



<b><u>List of Documents to be Submitted to GL-HO for Transfer of Class (TOCA), IACS-Society</u></b>  <b>The Documents have to be submitted to Department BFT</b>	<b>Basiclist</b> <b>Page 1 / 4</b> <b>2008-05-23</b>
<b>In accordance with IACS Procedural Requirements No. 1A / 2000, as amended, the following documents have to be submitted to GL-HO for approval prior to issuing the Full Term Certificate of Class. Additional information may be necessary according to Flag State as well as other Compliance Certificates Requirements.</b> <b>These lists are changing continuously due to various reasons like changing of relevant classification, statutory and other rules and regulations, scope of authorisation, date of edition etc. Therefore GL does not warrant and/or guarantee the completeness and correctness of the present list. Any liability of GL for damages due to use of the present list is excluded.</b>	

Content:

1.	IACS-Requirements	2
1.1.	Key Documents, Dept. FS-FT, FS-MT	2
1.1.1.	Main Documents, Dept. FS-FT, FS-MT	2
1.1.2.	Hull Structural Documents, Dept. FS-MT	2
1.1.3.	Machinery Documents, Dept. FS-MT	2
1.2.	Torsional Vibration Calculations, Dept. FS-MT	2
1.3.	Vessels with Ice Class Notation, Dept. FS-MT	2
1.5.	Special Requirements for Oil Tankers, Dept. FS-MT	2
2.	Statutory Requirements	2
2.1.	Fire Protection, Dept. FS-FT	2
2.2.	Subdivision & Stability, Dept. FS-FT, NB-HO	2
2.3.	Load Line Matters, Dept. FS-FT	3
2.4.	Tonnage (ITC 69), Dept. NB-SL	3
2.5.	MARPOL 73/78, Annex I and II, Dept. FS-FT	3
2.6.	MARPOL, ANNEX VI, Dept. MC-PE	3
3.	Additional Requirements for Passenger Ships	3
3.1.	Structural Fire Protection, Dept. NB-SF	3
3.2.	Life-Saving Appliances and Arrangements, Dept. NB-SF	4

**List of Documents to be Submitted to GL-HO for Transfer of Class (TOCA),  
IACS-Society**

The Documents have to be submitted to Department BFT

Basiclist  
Page 2 / 4  
2008-05-23

**1. IACS-Requirements**

**1.1. Key Documents, Dept. FS-FT, FS-MT**

**1.1.1. Main Documents, Dept. FS-FT, FS-MT**

- General Arrangement Plan; FS-MT; H
- Capacity Plan; FS-MT; H

**1.1.2. Hull Structural Documents, Dept. FS-MT**

- Midship Section, incl. all Main Particulars; FS-MT; H
- Scantling Plan; FS-MT; H
- Shell Expansion; FS-MT; H
- Transverse Bulkheads; FS-MT; H
- Decks and Tank Top; FS-MT; H
- Hatch Covers, if applicable; FS-MT; H
- Rudder, Rudder Stock and Pintle, if applicable; FS-MT; H

**1.1.3. Machinery Documents, Dept. FS-MT**

- Machinery Arrangement; FS-MT; M
- Intermediate, Thrust- and Screw Shafts; FS-MT; M
- Propeller; FS-MT; M
- Main Engines, Propulsion Gears and Clutch Systems (or Manufacturer make, model and rating information); FS-MT; M
- For Steam Turbine Vessels, Main Boilers, Superheaters & Economisers (or Manufacturer make, model and rating information) and Steam Piping; FS-MT; M
- Bilge and Ballast Piping Diagram; FS-MT; M
- Wiring Diagram; FS-MT; M
- Steering Gear Systems Piping and Arrangements & Steering Gear Manufacturer make and model information; FS-MT; M

**1.2. Torsional Vibration Calculations, Dept. FS-MT**

- Torsional Vibration Calculation (for vessels less than two years old); FS-MT; H

**1.3. Vessels with Ice Class Notation, Dept. FS-MT**

- Flexible Couplings and/or Torque Limiting Shafting Devices in the Propulsion Line Shafting (or Manufacturer make, model and rating information); FS-MT; H
- Draft in Fully Loaded and Ballast Condition at Fore and Aft Perpendicular; FS-MT; H

**1.5. Special Requirements for Oil Tankers, Dept. FS-MT**

- Pumping Arrangement at the Forward and Aft Ends and Drainage of Cofferdams and Pump Rooms; FS-MT; M

**2. Statutory Requirements**

**2.1. Fire Protection, Dept. FS-FT**

- Fire Main System; FS-FT; H; Stat.
- Fixed Fire Extinguishing Systems; FS-FT; H; Stat.
- Fire Control Plan; FS-FT; \*\*, H; Stat.

