

Standard Operating Procedure (SOP) for renewal of registration of LSA/FFA service stations and audit of Bunker supplier's management system during Covid-19 pandemic

Whereas with the surge of Covid cases and restrictions imposed by various State Governments, many companies registered with DGS are unable to offer for inspections of LSA / FFA servicing stations and verification of their bunker supply management systems.

Whereas many companies who are registered with DGS for servicing of ship's LSA / FFA items/supply of bunkers have requested the Directorate to permit them to continue their activities beyond the validity of their Certificate of registration.

In order to address the above, the directorate has established this SOP for considering the various requests. These inspections / audits will be conducted through remote (online) mode, if in-case MMD surveyor / IRS surveyor are unable to carry the same in physical mode. After successful conduct of remote inspection/audit, short term certificates valid for a maximum period of 6 months will be issued. Once normalcy sets in, physical inspection / audit will be undertaken to regularise the certification / registration to bring back the validity to previous cycle / issue full term certificate.

1. **LSA & FFA service providers** intending to renew their certificate of registration are required to comply with the requirements of M.S. Notice 1 of 2020 –para D (For LSA) & Engineering Circular 2 of 2014 (For FFA). However due to current situation of Covid 19, procedure for renewal inspection requests for LSA / FFA servicing stations has been simplified and shall be governed by:

1.1 Approved service provider desirous of renewing the existing certificate of registration shall apply prior one month to expiry date. The Company is required to submit an application as per format given in Appendix-1 to Engineering wing, DGS by email (eng-dgs@nic.in&anapu.srinivas@gov.in).

1.2 The service provider to pay the applicable fees (15000 Rs) through Bharat Kosh and to enclose the receipt with application.

1.3 On receipt of application and fee receipt, the surveyor will undertake inspection either through online mode or physical mode if situation is conducive.

1.4 On satisfactory completion of inspection, renewal certificate valid for six months will be issued if inspection has been undertaken through online remote mode, otherwise five years validity will be issued if the inspection has been undertaken through physical

mode. Once normalcy sets in, physical inspection will be undertaken to regularise the online inspections and issue full term certificate.

2. Bunker suppliers intending to apply for interim / initial / annual / renewal audits of their bunker supply chain management system shall be governed by following:

2.1 Merchant Shipping Notice 03 of 2014 has provision and provide sufficient window period for conduct of audits. All efforts to be made by the company to offer for physical audit to the IRS for audits.

2.2 In-case, the audit cannot be done in physical mode due to current covid-19 situation, the said audit will be carried out on online remote mode and a fresh certificate valid for a maximum period of six months will be issued subject to:

(a) The Company submits an application as per Appendix-2 to Directorate (eng-dgs@nic.in , senthil.kumar30@gov.in) with applicable fees through Bharat Kosh.

(b) The company has valid ISO 9001:2008 quality certificate and has satisfactorily carried out last annual audit/s and has fulfilled conditions specified in Bunker Registration Certificate (BRC).

(c) Company has submitted annual bunker declaration to DGS as per para 8.8 of MSN 03 of 2014.

(d) Company has to submit proof of supply of bunkers to ships in last one year and to provide details of such supply in Appendix-2.

(e) Once normalcy sets in, physical inspection will be undertaken to regularise the online inspections and issue full term certificate / carry out endorsements.

Application for renewal inspection of LSA / FFA servicing station

NOTE:

1. Kindly be advised that you will need the following information to fill in the form: -
2. Please complete the application form and mail/email to Directorate (eng-dgs@nic.in, anapu.srinivas@gov.in)
3. Do not attach any copies of supporting documents, however details may be provided in application
4. Please submit the application at least one month prior to the expiry of the certificate and companies are expected to keep facilities prepared for conduct of remote inspection.

1. Particulars of Servicing Station

- a) Name of Company/Firm :
- b) Address of Company/ Firm :
- c) Telephone Number/ Fax Number :
- d) Email :

2. Details of existing Certificate

S.No	Scope as per Certificate of Registration	Certificate No.	Issue Date	Expiry Date

3. Details of ISO certificate (ISO 9001:2008)

4.

S.No	Certificate Inetrim/ Full Term	Certificate No	Issue Date	Expiry Date	Annual Verification date

5. Whether six monthly / annual statements of jobs carried out submitted ? If yes provide details like when was last time submitted.

6. Competent person details(For FFA Servicing Station)

S.No	Name of Competent Person	MEO Class I CoC No.	CoC Issue Date	CoC Expiry Date

7. LSA service personnel record(Attach list as per below format)

S.No	Name of Service personnel	OEM Certificate No.	OEM Equipment Type & Model No.,	OEM Certificate Issue Date	OEM Certificate Expiry Date

Signature of Company's Competent Person/ Authorized Representative

Application for Interim/Annual/Initial/Renewal of Bunker Registration Certificate

NOTES:

1. Kindly be advised that you will need the following information to fill in the form: -
A).Company particulars & B) Details of certificate concerned.
2. Please complete the application form and mail/email to Directorate (eng-dgs@nic.in, senthil.kumar30@gov.in)
3. Do not attach any copy of documents , however details may be provided in application.
4. Please submit the application at least 5 working days prior to the expiry of the certificate and companies are expected to keep facilities prepared for conduct of remote audit.

1. Particulars of Applicant

- e) Name of Company/ Organisation :
- f) Adress of Compnay/ Organisation :
- g) Telephone Number/ Fax Number :
- h) Email :

2. Proposed details of Certificate

S.No	Type of Certificate Inetrim/ Full Term	Certificate No.	Issue Date	Expiry Date	Annual verification dates (For Renewal application)	To be Extended till

3. Details of ISO certificate (ISO 9001:2008)

S.No	Certificate Inetrim/ Full Term	Certificate No	Issue Date	Expiry Date	Annual Verification date

4. Whether Annual Declaration as per Para 8.8 of MSN 03 of 2014 is submitted ? If yes attached evidence of same.

5. Details of Bunker delivered in last one year prior to application date.

S.No	Name of Ship	IMO No	Date	Quantity Delivered(in MT)	Grade/s of Fuel supplied

Signature of Company Director/Representative