



香港商船資訊

HONG KONG MERCHANT SHIPPING INFORMATION NOTE

Survey, Audit, Certification and Licensing Arrangements for Hong Kong Registered Cargo Ships

To : Shipowners, Ship Managers, Ship Masters, Shipbuilders, Recognized Organizations and Recognized Security Organizations

Summary

The purpose of this Note is to provide updated information and guidance to shipowners, ship managers, ship masters, shipbuilders, Recognized Organizations (ROs) and Recognized Security Organizations (RSOs) regarding the survey, audit, certification and licensing arrangements for Hong Kong-registered cargo ships (HK Ships). This Note revokes the Hong Kong Merchant Shipping Information Note (MSIN) No. 25/2016 issued on 28 April 2016, and supersedes MSIN No. 49/2014 issued on 22 December 2014.

Drawings, Documents and Information to be Submitted

1. The following drawings and documents should be submitted to the Cargo Ships Safety (CSS) Section at 24/F, Harbour Building, 38 Pier Road, Central, Hong Kong or by email at ss_css@mardep.gov.hk when a ship is joining the Hong Kong Shipping Register (HKSAR) for the first time: -

- (i) General Arrangement of the ship;
- (ii) Mooring Arrangement Plan showing the details of the layout of the mooring winches and fittings;
(not required if details of the layout of mooring winches and fittings are shown in (i) above or Minimum Safe Manning Certificate has been issued);
- (iii) Safety Plan showing arrangements of lifesaving and fire-fighting equipment;
- (iv) Prevention of Oil Pollution Arrangement or Sludge Oil/Bilge Water Piping Diagrams;
- (v) Safety Radio Installation Arrangement; and
- (vi) Records of all Port State Control inspections conducted within the last three

years in ports ***other than*** those covered by the Paris MOU, Tokyo MOU and US Coast Guard.

2. The above items (i) to (v) are not required to be submitted if the ship has a “sister ship” for which the drawings and documents have previously been submitted. In such cases, the CSS Section should be informed accordingly.

3. The following information should be submitted to the Marine Management System (MMS) of the CSS Section by email at mms@mardep.gov.hk when a ship is joining the HKSR for the first time and whenever such information changes: -

- (i) Declaration of Company (under International Safety Management Code)
- (ii) Contact Information of Company Designated Person Ashore
- (iii) Contact Information of Company Security Officers
- (iv) Conformance Test Report of Long-Range Identification and Tracking System

Statutory Surveys, Audits and Certification

The ROs and RSOs

4. The MD has authorized ROs and RSOs to carry out statutory surveys and audits for HK Ships and to issue provisional or full-term trading certificates on behalf of the Hong Kong Special Administrative Region (HKSAR). A list of the authorized ROs and ROs can be found on the MD website at <https://www.mardep.gov.hk/en/faq/services-for-cargo-ships-registered-in-hong-kong/survey-audit-and-certification-arrangements/index.html>. Shipowners, ship managers or shipbuilders should request respective ROs and RSOs to carry out surveys or audits and issue the appropriate certificates for the ship.

Statutory Surveys, Audits and Certification Delegated to the ROs and RSOs

5. The authorized ROs and RSOs are delegated to carry out the following statutory surveys, audits and certification work for HK Ships: -

- (i) Measurement of tonnage and issue of provisional or full-term International Tonnage Certificate;
- (ii) Issue of a Certificate of Survey (SUR 59E) for ship registration;
- (iii) Survey or audit for the issue of provisional or full term
 - Cargo Ship Safety Certificate
 - Cargo Ship Safety Construction Certificate
 - Cargo Ship Safety Equipment Certificate
 - Cargo Ship Safety Radio Certificate

- International Load Line Certificate
- International Oil Pollution Prevention Certificate
- International Oil Pollution Prevention Exemption Certificate
- International Oil Pollution Prevention Exemption Certificate for Unmanned Non-Self-Propelled (UNSP) Barges
- International Air Pollution Prevention Certificate
- International Air Pollution Prevention Exemption Certificate
- International Air Pollution Prevention Exemption Certificate for Unmanned Non-Self-Propelled (UNSP) Barges
- Engine International Air Pollution Prevention Certificate
- International Sewage Pollution Prevention Certificate
- International Sewage Pollution Prevention Exemption Certificate
- International Sewage Pollution Prevention Exemption Certificate for Unmanned Non-Self-Propelled (UNSP) Barges
- Document of Compliance for Carriage of Dangerous Goods
- International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk
- Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk
- International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk
- International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk
- Document of Compliance (under the International Safety Management Code)
- Safety Management Certificate
- International Ship Security Certificate
- International Anti-Fouling System Certificate
- International Energy Efficiency Certificate
- Maritime Labour Certificate
- International Certificate of Fitness for the Carriage of INF Cargo
- Polar Ship Certificate
- Statement of Compliance – Fuel Oil Consumption Reporting and Operational Carbon Intensity Rating
- International Ballast Water Management Certificate
- Industrial Personnel Safety Certificate; and

(iv) Survey of crew accommodation.

