



GOVERNMENT OF MAHARASHTRA, HOME DEPARTMENT (SPORTS & TRANSPORT)

MAHARASHTRA MARITIME BOARD

Indian Mercantile Chambers, 3rd Floor, Ramjibhai Kamani Marg, Ballard Estate,
Mumbai - 400 001. Tel.: 22612143 Fax : 22614331,
Website : www.mahammmb.com Email: ceommb@gmail.com



No. MMB/CEO/Planning/Misc/ 1506

Date: 29 APR 2015

Read:

- 1) Government of Maharashtra, Home Department Notification No. IVA 08/2000/CR-134/Part-1/PRT-1, dtd. 15th June 2001
- 2) Government of Maharashtra, Home Department Notification No. IVA 08/2000/CR-134/Part-3/PRT-1, dtd. 15th June 2001
- 3) Government of Maharashtra, Home Department Notification No. IVA 0498/CR-33/PRT-1, dtd. 6th July 2001

OFFICE ORDER

Sub: Procedure for undertaking survey of inland vessels under Inland Vessels Act, 1917 ("I. V. Act")

In exercise of the powers conferred by the Notification dtd. 15th June 2001 mentioned hereinabove, the undersigned hereby stipulates the Procedure for undertaking survey of inland vessels under Inland Vessels Act, 1917 ("I. V. Act") in order to streamline the process and bring in more transparency in the system.

2. Procedure to be followed henceforth for undertaking survey of inland vessels under Inland Vessels Act, 1917 ("I. V. Act") is placed at **ANNEXURE**.

3. The survey fees will be charged in accordance with the Government of Maharashtra Notification No. IVA 0498/CR-33/PRT-1, dtd. 6th July 2001 and as may be revised from time to time.

4. The formats of forms (**copies enclosed**) to be used henceforth for the survey of inland vessels shall be as under:

Sr. No.	Form	Particulars
(i)	Form-1	Form for expressing the intention to build a new inland vessel
(ii)	Form-2	Application for Survey of inland vessel
(ii)	Form-3	Appointment of Date and Time of survey of inland vessels
(iv)	Form-4	Inspection Report

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Sr. No.	Form	Particulars
(v)	Form-5	Declaration of Survey
(vi)	Form-6	Notice regarding Certificate of Survey
(vii)	Form-7	Application for Certificate of Survey
(viii)	Form-8	Certificate of Survey- Category I.V. vessels

5. Marine Engineer & Chief Surveyor should ensure that all these forms should be made available on the website of MMB and the clients should be able to download and submit copies online and forward a hard copy by R.A.D. post. The Marine Engineer Dept. should maintain proper registers to keep all records in this regard. They should create a separate file for each vessel and all data received and correspondence should be maintained in the same file till such time the said vessel is decommissioned or put out of the service.

6. Till such time the online mechanism is put in place, the Marine Engineer Dept. may undertake the survey procedure by hard copies.

