



Guidelines For Statutory Services

Part 6 Statutory

Volume 7

GUIDELINES FOR STATUTORY SURVEY AND CERTIFICATION

2018

Biro Klasifikasi Indonesia



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The following Guidelines come into force on 1st January 2019.

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Foreword

This Guidelines applies to ships with any flags which statutory survey and certification is conducted by Biro Klasifikasi Indonesia, hereinafter refer to as BKI.

This Guidelines provides list of statutory certification in accordance with existing International Convention or International Codes for ships classed or intended to be classed with BKI.

This Guidelines contains the following 6 sections:

Section 1 General provision

Section 2 Types of survey

Section 3 Certificates and validity of certificates

Section 4 Issue of statutory certificates

Section 5 Fees and expenses

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Section 1 General Provisions

A. General 1-1

A. General

Biro Klasifikasi Indonesia (hereinafter referred to as “BKI”) will, when requested, may issue certificates or statement of compliances according to existing International Conventions or International Codes (hereinafter referred to as “the Conventions, Codes, etc.”) for ships classed or intended to be classed with BKI, or installations registered or intended to be registered in BKI, following the provisions specified in this Guidelines.

Statutory certificates will be issued by BKI under the authority of the flag state of the ship. When specifically requested, BKI may issue statutory certificates to ships not classed with BKI *mutatis mutandis*¹ in accordance with the provisions of this Guidelines.

¹ Refer to IACS PR No.28, as amended for procedure for statutory certification at change of flag without change of class and IACS PR No.12, as amended for procedure for statutory certification at change of class without change of flag.

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Section 2 Types of Survey

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A. Initial surveys

1. General

1.1 An initial survey is a complete inspection before a ship is put into service of all the items relating to a particular certificate, to ensure that the relevant requirements are complied with and that these items are satisfactory for the service for which the ship is intended.

1.2 The initial survey should include a complete inspection, with tests when necessary, of the structure, machinery and equipment to ensure that the requirements relevant to the particular certificate are complied with and that the structure, machinery and equipment are fit for the service for which the ship is intended.

1.3 The initial survey should consist of :

1.3.1 an examination of the plans, drawings, specifications, calculations and other technical documentation to verify that the structure, machinery and equipment comply with the requirements relevant to the particular certificate;

1.3.2 an inspection of the structure, machinery and equipment to ensure that the materials, scantlings, construction and arrangements, as appropriate, are in accordance with the approved plans, drawings, specifications, calculations and other technical documentation and that the workmanship and installation are in all respects satisfactory; and

1.3.3 verification that all the certificates, record books, operating manuals, other instructions and documentation specified in the requirements relevant to the particular certificate have been provided on board the ship.

2. Frequency

The initial survey, as required by the relevant regulations, should be held before the ship is put in service, or when a new instrument applies to an existing ship, and the appropriate certificate is issued for the first time.

B. Annual surveys

1. General

1.1 An annual survey is a general inspection of the items relating to the particular certificate to ensure that they have been maintained and remain satisfactory for the service for which the ship is intended.

1.2 An annual survey should enable the BKI's surveyor to verify that the condition of the ship, its machinery and equipment is being maintained in accordance with the relevant requirements.

1.3 In general, the scope of the annual survey should be as follows :

1.3.1 verification of certificates validity, a visual examination of a sufficient extent of the ship and its equipment, and certain tests to confirm that their condition is being properly maintained;

1.3.2 a visual examination to confirm that no unapproved modifications have been made to the ship and its equipment;

1.3.3 the content of each annual survey is given in the respective guidelines. The level of thoroughness and stringency of the survey should depend upon the age, types, condition of the ship and its equipment; and

1.3.4 should any doubt arise as to the maintenance of the condition of the ship or its equipment, further examination and testing should be conducted as considered necessary.

1.4 Where an annual survey has not been carried out within the due dates, revalidation of certificate should be made.

2. Frequency

The annual survey, as required by the relevant regulations as shown diagrammatically in Table 2.1, should be held within three months before or after each anniversary date of the certificate.

C. Intermediate surveys

1. General

1.1 An intermediate survey is an inspection of specified items relevant to the particular certificate to ensure that they are in a satisfactory condition and fit for the service for which the ship is intended.

