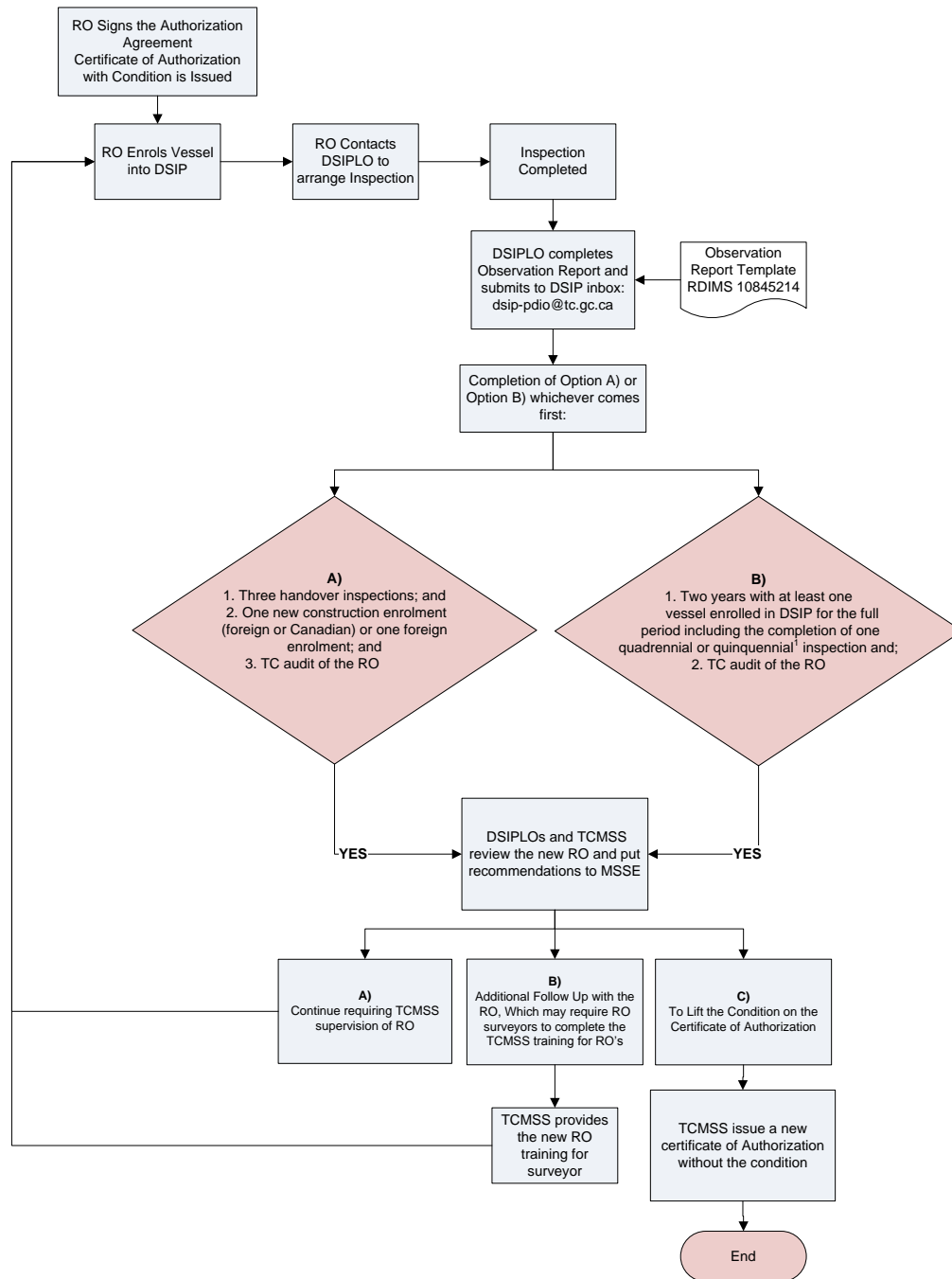


MARINE SAFETY MANAGEMENT SYSTEM

TIER II –PROCEDURE FOR NEWLY RECOGNIZED ORGANIZATIONS WITH A TEMPORARY CONDITION

1 Process Flowchart



¹ Quinquennial is the equivalent for a vessel under Harmonized System for Survey and Certification Regime.

2 Purpose

- 2.1 This procedure provides guidance on how newly Recognized Organizations (RO) with a temporary condition will conduct inspection(s) and issue Canadian Maritime Document (CMD) under the supervision of a Marine Safety Inspector (MSI).
- 2.2 Transport Canada Marine Safety and Security (TCMSS) in accordance with this procedure, will evaluate the newly RO in order to remove the Temporary Condition and grant a Certificate of Authorization without the condition.

3 Authority

- 3.1 This procedure is based on the authorities granted in the *Canada Shipping Act, 2001*, sections 10 and 12.
- 3.2 This procedure was authorized by the Marine Safety and Security Executive (MSSE).

4 Background

- 4.1 The Delegated Statutory Inspection Program (DSIP) is a program under which TCMSS authorizes ROs to perform statutory inspections and issue CMD to vessels.
- 4.2 DSIP was implemented in 2001 as an optional program to increase effectiveness in the allocation of Transport Canada (TC) resources on higher risk vessels. In 2014 DSIP become mandatory through the Alternate Service Delivery policy for all vessel of more than 24 metres.
- 4.3 Because Canadians ROs are authorized to issue certification for domestic vessels under Canadian regulatory requirements, in addition to the more common international conventions requirements, TCMSS determined that newly appointed ROs would be issued a Certificate of Authorization with a temporary condition until it could be determined that they were in a position to deliver statutory certification services on behalf of the Minister.
- 4.4 The following temporary condition: "*[name of RO] cannot issue Canadian maritime documents without the supervision and authorization of Transport Canada until further notice*" is currently issued to newly authorized ROs.

