



Marine Safety Center Technical Note

MTN 04-03 CHANGE 1
16715
August 16, 2004

Subj: Authorized Class Societies Technical Support and Oversight

1. Purpose: This Technical Note outlines the processes used by the Marine Safety Center (MSC) to support and assess technical work performed by Authorized Class Societies (ACS) on behalf of the U.S. Coast Guard (USCG) under the authority of either NVIC 2-95, NVIC 10-82, NVIC 10-81, NVIC 3-97, or 46 CFR 69. Specifically, it describes the administrative steps and communication necessary between the ACS and MSC in fulfilling their responsibilities.

2. Discussion:

a. ACS Support: See Enclosure (1) for an outline of this process.

A key necessity in an ACS' ability to conduct work on the USCG's behalf is a clear understanding of Coast Guard standards and policy. For this reason, ACS members are highly encouraged to contact the MSC for any questions or interpretations of Coast Guard plan review and related policies. Communication early and often is critical, particularly if questions of applicability to ongoing projects arise.

The MSC is responsible for approval of issues involving interpretation of, equivalency to, or exemption from a relevant policy or standard. In these cases, the ACS should perform the technical analysis and review information pertinent to the request and forward it, along with a qualitative assessment of the request and recommendation, to the MSC. MSC staff will review the request and take appropriate action as quickly as possible.

b. ACS Assessment. See Enclosure (2) for an outline of this process.

Concurrent with submitter notification of approval or certificate action on behalf of the USCG the ACS must also notify the MSC. Unless other arrangements have been made, the notification must be made in the form of an email delivered to assessment-MSC@msc.uscg.mil, using the format indicated in enclosure (3). Each email may have one or multiple approval notifications, but must comply with the prescribed format.

MSC staff will select items for assessment and notify the ACS via email. After being notified of a selection, the ACS should send the requested information to the MSC within 5 working days. As a general rule, MSC staff will review all material within 30 calendar days after receipt. Upon completion of the review, MSC staff will send the ACS a formal letter outlining the results of our assessment. Unless follow-up action is specifically required of the ACS in this letter or otherwise in discussions regarding any nonconformities, assessment for that work item is considered complete at this point. See enclosure (4) for an outline of this process and enclosure (5) for definitions used to categorize nonconformities.

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Copies of material approved on behalf of the USCG are to be retained by the ACS for a minimum of 6 months after completion of the vessel construction or alteration.

3. Applicability: This Technical Note applies to plan review and technical work performed by an ACS on behalf of the USCG and supersedes previous guidance and administrative policy regarding MSC plan review oversight. However, additional guidance may supplement this standard (i.e. MTN 01-98 for vessel tonnage measurement).

