



PROVISIONAL SAFETY INSTRUCTIONS

IPS-05

**PROVISIONAL SAFETY INSTRUCTIONS FOR THE
REPAIR OF VESSELS AFLOAT**

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PROVISIONAL SAFETY INSTRUCTIONS

1.- PURPOSE AND SCOPE

Without prejudice to the powers of the various Public Administrations, the purpose of the present document is to define and establish the regulations applicable to afloat vessel repair work in the service zone of the Port of Vigo.

Compliance with the present instructions does not exempt the applicant from obtaining any other legally required authorisation or license for performing afloat vessel repair work.

The validity of each authorisation relating to the scope of application of this Instruction shall be exclusively for the work or repair authorised thereby.

2.- INCLUSION IN THE REGISTER OF AFLOAT VESSEL REPAIR COMPANIES

All companies wishing to perform afloat vessel repairs in the Port of Vigo must be included in the Port Authority's Register of Afloat Vessel Repair Companies, for which purpose they must provide the following documentation:

- Application form, using the model that can be obtained from the General Secretariat of Vigo Port Authority.
- Photocopy of the Articles of Association of the company, duly inscribed in the Mercantile Register.
- Photocopy of the power of representation.
- Photocopy of National Identity Card.
- Photocopy of Tax on Business Activity (IAE)
- Photocopy of form TC2.
- Civil liability insurance policy, for not less than 300,000 euros per accident.
- Application made by the company requesting admittance for its employees and accepting responsibility for them before the Port Authority.
- Application made by the company requesting access for and use of machinery and vehicles.

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3.- CLASSIFICATION OF AFLOAT VESSEL REPAIRS

● **CLASS A OPERATIONS: MAJOR WORKS** **(Transformation, renovation or major repair)**

In accordance with Royal Decree 1837/2000 of 10 November, approving the regulations governing the inspection and certification of civil vessels, these include "... *any transformation, renovation or any other modification made in a vessel that has or may have a significant influence on any aspect of maritime safety or the prevention of pollution in the marine environment. Also included are those repairs performed on a vessel or one of its elements as the result of a breakdown or damage, accident, defects discovered, defective functioning or simply as a consequence of periodical repair practices and which have or may have a significant influence on the vessel's safety or the prevention of pollution in the marine environment. In this sense this concept shall be taken to include any modification that:*

- *Alters the dimensions or principal features of the vessel such as its length, beam, depth, deadweight, etc.*
- *Alters the capacity of the vessel to transport passengers or its capacity to transport load.*
- *Appreciably lengthens the vessel's period of service.*
- *Has an influence on the structural strength of the vessel, on its stability – either intact state or after damage-, or on its compartmenting.*
- *Supposes a change in the type of vessel or its group and/or class.*
- *Affects the main characteristics of its propulsion unit, or that*
- *Alters the vessel's characteristics to such an extent that with its new characteristics it will be subject to other provisions or requirements."*

● **CLASS B OPERATIONS: REPAIRS**

In accordance with Royal Decree 1837/2000 of 10 November, these include "... *any repair made to a vessel or one of its elements as the result of a breakdown or damage, accident, defects discovered, defective functioning or simply as a consequence of periodical repair practices and which have or may have a significant influence on the vessel's safety or the prevention of pollution in the marine environment."*

Within this kind of operations, a series of activities take place, these in some cases being incompatible or supposing an increased risk. The various kinds of operations of this type can be divided into three sub-categories:

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▪ **B1: REPAIRS WITH INCREASED RISK**

When in the same zone of the vessel or in its area of influence at least two of the operations indicated as RISK in the table below are performed either simultaneously or in succession:

TABLE OF COMPATIBILITIES				
	WELDING, OXYCUTTING, HOT WORK	PAINTWORK, COVERINGS, INSULATION	HANDLING OF FUEL	EXPLOSIVE ATMOSPHERES (FUEL TANKS)
WELDING, OXYCUTTING, HOT WORK	COMPATIBLE	RISK	RISK	RISK
PAINTWORK, COVERINGS, INSULATION	RISK	COMPATIBLE	COMPATIBLE	COMPATIBLE
HANDLING OF FUEL	RISK	COMPATIBLE	COMPATIBLE	COMPATIBLE
EXPLOSIVE ATMOSPHERES (FUEL TANKS)	RISK	COMPATIBLE	COMPATIBLE	COMPATIBLE

