaining Society is, within one (1) month of the date of final entry into class, to dispatch this form, with Parts A, B, B-1 (when applicable) and C duly completed to the losing Society.

In cases where the losing Society has reported recommendations/conditions of class on the vessel a list of actions taken with dates and locations and actions to be taken to satisfy each recommendation/condition of class within the due dates as specified to the owner by the losing Society is to be attached to the copy sent to the losing Society.

**II) by the second Society for reporting addition of class to a vessel already classed by another IACS Member** (refer to A.1 and B.1 of Part 3) using the following Notes:

1. This form with Part A, duly completed, is to be sent to the first Society within two working days of receipt of a written request for addition of class by the second Society at its Headquarters or one of its designated control or management centers.

In the case of adding class at vessel's delivery, the two working days do not apply.

2. This form with Parts A and B, duly completed, is to be sent to the first Society within one month of the date of issuing an Interim Certificate of Class.
3. This form with Parts A, B and B-1 duly completed, is to be sent to the first Society within one month from the completion of the survey to confirm that additional information regarding outstanding surveys or recommendations/conditions of class have been taken into account.

4. The second Society is, on completion of final entry into class, to dispatch this form, with Parts A, B, B-1 (when applicable) and C duly completed, to the first Society.

**III) by the remaining Society for reporting maintenance of class when one class has been withdrawn from double class** (refer to C.1 of Part 3) using the following Notes:

1. This form with Part A duly completed, is to be sent to the withdrawing Society within two working days of receipt of a written request for withdrawal of class by the remaining Society at its Headquarters or one of its designated control or management centers.

2. This form with Parts A & B, duly completed, is to be sent to the withdrawing Society within one month from the completion of the survey to confirm that overdue recommendations/conditions of class have been dealt with. Where no overdue items are provided by the withdrawing Society, this form with Parts A & B, duly completed, is to be sent to the withdrawing Society within one month from the date of sending Form L Part A.

When not required to have been dealt with by the withdrawing Society, a list of dates, locations and actions taken to satisfy each overdue recommendation/overdue condition of class as specified to the Owner by the withdrawing Society is to be attached to the copy sent to the withdrawing Society.

3. This form with Parts A, B and B-1 duly completed, is to be sent to the withdrawing Society within one month from the completion of the survey to confirm that additional overdue surveys and overdue recommendations/conditions of class have been dealt with.

In cases where the withdrawing Society has reported recommendations/conditions of class on the vessel, a list of actions taken with dates and locations and actions to be taken to satisfy each recommendation/condition of class within the due dates as specified to the owner by the withdrawing Society is to be attached to the copy sent to the withdrawing Society.

4. On completion of a transfer of vessel into single class, this form, with Parts A, B, B-1 (when applicable) & C, duly completed is to be sent to the withdrawing Society to report the date of completion of transfer to single class from double class if not yet reported in case a) above.

**IV) by IACS Societies for reporting reassignment of class to a vessel which had its class previously withdrawn** (refer to A.34 of Part 2) using the following Note:

This form, with Parts B & C duly filled in the fields relevant to a reassignment of class, is to be completed on the on-line database maintained by the IACS Permanent Secretariat within one (1) month of final entry into class when class is reassigned to a vessel class withdrawn previously due to a reason other than transfer of class amongst IACS Societies.

Form G attached.

Effective from 1 ~~July 2004~~ January 2008

~~V.13 January 2004~~ V.14 Oct 2007

**IACS**INTERNATIONAL ASSOCIATION  
OF CLASSIFICATION SOCIETIES**FORM G**

(Tick all check boxes as appropriate)

- GAINING SOCIETY'S TRANSFER OF CLASS**
- REASSIGNMENT OF CLASS**
- ADDING CLASS OF A SECOND SOCIETY TO A VESSEL CLASSED BY ANOTHER (FIRST) SOCIETY**
- MAINTENANCE OF CLASS WITH THIS (REMAINING) SOCIETY WHEN WITHDRAWING FROM DOUBLE CLASS**

<b>To:</b>	Losing or first or withdrawing Society:	Fax No./e-mail address:
	IACS Permanent Secretariat, London:	on-line database

<b>From:</b>	Gaining or second or remaining Society	Fax. No./e-mail address :
--------------	--	---------------------------

