

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

- complete list -

The Documents have to be submitted to Department FS-MT

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 Certificate Requirements.

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.

This list is prepared on basis of the pre-filled "questionnaire"-form which is attached for reference.

Documents related to chapter (2) are to be finally approved by a Recognised Organisation.

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

1. Class-Requirements (IACS)

1.1. Key Documents, Dept. FS-MT

1.1.1. Main Documents, Dept. FS-MT

- 1.1.1.1. Copy of previous class certificate; FS-MT; **; H
- 1.1.1.2. General Arrangement Plan; FS-MT; H
- 1.1.1.3. Capacity Plan; FS-MT; H

1.1.2. Hull Structural Documents, Dept. FS-MT

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

1.1.3. Machinery Documents, Dept. FS-MT

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

1.2. Torsional Vibration Calculations, Dept. FS-MT

1.2.1. Torsional Vibration Calculations, Documents, Dept. FS-MT

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

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

1.3.1. Vessels with Ice Class Notation, Documents, Dept. FS-MT

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

1.4. Vessels with AUT Notation, Dept. FS-MT

1.4.1. Vessels with AUT Notation, Documents, Dept. FS-MT

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The Documents have to be submitted to Department FS-MT

- 1.4.1.1. Instrument and Alarm List [FS-MT]
- 1.4.1.2. Fire Alarm System [FS-MT]
- 1.4.1.3. List of Automatic Safety Functions (e.g. slowdowns, shutdowns, etc.) [FS-MT]
- 1.4.1.5. Function Testing Plan [FS-MT]

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

1.5.1. Special Requirements for Oil Tankers, Documents, Dept. FS-MT

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

2. Statutory Requirements; Dep. NB-SL; FS-MR, FS-FT, MC-PT, NB-HO, MC-PE, MC-MM, M

2.1. Tonnage, Dept. NB-SL

2.1.1. Tonnage (ITC 69), Dept. NB-SL

- 2.1.1.1. Copy of Tonnage Certificate; NB-SL; **; H; Stat.
- 2.1.1.2. Copy of Tonnage Measurement Calculation; NB-SL; **; H; Stat.

2.2. SOLAS, Dept. FS-MR, FS-FT, MC-PT

2.2.1. Cargo Ship Safety Construction Certificate, Dept. FS-MR

- 2.2.1.1. Copy of previous Safety Construction Certificate; FS-MR; **; H; Stat.

2.2.2. Cargo Ship Safety Equipment Certificate, Dept. FS-MR

- 2.2.2.1. Copy of previous Safety Equipment Certificate (incl. Record E); FS-MR; **; H; Stat.

2.2.3. Cargo Ship Safety Radio Certificate, Dept. FS-MR

- 2.2.3.1. Copy of previous Safety Radio Certificate (incl. Record R); FS-MR, **; H; Stat.

2.2.4. Cargo Ship Safety Certificate, Dept. FS-MR

- 2.2.4.1. Copy of previous Cargo Ship Safety Certificate (incl. Record R); FS-MR; **; H; Stat.
- 2.2.4.2. Record of Equipment for the Cargo Ship Safety Certificate; FS-MR; **; H; Stat.

2.2.5. Passenger Ship Safety Certificate, Dept. FS-MR

- 2.2.5.1. Copy of previous Passenger Ship Safety Certificate; FS-MR; **; H; Stat.

2.2.6. High Speed Craft Safety Certificate, Dept. FS-FT

- 2.2.6.1. Copy of previous High Speed Craft Safety Certificate; Dept. FS-F-T; **; H; Stat

2.2.7. Document of Compliance with the special Requirements for Ships carrying Dangerous Goods, Dept. FS:FT

- 2.2.7.1. Copy of previous Dangerous Goods Certificate; FS-FT; **; H; Stat.
- 2.2.7.2. Fire Main System, FS-FT; H; Stat.
- 2.2.7.3. Fixed Fire Fighting Extinguishing System; FS-FT; H; Stat.
- 2.2.7.4. Fire Control Plan; FS-FT; **; H; Stat.
- 2.2.8.2. Fire Main System, FS-FT; H; Stat.
- 2.2.8.3. Fixed Fire Fighting Extinguishing System; FS-FT; H; Stat.
- 2.2.8.4. Fire Control Plan; FS-FT; **; H; Stat.

2.2.9. International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk, Dept. MC-PT

- 2.2.9.1. Copy of previous International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk; MC-PT; **; H; Stat.

2.2.10. International Certificate of Fitness for the Carriage of Dangerous Gases in Bulk, Dept. MC-PT

- 2.2.10.1. Copy of previous International Certificate of Fitness for the Carriage of Dangerous Gases in Bulk; MC-PT; **; H; Stat.

2.2.11. Document of Authorization for the Carriage of Grain, Dept. FS-FT

- 2.2.11.1. Copy of previous Document of Authorization for the Carriage of Grain; FS-FT; **; H; Stat.
- 2.2.11.2. Grain Stability; FS-FT; **; H; Stat.