7. These orders shall come into force with immediate effect.

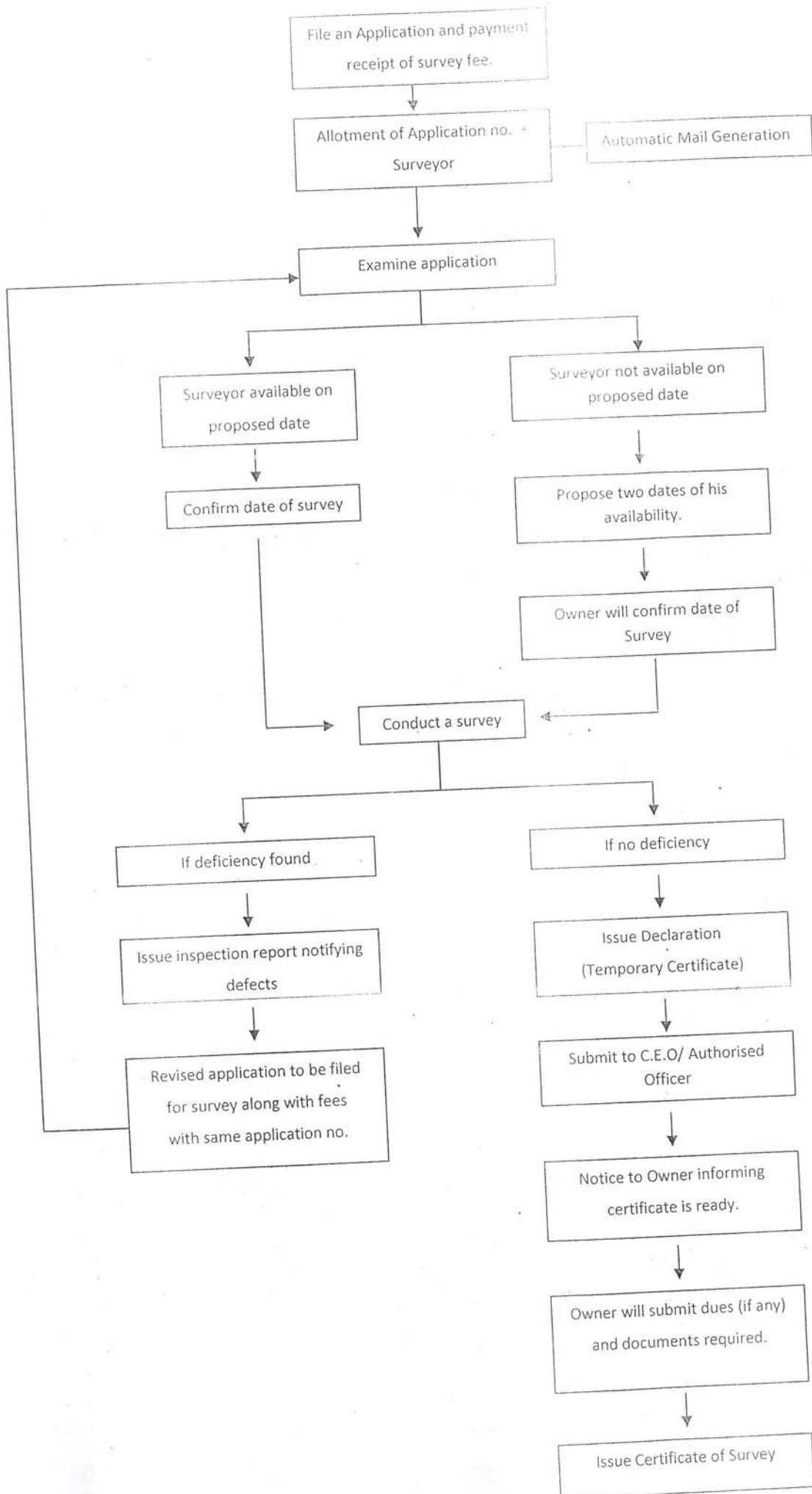
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CHIEF EXECUTIVE OFFICER,
MAHARASHTRA MARITIME BOARD, MUMBAI

To,
The Marine Engineer & Chief Surveyor,
Maharashtra Maritime Board,
Mumbai.

Copy forwarded with complements to:

- 1) Additional Chief Secretary (Ports), Home Department, Mantralaya, Mumbai- 400 032 for information please.
- 2) Directorate General of Shipping, 9th Floor Beta Building, i-Think Techno Campus, Kanjurmarg (East), Mumbai - 400 042 for information.
- 3) Inland Waterways Authority of India (Ministry of Shipping) Head Office, A-13, Sector -1, Noida, U.P. Pin: 201301 for information with reference to IWAI's letter dtd. 4.11.2013 forwarding Model I.V. Rules for adoption.
- 4) Regional Port Officer, Mora/ Bandra/ Rajpuri/ Ratnagiri/ Vengurla, MMB for information.
- 5) MMB Surveyors for information and necessary action.
- 6) Owners/ Operators of Inland vessels for information.
- 7) MMB Website.
- 8) Select file.