1.2 When specifying items of hull and machinery for detailed examination, due account should be taken of any continuous survey schemes that may be applied by BKI.

1.3 Where an intermediate survey has not been carried out within the due dates, revalidation of certificate should be made.

2. Frequency

The intermediate survey, as required by the relevant regulations as shown diagrammatically in Table 2.1, should be held within three months before or after the second anniversary date or within three months before or after the third anniversary date of the appropriate certificate and should take the place of one of the annual surveys.

D. Periodical surveys

1. General

1.1 A periodical survey is an inspection of the items relating to the particular certificate to ensure that they are in a satisfactory condition and fit for the service for which the ship is intended.

1.2 The periodical survey should consist of an inspection, with tests when necessary, of the equipment to ensure that requirements relevant to the particular certificate are complied with and that they are in a satisfactory condition and are fit for the service for which the ship is intended.

1.3 The periodical survey should also consist of a verification that all the certificates, record books, operating manuals and other instructions and documentation specified in the requirements relevant to the particular certificate are provided on board the ship.

1.4 Where a periodical survey has not been carried out within the due dates, revalidation of certificate should be made.

2. Frequency

The periodical survey, as required by the relevant regulations as shown diagrammatically in Table 2.1, should be held within three months before or after the second anniversary date or within three months before or after the third anniversary date in the case of the cargo ship safety equipment certificate and should take the place of one of the annual surveys and within three months before or after each anniversary date in the case of the cargo ship safety radio certificate.

E. Renewal surveys

1. General

1.1 A renewal survey is similar to a periodical survey but it leads to the issuance of a new certificate.

1.2 The renewal survey should consist of an inspection, with tests when necessary, of the structure, machinery and equipment to ensure that the requirements relevant to the particular certificate are complied with and that they are in a satisfactory condition and are fit for the service for which the ship is intended.

1.3 The renewal survey should also consist of a verification that all the certificates, record books, operating manuals and other instructions and documentation specified in the requirements relevant to the particular certificate are provided on board the ship.

2. Frequency

The renewal survey, as required by the relevant regulations as shown diagrammatically in Table 2.1, should be held before the appropriate certificate is expired.

F. Additional surveys

1. General

1.1 An additional survey is an inspection, either general or partial according to the circumstances, should be such as to ensure that the repairs and any renewals have been effectively made and that the ship and its equipment continue to be fit for the services for which the ship is intended.

1.2 Whenever an accident occurs to a ship or a defect is discovered which affects the safety or integrity of the ship or the efficiency or completeness of its equipment, the master or owner should make a report at the earliest opportunity to BKI. BKI should then initiate an investigation to determine whether a survey, as required by the regulations applicable to the particular certificate, is necessary.

Table 2.1 Survey and certification arrangement

Years	01		02		03		04		05					
	9	12	15	21	24	27	33	36	39	45	48	51	57	60
International Load Line Certificate	A	A	A	A	A	A	A	A	A	A	A	A	A	R
Cargo Ship Safety Construction Certificate	A	A	A	A/In	A/In	A/In	In/A	In/A	In/A	In/A	In/A	In/A	In/A	R
Cargo Ship Safety Equipment Certificate	A	A	A	A/P	A/P	A/P	P/A	P/A	P/A	P/A	P/A	P/A	P/A	R
Cargo Ship Safety Radio Certificate	P	P	P	P	P	P	P	P	P	P	P	P	P	R
Cargo Ship Safety Certificate	A	A	A	A/In	A/In	A/In	In/A	In/A	In/A	In/A	In/A	In/A	In/A	R
Passenger Ship Safety Certificate	R	R	R	R	R	R	R	R	R	R	R	R	R	R
High-Speed Craft Safety Certificate	P	P	P	P	P	P	P	P	P	P	P	P	P	R
International Oil Pollution Prevention Certificate	A	A	A	A/In	A/In	A/In	In/A	In/A	In/A	In/A	In/A	In/A	In/A	R
International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk	A	A	A	A/In	A/In	A/In	In/A	In/A	In/A	In/A	In/A	In/A	In/A	R
International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk	A	A	A	A/In	A/In	A/In	In/A	In/A	In/A	In/A	In/A	In/A	In/A	R
International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk	A	A	A	A/In	A/In	A/In	In/A	In/A	In/A	In/A	In/A	In/A	In/A	R
ISM Document of Compliance (DOC)	A	A	A	A/In	A/In	A/In	In/A	In/A	In/A	In/A	In/A	In/A	In/A	R