2.3. Load Line Matters, Dept. FS-FT, NB-HO

2.3.1. Loadline Certificate, Dept. SF-FT, NB-HO

- 2.3.1.1. Copy of previous Loadline Certificate; FS-FT; **; H; Stat.

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- 2.3.1.2. Initial Load Line Survey Report (Condition of Assignment) incl. reference Drawings; FS-FT; **, H; Stat.
- 2.3.1.3. Freeboard Calculation; FS-FT; **, H; Stat.
- 2.3.1.4. Damage Stability Calculation (if applicable); FS-FT; **, H; Stat.
- 2.3.1.5. Damage Control Plan (if applicable); FS-FT; **, H; Stat.
- 2.3.1.6. Damage Control Booklet (if applicable); FS-FT; **, H; Stat.
- 2.3.1.7. Stability Booklet; FS-FT; **, H; Stat.
- 2.3.1.8. 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
- 2.3.1.9. Loading and Unloading Sequence Manual; FS-FT; **, H; Stat.
- 2.3.1.10. Ballast Water Management Plan; FS-FT; **, H; Stat.
- 2.3.1.11. Distribution of Still Water Bending Moments and Shear Forces in Damaged Condition; FS-FT; **, H; Stat.

2.4. MARPOL Matters, Dept. FS-FT, MC-PE, MC-PT

2.4.1. MARPOL, Annex I, Dept. FS-FT

- 2.4.1.1. Copy of previous MARPOL-I-Certificate; FS-FT; **,H; Stat.
- 2.4.1.2. Copy of present SOPEP; FS-FT; **, H; Stat.

2.4.2. MARPOL, Annex II, Dept. MC-PT

- 2.4.2.1. Copy of previous MARPOL-II-Certificate; MC-PT; **,H; Stat.
- 2.4.2.2. Copy of present SMPEP; FS-FT; **, H; Stat.

2.4.3. MARPOL, Annex IV, Dept. FS-FT

- 2.4.3.1. Copy of previous MARPOL-IV-Certificate; FS-FT; **,H; Stat.
- 2.4.3.2. Sewage Piping Diagram; FS-FT;H; Stat.

2.4.4. MARPOL, Annex V, Dept. FS-FT

- 2.4.4.1. Copy of previous MARPOL-V-Certificate; FS-FT; **,H; Stat.

2.4.5. MARPOL, Annex VI, Dept. MC-PE

- 2.4.5.1. Copy of previous MARPOL-VI-Certificate; MC-PE; **, H; Stat.
- 2.4.5.2. Technical Files (MARPOL Annex VI); MC-PE; **, H; Stat.
- 2.4.5.3. EIAPP-Certificates (engines with power more than 130kW); MC-PE; **, H; Stat.

2.5. Other, Dept. MC-MM, FS-MR, NB-HC

2.5.1. International Anti-fouling System Certificate / Declaration; Dept. MC-MM

- 2.5.1.1. Copy of previous Anti-fouling System Certificate / Statement, MC-MM, **,H, Stat.

2.5.2. Certificate of Compliance for ILO 92, Dept. FS-MR, H, Stat.

- 2.5.2.1. Copy of previous Certificate of Compliance for ILO 92; FS-MR, **,H, Stat.

2.5.3. Certificate of Compliance for ILO 133;Dept. FS-MR, H, Stat.

- 2.5.3.1. Copy of previous Certificate of Compliance for ILO 133; FS-MR, **, H, Stat.

2.5.4. Certificate of Compliance Regarding US-Coast Guard Regulations CFR Title 33;Dept. FS-MR, H, S

- 2.5.4.1. Copy of previous Certificate of Compliance Regarding US-Coast Guard Regulations CFR Title 33;

2.5.5. Certificate of Compliance Regarding US-Coast Guard Regulations CFR Title 46; Dept. MC-PT, H, S

- 2.5.5.1. Copy of previous Certificate of Compliance Regarding US-Coast Guard Regulations CFR Title 46;

3. Additional Requirements for Passenger Vessels

3.1. Structural Fire Protection, Dept. NB-SF

3.1.1. Structural Fire Protection, Documents, Pep. NB-SF

- 3.1.1.1. 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
- 3.1.1.2. Arrangement of Partial Bulkheads; NB-SF; H; Stat.
- 3.1.1.3. Insulation Plan; NB-SF; H; Stat.

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- [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
- 3.1.1.4. 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)];
- 3.1.1.5. 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
- 3.1.1.6. Fire Load Calculation; NB-SF; H; Stat.
- 3.1.1.7. Escape Way Plan incl. Escape Way Calculation; NB-SF; H; Stat.
- 3.1.1.9. 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
- 3.1.1.10. 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
- 3.1.1.11. 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
- 3.1.1.12. Door Plan incl. List of Doors (type, maker and GL approval number) see also Plans of Closing Appliances; NB-SF; H; Stat.
- 3.1.1.13. Window Plan incl. List of Windows (type, maker and GL approval number) see also Plans of Closing Appliances; NB-SF; H; Stat.
- 3.1.1.14. List of Approved Equipment; NB-SF; **, H; Stat.