Gaining or second or remaining Society's Vessel Data		
Name of Vessel		ID No.
Vessel Type	<input type="checkbox"/> OT Oil Tanker <input type="checkbox"/> CT Chemical Tanker <input type="checkbox"/> GT Gas Tanker <input type="checkbox"/> LC Other Bulk Liquid Carrier <input type="checkbox"/> BC Bulk Carrier (all combinations OB, OBO, OO) <input type="checkbox"/> GC General Cargo Vessel (including Ro-Ro Cargo, Container, Reefer, HSC Cargo) <input type="checkbox"/> PS Passenger Vessel (including Passenger / General Cargo, Passenger / Ro-Ro, Passenger HSC) <input type="checkbox"/> ZZ Other Vessel Type	Flag
Owner		

Effective from 1 July 2004- January 2008~~V.13 January 2004~~ V.14 Oct 2007

**IACS**INTERNATIONAL ASSOCIATION  
OF CLASSIFICATION SOCIETIES**FORM G****Part A - Survey Status Request (See Note 1)**

Name of Vessel (Prior to Transfer of Class or Adding Class or Withdrawing Class)	ID No. (losing or first or withdrawing Society's, if known)
Gross Tonnage	IMO No.
<p>In accordance with Part 2 or Part 3 of Procedural Requirement No. 1A, please provide details of the current survey status, including a full list of overdue surveys and recommendations / conditions of class with respective due dates for the vessel identified above.</p> <p><u>In case of transfer of class or adding class at vessel's delivery, please provide details of the first Certificate of Class, including the list of any recommendations/conditions of class and the list of any information normally contained in the classification status.</u></p> <p>Attached hereto is a copy of the Owner's authorization for release of the information requested to the gaining or second or remaining Society named on this form.</p> <p><input type="checkbox"/> We request the facility for record review in accordance with Part 2, A.2.2.2 or Part 3, C.2.2.2.</p> <p><input type="checkbox"/> We request a copy of the records in accordance with Part 2, A.2.2.3 or Part 3, C.2.2.3.</p>	
Date request for class was received	Date    DD    MM    YYYY
Signature	Date    DD    MM    YYYY

**IACS**

**INTERNATIONAL ASSOCIATION  
OF CLASSIFICATION SOCIETIES**

**FORM G**

<b>Part B - Report on Issue of Interim Certificate of Class or maintenance of Class (See Note 2)</b>				
Date Survey Status Received		DD	MM	YYYY
Change of Owner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Change of Flag	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Class Entry	<input type="checkbox"/>	Transfer from another IACS Society		
	<input type="checkbox"/>	Reassignment of class to a vessel class withdrawn previously due to a reason other than transfer of class amongst IACS Societies		
	<input type="checkbox"/>	Adding class as double class		
	<input type="checkbox"/>	Adding class as dual class		
Maintenance of Class	<input type="checkbox"/>	(when withdrawing from double class)		
<input type="checkbox"/> Survey status not received within three working days of request <input type="checkbox"/> A list of dates, locations and actions taken to satisfy each overdue survey and overdue recommendation / condition of class as specified to the Owner by the losing or withdrawing_Society is attached <input type="checkbox"/> No relevant items provided by the losing or withdrawing_Society				
Date of Issue of Interim Certificate of Class	Date	DD	MM	YYYY
Signature	Date	DD	MM	YYYY

**IACS****INTERNATIONAL ASSOCIATION  
OF CLASSIFICATION SOCIETIES****FORM G****Part B-1 - Report on Additional Information received by the losing or first or withdrawing Society (See Note 3)**

(to be completed only if Part A-1 of Form L is received)

- A list of dates, locations and actions taken to satisfy each additional overdue survey and additional overdue outstanding recommendation / condition of class as specified to the Owner by the losing or first or withdrawing Society is attached
- No relevant items provided by the losing or first or withdrawing Society

Signature

Date

DD

MM

YYYY

**IACS**INTERNATIONAL ASSOCIATION  
OF CLASSIFICATION SOCIETIES**FORM G****Part C - Report on Final Entry into Class or Completion of Transfer to Single Class****(See Note 4)**Date of Final Entry into Class or  
Completion of Transfer to Single  
Class from Double Class DD MM YYYY

- A list of dates, locations and actions which have been or will be taken to satisfy each recommendation / condition of class within the due dates as specified to the Owner by the losing or first Society is attached
- No relevant items provided by the losing or first Society

Signature

Date DD MM YYYY

**Form L**

Form L is to be created and updated on the on-line database maintained by the IACS Permanent Secretariat. The Form is then to be faxed or e-mailed to the other Society in accordance with the Notes below.