Years	01	02	03	04	05
Months	9 12 15	21 24 27	33 36 39	45 48 51	57 60
ISM Safety Management Certificate (SMC)		In	In		R
International Ship Security Certificate (ISSC)		In	In		R
International Sewage Pollution Prevention Certificate					R
Certificate of Fitness for Ship Carrying Dangerous Goods	A	A/In	In/A	A	R
International Air Pollution Prevention Certificate	A	A/In	In/A	A	R
International Anti-Fouling System Certificate ¹⁾					
International Energy Efficiency Certificate ²⁾					
Maritime Labour Certificate (MLC)		In	In		R
International Ballast Water Management Certificate	A	A/In	In/A	A	R

¹⁾ only initial survey to be required
²⁾ only initial survey and changes are made

Types of Survey :
 A = Annual
 P = Periodical
 In = Intermediate
 R = Renewal

Section 3 Certificates and Validity of Certificates

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A. Statutory Certificates

1. Definitions

1.1 In these Guidelines, statutory certificates issued by BKI mean the following certificates including those certificates of compliance required under the Conventions, etc. to be kept on board the ships:

- 1.1.1 International Load Line Certificate;
- 1.1.2 Cargo Ship Safety Construction Certificate;
- 1.1.3 Cargo Ship Safety Equipment Certificate;
- 1.1.4 Cargo Ship Safety Radio Certificate;
- 1.1.5 Cargo Ship Safety Certificate;
- 1.1.6 Passenger Ship Safety Certificate;
- 1.1.7 Exemption Certificate;
- 1.1.8 International Oil Pollution Prevention Certificate (IOPP);
- 1.1.9 International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS);
- 1.1.10 International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk;
- 1.1.11 International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk;
- 1.1.12 Certificates in compliance with the International Safety Management Code for the Safe Operation of Ships and for Pollution Prevention (ISM Code);
 - 1) Document of Compliance (DOC)
 - 2) Safety Management Certificate (SMC)
- 1.1.13 International Ship Security Certificate (ISSC);
- 1.1.14 International Sewage Pollution Prevention Certificate (ISPP);
- 1.1.15 Certificate of Fitness for Ship Carrying Dangerous Goods;
- 1.1.16 International Air Pollution Prevention Certificate (IAPP);
- 1.1.17 International Anti-Fouling System Certificate;
- 1.1.18 International Energy Efficiency Certificate (IEEC);
- 1.1.19 Maritime Labour Certificate (MLC);

1.1.20 International Ballast Water Management Certificate;

1.1.21 High-Speed Craft Safety Certificate.

1.2 For cargo ships, a Cargo Ship Safety Certificate may be issued as an alternative to the Cargo Ship Safety Construction Certificate, the Cargo Ship Safety Equipment Certificate and the Cargo Ship Safety Radio Certificate issued separately under the provisions of 1.1.2, 1.1.3 and 1.1.4 respectively.

1.3 Concerning 1.1.2, 1.1.3, 1.1.4, 1.1.6, and 1.2, exemption certificates may be issued as necessary. Any exemption certificates shall be issued by the Administration.

1.4 For non-convention ships the scope of survey and type of documents issued after survey is determined by the Flag Administration.