FORM No. 1
Form for expressing the intention to build a new inland vessel

Application No.....
(To be issued by office)

To,
The Surveyor / Surveying Authority,
Maharashtra Maritime Board,
Mumbai.

**Subject: Expression of Intention to Build a New
Inland Mechanically Propelled Vessel**

Dear Sir,

I / We, (name of the owner)_____ intend to order building of a new mechanically propelled vessel to be registered in the State within the provisions of the Inland Vessel Act 1917.

You are requested to record the proposed details and accord the category under which the vessel is to be constructed. We hereby undertake to have the vessel constructed and equipped as per the construction rules applicable to the category of vessel assigned.

1.	Owner's name, address, contact number and e-mail	
2.	Length, breadth and depth of vessel	
3.	Type of Vessel (Passenger, cargo cum passenger, Chemical Carrier, Liquid Carrier, Barge, Bulk Carrier, Mini Bulk Carrier etc.)	
4.	Intended Area of Operation (Zone 1/2/3)	

5.	Particulars of hull: a) Builders name and address b) Material of the hull c) Whether with a deck above free board deck	
6.	Particulars of propulsion of Engines (a) Number of sets with BHP of each (b) Manufacturer's name and brand	

Enclosures: Plans, Drawings etc. as per Form no.2

Signature of Owner

FORM No. 2

Application for Survey of Inland Vessel

Application No.....
(To be issued by office)

To
The Surveyor/Surveying Authority
At Port.....

Application forSurvey of Inland Vessel (indicate type)

I/We,(name of the Owner/ Master/ Authorised person)
hereby apply to you to conduct Initial / Periodical / Dry Docking / Special Survey (*strike out the not applicable ones*) of the Inland Vessel detailed below and issue a Declaration under section 7 of the Inland Vessels Act, 1917.

The particulars of the vessel are as under;

1.	Name of vessel (if already named)/ Proposed	
2.	Official Number of the vessel (Yard No./ Provisional Registration No.)	
3.	Owner's name, address, contact no. and e-mail ID	
4.	Authorised Agent's name, address, contact no. and e-mail ID (proof required)	
5.	Port of Registry of vessel	

6.	Length, breadth and depth of vessel	
7.	Type of Vessel (<i>Passenger, Cargo-cum-Passenger, Chemical Carrier, Liquid Carrier, Barge, Bulk Carrier, Mini Bulk Carrier etc.</i>)	
8.	Tonnage of vessel (i) Net Registered Tonnage (ii) Gross Registered Tonnage	
9.	Place and Date of last survey (if any)	
10.	Category of vessel	
11.	Particulars of Hull: a) Year of built b) Address of Hull Builder c) Hull dimensions d) Builders Certificate e) Material of the hull f) Number of Bulk heads, their placement and thickness g) Hull plating material and thickness	
12.	Particulars of Propulsion of Engines a) Number of sets fitted b) Manufacturer's name and brand c) Model Number	

	<p>d) Year of built</p> <p>e) Type of Engine with HP of each</p> <p>f) Diameter of propulsion shaft and material</p> <p>g) Type and Number of gears</p> <p>h) Test certificate</p>	
13.	<p>Particulars of equipment:</p> <p>a) Anchor-Port, Starboard (weight& Material of each)</p> <p>b) Anchor-Spare (weight & material of each Equipment)</p> <p>c) Chain: size type and length and test certificate (Port)</p> <p>d) Chain: size type and length and test certificate (Starboard)</p> <p>e) Ropes- size, material and number of ropes</p> <p>f) Search Lights, number, size and power</p> <p>g) Life buoys, Buoyant with Self Ignited lights, apparatus Number with buoyant lanyard</p> <p>h) Navigation Lights giving particulars and certificate, main mast, auxiliary mast, port, Starboard, Stem, and Anchor not under command</p> <p>i) Shapes for anchor not under command etc.</p> <p>j) Sound signals: Mechanical or Electrical</p>	

