



Registration Procedure (RP36):

Documentation to be submitted for De-Harmonisation of IOPP Survey

This checklist is used as an indication to allow an Owner/MR to check the documents required for registration. Please complete the relevant sections of the checklist and submit with application form and supporting documents.

All documents to be submitted in the English Language.

Where the documents have been submitted in a language other than English, then a True Translation into English is to be attached to it.

Additional documentation to that stated as SKANReg may deem necessary for the changes in question or from time to time

	DOCUMENT	Applicable Y/N (to be completed by MR/client)	Date Completed or Received (to be completed by SKANReg)	Notes
1	Form A16 - Application for an Exemption Certificate or Letter of Dispensation for a vessel received.			
2	Statement from Classification Society / Recognised Organisation confirming whether they agree / disagree with Application to De-harmonise IOPP Surveys			
3	Agreement/Objection from Technical & Survey Manager, or the International Registrar if required.			
4	If Authorised by SKANReg, acceptance of quotation from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary			
5	Any other documents/certs (List herein)			

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	DOCUMENT	TICK BOX
1	SKANReg to check all details within Application Form A16 are in full.	
2	SKANReg to ensure Acceptance/Objection comments from Class Society / RO responsible for the vessel is sent directly to H/O	
3	If authorised by Technical & Survey Manager, or the International Registrar, our agreement is sent to Class Society with Maritime Registrar in copy	
4	A copy of the authorisation to be filed in Ships folder & Electronic Folder	
5	An entry is made into Exemptions Database	
6	Classification Society / Recognised Organisation to submit a copy of the issued Exemption Certificate within 30 days.	

FORM CODE: RP35	ISSUE No: 001	REVISED: 10/03/2017
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