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**RO INSTRUCTIONS 8/2014**  
**AMENDED OCTOBER 2014**

Instruction to Carry Out Review, Approve Plan, Approve Manual,  
Survey and Certification Required Under International  
Conventions/Domestic Requirement on Behalf of Malaysia  
Government  
(Amended: 1st October 2014)

***Instruction to Carry Out Review, Approve Plan, Approve Manual, Survey and Certification Required Under International Conventions/Domestic Requirement On Behalf of Malaysia Government***

**1.0 Authorization**

**1.1 RO is authorized to approve plan, approve manual, survey and issue Certificate for all types of Malaysian Ships required under International Conventions/Domestic Requirement as follows:**

- 1.1.1 SOLAS - International Convention for the Safety of Life at Sea 74/88 or as amended.
- 1.1.2 MARPOL-International Convention for the Prevention of Pollution from Ships 73/78 – vessel does not comply shall not operate beyond Malaysian Waters and sewage shall be discharged to sea beyond 12 n.m
  - i. MARPOL Annex I
  - ii. MARPOL Annex II
  - iii. MARPOL Annex III
  - iv. MARPOL Annex IV  
(existing ship shall comply fully after 31 March 2011)
  - v. MARPOL Annex V
  - vi. MARPOL Annex VI  
(existing ship shall comply fully after 30 June 2011)
- 1.1.3 AFS - International Convention on the Control of Harmful Anti-Fouling Systems on Ships, 2001– vessel does not comply shall not operate beyond Malaysian Waters (existing ship shall comply fully after 1<sup>st</sup> January 2011 or until next dry docking)
- 1.1.4 COLREG – Convention on the International Regulations for Preventing Collisions at Sea 1972
- 1.1.5 Load Lines, 1966/88 - International Convention on Load Lines, 1966/88 including Multiple Load Line
- 1.1.6 Tonnage - International Convention on Tonnage Measurement of Ships, 1969
- 1.1.7 Lifting Appliances – International Labour Organization ILO Convention No 152 \*

1.1.8 Ballast Water Management - International Convention for the Control and Management of Ships' Ballast Water and Sediments 2004

1.1.9 IBC Code, BCH Code, IGC Code, IS Code, Grain Code, ISM Code (Only For Ship Management Certificate), ISPS Code (all relevant records shall be kept in RO Office in Malaysia), NOx Technical Code, and Carriage of Dangerous Goods

1.1.10 Conditions Assessment Scheme for tanker as per Regulation 20 (G) Annex I MARPOL 73/78.

1.1.11 Maritime Labour Convention, 2006.

\* Convention not ratified by Malaysia

\* See also appendix 1

## **1.2 Passenger Vessel, High Speed Craft, Crew Boat, Special Purpose Vessel, Propelled carrying more than 12 personnel (Include Industrial personnel)**

1.2.1 Authorization is required for carrying survey and issuance of certificate

1.2.2 New passenger ships regardless of size and operating area built after the enforcement date of MSN 16/2008 shall equipped with Automatic Identification System (AIS)

1.2.3 Existing passenger ships operating in Sabah, Sarawak and Labuan regardless of operating area are encouraged to comply with AIS requirement

## **1.3 Crew Accommodation**

1.3.1 Where applicable, vessel shall comply with MLC, 2006 or UK Crew Accommodation Regulation 1997 or ILO 92 and ILO 133. Authorization is required for carrying out survey or as per Marine Department Checklist.

1.3.2 Petronas Guidelines for Barges Operating Offshore in Malaysia (PGBOOM) is accepted for Accommodation requirement for FPSO and FSO.

## **1.4 Non Convention Vessel**

1.4.1 RO is authorized to approve plan, approve manual, survey and issue certificate for all Non Convention Vessel registered under Malaysian Flag

## 2. Special Requirements

### 2.0 Floating Production Storage and Offloading (FPSO) and Floating Storage Offloading (FSO)

2.0.1 FPSO and FSO shall be surveyed and issued certificate as an Oil Tanker, FPSO and FSO built or keel laid or major conversion after 1<sup>st</sup> January 2011 shall comply according to MODU Code

2.0.2 Marine Department Malaysia has no objection for the FPSO and FSO being granted exemption from 100% libeboat capacity requirement on condition:

2.0.2.1 additional liferaft provided.

