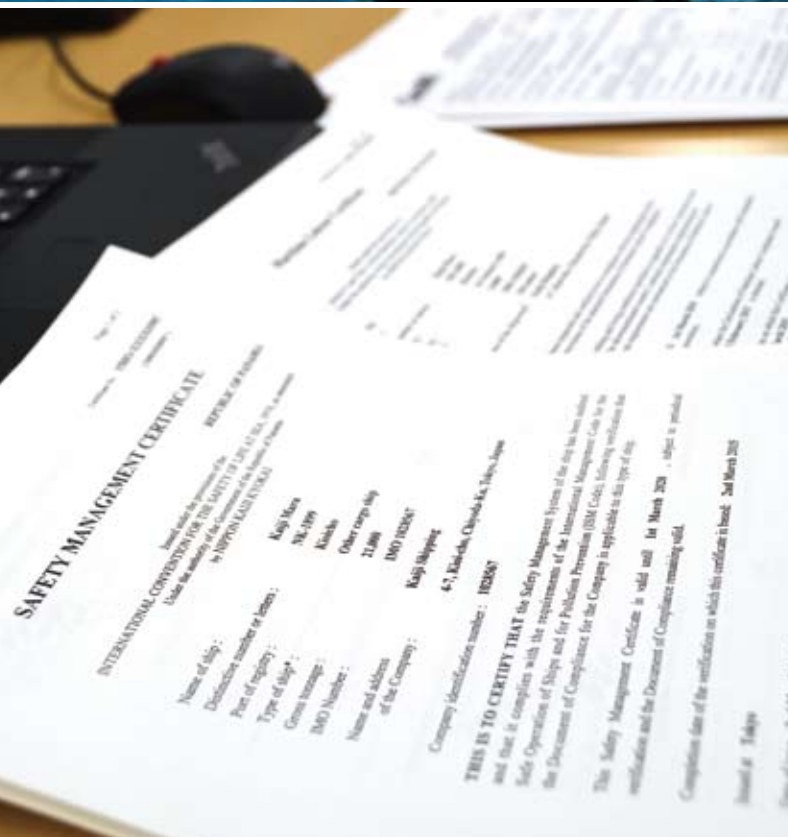


# Transfer of Certification for ISM/ISPS/MLC

For World Class Safety, Security &  
Maritime Labour Management

# ClassNK

[English]



# Transfer of ISM, ISPS and MLC Certification to ClassNK

## Transfer of Certification for ISM, ISPS and MLC

Transfer of Certification (TC) for ISM / ISPS / MLC is the process that allows ISM Code certification for companies (DOC) and ships (SMC) and / or ISPS code / MLC convention certification for ships (ISSC / MLC) to be transferred from other members of the International Association of Classification Societies (IACS) to ClassNK.

Transfer of Certification procedures established by IACS provide clear responsibilities for both the gaining and losing societies with regards to TC audits / inspections and the submission of related documents and information.

## Why Switch to ClassNK?

- **Quality** - From our Head Office staff to the ClassNK Auditor(s) / Inspector(s) who attend each audit / inspection, all of our expert staff are highly regarded for their quality and experience, as well as their ability to respond quickly to client requests.
- **Service** - Registering with ClassNK ensures that our world class services are available throughout the life of your ship.
- **Recognition** - ClassNK is authorized by all major Flag Administrations that delegate ISM / ISPS / MLC responsibilities to Recognized Organizations (ROs) and Recognized Security Organizations (RSOs).
- **Availability** - ClassNK ISM / ISPS / MLC services are available around the globe through our network of more than 130 survey offices, and we maintain sufficient number of staff for ISM / ISPS audits and MLC inspections worldwide.
- **Experience** - ClassNK currently serves as an RO (Recognized Organization for ISM) for more than 690 companies and more than 5,500 ships, as an RSO (Recognized Security Organization for ISPS) for more than 5,000 ships and as an RO (Recognized Organization for MLC) for more than 4,800 ships.
- **Dedication** - All TC applications are handled by our dedicated Safety Management Systems Department (SMD), ensuring a smooth transfer process while minimizing costs and operational disruptions.
- **Convenience** - Audits / inspections can be arranged at the owner's and management company's convenience, and once all necessary audits / inspections have been completed, ships can quickly return to normal operation.
- **Simplicity** - Shipboard ISM / ISPS audits and MLC inspection can be applied at the same time to simplify the certification process.