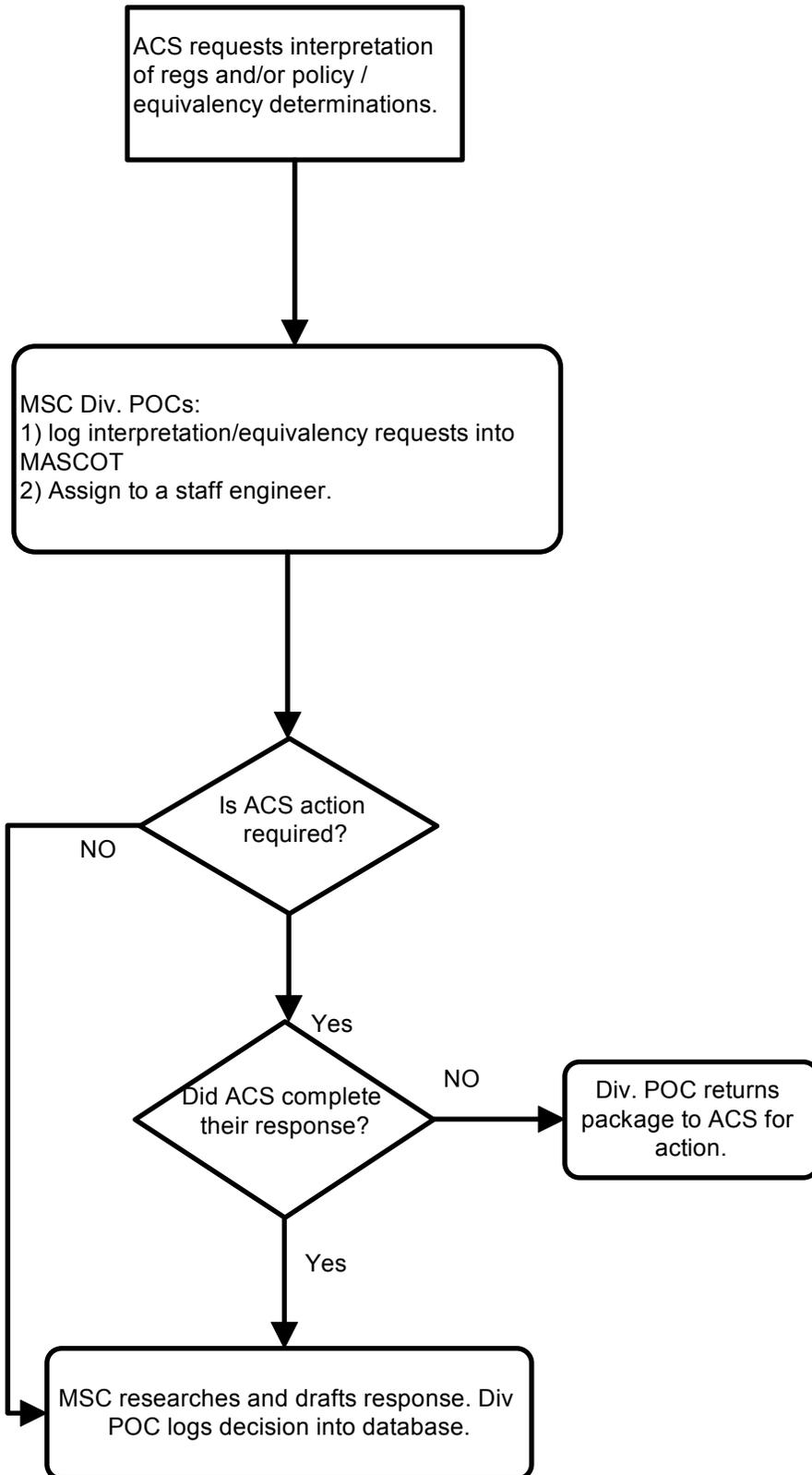
4. Action: Authorized Class Societies are requested to comply with this Technical Note upon receipt. Any deviation from this Technical Note requires written approval from the MSC. This Technical Note is available on the Internet at www.uscg.mil/hq/msc/mtns.htm

- Encl: (1) ACS Support Process outline
(2) Plan Approval Oversight & Assessment Process outline
(3) Plan approval email notification format
(4) Feedback process
(5) Nonconformity definitions

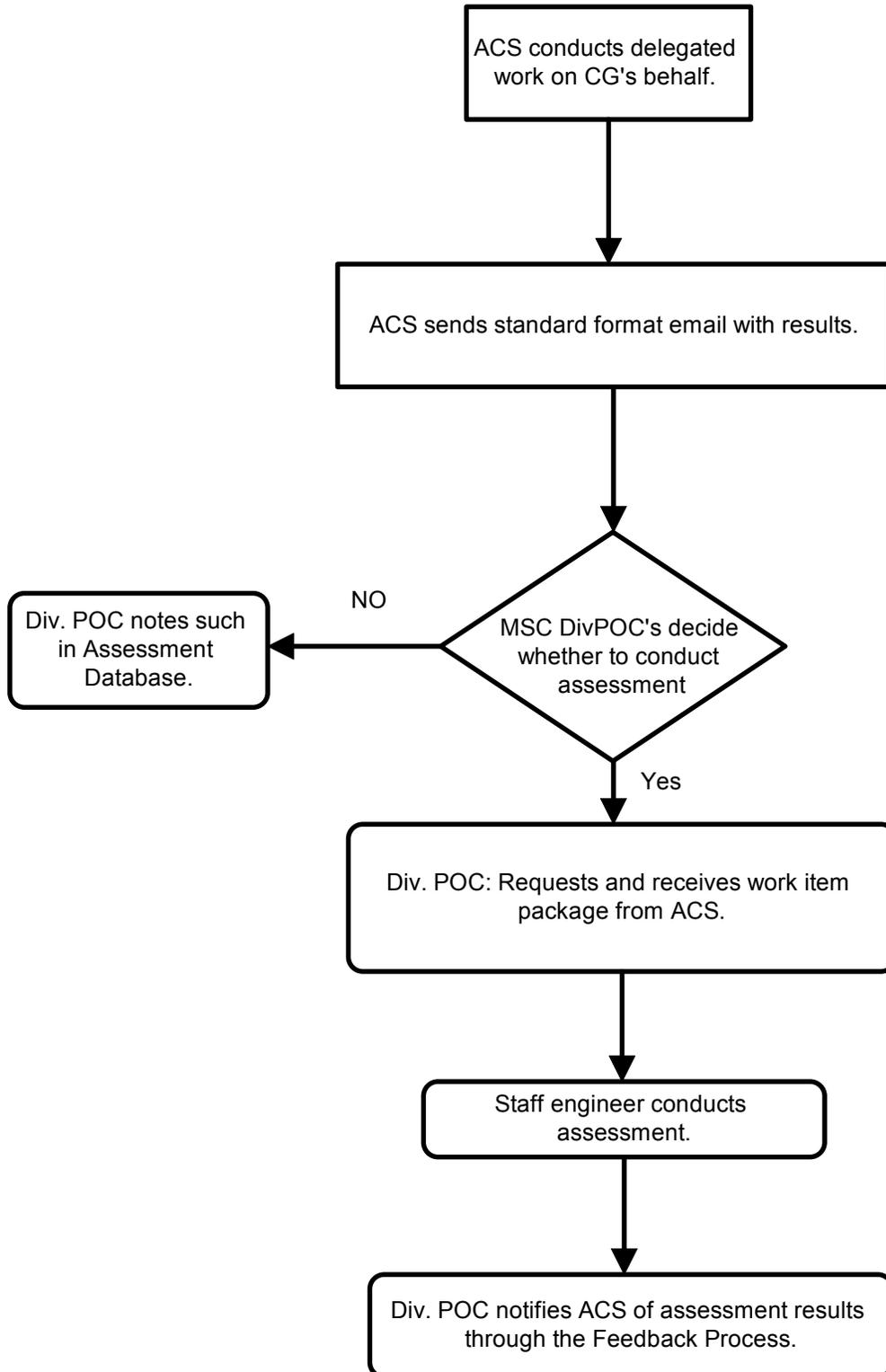


R. A. NASH
Captain, U. S. Coast Guard
Commanding Officer
Marine Safety Center

Support



Assessment Process



USCG Marine Safety Center

Notification Worksheet Instructions

July, 2004 REVISION 1

1.1 Notification Worksheet Instructions

General:

This worksheet does not contain any macros. This should allow the worksheet to open on any machine regardless of security settings. If you have difficulty in opening or working with the notification template at any time, please contact LT Zach Malinoski at 202.366.6461 or by email at zmalinoski@msc.uscg.mil.

The notification template is to be used for tracking work items that are “Approved” or “Issued.” “Approved” items are typical plan review activities. “Issued” items include tonnage and load line assignments. Work items not approved or returned for revision need not be entered on the notification template.