2.0.2.2 sufficient life saving appliances provided

2.0.2.3 for accommodation shall comply with Petronas Guidelines for Barges Operating Offshore in Malaysia(PGBOOM)

2.0.2.4 for additional personal on board (POB) liferaft shall be assigned port and starboard and being posted at their respective cabin and conspicuous places

2.0.2.5 only FPSO and FSO forming part of safe operation of the PFSO/FSO shall be assigned to launch the liferaft.

### 2.1 Requirements for Crew Boat

2.1.1 Crew Boat or Fast Crew Boat carrying industrial personnel shall comply with:

(i) Intact Stability Code - IMO Res 749(18) and Damage Stability - Offshore Supply Vessel Code IMO Res A.235 (82)

(ii) LSA, FFA, Radio, Navigational Equipment – IACS Recommendation for Non Convention Size Vessel Rules (unrestricted voyage).

(iii) Construction - Crew Boat or High Speed Craft Class Rules

(iv) All applicable International Convention Requirements

## **2.2 Requirements for Accommodation Barge Non Propelled**

2.2.1 Accommodation Barge carrying industrial personnel shall comply with

- (i) All applicable International Convention Requirements
- (ii) Mobile Offshore Drilling Unit Code

(Note: the compliance to MODU Code for existing barge register to Malaysian Port of Registry prior to 1 November 2008 is voluntary)

## **2.3 Requirement for Special Purpose Ship such as Maintenance/Utility Work Boat**

2.3.1 Special Purpose Ship (Maintenance/Utility or Work Boat) carrying Industrial Personnel shall comply with

- (i) All applicable International Convention Requirements
- (ii) SPS Code - The 2008 SPS Code supersedes the SPS Code adopted by resolution A.534 (13) for special purpose ships. The revised code will be applied for Malaysian vessel built or contract signed after 1<sup>st</sup> July 2013. Malaysian ships meeting the criteria of Special Purpose Ship under this Code shall get authorization from Marine Department for survey and certification.
- (iii) Vessel built or contract signed after to 31st December 2007 but before 1st July 2013 shall comply with requirement as stated in para (ii) above subject to the condition as stated below:
  - a. Requirement for Damage Stability can be considered to be exempted by Administration,
  - b. Number of Industrial Personnel is limited to 60,
  - c. Operation is limited to Malaysian Waters only included Exclusive Economic Zone (EEZ) as defined in Merchant Shipping Ordinance 1952 or 200 Nautical Miles from nearest land.
- (iv) Vessel built or contract signed prior to 31 December 2007 may comply with Offshore Supply Vessel Code but the operation is limited to Malaysian Near Coastal Limit as defined in Malaysian Shipping Ordinance 1952 (MSO 1952) or 200 nautical miles (n.m) from nearest land and number of industrial personnel shall be limited to 200 person only.

## 2.4 Requirement for Non Convention Cargo Vessel

\*Paragraph 2.4.1 are deleted

2.4.2 Non Convention vessel shall comply with

- (i) MSN No 16/2009 (Requirement and Technical Standard for Non Convention Cargo Ship Pertaining to Safety Construction, Radio, Life Saving Appliances and Equipment of Radio Navigational Aids)
- (ii) IACS Recommendation for safety of cargo vessel of less than Convention size

2.4.3 Following requirements of MSN 16/2009 are voluntary

- i) Chapter VIII Life Saving Appliances
  - Rescue Boat
- ii) Chapter VIII Life Saving Appliances
  - GMDSS Requirement
- iii) Chapter VII Fire Protection and Fire Extinction
  - Requirement 71 - Fixed fire detection and fire alarm systems

2.4.4 Automatic Identification System (AIS)

AIS requirement for Non-Convention Vessels

- i) Cargo ship above 150GT operating beyond Port Limit shall be fitted with AIS.

## 3.0 Certification

3.1 Malaysia has rectified SOLAS and Load Lines 1988 Protocol, therefore, for all ships entitled to fly the flag of Malaysia, the application of the Harmonized System of Surveys and Certification becomes effective on February 11, 2012. RO are requested to follow related latest amended Assembly and MEPC Resolution for the implementation of the HSSC and required to send copy of first certificate issued for departmental record or alternatively, the Administration shall be given access to the certificates through the RO's website. All renewal/subsequent certificates issued are required to be sent when requested.