Or when works are performed that due to their nature generate additional risks, such as:

- Work at height
- Operations in confined spaces
- Exposure to hazardous toxic agents
- Underwater work

▪ **B2: REPAIRS WITH NO INCREASED RISK**

When no RISK situations arise during operations, as determined in the table above. These will usually be mechanical repairs such as:

- Changing/replacing parts in engines, motors and apparatus, even though this involves tin soldering or moderate sources of heat.
- Changing/replacing electrical apparatus and installations, even though this involves tin soldering or moderate sources of heat.
- Changing/replacing pipework not included in the oil or fuel circuit, even though moderate sources of heat are used.

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N.B.: The following are not considered as moderate sources of heat: welding, oxycutting or any other operations that give rise to increased risk, and therefore classify the repair as B-1.

▪ **B3: REPAIRS DONE ON RADIO ELECTRICAL EQUIPMENT**

The installation and dismantling of radio electrical equipment on board a vessel.

● **CLASS C OPERATIONS: MAINTENANCE**

This category includes habitual risk-free maintenance practices such as:

- Replacement of non-inflammable inert gases such as Freon.
- Oiling and greasing all kinds of machinery.
- Replacement of those elements, parts, etc. not included in the previous sections.
- Carpentry, provided that large amounts of varnish, glue, etc. are not used and/or the work takes place in the open air.

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4.- PROCEDURES FOR REQUESTING AFLOAT REPAIR AUTHORISATION

● CLASS A OPERATIONS:

MAJOR WORK (Transformation, renovation or major repair)

The following procedure is to be followed:

1. Application for authorisation of work sent to the Maritime Authority using the form in **Annex I-A** (APPLICATION FOR ON-BOARD WORK), accompanied by:
 - Reports from the participating repair companies detailing the work to be carried out on the vessels, using the form in Annex II (REPAIR COMPANY REPORT FOR AUTHORISATION OF WORK), signed by the repair companies and the vessels' owner, agent or representative, together with the summary sheet (Annex III).
 - Approved project and appointment of a site manager if appropriate.
 - List of necessary preventive measures (Repair plan): appointment of a Coordinator, resources for prevention, exchange of documentation, etc.
2. The Maritime Authority will authorise the work to go ahead, if appropriate.
3. The report issued by the Maritime Authority authorising the work to go ahead will be sent to the Port Authority, with a copy of **Annex I-A**.

This kind of work is to be done at the **BOUZAS REPAIR QUAY** unless, for its own business purposes, the Port Authority authorises it to be done at a different quay.

● CLASS B OPERATIONS: REPAIRS

▪ B1: REPAIRS WITH INCREASED RISK

The following procedure is to be followed:

1. Application for authorisation of work sent to the Maritime Authority using the form in **Annex I-A** (APPLICATION FOR ON-BOARD WORK), accompanied by:
 - Reports from the participating repair companies detailing the work to be carried out on the vessels, using the form in **Annex II** (REPAIR COMPANY REPORT FOR AUTHORISATION OF WORK), signed by the repair companies and the vessels' owner, agent or representative, together with the summary sheet (Annex III).

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- List of necessary preventive measures (Repair plan): appointment of a Coordinator, resources for prevention, exchange of documentation, etc.
- 2. The Maritime Authority will authorise the work to go ahead, if appropriate.
- 3. The report issued by the Maritime Authority authorising the work to go ahead will be sent to the Port Authority, with a copy of **Annex I-A**.

This kind of work is to be done at the **BOUZAS REPAIR QUAY** unless, for its own business purposes, the Port Authority authorises it to be done at a different quay.

▪ **B2: REPAIRS WITH NO INCREASED RISK**

The following procedure is to be followed:

1. The Maritime Authority is informed of the work to be done, using the form in **Annex I-B**.
2. A copy of the form in **Annex 1-B** (NOTIFICATION OF WORK TO BE DONE ON BOARD) sent to the Maritime Authority, bearing a stamp to show it has been received, is to be sent to the Port Authority

Work of this nature may be done at any quay in the Port of Vigo with the exception of those quays designated for the purpose of refuelling.