2. Table of general statutory certificates for each types of ship

2.1 Summary of general statutory certificates for each types of ship required under the Conventions, etc. to be kept on board the ships:

Table 3.1. General statutory certificates for each types of ship

Certificate	Passenger Ship	Ro-Ro Passenger Ship	Oil Tanker	Chemical Tanker	Gas Carrier	Bulk Carrier	Container ship	General cargo Ship	Passenger High Speed Craft	Cargo High Speed Craft
International Load Line Certificate	√	√	√	√	√	√	√	√	√	√
Cargo Ship Safety Construction Certificate			√	√	√	√	√	√		
Cargo Ship Safety Equipment Certificate			√	√	√	√	√	√		
Cargo Ship Safety Radio Certificate			√	√	√	√	√	√		
Passenger Ship Safety Certificate	√	√								
High-Speed Craft Safety Certificate									√	√
International Oil Pollution Prevention Certificate	√	√	√	√	√	√	√	√	√	√
International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk			√		√		√	√		
International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk					√					
International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk				√						
ISM - Document of Compliance (DOC)	√	√	√	√	√	√	√	√	√	√
ISM - Safety Management Certificate (SMC)	√	√	√	√	√	√	√	√	√	√
International Ship Security Certificate (ISSC)	√	√	√	√	√	√	√	√	√	√
International Sewage Pollution Prevention Certificate	√	√	√	√	√	√	√	√	√	√
Certificate of Fitness for Ship Carrying Dangerous Goods	√	√				√	√	√	√	√
International Air Pollution Prevention Certificate	√	√	√	√	√	√	√	√	√	√
International Anti-Fouling System Certificate	√	√	√	√	√	√	√	√	√	√
International Energy Efficiency Certificate	√	√	√	√	√	√	√	√	√	√
Maritime Labour Certificate (MLC)	√	√	√	√	√	√	√	√	√	√
International Ballast Water Management Certificate	√	√	√	√	√	√	√	√	√	√

B. Validity of Statutory Certificates

1. Validity

1.1 The validity of statutory certificates is to be as follows according to the kind of statutory certificate, and unless stated otherwise by the flag state of the ship.

- 1.1.1 International Load Line Certificate: 5 years
- 1.1.2 Cargo Ship Safety Construction Certificate: 5 years
- 1.1.3 Cargo Ship Safety Equipment Certificate: 5 years
- 1.1.4 Cargo Ship Safety Radio Certificate: 5 years
- 1.1.5 Cargo Ship Safety Certificate: 5 years
- 1.1.6 Passenger Ship Safety Certificate: 1 year
- 1.1.7 Exemption Certificate: the same as the relevant Convention Certificate
- 1.1.8 International Oil Pollution Prevention Certificate: 5 years
- 1.1.9 International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk: 5 years
- 1.1.10 International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk: 5 years
- 1.1.11 International Certificate of Fitness for the Carriage of Dangerous Liquid Chemicals in Bulk: 5 years
- 1.1.12 Certificates in compliance with the ISM Code
 - 1) DOC: 5 years
 - 1) SMC: 5 years
 - 2) Interim DOC not longer than 12 months
 - 3) Interim SMC not longer than 6 months
- 1.1.13 ISSC and Interim ISSC
 - 1) ISSC: 5 years
 - 2) Interim ISSC: not longer than 6 months
- 1.1.14 International Sewage Pollution Prevention Certificate: 5 years
- 1.1.15 Certificate of Fitness for Ship Carrying Dangerous Goods: 5 years
- 1.1.16 International Air Pollution Prevention Certificate: 5 years
- 1.1.17 MLC and Interim MLC
 - 1) MLC: 5 years
 - 2) Interim MLC: not longer than 6 months
- 1.1.18 International Ballast Water Management Certificate: 5 years
- 1.1.19 High-Speed Craft Safety Certificate: 5 years

2. Maintenance of Validity

2.1 To maintain the validity of the statutory certificates issued by BKI, specified surveys required by the Conventions, etc. are to be conducted and endorsement by BKI is to be obtained.

C. Validity of Statutory Certificates Carried Outside Time Window

1.1 A certificate ceases to be valid if the periodical, intermediate or annual survey, as appropriate, is not completed within the periods specified in the relevant regulation as shown in Table 2.1. The validity of the certificate should be restored by carrying out the appropriate survey which, in such circumstances, should consist of the survey requirements that was not carried out. BKI concerned should then write the reason why the survey was allowed to lapse and consider further action.

1.2 When the renewal survey is completed after the expiry date of the existing certificate, the new certificate shall be valid from the date of completion of the renewal survey to a date not exceeding 5 years from the date of expiry of the existing certificate.