6. Hong Kong Marine Department (MD) will not be directly involved in the survey and certification of HK Ships unless specifically requested by shipowners. If shipowners, ship managers or shipbuilders choose the MD to carry out surveys or audits and issue the appropriate certificates for the ship, they should complete the Form Surveys 6 (MD 607). A copy of

MD 607¹ is available at Annex 1 and can be found on the MD website at <https://www.mardep.gov.hk/en/forms/index.html> under the category of “Surveys or Inspections of Ships”. The completed MD 607 should be submitted to the Senior Surveyor of the CSS Section (SS/CSS) at 24/F Harbour Building, 38 Pier Road, Central, Hong Kong, or by facsimile to Fax No.: (+852) 2545 0556 or by email at ss_css@mardep.gov.hk at least seven working days prior to the date of the survey for overseas surveys or audits. Applicants may also submit the completed MD 607 online using the Public Form Submission Service of the Electronic Business System (eBS) at <https://ebs.mardep.gov.hk/eBS3PublicForm/ebs8180/>. For local surveys or audits, the completed MD 607 should be submitted at least three working days prior to the date of the survey.

Survey and Audit Standards

7. The ROs and RSOs are required to carry out the surveys and audits, as stated in paragraph 5 above, in accordance with the requirements laid down by the International Maritime Organization and International Labour Organization (ILO) under the appropriate Conventions applicable to the HKSAR.

8. HK Ships with keel laid between 1 July 1979 and 20 December 2018, are required to comply with the Hong Kong Merchant Shipping (Seafarers) (Crew Accommodation) Regulation (Cap.478I). HK Ships meeting the requirements of ILO Convention No. 133 are generally considered in compliance with Cap.478I. The ROs will carry out inspections of crew accommodation in accordance with Cap.478I and submit reports to the MD for examination. For HK Ships with keel laid on or after 20 December 2018, their compliance with the Merchant Shipping (Seafarers) (Working and Living Conditions) Regulation (Cap.478AF) is required, which implements the Maritime Labour Convention, 2006, as amended.

Exemption Certificates

9. The Director of Marine maintains the prerogative to issue exemption certificates for the first time to HK Ships in relation to the requirements of the Hong Kong Merchant Shipping (Safety) Regulations and the international Conventions, if necessary. However, for operational conveniences to all parties, subsequent renewal of these exemption certificates may be aligned with the renewal of trading certificates and issued by the ROs or RSOs. The Director need not be consulted by the ROs or RSOs regarding the renewal of such exemption certificates unless the conditions stated by the Director in the original exemption certificates cannot be fulfilled.

10. Shipowners or ship managers should submit their applications to SS/CSS by email at exemption@mardep.gov.hk or through the One Stop e-Service (OSS) of the eBS for the issue of exemption certificates to vessels for the first time.

¹ Link to the form MD607(Rev Apr 2019) is <https://www.mardep.gov.hk/filemanager/en/share/forms/pdf/md607.pdf>

Minimum Safe Manning Certificate

11. The MD is the authority to issue Minimum Safe Manning Certificates (MSMC) to HK Ships.

12. The MSMC are issued free of charge to HK Ships. Shipowners or ship managers should refer to the respective MSIN regarding the documents required to be submitted and complete the “Application for a Minimum Safe Manning Certificate (MD 608)² at Annex 2 (also available on the MD website at <https://www.mardep.gov.hk/en/forms/index.html>) under the category “Employment of Seafarers”. The signed MD 608 together with all necessary documents should be submitted to SS/CSS by email at ss_css@mardep.gov.hk or through the OSS of the eBS for assessment.

Continuous Synopsis Record

13. The HKSR is responsible for issuing the Continuous Synopsis Record (CSR) documents (Form 1) for HK Ships of 500 gross tonnage and above engaging international voyages. Form 1 provides a shipboard record of the ship’s history concerning the information recorded therein. Meanwhile, the ship’s manager or master is responsible for properly managing the CSR amendment forms (Form 2) and CSR indices of amendments (Form 3). For details of the CSR, please visit the MD website at https://www.mardep.gov.hk/en/pub_services/csr.html.

