
	<p style="text-align: center;">HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p style="text-align: center;">20.0 HSEQ PROCESS FOR BRINGING VESSELS INTO AND OUT OF SERVICE AND CHANGE OF FLAG OR CLASSIFICATION SOCIETY</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 20.0 Page : 1 of 6 Date : 6-Aug-25 Rev: 10.1 Appr : DPA</p>
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CONTENTS

HSEQ PROCESS FOR BRINGING VESSELS INTO AND OUT OF SERVICE AND CHANGE OF FLAG OR CLASSIFICATION SOCIETY2

1. PURPOSE AND SCOPE2
2. MARINE MANAGEMENT2
3. HSEQ DEPARTMENT.....2
4. SHIP MANAGER / FLEET MANAGER3
5. MARINE HR / CREWING DEPARTMENT4
6. MASTER4
7. INSURANCE & LEGAL5
8. IT.....5
9. TRAINING / ORIENTATION PLAN.....5
10. SHIP STAFF FAMILIARIZATION6
11. FOR TAKING DELIVERY OF THE VESSEL FROM YARD6
12. FOR TAKING DELIVERY OF SECOND HAND VESSEL6

	<p style="text-align: center;">HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p style="text-align: center;">20.0 HSEQ PROCESS FOR BRINGING VESSELS INTO AND OUT OF SERVICE AND CHANGE OF FLAG OR CLASSIFICATION SOCIETY</p> <p style="text-align: center;">FLEET PROCEDURES MANUAL</p>	<p>Sect : 20.0 Page : 2 of 6 Date : 6-Aug-25 Rev: 10.1 Appr : DPA</p>
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HSEQ PROCESS FOR BRINGING VESSELS INTO AND OUT OF SERVICE AND CHANGE OF FLAG OR CLASSIFICATION SOCIETY

1. PURPOSE AND SCOPE

To outline the steps required to bring vessels into and out of the Technical Management System and for change of flag or classification society.

2. MARINE MANAGEMENT


- Manage the successful integration of the new vessel into service or sale of vessel or change of class or flag.
- Allocate responsibilities within the team accordingly.
- Appoint a [DPA / Ship Manager¹](#) / Marine Superintendent to coordinate the integration and ensure a smooth transition into service.
- Support the [DPA / Ship Manager²](#) / Marine Superintendent to complete the required tasks.
- Ensure that training and orientation needs are developed for each time a newly acquired vessel joins the fleet.
- For change of flag or class, ensure all requirements as per class / flag state are complied with.
- Ensure Check lists, as contained in the Office Forms Manual, are correct, used and completed for each operation.

3. HSEQ DEPARTMENT

- Obtain and review vessel's data for Q88.
- Coordinate the provision of all required documentation, including forms, logbooks, manuals and information required to satisfy customer, legal, operational, class, flag and company requirements.
- Arrange for classification society audits and ensure that the vessel is ready to trade in terms of certification—ISM / ISSC / MLC.
- Ensure that the vessel is ready to trade in terms of manuals – SSP / SOPEP / SMPEP / PCSOPEP / VRP / VGP / Ballast Water Management Plan / SEEMP / Plan for recovery of persons from water / Emergency towing booklet / VOC manual (for tankers) / Biofouling management plan etc.
- Ensure company policies and ISM posters are ready.

¹ W 26 / 2024

² W 26 / 2024

	<p style="text-align: center;">HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p style="text-align: center;">20.0 HSEQ PROCESS FOR BRINGING VESSELS INTO AND OUT OF SERVICE AND CHANGE OF FLAG OR CLASSIFICATION SOCIETY</p> <p style="text-align: center;">FLEET PROCEDURES MANUAL</p>	<p>Sect : 20.0 Page : 3 of 6 Date : 6-Aug-25 Rev: 10.1 Appr : DPA</p>
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- Ensure certificates like Declaration of CSO / DPA / Company are ready.
- Ensure that Ship Security Alarm System has been programmed with the correct address.
- Ensure Training material (Karko) arranged as required.
- Liaise with IT to install SHEQ portal and digital publications on board.
- Nominate DPA or Fleet Training Master to sail on board to assist with onboard integration.
- Conduct an HSEQ meeting with all ship staff, highlighting any concerns about taking over vessels.
- Ensure that each new or acquired vessel is enrolled in an emergency response service as applicable.
- Ensure vessel is enrolled with IHS fairplay / Rightships etc as applicable.
- Liaise with classification/flag state authorities and ensure all requirements are completed in a timely and satisfactory manner.
- Appoint a Chart supply and publications supplier.