1.3 When the renewal survey is completed more than 3 months before the expiry date of the existing certificate, the new certificate shall be valid from the date of completion of the renewal survey to a date not exceeding 5 years from the date of completion of the renewal survey.

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A. General

1.1 The builder, owner or master of a ship, who intends to obtain statutory certificates, is to present the Registry Certificate of the ship issued by the Government of the flag state, and submit a written application for the issue thereof to BKI. However, compliance with BKI Guidelines and Guidances for the Audit and Registration of Safety Management System is required for the issue of the certificates in compliance with the ISM Code prescribed in Section 3.A.1.1.12, compliance with BKI Rules for the Verification and Registration of Ship Security Management Systems is required for the issue of the certificates in compliance with the ISPS Code prescribed in Section 3.A.1.1.13, and compliance with Maritime Labour Convention is required for the issuance of the MLC and Interim MLC prescribed in Section 3.A.1.1.19.

1.2 BKI may issue a provisional certificate before a full term certificate is issued.

B. Rewriting of Statutory Certificates

When the descriptions of the statutory certificate are changed, the owner or master of the ship is to present the Registry Certificate of the ship issued by the Government of the flag state at the earliest opportunity, and submit a written application for rewriting the relative certificate to BKI.

C. Reissuance of Statutory Certificates

When the statutory certificate is soiled or lost, the owner or operator of the ship is to submit a written application and lost item report from police station for the reissuance of the statutory certificate to obtain replacement thereof in due course.

D. Endorsement of Statutory Certificates

The owner or operator of a ship, who wishes to obtain endorsement for the statutory certificate specified in Section 3.B.2, is to submit a written application to BKI for endorsement accompanied by the statutory certificate for which the endorsement is required.

E. Extension of Validity of Statutory Certificates

The owner or operator of a ship, who wishes to extend the validity of the statutory certificate issued by BKI, is to submit a written application to BKI for the extension thereof stating the reasons for the extension. BKI will consider other action based on the degree of authorization and written instruction from the flag state.

F. Returning Statutory Certificates

The owner or operator of a ship, who encounters any of the following, is to return the statutory certificate issued by BKI to nearest BKI branch at the earliest convenience.

- 1) The ship sinks or is scrapped.
- 2) The classification of the ship or the registry of installations concerned is deleted.
- 3) The validity of the statutory certificate is expired.
- 4) The descriptions on the statutory certificate are changed, and a revised certificate is issued.
- 5) The original statutory certificate is found after having a replacement issued in accordance with the provisions of C. In this case, the original statutory certificate is to be returned to BKI.
- 6) Aside from those stated above, when it is specifically requested by BKI to return the statutory certificate.

Section 5 Fees and Expenses

A. Fees and Expenses5-1

A. Fees and Expenses

Fees and expenses will be charged in accordance with the provisions provided separately, in the following cases:

- 1) A statutory certificate is issued.
- 2) A statutory certificate is reissued or rewritten.
- 3) Endorsement is made for a statutory certificate.
- 4) The validity of a statutory certificate is extended.
- 5) The survey specified in Section 6.A is carried out.
- 6) Apart from the above, when the survey for maintenance of the validity of the statutory certificate is carried out.

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Section 6 Miscellaneous

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A. Inspection by the Administration of Port State

When the owner or operator of a ship in possession of a statutory certificate issued by BKI is requested by the Administration of the Port State to have BKI inspect the ship, the owner or operator is to make an application to BKI at the earliest convenience.

B. Issue of Statement of Compliance Relating to the Conventions, etc.

The provisions of this Guidelines apply mutatis mutandis to the following cases irrespective of whether or not the ship is classed with or the installations are registered with BKI, and Statement of Compliance relating to the Convention, etc. will be issued upon request.

- 1) The ship is one to which the International Convention does not apply.
- 2) The Government of the state in which the ship is registered is a non-member of the International Convention(s).

C. Exemption under the National Laws and Regulations of a Flag State

Notwithstanding the provisions of Section 1 to Section 4, matters prescribed under the National Laws and Regulations of the flag state are to be dealt with in accordance with such laws and regulations.

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