

Directorate General of Shipping, Mumbai
Nautical Wing

Date: 06th June 2024

Subject: **Procedure/guidelines for Approval and renewal of service stations for "Testing & servicing of EPIRB, SART and testing of AIS & other radio communication equipment"**.

SOLAS Chapter-IV Regulation 15 – Maintenance Requirements, and Rule-17, of the Merchant Shipping Distress & Safety Radio Communication Rules 1995, requires that every ship shall be maintained to provide the availability of the functional requirements specified in SOLAS Ch-IV/Regulation 4, and shall meet the recommended performance standards of such equipment at all times.

In this regard, for establishing of such service stations, following circulars and merchant shipping notices have been issued and are available at the DGS website,

- 1) NT-Radio Circular No. 10 of 2023 dated 16/03/2023,
- 2) MS Notice 11 of 2022 dated [07/11/2022](#),
- 3) MS Notice 13 of 2022 dated 20/12/2022.

The stepwise procedures for the approval and/or renewal of a service station for **"Testing & servicing of EPIRB, SART and testing of AIS & other radio communication equipment"** are as stated under;

Step-1: Application is to be made to DG Shipping with present status of the proposed service station with available valid documents. Minimum documents are required as stated under;

- a) Land/ premises/building deed or agreement of the service station.
- b) Experimental License issued by Ministry of Communications.
- c) Dealer Possession Licence issued by Ministry of Communications.
- d) ISO certificate with specific scope.
- e) OEM authorization certificates etc.
- f) Other documents related to the service station, if any.

Step-2: Processing fess of Rupees fifteen thousand only (Rs. 15,000/-) in favour of DGS to be paid through Bharatkosh and transaction receipt to be submitted along with application.

Step-3: Proposed Service station needs to be prepared in accordance with the attached check lists I, II, III & IV and intimate notice of readiness to the DGS.

Step-4: Upon receipt of readiness, DG Shipping will instruct Jurisdictional MMD to carry out the inspection. Inspection fees for MMD shall be paid separately in favour of the Principal Officer or SIC.

Step-5: Upon completion of inspection and receive recommendation from the Principal Officer of jurisdictional MMD, DG Shipping will examine, process and issue the Certificate of Approval for the service station.