14.	<p>Particulars of fire appliance:</p> <p>a) Number, size and capacity of fire pumps</p> <p>b) Fire mains, diameter, material and number of hydrants</p> <p>c) Number of hose</p> <p>d) Nozzles: (i) Jet type (ii) Spraytype (iii) Jet/Spray type</p> <p>e) Any other equipment</p>	
15.	<p>Number of portable fire extinguisher with particulars and name of manufactures</p> <p>a) Soda Acid</p> <p>b) Foam</p> <p>c) Dry Powder</p> <p>d) Any other types</p>	
16.	<p>Particulars of communication equipments</p>	
17.	<p>Particulars of navigation equipment</p>	
18.	<p>Whether the vessel is fitted with Automatic Identification System (AIS); If so, the details thereof MMSI No.</p>	

19.	Paint Scheme	
20.	Cathodic protection (Calculation and plan)	
21.	Details of crew (Master/ Serang, Engineer)	
22.	Particulars of pollution control devices a) Sewage treatment and disposal b) Solid waste processing and disposal c) Sound Pollution Control d) Water consumption / day e) Source of water	
23.	Plans, Drawings etc. (As per Sr. No. 1 to 7 at Enclosures)	
24.	Date and time of proposed visit of surveyor	
25.	Place of proposed survey	

I declare that the information provided by me in the application (and any attachment/s included with this application) is true and correct to the best of my knowledge.

Date.....

Place.....

Signature of Owner/Master/Authorized Person

Enclosures:

1. General Arrangement plans, Safety Equipment plans, Structural drawings, Freeboard markings, Shell expansion, Machinery and Machinery layout, Propeller, Shafting, Gears and Steering plans, Pipeline such as Bilge & Ballast, Oil transfer. (Tick (✓) the documents submitted)
2. Particulars of wheel house, crew accommodation, passage, galleys, stores/ services place.
3. Particulars of ventilation/ Change of air for engine room, crew accommodation etc. (if any other please specify.....)
4. Proof of payment of survey fee and other charges (if any other charges please specify.....)
5. Copy of last Certificate of Survey (if done earlier)
6. Copy of Certificate of Registration (if already registered)
7. Document establishing the Authority of Authorised Person (if making request)

Date.....

Place.....

Signature of Owner/Master/Authorized Person

FORM No. 3

Appointment of Date and Time of Survey of Inland Vessels

Ref No.:

Date:

To,
The owner / master/ Authorised Person

..... (*Name of the Inland Vessel*)

Sir,

This has reference to your request for Survey (*Type of Survey*) of
the Inland Vessel under Inland Vessel Act 1917 vide application No. _____ dated
_____.

Please be informed that the Surveyor will be boarding the vessel at _____ hrs. on
_____ for the purpose of the requested survey.

You are advised to keep all the documents and the vessel ready for the requested
survey in accordance with the Inland Vessel Act 1917 and the Inland Vessel Rules of
the State.

Yours Sincerely,

Surveyor/ Surveying Authority

FORM NO. 4
INSPECTION REPORT

Application No.....

Name of vessel	Type of vessel	Category of vessel	No. of Passengers	Official No.

Master's name and Certificate No.	
Driver's name and Certificate No.	

Length	Breadth	Depth	GRT	NRT

Hull Material	Name of the Builder	Place of Building	Date of build	Plating Material Thickness	Cathodic protection	No. of bulk heads and thickness
Shafting	Means of Propulsion	Total BHP of Main Engine	Date of Engine Construction			

Fire fighting	Number/Type	Condition	Location
Fire plan			
Fire pumps (hand)			
Fire pumps (mech)			

Portable extinguishers			
Fixed extinguishing system:			
Components			
Fire buckets			
Sand boxes			
Hydrants			
Hoses, fittings and nozzles			