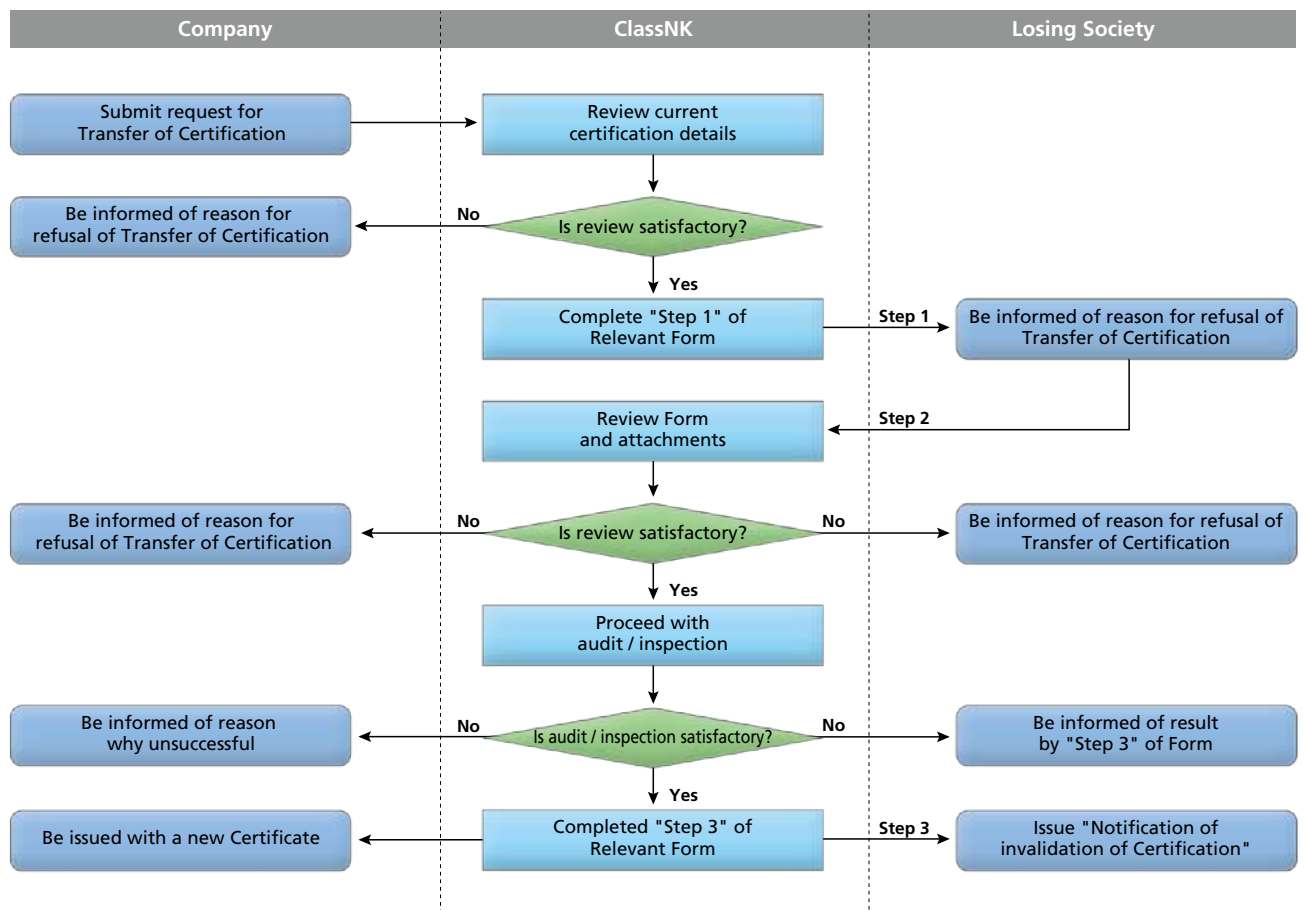
# Transfer of Certification Process for ISM / ISPS / MLC

The TC process can be started at any time simply by contacting your local ClassNK office. Once a request or application has been received, our dedicated Safety Management Systems Department (SMD) will begin making transfer arrangements immediately.