▪ **B3: REPAIR OF RADIO ELECTRICAL EQUIPMENT**

An application for authorisation of the work is to be sent to the Maritime Authority, prepared by the repair companies involved and approved by the vessel's owner, on the official forms, samples of which are included in **Annex III** (installation) and **Annex IV** (dismantling).

● **CLASS C OPERATIONS: MAINTENANCE**

No authorisation is needed for those habitual maintenance practices that do not involve any of the activities included in any of the previous classes of operations.

Work of this nature may be done at any quay in the Port of Vigo with the exception of those quays designated for the purpose of refuelling.

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● REQUEST FOR SURFACE

If a request is made to occupy surface space on the quay, the Port Production Department will deliver, together with the corresponding authorisation, a report in which it will demand that the occupied zone of the quay is fenced or roped off, signed and kept properly clean and tidy whilst the work lasts, as well as a copy of the Risk Assessment for the Port Surface Area and the relevant Internal Emergency Plan documentation. The Safety and Security Division will be responsible for sending these documents to the Port Production Department and their subsequent updating.

● OPERATIONS THAT MIGHT PRESENT ENVIRONMENTAL RISKS

If any repair operation supposes a risk to the environment (the handling of hydrocarbons or hydraulic products, blast cleaning, etc.) then authorisation must be obtained from the Environmental Department of the Port Authority.

In order to obtain this authorisation a Contingency Plan must be presented to the Environmental Department, containing, in accordance with Royal Decree 253/2004, the following sections:

- Scope of application of the Plan (installations it covers)
- Response levels to a pollution event
- Composition and functions of the Management and Response bodies in the Plan
- Action procedure in the case of accidental spillage
- End of the emergency
- Programme of maintenance, training and periodical activities

PROCEDURES FOR CARRYING OUT REPAIRS TO VESSELS AFLOAT

Operation Class	A	B			C
	Major Work	Repairs			Maintenance
		B1	B2	B3	
		With increase risk	With no increased risk	Radio electrical equipment	
Documents to be presented to the Maritime Authority					
Application for work to be done on board (Annex I-A)	X	X			
Information from repair companies involved, detailing the nature of the work to be carried out (Annex II)	X	X			
Approved project and appointment of Site Manager	X				
List of preventive measures					
Safety Coordinator	X	X			
Prevention Resources					
Exchange of documentation					
Other					
Notification of work (Annex I-B)			X		
Application for authorisation of work, made by the repair companies and approved by the owner (Annexes III and IV)				X	
Need for authorisation from the Maritime Authority (report)	X	X			
Documentation to be presented to the Port Authority					
Application for work to be done (Annex I-A) and copy of the report issued by the Maritime Authority	X	X			
Copy, with stamp proving receipt, of the notification given to the Maritime Authority (Annex I-B)			X		
Quay	Repair, unless otherwise indicated by Production	Repair, unless otherwise indicated by Production	Any, except those designated for refuelling		Any, except those designated for refuelling
If it's necessary to occupy surface space on the quay	What stipulates sec. 2 of Afloat Vessels Repair Normative	What stipulates sec. 2 of Afloat Vessels Repair Normative	What stipulates sec. 2 of Afloat Vessels Repair Normative	What stipulates sec. 2 of Afloat Vessels Repair Normative	What stipulates sec. 2 of Afloat Vessels Repair Normative

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5.- INFORMATION ON TASK COMPABILITY AND THE NEED FOR COORDINATION

Royal Decree 171/2004, developing Section 24 of Law 31/1995 on Occupational Risk Prevention, in its Section 11, gives a non-exhaustive list of means of coordination:

- a) The exchange of information and communications between companies.
- b) The holding of regular meetings between the companies that habitually perform work on board vessels.
- c) Joint meetings of the health and safety committees of the companies, or in their absence, of the employers whose companies do not have such committees, with prevention delegates.
- d) The giving of instructions.
- e) The joint establishing of specific prevention measures for the risks existing in the workplace that may affect the employees of the companies present or of action procedures or protocols.
- f) The presence in the workplace of the preventive resources of the companies present.
- g) The appointment of one or more people responsible for coordinating preventive actions.

Additionally, **it indicates the need to appoint one or more people responsible for coordinating preventive actions (point g) above) when at least two of the following conditions are met:**

- a) If in the workplace one of the companies present carries out activities or processes considered by law to be dangerous or particularly risky, which may affect the health and safety of the employees of the other companies present.
- b) If there is particular difficulty to control the interaction of the various activities performed in the workplace which may produce risks classified as serious or very serious.
- c) If there is particular difficulty in preventing the successive or simultaneous performance in the workplace of mutually incompatible activities from the point of view of employee health and safety.
- d) If there is particular complexity in coordinating preventive activities as a result of the number of companies and employees working together and the characteristics of the workplace.

The person responsible for coordinating preventive activities must meet the conditions specified in current legislation (Law 31/1995, Royal Decree 39/1997).



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6.- OTHER GENERAL REGULATIONS

The land surface area needed for afloat repair work must be fenced or roped off, and access prohibited to all people not directly related to the work.

For environmental reasons, painting and blast cleaning of the outside of the hull are expressly prohibited.

No repair work using sources of ignition or heat shall be done whilst fuel is being taken on board or transferred.

Pressurised gas containers or bottles must remain on board the vessel.

Bilge, ballast and dirty waters are to be stored until they can be taken off by an authorised waste management firm.

A system must be in place to prevent paint, oils, solvents and other hazardous products from falling into the sea while work is in progress (canvases or other protection systems, specific zones for these operations, etc.).

Blast cleaning and spray painting of vessels is prohibited unless prior authorisation has been obtained from the Environmental Department.

All installations must be cleaned immediately after vessel sanding and painting operations have finished to prevent any possible remains being blown or swept away by wind or water

In all cases a minimum standard of cleanliness must be observed whilst work is in progress.

Replaced parts, pieces of metalwork removed from the ship, scrap, wood and other non-hazardous waste must be collected immediately and deposited separately in specific containers identified for this purpose, with the kind of waste and its owner being clearly identified.

Hazardous wastes generated (used oils, contaminated materials, paint and solvent residues, shot, etc.) shall be separated and placed in properly identified containers stating the kind of waste and its owner, before being compulsorily handed over to an authorised waste management firm.

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ANNEXES:

- I** Form: ***APPLICATION TO BE DONE ON BOARD***

- II** Form: ***NOTIFICATION OF WORK TO BE DONE ON BORAD***

- III** Forms: ***REPAIR COMPANY REPORT FOR AUTHORISATION OF WORK;
SUMMARY OF WORK TO BE DONE ON THE VESSEL***

- IV** Sample application form for installing radio electrical equipment, for the Maritime Authority.

- V** Sample application form for dismantling radio electrical equipment, for the Maritime Authority.



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**TO THE MARITIME AUTHORITY, VIGO:
APPLICATION FOR WORK TO BE DONE ON BOARD**

Annex I

Applicant			
Company:		Tax N.º:	
Address:		Phone:	
Vessel:		Reg. N.º	Type:
Moored at:			
Contact person:	EMERGENCY phone n.º:		
Possible environmental risks <input type="checkbox"/> YES <input type="checkbox"/> NO	Declaration of waste on board (indicate amount)	Bilge	
		Sludge tank	
Observations:		Dirty water	
		Solids	
		Other	

Work to be done		
Company contracted	Operations	Work zone

Classification of operations <i>(put a x)</i>	
A	Major work: transformation, reform or major repair: <ul style="list-style-type: none"> ○ Alteration of the vessel's dimensions or characteristics (length, beam, depth, deadweight, etc.) ○ Alteration of the vessel's capacity to transport passengers or goods ○ Appreciable lengthening of the vessel's duration of service ○ Modifications to the vessel's structural strength, stability or compartmenting ○ Modifications to the type of vessel or its group and/or class ○ Modifications to the principal characteristics of its propulsion unit ○ Modifications to the capacity of the vessel that imply other provisions or requirements
B1	Repairs with increased risk: <ul style="list-style-type: none"> ○ Repairs with hot work done in succession or simultaneously in the same zone or area of influence with paint, coatings, fuel handling, explosive atmospheres. ○ Work at height ○ Operations in confined spaces ○ Exposure to hazardous toxic agents ○ Underwater work

Means of coordination <i>(put a x)</i>	Yes	No
Exchange of information and communications between companies present		
Regular safety meetings		
Giving of instructions		
Joint creation of specific risk prevention measures		
Presence of Preventive Resources of the companies present		
Appointment of a person responsible for coordination	X	
Name and surname(s) of the person(s) responsible for coordination: (COMPULSORY)		

Attached documentation	
CONTINGENCY PLAN	<input type="checkbox"/> YES <input type="checkbox"/> NO



PROVISIONAL SAFETY INSTRUCTIONS

**TO THE MARITIME AUTHORITY, VIGO:
APPLICATION FOR WORK TO BE DONE ON BOARD**

Annex II

Applicant					
Company:				Tax. N.º:	
Address:				Phone:	
Vessel:		Reg. N.º:		Type	
Moored at:					
Contact person:				EMERGENCU phone n.º:	
Possible environmental risks <input type="checkbox"/> YES <input type="checkbox"/> NO	Declaration of waste on board (Indicate amount)			Bilge	
				Sludge tank	
Observations:				Dirty water	
				Solids	
				Other	

Classification of operations	
B2	Repairs with no increased risk: <ul style="list-style-type: none"> ○ No hot work done in succession or simultaneously in the same zone or area of influence work involving paint, coatings, fuel handling, explosive atmospheres. ○ Replacement or repair of parts in engines, motors and apparatus, even though they involve small soldering or moderate sources of heat ○ Replacement or repair of electrical apparatus or installations, even when there is tin soldering or moderate sources of heat. ○ Replacement or repair of pipework even though moderate sources of heat are used A moderate source of heat is considered to be

Work to be done		
Company contracted	Operations	Work Zone

Means of PREVENCIÓN <i>(put a x)</i>	Yes	No
Exchange of information and communications between companies present		
Regular safety meetings		
Giving of instructions		
Joint creation of specific risk prevention measures		

Attached documentation	
CONTINGENCY PLANS	<input type="checkbox"/> YES <input type="checkbox"/> NO



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Repair company letterhead

Annex III

Vigo, on of 200..

REPORT OF REPAIR COMPANY FOR AUTHORISATION OF WORK

Mr/Ms....., with I.D. N.ºI..... as representative of the company has contracted with the company owner of the vesselthe carrying out of the following work:

Work to be done	Work Zone

Also declares:

1. That the said company is in possession of the following documentation:

- Civil liability insurance policy.
- Accident insurance policy.
- Assessment of company occupational hazards.
- List of employees
- Accreditation of training received by employees.
- Up-to-date medical check-ups.

2. That the company is legally constituted and up-to-date with Social Security payments and employees' salaries, and complies with Law 31/95, on the Prevention of Occupational Hazards.
3. That it will appoint a person responsible for prevention, this being....., who will be responsible for ensuring safety in the work done, proper use and the supply and collection of Personal Protection Equipment and from workers.
4. That for the above-mentioned work the means of coordination established are:

Means of coordination (put a x)	Yes	No
Exchange of information and communications between companies		
Present Regular safety meetings		
Giving of instructions		
Joint creation of specific risk prevention measures		
Presence of Preventive Resources of the companies present		
Appointment of a person responsible for coordination:		

In reason of which authorisation is requested for the said work to go ahead.

Legal representative of the repair company shipowner

Received by the

Signed.....

Signed



SUMMARY TABLE FOR WORK TO BE DONE ON BOARD

<u>Operations</u>	<u>Area of the vessel affected</u>								<u>Repair company doing the work</u>
	Deck	Fish Room	Engine Room	Accomodation	Hold	Double Bottom	Hull	Other	
Welding									
Metalwork									
Bridge Equipment									
installation									
installation									
installation									
mechanics									

<u>SPECIAL CONDITIONS</u>		
	YES	NO
Is work to be done ay height?		



