



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

“बिटा बिल्डिंग”, 9 वी मंजि / “BETA BUILDING”, 9th FLOOR

आय-थिंक टेक्नो कॅम्पस / I-THINK TECHO CAMPUS

कांजरुगार्गे रोड / KANJUR VILLAGE ROAD

कांजरुमार्ग रेल्वे स्टेशन के पास / NEAR KANJUR MARG RAILWAY STATION

कांजरुमार्ग (ईस्ट) / KANJUR MARG (EAST)

मुंबई - 400 042 / MUMBAI - 400 042

टेलीफोन: 91-22-25752040

फैक्स: 91-22- 25752035

ई-मेल: dgship-dgs@nic.in

वेब: www.dgshipping.com

17 APR 2014

Tele: 91-22- 25752040

Fax: 91-22- 25752035

E-mail: dgship-dgs@nic.in

Web: www.dgshipping.com

Engineering Circular No. 2 of 2014

NO: ENG/MMAM-37(4)/06

Dated: 20th March 2014

Subject: Submission of documents for renewal of approval as FFA and LSA service stations.

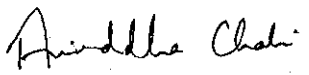
It has also come to the notice of the Directorate that there is lack of clarity among service stations in interpreting the requirements for renewal of their certificates as approved service station. Despite specific instructions issued from this Directorate regarding periodical submission of documents during the validity and while applying for the renewal of approval as service stations for the servicing and maintenance of Fire Fighting Appliances and Lifeboats, Launching appliances and On load release gear, it has come to the notice that the said instructions are not being adhered to in letter and spirit.

Considering the above, the following instructions are issued regarding submission of periodical statements and for applying for renewal of Service Station License to the Directorate.

1. **Submission of 6 Monthly Statements during the validity of the certificate:** All Service stations have to compulsorily submit at 6 monthly intervals, statements of all the jobs carried out that come under the purview of their approval along with copies of the Customer Feedback Forms duly signed by the ‘Competent Person’ and ship’s officer with name and rank duly mentioned therein. These have to be submitted within one month of the completion of every 6 months during the validity of the certificate. Non submission of Customer feed back forms, which is also a requirement of the Quality system of the service station, would result in the suspension of the certificate.
2. **Procedure and Documents to be submitted during renewal of certificates:**
 - a) All Applications for renewal of service station have to be submitted at least 3 months prior to the expiry of the certificate. Any requests for extension of the certificate would not be entertained if the application is not submitted in time

- b) The applicable processing fees has to be submitted along with the application.
- c) All documents for renewal of approval as Fire Fighting Appliances and Lifeboats, Launching appliances and On load release gear service stations have to be submitted as per the respective checklists, which are available on DGS website.
- d) The registration certificate under small scale industry must clearly mention the activity of the service station as a Fire Fighting Appliances and/or Lifeboats, Launching appliances and On load release gear service station as applicable with the scope of activity as "servicing".
- e) For Fire Fighting Appliances service station, the MEO Class I engineer has to be less than 65 years of age or less than 70 yrs of age with age dispensation from the respective MMD.
- f) For Lifeboats, Launching appliances and On load release gear service stations, valid training certificate of the service engineer along with valid agreement as an approved service station between the manufacturer and service station will only be considered.
- g) All measuring instruments have to be calibrated at NABL accredited labs only at intervals which will be the least of the following :
 - (i) as specified by the calibrating lab, or
 - (ii) as per applicable ISO standard, or
 - (iii) a period of two years.

This is issued with the approval of the competent authority and comes into effect from the date of issue of this circular.


(Aniruddha Chaki)
E&SS cum DDG(Tech)

To,

1. Principal Officer, Mercantile Marine Department, Mumbai/Kolkata/ Chennai/ Kandla/Cochin.
2. Surveyor-in-Charge, Mercantile Marine Department, Goa/Jamnagar/Port Blair/ Visakhapatnam /Tuticorin /Delhi /Haldia/ Paradip /Mangalore.
3. All Recognised Organizations.
4. Indian National Shipowners' Association (INSA), Mumbai.
5. CS/NA/CSS/Jt.DG, DGS, GoI
6. Hindi Cell, DGS, GoI.
7. Guard file, DGS, GoI.
8. Computer Cell, DGS, GoI.