



Marine Safety Center Technical Note

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MARINE SAFETY CENTER TECHNICAL NOTE (MTN) NO. 01-98, CHANGE 7

Subj: TONNAGE ADMINISTRATIVE POLICY

1. Purpose: This Technical Note contains administrative requirements for certification of tonnages and dimensions by authorized measurement organizations acting under the provisions of Title 46, Code of Federal Regulations, Part 69, Measurement of Vessels. It replaces MTN 01-98 CH-6.
2. Discussion: To facilitate electronic access and printing, the material of this Technical Note is organized into two enclosures. Enclosure (1) provides general requirements for tonnage measurement and certification, Coast Guard oversight, and tonnage file maintenance and retrieval. Enclosure (2) contains Appendices of tonnage forms, sample certificates, a listing of measurement organizations and a discussion of changes to the previous version (CH-6) of MTN 01-98. Sidebars are used in the enclosures to highlight specific differences from the previous version of this document.
3. Applicability: The requirements of this Technical Note are used by authorized measurement organizations in certifying tonnages and dimensions for vessels for which the application of a law of the United States depends on the vessel's tonnage. Refer to Navigation and Vessel Inspection Circular (NVIC) 11-93 for information regarding applicability of tonnage measurement systems to U.S. flag vessels.
4. Action: Authorized measurement organizations are requested to implement this Technical Note immediately. Any deviation from this Technical Note requires written approval from the Marine Safety Center. This Technical Note is available on the World Wide Web at www.uscg.mil/hq/msc/mtns.htm.

A handwritten signature in black ink, appearing to read "A. L. PEEK".

A. L. PEEK

Encl: (1) Administrative Requirements
(2) Appendices

ADMINISTRATIVE REQUIREMENTS



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1. TONNAGE CERTIFICATION PROCESS

1.1 PURPOSE

The purpose of this section is to delineate general requirements for the process by which tonnages and registered dimensions are assigned and certified by authorized measurement organizations.

1.2 GENERAL

Under the provisions of 46 CFR 69, Subparts B, C and D, owners are required to submit applications for measurement services to an authorized measurement organization. Dimensions required in the vessel measurement process can be obtained directly from the vessel or from drawings or computer models. This dimensional information is then used by the measurement organization to calculate the tonnages in accordance with the current requirements of 46 CFR 69, Subparts B, C, or D, and associated interpretations provided by the MSC. Once the measurements have been obtained and physical inspection of the vessel completed, the measurement organization issues the appropriate tonnage certificate(s) for the vessel. Details concerning specific aspects of this process are provided in the sections which follow.

1.3 TONNAGE CONSULTING

Tonnage consulting is defined as giving advice regarding the assignment of tonnages for a fee or consideration (i.e. other compensation). Providing advice under these circumstances on a vessel for which tonnages will be certified by the same measurement organization raises the appearance of impropriety, since it could compromise the objectivity of tonnage certification in the event that the advice was incorrectly given or applied. As a consequence, a measurement organization may not certify tonnages on a vessel for which either: 1) an employee of the measurement organization engaged in tonnage consulting; or 2) an employee of a contractor or subcontractor of the measurement organization engaged in tonnage consulting and also provided measurement services on the measurement organization's behalf on the same vessel.

1.4 ONBOARD SURVEY

The authorized measurement organization must complete an onboard survey (physical inspection) of the vessel once all work on the vessel that could affect the assigned tonnages or registered dimensions has been completed. The purpose of this survey is to: 1) verify the correctness of tonnage-related labeling or marking of the vessel; 2) ensure that excluded spaces are not fitted with means for carrying cargo or stores, or for closure; 3) ensure that ballast systems associated with exemptible water ballast tanks meet the requirements of 46 CFR 69.117(f); 4) ensure that tonnage openings and associated tonnage opening cover plates comply with the requirements of 46 CFR 69.117(d) and (e); and 5) ensure the accuracy and correctness of any drawings or computer models from which dimensional information was obtained. Only after the survey is complete can the appropriate tonnage certificate(s) be issued.