Equipment	Number	Type/Condition	Location
Anchors			
Anchor cables/chains			
Bilge pumps			
Winches			
Cranes			
Derricks			
Towing equipment			
Ropes and lines			
Collision mat			
Gangway			
Fenders			
Boat hook			
First aid kit			

Binoculars			
Waste containers			
Heaving line			
Axe			
Torch			

Navigation Equipment	Number	Condition	Location
Navigation lights			
Sound signals			
Shapes			
Radar			
Compass			
GPS receiver			
Echo sounder			
Communications equipment			
Nautical publications			
Log book			
Automatic Identification System MMIS No.			
Search lights			

Location of passengers on specific decks and spaces in maximum loaded condition						
Deck/Space						
Max. number of passengers						

Freeboard				
Minimum freeboard, equivalent to:				
Number of passengers				
Cargo (tonnes)				

Life-saving equipment	Number	Type/Condition	Location
Lifejackets			
Lifeboats			
Life-rafts			
Launching arrangements			
Flotation devices			
Lifebuoys			
Flares – parachute			
Flares – hand-held			
Smoke signals			
Emergency communications			
Radar transponder/reflector			
Rescue boat			
Life raft/lifeboat equipment			

Machinery/Electrical	Power BHP	Type/Condition	Location
Main machinery/ Engines			
Main generator			
Emergency generator			
Main steering gear			
Auxiliary steering gear			
Switchboard -			
Shore connection			
Batteries			
Signal light switches			

Accommodation/Safety	Condition	Comment
Escape routes		
Washrooms		
Toilets		
Galley		
Mess room		
Water tanks		
Heating/ cooling/ ventilation		
Berth/ locker		
Access to accommodation		
Lighting		
Machinery guards		
Guard rails		
Non-slip surfaces		

Ladders/ companionways		
Noise insulation/ protection/ notices		
Foam floatation material: density		
Sewage Treatment and disposal		
Bilge water disposal		

NOTE: Item shown in red ink are the deficiencies which need to be addressed.

Issued at: _____(Place of issue of certificate)_____ on:_____ (Date of Issue)_____

(Signature of authorized Surveyor issuing the certificate)

(Seal of the issuing authority appropriate).

FORM No. 5
(under Section 7 of Inland Vessels Act, 1917)

Declaration of Survey

Ref No.:

Date:

This is to certify that I have surveyed the Inland Vessel named- _____, Application No. _____, in accordance with the Inland Vessel Act 1917 and applicable State Rules.

During the survey, the condition of vessel and its equipment as detailed in the **“RECORD OF VESSEL EQUIPMENT AND VESSEL INFORMATION”** attached as **ANNEXURE** to this Declaration of Survey.

Based on the details contained in the Record of Vessel Equipment and Vessel Information together with the number and qualification of personnel manning the vessel, the vessel is fit and inland waterways worthy for the trade/purpose stated for a period of _____ days, with following limitations, if any.

(Signature & Seal)
Surveyor

Enclosure: Record of Equipment and Vessel Information

Note:

- 1) This form should be submitted toOfficer within 14 days failure to do so will attract penalty in terms of Section 8 of Inland Vessels Act, 1917.
- 2) This declaration is valid for 45 days from the date of issue and can be treated as Temporary Certificate under Section 9(a) of the Inland Vessels Act, 1917.

ANNEXURE TO FORM NO. 5

RECORD OF EQUIPMENT & VESSEL INFORMATION

Name of vessel	Type of vessel	Category of vessel	No. of Passengers	Official No.

Master's name and Certificate No.	
Driver's name and Certificate No.	