**3.2 Document of Compliance or Statement of Compliance shall be issued for Conventions not rectified by Malaysia**

**3.3 Statement of Compliance (SOC) issued pertaining to MLC 2006 shall be replaced by MLC Certificate according to the convention subjected to below conditions:**

3.3.1 No additional inspection required if no alterations or modifications to the accommodations.

3.3.2 The validity of the Certificate is not exceeding five years from the date of SOC issued.

### **3.4 Short Term & Conditional Certificate**

3.4.1 RO is allowed to issue short term certificate for maximum period of 2 months for following conditions:

- (i) Rectification cannot be done with valid reason or spare parts not available at port where the deficiency was founded/ reported \* (only valid for malfunction of Navigation and Radio equipment, malfunction or servicing of Life Saving Appliances (LSA)/Fire Fighting Apparatus (FFA))

**Or**

- (ii) Equivalent or alternative arrangement for temporary measures has been provided to the satisfaction of attending surveyor in accordance with statutory requirements

\* The ship owner/manager shall immediately but not later than 2 weeks from date of issuance of certificates, report to Ship Accreditation Unit, Marine Department of Malaysia with all relevant supporting documents which include difficulty to rectify the deficiency, equivalent measure in place and proposed corrective action plan to rectify the deficiency.

### **3.5 Exemption Certificate**

3.5.1 RO is not allowed to issue exemption certificate unless authorized by Department except for requirement below:

- (i) Vessel constantly engaged in voyages between 30 ° North and 30 ° South except Bulk Carrier are exempted to comply with the requirement of SOLAS Chapter III 32.3.2 (carriage of an immersion suit for each person onboard)

### **3.6 Extensions of Certificates for postponement of dry docking survey**

3.6.1 RO is allowed to extend dry docking survey for a maximum period of not more than 3 months from due date in the following circumstances:

- (i) In cases where dry docking is required, but cannot be carried out, an underwater inspection of the ship bottom shall be carried out before the nominal Docking Survey due date
- (ii) In cases where an underwater inspection is not possible (e.g. poor visibility, draft restrictions, excessive current, refusal by port Authority), an internal inspection of ship bottom structure, to the maximum extent practicable, shall be carried out.

- (iii) In cases of extensions of not more than one (1) month in lieu of underwater inspection of vessel bottom, a general examination afloat to determine the vessel fitness for continued service during the extension period, may be considered. Examination includes examination and testing of the steering machinery as considered necessary, review of onboard records to confirm satisfactory operation of the propulsion machinery, and that no damages and/or groundings have occurred since the last attendance by RO. In addition external examination of the saltwater systems with particular attention to non – metallic expansion pieces (if fitted), sea valves and their attachment to sea chest/side shell should also be carried out

3.6.2 Following factors shall be considered but limited to, before RO grants Docking survey extensions;

- (i) The unavailability of dry docking or repair facilities or unavailability of essential material, equipment or spare parts for dry docking
- (ii) Delays incurred by action to avoid severe weather
- (iii) Unanticipated delays at loading/discharge facilities

3.6.3 Extension of Safety Equipment and Safety Radio Certificate

- (i) RO is allowed to extend Safety Equipment and Safety Radio Certificate for the period of not more than 3 months for the purpose of HSSC 1988 implementation as required in MSN 01/2013

Owners shall inform Marine Department (Ship Accreditation Unit) the intention of delaying dry docking survey with supporting documents one (1) month prior to due date

**In any circumstances, extensions of dry docking surveys shall not be granted for commercial reasons.**

**Authorization in this section is valid for all types of vessels less than 10 years old**

### **3.7 Certification for FPSO and FSO**

3.7.1 International Load Line

3.7.2 International Oil Pollution Prevention

3.7.3 International Tonnage Measurement

3.7.4 Cargo Ship Safety Construction

3.7.5 Cargo Ship Safety Equipment



### **3.8 Certification for Non Propelled Barge including for Carrying Industrial Personnel**

3.8.1 All applicable Convention Certificates

3.8.2 Non Convention Safety Equipment and Ship Safety Construction Certificates (for vessels built before 6<sup>th</sup> November 2008) or MODU/MoU Certificate (after 1<sup>st</sup> November 2008)

### **3.9 Certification for Non Convention Cargo Vessel**

3.9.1 All applicable convention Certificates

3.9.2 Non Convention Ship Safety Construction Certificates

3.9.3 Non Convention Ship Safety Equipment Certificate

3.9.4 Non Convention Safety Radio Certificate

## **4.0 Ship Safety Equipment**

### **4.1 Requirement of Safety Plan and definition to be translated to Bahasa Malaysia**

4.1.1 Fire Plan and Safety Plan shall be translated to Bahasa Malaysia

4.1.2 Organizations authorized to verify the translation are Dewan Bahasa dan Pustaka, Saz Marine Services Sdn. Bhd. , Navarch Marine Services and Institut Terjemahan Negara Malaysia.