The Safety Management Systems Department will review all necessary documents and coordinate the audits / inspections. (See "Process Flow chart for TC to ClassNK")



## Process Flow Chart for TC to ClassNK



During the TC process, SMD will provide timely updates and instructions in order to prevent any difficulties or delays.

To begin the TC process, please send a completed application along with the documents listed below to the Safety Management Systems Department at the ClassNK Head Office. Applications for Transfer of Certification (TC) for DOC / SMC / ISSC / MLC are available from your local ClassNK Office or via the ClassNK Website. In order to ensure a smooth transfer process, applications should be made least one week in advance of the requested date of transfer, to allow for communication between ClassNK and the Losing Society.

### Transfer of DOC

- (1) Copies of all DOCs issued by Losing Society.
- (2) A copy of the last Audit Report issued by the Losing Society, including any Non-Conformities (NC), their status, time period(s) for implementation, and verification of agreed corrective actions.
- (3) The following documents:
  - (a) Safety Management System Manual (SMS Manual); 2 copies
  - (b) List of Procedures related to SMS; 1 copy
  - (c) List of Ship(s) for each type covered by the SMS; 2 copies
  - (d) Outline of the Company and its business activities; 2 copies

### Transfer of SMC / ISSC

- (1) A copy of each of the latest SMC / ISSC issued by the Losing Society with a copy of DOC issued by any Organization other than ClassNK.
- (2) A Copy of the last Audit Report issued by the Losing Society, including NC, if any, their status and time period(s) for implementation and verification of agreed corrective actions.
- (3) In the case of a first Application from the Company to ClassNK, a copy of the SMS Manual and List of Procedures related to the SMS.

### Transfer of MLC

- (1) A copy of the latest MLC issued by the Losing Society with a copy of DOC issued by any Organization other than ClassNK.
- (2) A copy of the last Inspection Report issued by the Losing Society, including NC, if any, their status and time period(s) for implementation and verification of agreed corrective actions.



## Transfer of Certification Requirements

### **Transfer of Certification is not applicable in the following cases:**

- (1) When there is a change of the Management Company / MLC Shipowner.

### **An application for Transfer of Certification can only be accepted following confirmation that:**

- (1) The existing certificate has not been withdrawn or otherwise invalidated by the Losing Society or the current Flag Administration;
- (2) All verifications initiated by the Losing Society have been satisfactorily completed by the Losing Society, unless otherwise agreed between ClassNK and Losing Society and
- (3) All major non-conformities have been closed out or down-graded by the Losing Society.



# Frequently Asked Questions

## **When can an owner / management company submit an application for a Transfer of Certification to ClassNK?**

A TC application can be made at any time simply by submitting a completed application form to the ClassNK Safety Management Systems Department. As audits for transfers of DOC may be combined with a periodical audits such as annual / renewal audits, as well as audits / inspections for transfers of SMC / ISPS / MLC, carrying out transfer audits / inspections within the regular audit / inspection period will help minimize cost and reduce operating disruptions.

## **Is it difficult to change ISM / ISPS / MLC Certification to ClassNK?**

Not at all. ClassNK has extensive experience with the transfer process and ClassNK's TC procedures are designed to make the process as quick and efficient as possible. ClassNK's Safety Management Systems Department will provide appropriate advice and information as necessary to ensure the process flows smoothly.

## **Is there any age limit for ships registering with ClassNK?**

There is no age limit for TC to ClassNK, just as there is no age limit for Transfers of Class (TOC).

By registering with ClassNK, owners / managers can enjoy the high quality assessment services and support that have made ClassNK a world leader in ship classification, no matter what the age of their ships.

## **Can ISM / ISPS audits and MLC inspection be carried out onboard at the same time?**

Yes. ClassNK can conduct both ISM / ISPS audits and MLC inspection at the same time and at your convenience. In general, carrying out both ISM / ISPS audits and MLC inspection at the same time can reduce the audits / inspection time by 20-30% compared to carrying out the audits / inspection independently.