Each row of the template underneath the column headings should contain the data of only one work item. Though the approving correspondence may address ten individual plans, each plan should have its own row in the template. Submit one notification worksheet per email. Multiple worksheets in one email will not be processed at this time. Send the email to assessment-MSA@msc.uscg.mil.

Column Descriptions:

Column A, ACS: The ACS column reflects the Authorized Classification Society (ACS). This column contains a pull down menu to select one of the standard class society abbreviations. This is a REQUIRED field.

Column B, Authority: The Authority column reflects the authority medium that allows the class society to conduct reviews on the CG’s behalf. This column contains a pull down menu to select one of the available authority mediums. This is a REQUIRED field.

Column C, ACS ID No.: The class society’s unique vessel/offshore structure identification number should be entered into the ACS ID No. column. The ACS ID No. may be alpha-numeric. This is a REQUIRED field.

Column D, Submittal ID no.: This is an optional field to aid the ACS in locating relevant materials when a certain work item is selected for assessment. This field may be alpha-numeric.

Column E, Plan Name/Tonnage Assignment/Load Line Assignment: For typical plan review activities, enter the name of the plan here. For load line assignments, enter “load line”. For issuance of US Tonnage Certificates, enter “US”. For issuance of ITC Tonnage Certificates, enter “ITC”. This is a REQUIRED field.

Column F, Plan Number: For typical plan review activities, enter the plan number here. For issuance of tonnage or load line certificates, enter the certificate number here. Otherwise, leave blank. This is a REQUIRED field for plan review activities and certificate issuance only.

Column G, Revision: For typical plan review activities and tonnage measurement, enter the revision designation here. This is a REQUIRED field for plan review activities and tonnage measurement only.

Column H, Revision Date: For typical plan review activities, enter the plan revision date for the revision listed in Column F, Revision. This is a REQUIRED field for plan review activities only.

Column I, Primary System: The Primary System column contains a pull down menu to select one of the provided systems. This is a REQUIRED field. Tonnage and load line assignments have a specific system designator. Please select the system description that most closely matches the subject matter of the specific drawing. Sometimes more than one description may apply. In these cases, select another system designator in Column I, Secondary System. A more detailed description of each system designator will be included in the MSC's revision of Marine Technical Note (MTN) 04-03.

Column J, Secondary System: OPTIONAL field. See Column H, Primary System, for more information.

Column K, ACS Approval Date: This column reflects the date the work item was approved or issued by the ACS, typically the signature date of the ACS' approval or issuing correspondence. This is a REQUIRED field.

Column L, Vessel Name: Enter the vessel's name, if known. This field is REQUIRED for tonnage measurement. This field is OPTIONAL for all other activities.

Column M, Vessel Operating Subchapter: The Vessel Operating Subchapter column contains a pull down menu to select one of the allowable operating subchapters of Title 46 Code of Federal Regulations. This is a REQUIRED field for all work except tonnage measurement. For a complete description of the operating subchapters and their applicability, please see 46 CFR Table 30.01-5(d).