5 Scope

- 5.1 This procedure is applicable to ROs that are newly authorized by the Minister of Transport Canada.

6 Responsibility

- 6.1 The Executive Director, Domestic Vessel Regulatory Oversight and Boating Safety, is accountable for the development, implementation, maintenance and continuous improvement of this procedure.
- 6.2 The Regional Directors (RDs) are responsible for the implementation and promotion of this procedure in their respective regions.
- 6.3 The functional authority for this procedure is:

Manager, Authorizations and Safety Management Systems
AMSDA
330 Sparks Street
Ottawa (Ontario) K1A 0N8
dsip-pdio@tc.gc.ca

7 Procedure

- 7.1 The RO signs the *Authorization and Agreement Governing the Delegation of Statutory Functions for Vessels Registered in Canada Between the Minister of Transport and [Recognized Organization]*.
- 7.2 A Certificate of Authorization with the following condition “*[name of RO] cannot issue Canadian maritime documents without the supervision and authorization of Transport Canada until further notice*” is issued to the RO.
- 7.3 The RO enrolls a vessel in DSIP. The RO contacts the DSIPLO to schedule a joint inspection. The inspection is carried out between TCMSS and the RO.
- 7.4 If the inspection is completed, the RO issues the CMDs and any other required documentation under the supervision a MSI.
- 7.5 The accompanying MSI completes the internal observation report (Template in RDIMS 10845214) and sends it to the DSIP inbox: dsip-pdio@tc.gc.ca.

7.6 TCMSS will review the Certificate of Authorization with the temporary condition once the RO has completed one of the following options, whichever comes first:

- A)
 - 1. Completion of three handover inspections; and
 - 2. One new construction enrolment (foreign or Canadian), or one foreign vessel enrolment; and
 - 3. TC audit of the RO.

- B)
 - 1. Completion of two years with at least one vessel enrolled in DSIP for the full period including the completion of one quadrennial or quinquennial¹ inspection and;
 - 2. TC audit of the RO.

7.7 Once HQ determines that the RO surveyors demonstrate knowledge of the Canadian regulatory regime, a meeting with the DSIPLOs will be called to review the status of the RO to determine if all DSIPLOs have a consensus in their recommendation to MSSE.

7.8 TCMSS could provide one of the following recommendations to the MSSE:

- A) To continue requiring TCMSS Supervision of the RO; or,
- B) Additional follow-up with the RO, which may require RO surveyors to complete the training for ROs provided by TCMSS; or,
- C) To lift the condition and issue a new Certificate of Authorization without condition.

7.9 Once the RO has received the certificate of authorization without any condition, subsequent vessel inspections may proceed without TCMSS presence. TCMSS may carry out compliance inspections or an audit of RO performance at any time.

7.10 In addition, TCMSS recommends that ROs consult their regional DSIPLO if they enrol a new vessel type that was not covered during conditional period, in order to ensure that all relevant Canadian requirements are met.

7.11 TCMSS will issue a new Certificate of Authorization without the Condition (*[name of recognized organization] cannot issue Canadian maritime documents without the supervision and authorization of Transport Canada until further notice*).

¹ Quinquennial is the equivalent for a vessel under Harmonized System for Survey and Certification Regime

8 Related Documents

- 8.1 Authorization and Agreement Governing Delegation (RDIMS 9923067)
- 8.2 Certificate of Authorization with Condition (RDIMS 10847738)
- 8.3 Certificate of Authorization without Condition (RDIMS 9876804)
- 8.4 Observations Template (RDIMS 10845214) (RDIMS 11876814 French)
- 8.5 Tier III Work Instruction – DSIP Work Instructions (RDIMS 9324358)

9 Definitions

9.1 Delegated Statutory Inspection Program Liaison Officer (DSIPLO)

The DSIPLO is an individual, appointed by the Regional Director, who is the point of contact for all matters pertaining to DSIP in that region.

9.2 Delegated Statutory Inspection Program Officer (DSIPPO)

The TCMSS HQ employee responsible for coordination of the Delegation Program.

9.3 Handover Inspection

A TCMSS led inspection completed, in consultation with the RO, in order to effectively transfer TCMSS inspection functions and pertinent vessel information from TCMSS to the RO, as per DSIP requirements.

9.4 Quadrennial or Quinquennial Inspection

As per the Hull and Inspection Regulations or as equivalent for a vessel under Harmonized System for Survey and Certification (HSSC).

9.5 Recognized Organization (RO)

An RO is a classification society that has been authorized by the Minister of Transport to perform inspections and/or issue certificates on behalf of the Minister of Transport, under the authority of formal legal agreements.

9.6 Regional Director

The Marine Safety and Security Director of one of the five Transport Canada Regions, or a person authorized to act on behalf of the Director.

10 Date of Application

10.1 This procedure is available in both English and French on Transport Canada's *Marine Safety and Security* web site and is in effect on May 1st, 2016.

11 Date for Review

11.1 This procedure shall be reviewed periodically.

12 RDIMS Reference

12.1 The English version of this document is saved in RDIMS under reference number 10746051.

12.2 La version française du présent document est dans le SGDDI et porte le numéro de référence 11784252.

13 Keywords

- Delegated Statutory Inspection Program
- Marine Safety Procedure Manual
- Recognized Organization
- Recognized Classification Society
- Authorization