Form L is to be used:

- I) by the losing Society for reporting withdrawal of class due to a transfer of class to another IACS Society** (refer to A.2, ~~and~~ A.3 and A.4 of Part 2);
- II) by the first Society in connection with adding the class of a second society to a vessel already classed by the first Society** (refer to A.2 and B.1 of Part 3); and
- III) by the withdrawing Society for advising the remaining Society when withdrawing from double or dual class** (refer to ~~ED~~.2 and ~~DE~~ of Part 3)

using the following Notes:

1. This form, with Part A duly completed, is to be sent by fax or e-mail to the gaining/second/remaining Society with a copy to the IACS Permanent Secretariat within two working days of receipt of the gaining/second/remaining Society's Survey Status Request. A full list of overdue surveys and recommendations/conditions of class with the respective due dates for the vessel is to be attached to the copy sent to the gaining/second/remaining Society. In the case of transfer of class/adding class at vessel's delivery, the two working days do not apply.
2. If the ~~fourth~~ third and/or the ~~eighth~~ seventh box of Part A are ticked, this form, with Part A-1 duly completed, is to be sent to the gaining/second/remaining Society with a copy to the IACS Permanent Secretariat within one month from issuance of the losing/first/withdrawing Society's survey status for advising additional survey status information which has not been provided in the previous reporting to the gaining/second/remaining Society.
3. This form, with Parts A, A-1 (when applicable) & B duly completed, is to be sent to the gaining/remaining Society and to the IACS Permanent Secretariat when class has been withdrawn from a vessel which has transferred to another IACS Society or withdrawn from double class.

Form L attached.

Effective from 1 ~~July 2004~~ January 2008

V. 14 Oct 2007 ~~13 January 2004~~

**IACS**INTERNATIONAL ASSOCIATION  
OF CLASSIFICATION SOCIETIES**FORM L****(Tick all check boxes as appropriate)**

- LOSING SOCIETY'S TRANSFER OF CLASS
- ADDING CLASS OF A SECOND SOCIETY TO A VESSEL CLASSED BY THIS (FIRST) SOCIETY
- ADVICE TO THE REMAINING SOCIETY WHEN WITHDRAWING FROM DOUBLE OR DUAL CLASS

<b>To:</b>	Gaining or second or remaining Society:	Fax No./e-mail address:
	IACS Permanent Secretariat, London	on-line database

<b>From:</b>	Losing or first or withdrawing Society:	Fax. No./e-mail address :
--------------	---	---------------------------

Vessel Data			
Name of Vessel	ID No.		
Gross Tonnage	IMO No.		
Flag	Year of build		
Vessel Type	<input type="checkbox"/>	OT	Oil Tanker
	<input type="checkbox"/>	CT	Chemical Tanker
	<input type="checkbox"/>	GT	Gas Tanker
	<input type="checkbox"/>	LC	Other Bulk Liquid Carrier
	<input type="checkbox"/>	BC	Bulk Carrier (all combinations OB, OBO, OO)
	<input type="checkbox"/>	GC	General Cargo Vessel (including Ro-Ro Cargo, Container, Reefer, HSC Cargo)
	<input type="checkbox"/>	PS	Passenger Vessel (including Passenger / General Cargo, Passenger / Ro-Ro, Passenger HSC)
	<input type="checkbox"/>	ZZ	Other Vessel Type
Build Yard & No.			
Owner			
Society during Construction	Date of entry into the losing or first or withdrawing Society		DD MM YY
Record of Previous Transfer of Class, if available			
Society	Date Classed	Society	Date Classed
	DD MM YY		DD MM YY
Society	Date Classed	Society	Date Classed
	DD MM YY		DD MM YY
Status of compliance with URs S19/S22/S23/S26/S27/S30/S31, if applicable			
Information already included in the survey status			<input type="checkbox"/>
	Not applicable	Due date for compliance	Date initial compliance verified
URs S19/S22/S23	<input type="checkbox"/>	DD MM YY	DD MM YY
URs S26	<input type="checkbox"/>	DD MM YY	DD MM YY
URs S27	<input type="checkbox"/>	DD MM YY	DD MM YY
URs S30	<input type="checkbox"/>	DD MM YY	DD MM YY
URs S31	<input type="checkbox"/>	DD MM YY	DD MM YY

