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## **MCA Requirements for Companies Offering Shore-Based Maintenance of Radio Equipment under the Global Maritime Distress and Safety System (GMDSS)**

**Notice to all Shore-Based Maintenance Service Companies, ship owners and masters**

*This notice should be read with MSN 1690 (M) and MSN 1801 (F)*

*This Notice replaces MGN 350(M+F)*

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### **Summary**

#### **Key Points**

- A Self Certification process operates for the approval of GMDSS Shore Based Maintainers.
- The requirements that need to be met by any company offering this service are in this MGN.

### **1. Introduction**

1.1 Maritime Administrations must ensure that companies offering a GMDSS Shore-Based Maintenance (SBM) service are acceptable in accordance with IMO Resolution A.702 (17). Where the ship owner has opted for radio equipment to be maintained through a Shore-Based Maintenance Agreement, the Maritime and Coastguard Agency (MCA) has agreed with industry a set of requirements that need to be met by a company seeking registration as a SBM provider. These provisions are set out in the annexes to this MGN.

### **2. SBM Requirements**

2.1 The following arrangements now apply. Prior to applying for or renewing their SBM registration the company must ensure they are accredited by a recognised organisation (a UK recognised classification society) in accordance with IACS document Z17 - Procedural Requirements for Service Suppliers (IACS Req.1997/Rev.8 2008), with specific attention to Annex 1, paragraph 6, and be able to provide copies of the relevant documentation.

2.2 To become a registered GMDSS SBM the applicant must complete a Self Certification Form, Annex 3, and also fulfil the criteria set out in Annex's 1 & 2 of this MGN.

2.3 ISO9000 accreditation and/or Original Equipment Manufacturer/main agent (OEM) accreditation ensures that the SBM provider manages the operation according to written procedures and may be audited by a third party as part of the scope of registration.

2.4 Where a UK vessel has SBM provided by a non-UK company, quality control of the provider is the responsibility of the Maritime Administration of the state in which the company is located, under Resolution A.702 (17).

2.5 Reference should also be made to MSN 1690 (M) and MSN 1801 (F).

2.6 Companies wishing to apply to be recognised as UK GMDSS Shore-Based Maintainers should ensure that they comply with the requirements at 2.1 and at Annexes 1 to 4 to this document. Registration will normally last for a period of five years and may be renewed by submitting another application form.

2.7 Companies may, on successful registration, include 'MCA registered GMDSS Shore-Based Maintainer' in their documentation but must on no account use the MCA logo or phrases to the effect of "MCA approved".

2.8 The self-certification form (Annex 3) should be completed and sent to the address below.

Navigation Safety Branch  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

Tel: 02380 329356

Fax: 02380 329204

2.9 Copies of the company's Class accreditation must be sent with the self-certification form before successful registration is completed.

## More Information

Navigation Safety Branch  
Maritime and Coastguard Agency  
Bay 2/2  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

Tel : +44 (0) 23 8032 9356  
Fax : +44 (0) 23 8032 9204  
e-mail: [navigationsafety@mcga.gov.uk](mailto:navigationsafety@mcga.gov.uk)

General Inquiries: [infoline@mcga.gov.uk](mailto:infoline@mcga.gov.uk)

MCA Website Address: [www.mcga.gov.uk](http://www.mcga.gov.uk)

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## **Requirements to be met by companies offering GMDSS Shore-Based Maintenance (SBM)**

Company literature dedicated to operational procedures relevant to the SBM service provided should indicate that certain requirements are met and include related information, as follows:

### **Requirements**

**(1) The company operates a quality control system to either the requirements of ISO 9000 (or equivalent) or is audited and approved by a GMDSS manufacturer or their UK – based main Distributor;**

*(NOTE: GMDSS product manufacturers or their UK based main Distributor shall not unreasonably refuse to approve a Shore-Based Maintenance organisation that meets the appropriate standards. In the event of a GMDSS product manufacturer (or their UK based main Distributor) turning down a request by a company for approval on commercial grounds, an opinion on the validity of the decision may be sought from MCA)*

- Company literature to contain:
  - a copy of the ISO 9000 Accreditation Certificate or accreditation from GMDSS product manufacturers or their UK based main Distributor detailing tasks and addresses of the facilities covered by the accreditation; and
  - a full schedule listing Product Groups for which the company offers SBM.

**(2) Service staff are available 24 hours a day, 365 days a year to provide technical advice and arrange immediate service;**

- Company literature to contain evidence showing how they will cover this requirement indicating the actual arrangements to cover “out of hours contact” and/or absence of staff. All relevant telephone landline and mobile numbers to be included and kept updated.

**(3) Service staff have access to suitable repair and maintenance facilities and sufficient tools and test equipment (calibrated if appropriate) to undertake SBM duties;**

**(4) Service staff have a full understanding of relevant rules, regulations, codes and guidelines related to SBM activities;**

*(NOTE: Service personnel should hold industry recognised technical qualifications as at annex 2 and GMDSS equipment should be operated by a qualified person or under the authority of a qualified person. Service personnel currently successfully undertaking SBM work but who do not hold the relevant technical qualifications will be required to obtain such qualification no later than 31 December 2006)*

- Company literature to contain the names of SBM company directly- employed attending engineers, their Industry recognised technical qualifications, and, any manufacturers’ technical training courses attended with locations, dates and product content.