Length	Breadth	Depth	GRT	NRT

Hull Material	Name of the Builder	Place of Building	Date of build	Plating Material Thickness	Cathodic Protection	No. of bulk heads and thickness
Shafting	Means of Propulsion	Total BHP of Main Engine	Date of Engine Construction			

Fire fighting	Number/Type	Condition	Location
Fire plan			
Fire pumps (hand)			
Fire pumps (mech)			

Portable extinguishers			
Fixed extinguishing system:			
Components			
Fire buckets			
Sand boxes			
Hydrants			
Hoses, fittings and nozzles			

Equipment	Number	Type/Condition	Location
Anchors			
Anchor cables/chains			
Bilge pumps			
Winches			
Cranes			
Derricks			
Towing equipment			
Ropes and lines			
Collision mat			
Gangway			
Fenders			
Boat hook			
First aid kit			

Binoculars			
Waste containers			
Heaving line			
Axe			
Torch			

Navigation Equipment	Number	Condition	Location
Navigation lights			
Sound signals			
Shapes			
Radar			
Compass			
GPS receiver			
Echo sounder			
Communications equipment			
Nautical publications			
Log book			
Automatic Identification System MMIS No.			
Search lights			

Location of passengers on specific decks and spaces in maximum loaded condition						
Deck/Space						
Max. number of passengers						

Freeboard				
Minimum freeboard, equivalent to:				
Number of passengers				
Cargo (tonnes)				

Life-saving equipment	Number	Type/Condition	Location
Lifejackets			
Lifeboats			
Life-rafts			
Launching arrangements			
Flotation devices			
Lifebuoys			
Flares – parachute			
Flares – hand-held			
Smoke signals			
Emergency communications			
Radar transponder/reflector			
Rescue boat			
Life raft/lifeboat equipment			

Machinery/Electrical	Power BHP	Type/Condition	Location
Main machinery/ Engines			
Main generator			
Emergency generator			
Main steering gear			
Auxiliary steering gear			
Switchboard -			
Shore connection			
Batteries			
Signal light switches			

Accommodation/Safety	Condition	Comment
Escape routes		
Washrooms		
Toilets		
Galley		
Mess room		
Water tanks		
Heating/ cooling/ ventilation		
Berth/ locker		
Access to accommodation		
Lighting		
Machinery guards		
Guard rails		
Non-slip surfaces		

Ladders/ companionways		
Noise insulation/ protection/ notices		
Foam floatation material: density		
Sewage Treatment and disposal		
Bilge water disposal		

Issued at: _____ (*Place of issue of certificate*) _____ on: _____ (*Date of Issue*) _____

(Signature of authorized Surveyor issuing the certificate)

(Seal of the issuing authority appropriate).

FORM No.6

Notice Regarding Certificate of Survey

Ref. No.:

Date:

To,
The Owner / Master,
Inland Vessel_____,

Application No.....

Sir,

This is to advise you that the Certificate of survey of the above named Inland Vessel, surveyed on_____ is ready for delivery, and it will be delivered at the office of the Marine Engineer & Chief Surveyor at any time during office hours on application (in Form No.7) and submission of following documents and dues, if any.

- 1. Insurance Certificate
- 2. _____
- 3. _____

You are hereby reminded of your obligation under section 8(1) of the Act sending the declaration of survey within 14 days of its receipt by you to the officer appointed by the State Government, failing which you shall be liable to forfeiture under section 8(2).

Yours faithfully,

Certifying Authority
(Appointed under section 9(2) of the Act)

FORM No. 7
Application for Certificate of Survey

From

.....
.....
.....

To

Certifying Authority (*appointed under section 9(2) of the Act*)

.....
.....

Ref: Application No.....(Form No.2)

Sir,

Subject: Application for Certificate of Survey

This has reference to your Notice regarding Certificate of Survey No. _____ dated _____ intimating about the readiness of Certificate of Survey in respect of Inland Vessel _____

I enclose herewith

- (1) Photocopy of Insurance Certificate is enclosed. Original will be shown at the time of collection of Certificate of Survey.
- (2) _____
- (3) _____

It is requested that the Certificate of Survey may kindly be issued.