Effective from 1 January ~~2004~~ 2008V.14 Oct 2007 ~~13 January 2003~~

IACS

INTERNATIONAL ASSOCIATION  
OF CLASSIFICATION SOCIETIES

FORM L

**Part A – Survey Status Information (See Note 1)**

Date Survey Status Request Received

DD MM YYYY

- A full list of overdue surveys / outstanding recommendations/conditions of class with the respective due dates for the vessel identified above is attached.
- In case of transfer of class or adding class at vessel's delivery, details of the first Certificate of Class, including the list of any recommendations/conditions of class and the list of any information normally contained in the classification status for the vessel identified above is attached.
- There is no overdue survey nor outstanding recommendation / condition of class.
- There is/are survey report(s) outstanding. (if this box is ticked, then Part A-1 is applicable)
- There is no survey report outstanding.
- Structural diminution allowances are attached.
- Structural diminution allowances: see document circulated by letter Ref. ....Date .....
- Structural diminution allowances will be sent in one (1) month. (if this box is ticked, then Part A-1 is applicable)

- Class is **not** suspended, nor withdrawn

- Class is suspended, with effect from (date) DD MM YYYY

Reason for suspension:

- a = Survey Overdue
- b = Non-compliance with Recommendations / Conditions or Class
- c = Other Safety Related
- d = Pending Disposition of Casualty
- e = Other Non-Safety Related

- Class was withdrawn, with effect from (date) DD MM YYYY

Reason for withdrawal:

- 0 = Transfer of class amongst IACS Societies
- 1a= At the Owner's request due to the reasons other than identified in 1b, 1c or 2
- 1b= Scrapped/Sold for Scrap
- 1c= Casualty
- 2 = Transferred to non-IACS Society
- 3a= Overdue Surveys
- 3b= Non-compliance with Recommendations / Condition of Class
- 3c= Safety Related other than identified in 3a or 3b
- 4 = Other Non-Safety Related or Unidentified

Signature:

Date: DD MM YYYY

**Part A-1 – Additional Survey Status Information (See Note 2)**

- A list of additional overdue surveys and additional outstanding recommendations / conditions of class which were not included in Part A is attached.
- Structural diminution allowances are attached.
- No further information.

Signature:

Date: DD MM YYYY

<b>Part B – Report on Withdrawal of Class on Transfer to, or maintenance of class with another IACS Society</b>			
<b>(See Note 3)</b>			
Date Class Withdrawn	DD	MM	YYYY
Signature:	Date:	DD	MM YYYY

**Form S**

Form S is to be used by IACS Societies for reporting class suspensions, reinstatements, withdrawals and reassignments. Refer to B.2 of Part 1, A.3.1 of Part 2 and C.2.5 and D of Part 3.

Form S attached.

**Form S****NOTES**

1. Form S is to be used for reporting of the actions listed below to provide a cumulative information for the calendar year (from 1 January) with due regard to Note 1.2.
  - 1.1 Open suspensions of 7 days or more as at the end of the reporting period, which originated in that period (new suspensions);
  - 1.2 Open suspensions of 7 days or more as at the end of the reporting period which originated prior to that period (continuing suspensions);
  - 1.3 Suspension of 7 days or more resolved by class reinstatement as at the end of the reporting period (reinstatement closing suspension);
  - 1.4 Suspension of 7 days or more resolved by class withdrawal as at the end of the reporting period (withdrawal closing suspension);
  - 1.5 Withdrawals other than in Note 1.4;
  - 1.6 Reassignment of class
2. Actions per Notes 1.1 to 1.4 are to be reported for 7 vessel types listed in the legend “Vessel Type” of Form S (other than “ZZ”).
3. Actions per Note 1.5 are to be reported for 8 vessel types listed in the legend “Vessel Type” of Form S (including “ZZ”).
4. Actions per Note 1.5 and relating to withdrawals as a consequence of transfer of class amongst IACS Society are to be reported in Form S as well as in Form L.
5. Actions per Note 1.6 are to be reported for 8 vessel types listed in the legend “Vessel Type” of Form S for all reasons of class withdrawal except reassignments due to a reason “0 - transfer of class amongst IACS Societies” shown in legend “Reason for Class Withdrawal” of Form S.
6. In the case of reassignment of class, it should be ensured that the date of the corresponding withdrawal of class is shown.
7. Date information should be given in DD/MM/YYYY format, with all digits properly filled, for consistency and to allow the information to be recognised as “date” by the IACS database, except for year of build when YYYY is sufficient.