### **4.2 Periodic Inspection, Maintenance of Compressed Gas Cylinders, fire Extinguishers and Fixed Fire Fighting System**

4.2.1 Portable Fire Extinguishers

(i) Inspection

(a) All extinguishers shall be examined annually by a ship officer or engineer or authorized agent

(ii) Testing

(a) The hydraulic test period for all types of portable fire extinguishers should be conducted at intervals not exceeding 10 years, unless the extinguisher is found to be defective during an inspection

(b) Hydraulic testing must be carried out by an accredited service agent or test facility

- (c) Prior to recharging an extinguisher a thorough inspection and internal examination must be carried out by service provider and RO is to verify test protocol done in accordance with manufacturer manual

\* Marine equipment approved according to the European Marine Equipment Directive 96/98/EC accepted by marine Department.

(iii) Service

- (a) Water and Foam Extinguishers must be filled every 12 months by ship officer or engineer or authorized agent
- (b) Other extinguishers are to be recharged by authorized service agent every 2 years

#### 4.2.2 Fixed Gas fire-extinguishing

(i) Inspection

- (a) Annual inspections should be carried out by a ship officer or engineer or authorized agent

(ii) Testing

- (a) The Hydraulic test period for high pressure containers should be carried out for 10% of the containers during each 10 years period or 100% of the containers after 20 years from the date of manufacture
- (b) Hydraulic test required after repair
- (c) Hydraulic test also required if loss of content more than 10% for CO<sub>2</sub> and 5% for Halon

#### 4.2.3 Fixed Foam Extinguishing System

(i) Foam sampling

An analysis of foam samples must be undertaken after 3 years from date of manufacture and annually thereafter by an authorized service agent or manufacturer's laboratory

#### 4.2.4 Cylinders for SCBA

(i) Inspection

- (a) All cylinders, high pressure fittings and hoses should be externally examined annually by ship Officer or engineer or authorized agent

- (ii) Testing
  - (a) The hydraulic test for SCBA cylinders should be carried at intervals not exceeding 5 years
- (iii) Spare Chargers
  - (a) As per SOLAS requirement

#### 4.2.5 Immersion Suit

- (i) Numbers of Immersion Suits shall comply with Regulation 32.3 Chapter III SOLAS
- (ii) Additional two (2) Immersion Suits shall be provided at Bridge, Engine Control Room and forward station near the location of forward liferaft
- (iii) Vessel Operating within 30 °N and S is exempted from this Requirement

#### 4.2.6 Emergency Escape Breathing Devices (EEBD)

- (i) EEBD shall be provided as follows
  - (a) Machinery spaces containing internal combustion machinery used for main propulsion
    - One for Engine Control room
    - One in the area close to where engine workshop is located
    - One near to the escape route at each deck

In case, where engine control room and workshop are closely located, one EEBD for them or in case, where engine control room and/or workshop and the escape route are closely located, the EEBD for engine control room and/or workshop may be dispensed with. However, the number of EEBDs shall not be less than 2 (two)

- (b) Machinery spaces Category A other than above
  - one EEBD near the escape route at each deck. Where the spaces is on one level only and easy access to safe spaces is surely granted, EEBD is not required
- (c) Cargo Ships
  - 2 sets of EEBD in accommodation spaces
- (ii) The number of spare EEBD shall be minimum 50% of actual Provision

#### 4.2.7 Periodic Servicing and Maintenance of Lifeboats, Launching Appliances and On-load Release Gear

- (i) The testing and servicing shall be carried out by
  - (a) Authorized manufacturer agents or
  - (b) Any service provider (RO is authorized to approve service provider which is not authorized by the manufacturer), or
  - (c) Competent Person (has underwent training as set by manufacturer)

### 5.0 Tanker

#### 5.1 CAS Survey

5.1.1 The survey shall be carried out in accordance of MEPC 94 (46) as Amended

5.1.2 Ship Accreditation Unit shall be notified 1 month prior to the commencement of CAS survey.

#### 5.2 Carriage of heavy Grade for tanker less than 5000 dwt and more than 600dwt which do not comply with regulation 20 MARPOL Annex I

5.2.1 Renewal or intermediate survey shall be carried in the presence of Department surveyor.

5.2.2 Ship Accreditation Unit shall be notified 1 month prior to the survey being carried out

#### 5.3 Exemption from adhering to the Requirements of International Regulation for Preventing of Collision at Sea 1972

Ships for usage in specific operation are exempted from adhering to the requirements of International Regulation for Preventing of Collision At Sea 1972 as stated below:

- (i) Regulation 23 (a) (ii)
- (ii) Regulation 2 (i) (i) Annex I

Provided that:

- (i) the vertical distance between lights is not less than 1 meter

The above exemption is only applicable to ships with the length (length Overall LOA) lesser than 100 meters

## APPENDIX 1: DEGREE OF AUTHORIZATION

INSTRUMENT	Initial (*)	Renewal (*)	Annual (*)	Exemption (Yes/No)	Review (Yes/No)
<b>1 SOLAS Convention 1974 or as amended</b>					
1.1 Cargo Ship Safety Construction Certificate	F	F	F	L	YES
1.2 Cargo Ship Safety Equipment Certificate	F	F	F	L	N/A**
1.3 Cargo Ship Safety Radio Certificate	F	F	F	L	YES
1.4 Passenger Ship Safety Certificate	L	L	L	L	YES
1.5 High Speed Craft Safety Certificate	L	L	L	L	YES
1.6 International Security for Ports and Ship (ISPS) Code	F	F		L	YES
1.7 International Safety Management (ISM) Code :-					
a) SMC	F	F		L	
b) DOC	L	L	L	L	
<b>1.8 Carriage of Liquefied Gases in Bulk</b>					
1.8.1 Certificate for Ships Built Prior to 31 October 1976	F	F	F	L	YES
1.8.2 Certificate for Ships Built Prior on/after 31 October 1976 and before 1 July 1986	F	F	F	L	YES
1.8.3 International Certificate for Ships Built On/After 1 July 1986, IGC Code	F	F	F	L	YES
<b>1.9 Carriage in Bulk of Dangerous Chemicals</b>					
1.9.1 Certificate for Ships Built Before 1 July 1986, BCH Code	F	F	F	L	YES
1.9.2 International Certificate for Ships Built After July 1986, IBC Code	F	F	F	L	YES
1.10 Document of Authorization for Carriage of Grain	F	F	F	L	YES
1.11 Document of Compliance with the Special Requirements for Ships Carrying Dangerous Goods	F	F	F	L	N/A
<b>2 MARPOL Convention 73/78</b>					
2.1 Annex I – International Oil Pollution Prevention Certificate	F	F	F	N/A	YES
2.2 Annex II – International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS)	F	F	F	N/A	YES
2.3 Annex III – Harmful Substances, Statement of Fact	F	F	F	N/A	N/A
2.4 Annex IV – Sewage	F	F	F	N/A	N/A
2.5 Annex V – Garbage	F	F	F	N/A	N/A
2.6 Annex VI (incl. NOx Technical Code)	F	F	F	N/A	N/A
<b>3 International Regulations for Preventing Collision at Sea, 1972</b>	F	F	F	L	N/A
<b>4 International Convention on Tonnage Measurement of Ships, 1969</b>	F	F	F	L	N/A
<b>5 International Convention on Load Lines, 1966 or as amended</b>	F	F	F	L	YES
<b>6 Mobile Offshore Drilling Unit Codes, 1979 &amp; 1989 Editions</b>	L	L	L	L	YES
<b>7 International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004</b>	F	F	F	L	YES
<b>8 International Convention on the Control of Harmful Anti-Fouling Systems on Ships, 2001</b>	F	F		L	N/A
<b>9 Code of Safety for Special Purpose Ships</b>	L	L	L	L	N/A
<b>10 Cargo Securing Manual</b>	F				YES

INSTRUMENT		Initial (* )	Renewal (* )	Annual (* )	Exemption (Yes/No)	Review (Yes/No)
<b>11</b>	<b>Non Convention Cargo Vessel</b>					
11.1	Cargo Ship Safety Construction (NC) Certificate	F	F	F	L	
11.2	Cargo Ship Safety Equipment (NC) Certificate	F	F	F	L	
11.3	Cargo Ship Safety Radio (NC) Certificate	F	F	F	L	
<b>12</b>	<b>Maritime Labour Convention 2006</b>					
12.1	Maritime Labour Convention Certificate	F	F	F	L	YES

\*The following types of authorizations apply as noted:

- F: Full authorization to review and approve the required plans, documents and manuals, carry out surveys and issue and/or revoke necessary interim and full term certificates
- L: Limited authorization to account for other special categories not covered by the above, such as case by case authorization or geographical limitations

\*\*N/A: Not Applicable

For Instruments that the Administration is not signatory to, Statements of Compliance may be issued in lieu of Cert

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