

**DIRECTORATE GENERAL OF SHIPPING****CHECK LIST FOR ISSUANCE / RENEWAL OF CERTIFICATE OF REGISTRATION AS FIRE  
FIGHTING APPLIANCES SERVICE STATION**

Name of Organization :

Address:

Telephone No.

E-mail:

Inspection : Initial/Renewal/Surprise

Date of Inspection:

Objective: Any approved organization complying with DGS guidelines shall be able to undertake the maintenance and repair of FFA items on board/ashore and provide quality service to its customer.

Sl. No	Requirements in accordance with DGS guidelines	Extent of compliance	Remarks
1.	<u>Certification /Layout</u> a) Registration under Small-Scale Industry with scope of activity as servicing b) ISO accreditation certificate (within 6 months of commencement of operation for new applications) c) Organizational chart d) A layout plan of workshop e) For jobs involving pressure testing of high pressure cylinders (Toxic & non-Toxic)- permission from PETROLEUM & EXPLOSIVES SAFETY ORGANIZATION, NAGPUR as per Rule39(2) of Gas Cylinder Rules 2004.		
2.	<u>Qualifications of Operators</u> a) Organization/ unit shall be headed by MEO Class I-Motor (With at least 2 years experience as Chief Engineer Officer on board Indian/Foreign flag ships) b) Assistant should also possess adequate knowledge and skill in servicing /maintenance of FFA items (Training Certificates of assistants to submit)		

3	<p><b>Facilities /Equipments :</b></p> <ul style="list-style-type: none"> <li>a) Good in house facility at workshops for undertaking overhauls of fire lines, safety valves, CO<sub>2</sub> System valves etc.)</li> <li>b) Availability of adequate spares/ supplies for overhauls/repairs of FFA items</li> <li>c) Safe working practices adopted at workshop/on board (safety notices, use of protective gears)</li> <li>d) Annual Calibration Certificate of Electronic balance for weighment of CO<sub>2</sub> bottles on board. *</li> <li>e) Approval &amp; Calibration Certificate of CO<sub>2</sub> Liquid Level measuring instrument.</li> <li>f) Annual Calibration Certificate of manual weighing (Calibration : carried out on : ) *</li> <li>g) Annual Calibration Certificate of portable hydraulic testing machine for on board tests (Pr. Gauge calibration on : ) *</li> <li>h) Annual Calibration Certificate of Fixed hydraulic testing machine at workshop (Pr. Gauge calibrated on : ) *</li> <li>i). Annual test report for air purity as per IS 9623 : 2008 from Central Labour Institute for filling of SCBA &amp; ECBD. *</li> </ul> <p>* Calibration to be carried by laboratory accredited by NABL {National Accreditation Board for testing &amp; Calibration Laboratories, Govt. of India}</p>		
4.	<p><b>Verification by Surveyor :</b></p> <ul style="list-style-type: none"> <li>a) Whether Competent person was physically present at the time of testing.</li> <li>b) Whether six monthly statement of jobs carried out ; is submitted to DGS regularly.</li> <li>c) Whether Annual Audit report of ISO audit is submitted to DGS regularly.</li> </ul>		
5.	<p><b>Books/Publications</b></p> <ul style="list-style-type: none"> <li>a) Latest copy of M.S.(FFA) rules with amendments, if any</li> <li>b) IS-Specification booklets for all portable /non-portable extinguishers and other FFA related items</li> <li>c) Latest DGS circulars on FFA related items</li> <li>d) A copy of DGS guidelines for CO<sub>2</sub> system maintenance</li> <li>e) IMO resolution/guidelines pertaining to maintenance and inspection of fire protection systems and appliances, FSS CODE.</li> </ul> <p>Any training material to update the knowledge/skill of Technical assistants</p>		

6.	Provision available to monitor the satisfactory service to the customers. Customer feed back forms for the period of validity of last certificate of approval.  ( Customer feed back report for jobs carried out to be signed by the competent person & ship's officer with stamp of name & designation )		
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Recommendations:

**SIGNATURE OF SURVEYOR**

**SIGNATURE OF COMPETENT PERSON**

**PRINCIPAL OFFICER  
MERCANTILE MARINE DEPARTMENT  
MUMBAI/ CHENNAI/ KOLKATA/ KOCHI/ KANDLA**

**SURVEYOR-IN-CHARGE, TUTICORIN/ VISAKHAPATNAM/ GOA/  
JAMNAGAR/ PORT BLAIR/ NOIDA/ PARADIP/ HALDIA**

Note : Separate sheet may be attached for recommendation and other remarks, if required.