**Form FM**

Form FM is to be used by IACS Societies for reporting postponement of survey due to force majeure.  
Refer to A.1.6 and B.2.2 of Part 1.

Form FM attached.

**IACS**INTERNATIONAL ASSOCIATION  
OF CLASSIFICATION SOCIETIES**FORM FM****POSTPONEMENT OF SURVEY DUE TO FORCE MAJEURE****To:**

<b>IACS Permanent Secretariat, London</b>	<b>Fax No.: +44 020 7808 1100</b>
---	-----------------------------------

**From:**

--

**Part A - Vessel Data**

Name of Vessel:		ID No.:	
Gross Tonnage:		IMO No.:	
Vessel Type:		Flag:	
Owner:			

**Part B - Report on Postponement of Survey**

Type of survey:		Due date:	
Scheduled survey location:			
Reason for postponement:			
Signature:			
Date:	DD	MM	YYYY

## Annex 2 – Harmonisation of Reporting

ITEM	ACTION	LOCATION	DATE	GAINING SOCIETY'S REPORT REQUIREMENTS
Overdue Survey	Commenced	Port	Survey Date	List items credited and items remaining to be credited, if any. Explain why the entire survey was not completed at this port. List conditions for direct voyage to port where survey will be completed, including the need to discharge current cargo if applicable.
Overdue Survey	Continued	Port	Survey Date	In cases where surveys are continued at the port where the current cargo is discharged, list items credited and items remaining to be credited, if any. Explain why the entire survey was not completed at this port. List conditions for direct voyage to port where survey will be completed.
Overdue Survey	Completed	Port	Survey Date	List place and date where survey was completed.
Overdue recommendation /condition of class	Cleared	Port	Survey Date	Explain actions taken to complete overdue recommendation/condition of class as specified by losing Society.
Overdue recommendation /condition of class	Commenced	Port	Survey Date	In cases where overdue Recommendations/conditions of class are postponed or partly postponed at the port where the current cargo is discharged, list items credited and items remaining to be credited, if any. Explain why the overdue recommendation was not completed at this port. List conditions for discharge voyage to port where recommendation will be completed as specified by losing Society.
Overdue recommendation/condition of class	Cleared	Port	Survey Date	List date, place and actions take for completion of overdue recommendations/conditions of class.

## **Annex 3 - Content of Vessel's History Report Regarding Class Items**

- \*1. Damages by events and dates
- \*2. Major repairs / rectifications by dates
- \*3. Conversion of hull-dates
- \*4. Major alterations of machinery installation-dates
- 5. Condition evaluation / hull summary report if applicable
- 6. Type of cargoes (coal, logs, aggressive bulks, chemical product, type of oil) when available
- \*7. History of recommendations / conditions of class
- 8. Thickness measurements from last Special Survey and subsequent thickness measurements, including areas with substantial corrosion
- 9. Report of last Special Survey and subsequent periodical reports
- \*10. Information on coating condition of water ballast tanks (including non ESP vessels)
- 11. Restrictions / limitations in navigation area
- 12. Optional photos when available

---

\* As retained by the losing Society

## **Annex 4 – List of IACS Societies’ Contact Points**

Refer to the IACS Website:

[www.iacs.org.uk](http://www.iacs.org.uk), located under:

- ~~List of Members (Contact Details)~~ Publications
- ~~List of Contact Points, PR1A~~ Procedural Requirements

and the Transfer of Class Database.