**(5) The SBM provider takes all reasonable steps to ensure that attending engineers are competent to carry out the work required;**

*(NOTE: If, in the UK, SBM work is sub-contracted, the subcontractor must meet Requirements 1 to 4 inclusive. For work outside the UK, the SBM company should indicate in company*

*literature the “reasonable steps” undertaken to ensure the competence of attending engineers.)*

**(6) One of the SBM-provider staff is nominated as being responsible overall for the company’s shore-based maintenance activities;**

- Company literature to indicate the name, professional qualification details and contact details of the person having overall responsibility for the company SBM activities.

**(7) A continuing training programme concerning new developments and techniques are provided for all personnel involved in shore-based maintenance;**

- Company literature to contain the training programme related to SBM together with a schedule consolidating the Training Review of each employee emphasising training issues relating to SBM.

**(8) Access is provided to a full set of technical manuals to cover the equipment under contract;**

- Company literature to contain a full list of technical manuals held and their location. Updates to documentation to be logged with relevant dates.

**(9) Access is available to service exchange units, spare parts and the latest software versions and updates as advised by the manufacturer;**

- Company literature to contain:
  - a signed statement by each of the GMDSS product manufacturers or their UK based main Distributor(s) mentioned in Requirement 1 stating that it offers direct access by the SBM Company to service exchange units, spare parts and the latest software versions and updates for the products maintained by the SBM; and
  - a full list (if produced) of Manufacturers’ recommended service exchange units, specialised test equipment programmer or jigs and spare parts for equipment mentioned in Requirement 1.

**(10) Appropriate records of repair and maintenance are kept and available for inspection by the Administration as may be required;**

- Company literature to contain details of Document Control listing, specifically, details of the appropriate files/records of repair and maintenance to vessels under contract.

**(11) The company has original verification certificates, renewed annually, showing the existence of current SBM agreements, copies of which to be provided to ships to be kept with ships papers or displayed at the main radio installation.**

- Company literature to contain an example of a Company SBM Agreement – see Annex 4.

**(12) Make available to the Administration, when requested, the dates of commencement and termination of SBM contracts.**

- Company literature to contain a full schedule showing current SBM contracts in existence with dates of commencement and termination.

**Existing technical qualifications - suitability for Shore Based Maintainer**

**Qualifications required:**

**a. GMDSS operating certificate and;**

**b. A minimum of 2 years' relevant experience endorsed by employer, plus at least one of the following:**

- **British Marine Electronics Technician (BMET) Intermediate or above.**
- **PMG or equivalent.**
- **HNC / HND/ONC/OND or equivalent.**
- **NVQ (SVQ) 3 or 4.**

Manufacturers' technical training courses - Acceptable in conjunction with other recognised qualifications as above.

**GMDSS Shore Based Maintenance Self-Certification Form**

<b>COMPANY DETAILS:</b>			
Company Name			
Country of registration	<b>UK</b>	UK Name country if non-UK:	

<b>CONTACT DETAILS:</b> Please enter details for the CEO or equivalent:	
<b>Contact Person:</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>Fax:</b>	
<b>E-Mail:</b>	
<b>Postal address:</b>	

**DECLARATION:**

I hereby declare that I have read MGN 417 and my company complies with all of the requirements for a company offering GMDSS Shore Based Maintenance and hereby request to be registered to offer this service for UK flagged vessels.

**SIGNED:** \_\_\_\_\_ **PRINT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

If undertaking SBM as a contracted third party, please state company on behalf of which you are undertaking the work here:

\_\_\_\_\_.

This form, along with Class accreditation documentation, should be sent to;

Maritime & Coastguard Agency,  
Navigation Safety Branch,  
Bay 2/2,  
Spring Place,  
105 Commercial Road,  
Southampton,  
SO15 1EG.

For Official Use Only
Reference:
Date:
Renewal Due:

**MCA Registered SBM provider no:** \_\_\_\_\_

**Certificate of Shore Based Maintenance**

(As required by IMO Res. A.702(17) and SOLAS IV Reg 15.6 and 7)

We hereby certify that the owner/manager of the Vessel:

\_\_\_\_\_

has entered into an Agreement with us for the provision of Shore Based Maintenance of the GMDSS Equipment described in the Schedule below.

Primary Systems	Equipment onboard		
	Make	Type/Model	Quantity
<b>VHF Radio Installation</b>			
VHF Radiotelephone			
DSC Encoder			
DSC Watchkeeping Receiver			
<b>MF/HF Radio Installation</b>			
Radiotelephony			
DSC Encoder			
DSC Watchkeeping Receiver			
Direct Printing			
Radiotelegraphy			
Battery Charger			
<b>IMARSAT Ship Earth Station</b>			
INMARSAT C			
<b>MSI Facilities</b>			
Navtex Receiver			
EGC Receiver			
Direct Printing			
Radiotelegraphy			
<b>Radio LSA</b>			
EPIRB			
SART			
Portable VHF			
VHF Radio Installation			
VHF Radiotelephone			

This Certificate is valid for a period of 1 (one) year expiring: \_\_/\_\_/20\_\_

Signed: \_\_\_\_\_ For & on behalf of \_\_\_\_\_

Dated: \_\_\_\_\_

For 24/7 Emergency shore based intervention contact (insert as applicable)

Phone:

Fax:

E.mail:

Telex: