

DIRECTORATE GENERAL OF SHIPPING

**CHECKLIST FOR APPROVAL OF WORKSHOP FOR SERVICING AND MAINTENANCE
OF LIFEBOATS, LAUNCHING APPLIANCES AND ON LOAD RELEASE GEAR ON
BOARD SHIP**

Name of the Organization :
Address :
Telephone No. : E-mail :
Inspection : Initial / Renewal / Surprise
Date of Inspection :
Objective :

Sr. No.	Requirements in accordance with D.G.S. guidelines	Extent of compliance	Remarks
1.	<p>Certification/Layout :</p> <p>a) Registration under Small-Scale Industry with scope as service industry</p> <p>b) ISO accreditation from NABCB affiliated accreditation body (within 6 months of commencement of operation). Supporting documents to be submitted.</p> <p>c) Workshop should have valid dock labour board (Ministry of Labour, Government of India) approval.</p> <p>d) Workshop person (Foreman or In-charge) should be declared "Competent Person" as defined in the Factories Act administered by concerned State Government.</p> <p>e) Workshop should have Agreement as a Service Provider with manufacturers of the equipment they intend to service.</p> <p>f) Workshop should have Service Engineer duly trained and certified by the manufacturers of equipment that it intends to service.</p> <p>g) Assistant should also possess adequate knowledge and skill in servicing/maintenance of lifeboats, launching appliances and on load release gear.</p> <p>h) A copy of organizational chart to submit.</p> <p>i) A layout plan of workshop- a copy to submit</p>		

2.	<p>Facilities / Equipments :</p> <ul style="list-style-type: none"> a) Good in house facility at workshops. b) Availability of adequate spares/supplies for overhauls/repairs. c) Safe working practices adopted at workshop/on board (safety notices, use of protective gears). d) Weights for carrying out load tests of davits such as load cells and load display units, small & big water bags etc. e) Gauging equipments for measuring deflection. f) Steel wire rope slings, shackles, cargo nets for small water bags. g) Various hand tools, jigs, fixtures and chain pulley blocks etc. h) Annual calibration of measuring instruments by laboratory accredited by NABL (National Accreditation Board for testing & Calibration Laboratories, Govt. of India) 		
3.	<p>Verification by Surveyor :</p> <ul style="list-style-type: none"> a) Whether Competent person was physically present at the time of testing. b) Whether six monthly statement of jobs carried out, is submitted to DGS regularly. c) Whether Annual Audit report of ISO audit is submitted to DGS regularly. 		
4.	<p>Books / Publications :</p> <ul style="list-style-type: none"> a) Latest copy of M.S.(LSA) rules with amendments if any. b) Latest copy of SOLAS with amendments. c) Latest D.G.S. circulars on safety items. d) IMO resolution/guidelines pertaining to servicing and maintenance of lifeboats, launching appliances and on-load release gear on board ship. <p>Any training material to update the knowledge/skill of Technical assistants.</p>		
5.	<p>Provision available to monitor the satisfactory service to the customers: Customer feed back forms for the period of validity of last certificate of approval.</p> <p>(Customer feed back report for jobs carried out to be</p>		

signed by the competent person & ship's officer with stamp of name & designation)		
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Recommendations :

SIGNATURE OF SURVEYOR

SIGNATURE OF COMPETENT PERSON

**PRINCIPAL OFFICER
MERCANTILE MARINE DEPARTMENT
MUMBAI/CHENNAI/KOLKATA/KOCHI/KANDLA**

**SURVEYOR-IN-CHARGE, TUTICORIN/VISAKHAPATNAM/GOA/
JAMNAGAR/PORT BLAIR/NOIDA/PARADIP/HALDIA**

Note: Separate sheet may be attached for recommendation and other remarks, if required.