**2.2. Subdivision & Stability, Dept. FS-FT, NB-HO**

- Damage Stability Calculation (if applicable); FS-FT; H; Stat.
- Damage Control Plan (if applicable); FS-FT; \*\*, H; Stat.
- Damage Control Booklet (if applicable); FS-FT; \*\*, H; Stat.
- Stability Booklet; FS-FT; \*\*, H; Stat.
- Loading and Stability Program (if applicable); NB-HO; \*\*, H; Stat.  
[Test Load Cases in Ships Basic Data]; NB-HO  
[Program CD/Disc]; NB-HO  
[Information to the Loading Computer]; NB-HO
- Loading and Unloading Sequence Manual; FS-FT; \*\*, H; Stat.

Documents marked with "\*\*\*\*" are also required for sister vessels.

**List of Documents to be Submitted to GL-HO for Transfer of Class (TOCA),  
IACS-Society**

**The Documents have to be submitted to Department BFT**

**Basiclist  
Page 3 / 4  
2008-05-23**

- Grain Certificate: Copy Previous Certificate; FS-FT; \*\*, H; Stat.
- Grain Certificate: Grain Stability Booklet; FS-FT; \*\*
- Grain Certificate: Grain Bulkhead Drawing, if applicable; FS-FT; \*\*
- Ballast Water Management Plan; FS-FT; \*\*, H; Stat.
- Distribution of Still Water Bending Moments and Shear Forces in Damaged Condition; FS-FT

**2.3. Load Line Matters, Dept. FS-FT**

- Initial Load Line Survey Report (Condition of Assignment) incl. reference Drawings; FS-FT; \*\*, H; Stat.
- Freeboard Calculation; FS-FT; H; Stat.

**2.4. Tonnage (ITC 69), Dept. NB-SL**

- Copy of Tonnage Certificate; NB-SL; \*\*, H; Stat.
- Copy of Tonnage Measurement Calculation; NB-SL; H; Stat.

**2.5. MARPOL 73/78, Annex I and II, Dept. FS-FT**

- copy of present SOPEP; FS-FT; \*\*, H; Stat.
- copy of present SOPEP/SMPEP, if NLS-Certificate; FS-FT; \*\*, H; Stat.

**2.6. MARPOL, ANNEX VI, Dept. MC-PE**

- Technical Files (MARPOL Annex VI) ; MC-PE; \*\*
- EIAPP-Certificates (engines with power more than 130kW) ; MC-PE; \*\*

**3. Additional Requirements for Passenger Ships**

**3.1. Structural Fire Protection, Dept. NB-SF**

- Fire Division Plan; NB-SF; H; Stat.  
*[Designation of each space regarding application]; NB-SF*  
*[Categories acc. to Reg. II-2/9.2.2]; NB-SF*
- Arrangement of Partial Bulkheads; NB-SF; H; Stat.
- Insulation Plan; NB-SF; H; Stat.  
*[Information to type, maker and GL approval number of applied insulation materials and constructions]; NB-SF*  
*[Sketches showing typical insulation arrangements (e.g. number and distance of pins, covering of insulation material)]; NB-SF*  
*[Draught stops (may be also a separate drawing or included in the fire division plan)]; NB-SF*  
*[Details of aluminium constructions, if applied]; NB-SF*
- Joiner Plan; NB-SF; H; Stat.  
*[Details of continuous ceiling arrangement, if applicable]; NB-SF*  
*[Extension of corridor bulkhead, if applicable]; NB-SF*  
*[Details of fire insulation in cabin areas (e.g. window boxes, sanitary units)]; NB-SF*
- Fire Barrier Penetrations; NB-SF; H; Stat.  
*[Penetration of ducts, pipes and cables through A- and B-class divisions]; NB-SF*  
*[Information to type, maker and GL approval number]; NB-SF*
- Fire Load Calculation; NB-SF; H; Stat.
- Escape Way Plan incl. Escape Way Calculation; NB-SF; H; Stat.
- Low Location Lighting System; NB-SF; H; Stat.  
*[Information to type, maker and GL approval number]; NB-SF*  
*[Signs within passenger and crew cabins]; NB-SF*
- Ventilation and Air Conditions Scheme; NB-SF; H; Stat.  
*[Information to type, maker and GL approval number of fire damper and duct penetrations]; NB-SF*  
*[Details of the main in- and outlet's closing appliances and their arrangement]; NB-SF*
- Deck Covering Plan; NB-SF; H; Stat.  
*[Information to type, maker and GL approval number]; NB-SF*  
*[Details of construction of deck coverings (multi layer design)]; NB-SF*

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**Basiclist**

**Page 4 / 4**

**2008-05-23**

- Door Plan incl. List of Doors (type, maker and GL approval number) see also Plans of Closing Appliances; NB-SF; H; Stat.
- Window Plan incl. List of Windows (type, maker and GL approval number) see also Plans of Closing Appliances; NB-SF; H; Stat.
- List of Approved Equipment; NB-SF; \*\*, H; Stat.

**3.2. Life-Saving Appliances and Arrangements, Dept. NB-SF**

- Life Saving Plan; NB-SF; H; Stat.
- List of Approved Equipment; NB-SF; \*\*, H; Stat.