4. SHIP MANAGER / FLEET MANAGER³

- Ensure that ship staff are fully conversant with the yard and site HSE rules and regulations.
- Ensure all approved plans and drawings are available onboard.
- Arrange for the necessary flag and classification society surveys required to bring the vessel into service.
- Prior to delivery, liaise with key stakeholders to arrange the necessary services.
- Liaise with IT to install ship's computer & communication system and PMS ([Mespas⁴](#)).
- Check the actual date, time and place of delivery into service and notify all concerned parties.
- Attend the vessel as Owner's Representative or nominate a designate and ensure that the necessary surveys required to bring the vessel under technical management are completed in a satisfactory manner.
- Make arrangements to replenish bunkers, lubricating oils, stores and chemicals as required.
- Ensure that samples of bunkers and lubricating oils are sent to the contracted bunker analysis service.
- Inform third party contract supplier with necessary information and arrange for various approvals / contracts in a timely manner.
- Upon delivery, ensure that (where necessary) a Delivery Certificate is prepared by the Master and emailed to company.

³ W 09 / 2024

⁴ W 03 / 2024

	<p style="text-align: center;"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p style="text-align: center;">20.0 HSEQ PROCESS FOR BRINGING VESSELS INTO AND OUT OF SERVICE AND CHANGE OF FLAG OR CLASSIFICATION SOCIETY</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	Sect : 20.0 Page : 4 of 6 Date : 6-Aug-25 Rev: 10.1 Appr : DPA
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- With assistance from the Chief Engineer and 2nd Engineer, inspect the engine room machinery space piping and machinery diagrams for undocumented systems and ensure alignment with the ship's latest approved diagrams and drawings.

5. MARINE HR / CREWING DEPARTMENT

- Arrange the officers and crew to safely man the vessel with valid STCW and medical certificates.
- Ensure crew contracts as per MLC requirements.

6. MASTER

- Prior to delivery, to familiarize ship staff with ship and equipment and provide feedback to office during stay in yard or sailing on board.
- Prior to departure, conduct an HSEQ meeting with all ship staff, highlighting any concerns about taking over of the vessel.
- Ensure all drills as per SOLAS / ISPS requirements are completed
- Ensure safety familiarization, ECDIS familiarization, Bridge equipment familiarization etc as per company SMS are completed.
- Implement the SHEQ management system as soon as possible after delivery.
- Close to or after delivery from a shipyard or after the vessel's transfer into technical management, ensure the onboard ship team spend time to familiarize themselves with the vessel and equipment.
- Ensure that the necessary permits, certificates, approvals, documentation, contracts, etc., have been received on board before sailing.
- Ensure that IT equipment is commissioned as required by Ship Manager.
- Liaise with Ship Manager for requirements – Provisions, Stores, computer system, log books etc.
- Liaise with DPA for ISM / ISPS / MLC certification and company posters.
- Report any deficiencies to ship manager and raise guarantee claims as deemed necessary.
- Assist in creating a safe working environment on board.
- Upon sale of a vessel, package and send to specified departments all items as per checklist.
- Upon sale of vessel, ensure that documentation and articles are handled properly.
- Flag State documentation and requirements are correctly opened/terminated.

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7. INSURANCE & LEGAL

- Arrange registration as required.
- Arrange for Protection and Indemnity (P&I) Club and Hull and Machinery (H&M) coverage as necessary.


8. IT

- At the earliest opportunity, arrange for an audit of the vessel's IT outfit and develop an action plan to ensure the vessel meets (as a minimum) company's standard outfit to support the Management System.
- Arrange email service for the vessel and include the vessel's email address in the address list.
- Arrange installation of the SHEQ Management System and other programs as per company standards.
- Ensure all programmes installed have valid licences.
- Ensure that the planned maintenance system upgrade is arranged as required.
- For sale of vessel, ensure that applicable old and unused IT equipment is safely stored on board if needed for backup measures or to be used for parts in the future.
- Dispose of old IT equipment that has been replaced or decommissioned and that will not be used in the future.
- Archive and retain records from the sold ship.
- When a vessel is sold ensure that sensitive or confidential information contained on any IT devices is protected or removed as appropriate. Ensure licenced operating systems are removed from the server and computers aboard.

9. TRAINING / ORIENTATION PLAN

Office will develop a training plan taking into account the following criteria:

- New build vessel in shipyard.
- Integration of a second hand acquired vessel (second-hand tonnage).
- Experience of crew, existing staff or new staff.
- Training and orientation records of assigned crew.
- Number of days ship staff has been on board prior delivery or taking over.
- Company specific and trade requirement.

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The outcome of the training plan will determine the level of training that will be required. Whether office staff is required to sail on board after delivery or takeover.

10. SHIP STAFF FAMILIARIZATION

Following training needs are in addition to the training as required under chapter 5. Training.

11. FOR TAKING DELIVERY OF THE VESSEL FROM YARD

- [Top four officers to join about two weeks in advance prior sailing from yard to familiarize with ship and equipment.](#)⁵
- Ship staff to familiarize with ship equipment as per the training conducted by manufacturer.

12. FOR TAKING DELIVERY OF SECOND HAND VESSEL

- At least two senior officers to join vessel prior taking second hand vessel two weeks in advance prior taking to familiarize with ship and equipment.
- Provide feedback to Ship Manager on equipment and assistance required upon taking over the ship.

⁵ W 09 / 2024