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Annex IV



MINISTERIO DE FOMENTO

SUBSECRETARÍA

DIRECCIÓN GENERAL DE LA MARINA MERCANTE

CAPITANÍA MARÍTIMA DE:

.....
 (Nombre del buque) (Distintiva)

 (Puerto y matrícula) (Clase) (T.R.B. o G.T.)
 D.
 (Nombre y domicilio del solicitante)
, en representación de

 (Nombre y domicilio del armador)
 Ruego se autorice, para el buque indicado, la instalación de los siguientes equipos radioeléctricos, que tendrá lugar en el Puerto de
 (Firma del solicitante)

Tipo equipo	Marca/Modelo	N.º serie	N.º Aprob./hom	Obser.(1)

De conformidad con lo dispuesto en la O.M. de 10.08.1957, se AUTORIZA/DENIEGA (2) la instalación de los equipos radioeléctricos que se indican.

(1) Espacio reservado para la Inspección.
(2) Táchese lo que no proceda.

En a de de

EL INSPECTOR
(Firma y sello de la Inspección)

V.º B.º
CAPITÁN MARÍTIMO



PROVISIONAL SAFETY INSTRUCTIONS

Annex V



MINISTERIO DE FOMENTO

SECRETARÍA GENERAL DE TRANSPORTES
DIRECCIÓN GENERAL DE LA MARINA MERCANTE

CAPITANÍA MARÍTIMA DE:

..... (Nombre del buque) (Distintiva)
..... (Puerto y matrícula) (Clase) (T.R.B. o G.T.)

D. (Nombre y domicilio del solicitante)

....., en representación de

..... (Nombre y domicilio del armador)

Ruega se autorice el desmontaje, en el buque indicado, de los siguientes equipos radioeléctricos, que tendrá lugar en el Puerto de por los siguientes motivos

..... (Firma del solicitante)

Tipo equipo	Marca/Modelo	Nº serie	Nº Aprob./hom	Obser.(1)

De conformidad con lo dispuesto en la O.M. de 10.08.1957, se AUTORIZA/DENIEGA (2) el desmontaje de los equipos radioeléctricos que se indican.

(1) Espacio reservado para la Inspección.
(2) Táchese lo que no proceda.

En a de de

EL INSPECTOR
(Firma y sello de la Inspección)

Vº.Bº
CAPITÁN MARÍTIMO



PROVISIONAL SAFETY INSTRUCTIONS

Annex IV (Translation)

MINISTRY OF
PUBLIC WORKS
DIRECTORATE OF

SUBSECRETARIAT
GENERAL

NAVY

THE MERCHANT

MARITIME AUTHORITY OF:.....

(Name of vessel)

(Call sign)

(Port and Reg. No.)

(Class)

(GRT or GT)

Mr/Ms

(Name and address of applicant)

, in representation of

(Name and address of owner)

Requests authorisation for the installation of the following radio electrical equipment in the above-named vessel, this to be done in the Port of

(Signature of Applicant)

Equipment Type	Make / Model	Serial No.	Approval No.	Obs. (1)

In accordance with the provisions of the M.O. of 10.08.1957, the installation of the radio electrical equipment listed above is **AUTHORISED/REFUSED** (2).

(1) Space reserved for the inspector's use

(2) Cross out whichever does not apply

In _____ on _____ of _____ 200

THE INSPECTOR

(signature and stamp of the inspectorate)

Approved

MARITIME CAPTAIN

TO THE DIRECTOR GENERAL OF THE MERCHANT NAVY



PROVISIONAL SAFETY INSTRUCTIONS

Annex V (Translation)

MINISTRY OF PUBLIC WORKS

SUBSECRETARIAT GENERAL DIRECTORATE OF THE MERCHANT NAVY

MARITIME AUTHORITY OF:.....

(Name of vessel)

(Call sign)

(Port and Reg. No.)

(Class)

(GRT or GT)

Mr/Ms

(Name and address of applicant)

, in representation of

(Name and address of owner)

Requests authorisation for the dismantling of the following radio electrical equipment in the above-named vessel, this to be done in the Port of for the following reasons

(Signature of Applicant)

Equipment Type	Make / Model	Serial No.	Approval No.	Obs. (1)

In accordance with the provisions of the M.O. of 10.08.1957, the dismantling of the radio electrical equipment listed above is AUTHORISED/REFUSED (2).

(3) Space reserved for the inspector's use

(4) Cross out whichever does not apply

In on of 200

THE INSPECTOR

(signature and stamp of the inspectorate)

Approved

MARITIME CAPTAIN

TO THE DIRECTOR GENERAL OF THE MERCHANT NAVY