14. Shipowners or ship managers should submit their applications for Form 1 (MD 644) (also available on the MD website at <https://www.mardep.gov.hk/en/forms/index.html> under the category “Ship Registration”) to the HKSR at 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong, via facsimile to Fax. No. (+852) 2541 8842, or by email at csr@mardep.gov.hk for assessment. Applications may also be submitted through the OSS of the eBS.

Hong Kong Licences

15. All deck and engineer officers, as well as ratings required to perform duties onboard HK Ships according to the MSMC, must hold either an appropriate Hong Kong CoC or a Hong Kong Licence issued to non-Hong Kong CoC holders, as well as an appropriate Certificate of Proficiency for ratings. Applications for the Hong Kong Licence should be submitted to the Seagoing Examination and Mercantile Marine Office of the MD. Details of the application procedures can be found in the Guidelines for the Issue of Hong Kong Licences and Endorsements, which is available on the MD website at https://www.mardep.gov.hk/en/pub_services/exam.html. Please note that a fee is chargeable for the issuance of each Hong Kong Licence.

² Links to access Form MD 608 is https://www.mardep.gov.hk/filemanager/en/share/forms/pdf/msmc_app.pdf

Ship Station Licence and Global Maritime Distress and Safety System (GMDSS) Certificate of Equivalent Competency (CoEC)

Application for Ship Station Licence or “GMDSS CoEC with Endorsement”

16. The Office of the Communications Authority (OFCA) is the authority to issue Ship Station Licence, issue GMDSS CoEC with Endorsement to HK Ships and their crew. A fee is chargeable for each CoEC or Endorsement granted. Shipowners or ship managers should apply for Ship Station Licence and GMDSS CoEC and Endorsement by completing the appropriate application form available on the OFCA website at <https://www.ofca.gov.hk>. Methods for submission of applications are detailed in the application forms.

Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Cert.), Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage (CLC), and Wreck Removal Certificate (WRC)

17. The MD is the authority to issue Bunker Cert. and CLC and to handle the application of WRC to HK Ships. The application forms for Bunker Cert. (MD 601) and CLC (MD 603) are available on the MD website at <https://www.mardep.gov.hk/en/forms/index.html>, under the category “Ship Registration”, while the application form for WRC is available on the MD website at https://www.mardep.gov.hk/filemanager/en/share/pub-services/pdf/removal_of_wrecks20180605anx2.pdf. Shipowners or ship managers should submit the completed application form, along with the required documents, to SS/CSS by email at accss@mardep.gov.hk or through the OSS at the eBS.

Enquiries

18. Any general enquiries related to this Note should be directed to the following officers responsible for the subject matter: -

Subject	Officer	Tel. No.	Fax. No.	Email
Ship Registration	Senior Surveyor/ Ship Registration Services (SS/SRS)	(+852) 2852 4387	(+852) 2541 8842	For Registration: hksr@mardep.gov.hk
CSR				For CSR: csr@mardep.gov.hk

Cargo Ship Surveys	Senior Surveyor/ Cargo Ships Safety (SS/CSS)	(+852) 2852 4510	(+852) 2545 0556	General enquiry: ss_css@mardep.gov.hk Application for exemption and dispensation: exemption@mardep.gov.hk Application for CLC and/or Bunker Cert., and WRC: accss@mardep.gov.hk Matters related to MMS: mms@mardep.gov.hk
Quality Assurance	Senior Surveyor/ Quality Assurance (SS/QA)	(+852) 2852 4504	(+852) 2545 0556	ss_qa@mardep.gov.hk
Ship Station Licence	Office of the Communications Authority (OFCA)	(+852) 2961 6282	(+852) 3155 0986	license.mob@ofca.gov.hk
GMDSS CoEC	Office of the Communications Authority (OFCA)	(+852) 2961 6608	(+852) 3155 0914	maritime@ofca.gov.hk
Seafarers' Certification and Hong Kong Licence	Senior Surveyor/ Seafarers and Examination (SS/SE)	(+852) 2852 4383	(+852) 2541 6754	sssem@mardep.gov.hk

22. This Note revokes the MSIN No. 25/2016 issued on 28 April 2016 and supersedes MSIN No. 49/2014 issued on 22 December 2014.

Marine Department
Shipping Division

7 March 2025