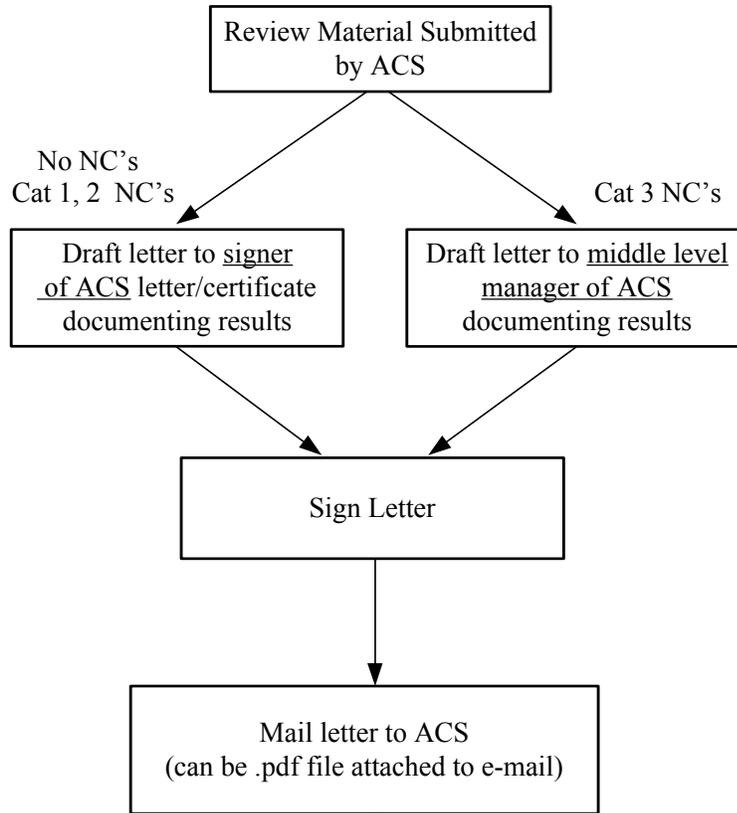
Column N, Builder: Enter the name of the vessel builder. If unknown, enter "unknown." This is a REQUIRED field.

Column O, Hull No.: Enter the vessel hull number. For a series of hulls, please use the following format: "434-438,440". If unknown, enter "unknown." This is a REQUIRED field.

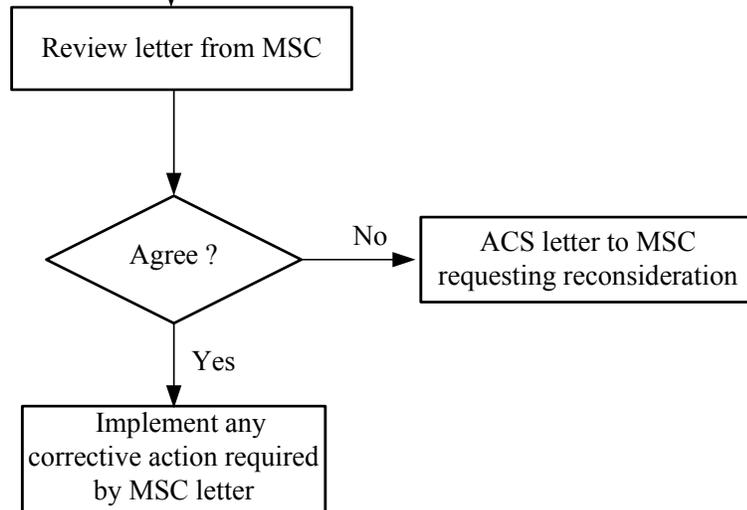
Column P, MSC Project, No.: An MSC Project number will be assigned to a vessel when certain work items have been selected by MSC for assessment. If you have been notified by MSC that a project number should be used for future correspondence, please enter it here. Otherwise, leave blank.

ASSESSMENT RESULTS PROCESS

MSC



ACS



NONCONFORMITY DEFINITIONS

A nonconformity is defined as a noncompliance/nonequivalence with standards, for work that was completed by the ACS. Nonconformities are categorized as follows:

- Category 1:** Minor items which do not have an impact, or which could result in minor impact, on the safe operation of the vessel. For example, a material specification for a nonvital component of a piping system was not identified.
- Category 2:** Items which indicate that a difference exists in how work is conducted by the ACS compared with that done by the MSC. For example, it is not apparent that the ACS cited or utilized an applicable adopted industry standard.
- Category 3:** Major items, which could have significant impact on the safety of the vessel. These types of errors indicate that changes in the ACS's review procedures are required. For example, the ACS allowed the use of a "Dresser" type coupling on a ballast pipe running through a fuel oil deep tank.