Yours faithfully,

Signature
Name of the Owner/ Master/ Authorised Signatory



MAHARASHTRA MARITIME BOARD

Indian Mercantile Chambers, 3rd Floor, Ramjibhai Kamani Marg, Ballard Estate, Mumbai - 400 001. Tel.: 22612143 Fax : 22614331, Website : www.mahammb.com Email: ceommb@gmail.com



FORM No. 8
Certificate of Survey –I.V. Vessels
(u/s 9 of Inland Vessels Act, 1917)

OWNER'S COPY
MMB'S COPY

Certificate of Survey No. Vessel Category:

Date of Issue: Date of Expiry:

This Certificate of Survey has been issued subsequent to Survey carried out of the below detailed inland vessel in response to the Application No..... (Form No.2)

Name of the Vessel Official No.

Port of Registry Certificate of Registry No.

Gross Tonnage Net Registered Tonnage

Manufacturing Yard & Year of Build

Name of the Master

Master's CoC Grade No., Place of Issue

Name of the Engine Driver

Engine Driver's CoC Grade No., Place of Issue

Name, Address, Contact Number and e-mail ID of Owner or his Authorised Agent

Date of Survey Carried Out Place Survey Carried Out

Date of last dry docking

Freeboard Assigned mm; Loading marks placed on the vessel's side: Yes/No
Maximum permissible Cargo carriage Capacity: tonnes

Safety Equipment carried on the Vessel:

Table with 5 columns: Passenger / crew capacity, Fair, Foul, Life jackets and Life Buoys/ Boats (LSA), Fire Fighting Appliances (FFA)

If the space assured for passenger accommodation is occupied by Castle or by Cargo or other articles:-
Then every 4 1/2 superficial feet of such space so occupied on the upper deck, and for every 9 superficial feet of such space so occupied on the lower deck or in the cabins } ONE PASSENGER is to be deducted from the number above stated

Insurance No. _____ Date: _____
Valid Till _____

Plying Limits beyond which this Vessel is not to ply: **WITHIN I. V. LIMITS ONLY**

Fair Season- 1st September to 25th May
Foul Season- 26th May to 31st August

Limitations (if any)

THIS IS TO CERTIFY that the provisions of the law with respect to the survey of the above mentioned Inland Vessel and the Transmission of declaration no..... in respect thereof have been complied with.

THIS CERTIFICATE, unless previously cancelled or revoked, to be in force until the..... day of20.....

By order and in the name of Chief Executive Officer

Examined and Registered.

Signed by Marine Engineer & Chief Surveyor

Date of issue: _____

Place of issue: _____

Notes:

1. If the vessel is out of place of survey, it must be surveyed and have a new Certificate before it first begins to ply and after its return or subsequent return to place of survey.
2. THIS CERTIFICATE, OR THE DUPLICATE thereof, or copy in the vernacular is to be put up in a conspicuous place or part of the vessel where it will be visible to all persons on board.
3. In case of any accident resulting in loss of life, or any material damage affecting the seaworthiness or efficiency or the vessel either in the hull or in part of the machinery, a report by letter, signed by the Owner or Master is to be forwarded to the authorized engineer and ship surveyor's Office, within 24 hours after the happening of the accident, or as soon thereafter as possible.
4. If the number of passengers exceeds the number stated in this Certificate, the Master or Owner shall, for every passenger over and above that number, be each liable to a Fine which may be levied at the rate of Five Hundred Rupees.
5. Master/ Owner/ Operator of the vessel is responsible to ensure to comply all safety requirements such as condition of the vessel, engine condition, passenger capacity, LSA/ FFA equipment etc. till the validity of Certificate of Survey.
6. Any communication addressed to the Government of Maharashtra related to this vessel should state the Name, Port of Registry and Official Number of the vessel and the Number of this certificate.
7. By section 14 of the Inland Vessels Act, 1917, all expired, cancelled or suspended Certificates of Survey granted at Mumbai shall be delivered up to the Marine Engineer & Chief Surveyor, Maharashtra Maritime Board, Mumbai.
8. Any violation of this Certificate of Survey will attract action as per Chapter II and Chapter VII of Inland Vessels Act, 1917.