1.5 TONNAGE CERTIFICATE ISSUANCE

Measurement organizations prepare and issue tonnage certificates to certify tonnages and registered dimensions assigned in accordance 46 CFR 69, Subparts B, C, or D. Letters formerly used to certify tonnages of vessels measuring under 5 net tons are no longer authorized. Detailed instructions on preparing tonnage certificates are provided in Sections 2 and 3 of this document. The signature(s) on the tonnage certificate attest to the validity of the information provided thereon, including the correctness of any tonnages and dimensions assigned by the issuing measurement organization. A tonnage certificate is

not considered valid until it is signed by an authorized representative(s) of the measurement organization. The following certificates are required, as applicable:

- (a) **U.S. TONNAGE CERTIFICATE** A U.S. Tonnage Certificate shall be issued if a vessel is assigned tonnages under the regulatory measurement system (46 CFR 69 Subparts C or D). In addition, a U.S. Tonnage Certificate shall be issued if the vessel is assigned tonnages under the convention measurement system (46 CFR 69 Subpart B) and the vessel is not issued an International Tonnage Certificate (1969) (ITC).
- (b) **INTERNATIONAL TONNAGE CERTIFICATE (1969) (ITC)** An ITC is issued upon the request of the vessel owner if the vessel is 79 feet or over in convention length and is measured under the convention measurement system (46 CFR 69 Subpart B). Refer to the most recent revision of Navigation and Vessel Inspection Circular (NVIC) 11-93 for the appropriate definition of convention length.

1.6 DISTRIBUTION OF ORIGINAL CERTIFICATES

The original tonnage certificate(s) shall be provided to the vessel's owner. There is no requirement to maintain the U.S. Tonnage Certificate on board the vessel; however, it is highly recommended that the original certificate, or a copy, be maintained on board the vessel at all times. The original ITC must be maintained onboard the vessel whenever the vessel is engaged on a foreign voyage.

1.7 DISTRIBUTION OF COPIES

If a vessel is to be documented as a vessel of the United States, a certified copy of the U.S. Tonnage Certificate (or the International Tonnage Certificate (1969), if a U.S. Tonnage Certificate is not issued) must be sent to the USCG National Vessel Documentation Center (NVDC). To be considered a valid certified copy, the copy must be marked to attest to this fact using any one of the following methods:

- (a) **WRITTEN STATEMENT**
A statement attesting to the fact that the copy is a certified copy (e.g. "I certify this to be a true copy of the original."), with the statement signed and dated by an authorized representative of the measurement organization, whose title is given.
- (b) **STAMP WITHOUT SEAL**
A stamped impression providing the words "Certified True Copy", "Certified Copy" or equivalent, and including the signature of an authorized representative of the measurement organization, the date when signed, and the title of the authorized representative.
- (c) **STAMP WITH SEAL**
A stamped impression providing the words "Certified True Copy", "Certified Copy" or equivalent, and including the official seal of the measurement organization.
- (d) **EMBOSSSED/WATERMARKED PAPER**
A stamped impression providing the words "Certified True Copy", "Certified Copy" or equivalent, with the paper watermarked or embossed with the official seal of the measurement organization.

1.8 REVISIONS TO TONNAGE CERTIFICATES

Revisions to tonnage certificates are required to reflect remeasurement, the issuance of a new water ballast justification approval letter, and changes in applicability of measurement systems to a given vessel, as well as to correct errors. A revised U.S. Tonnage Certificate must also be issued if a vessel is remeasured solely for the purpose of being issued an ITC. Revisions to tonnage certificates may also be made to reflect a change in the vessel name, upon request by the vessel owner. There are no MSC requirements on returning tonnage certificates that are superceded by a later revision.

1.9 CANCELLATION OF TONNAGE CERTIFICATES

Tonnage certificates issued under the provisions of this document do not have expiration dates. However, tonnage certificates cease to be valid, and are considered cancelled, under either of the circumstances listed below. Once a certificate ceases to be valid, the vessel is assigned tonnages and registered dimensions as if it were being measured for the first time, using the latest measurement regulations and interpretations. There are no MSC requirements on returning cancelled tonnage certificates.

(a) FLAG CHANGE

The vessel changes flag to another State. Under the provisions of Article 10 of the International Convention on Tonnage Measurement of Ships, 1969, an ITC issued under the provisions of this document shall remain valid for a period not exceeding three months following the change of flag State, or until the Administration of the new flag State issues an ITC to replace it, whichever comes first.

(b) MEASUREMENT UNDER SIMPLIFIED SYSTEM

The vessel's owner elects to have the vessel measured only under 46 CFR 69 Subpart E, Simplified Measurement.

1.10 FEES AND FEE SCHEDULES

Measurement organizations are authorized to charge fees for the measurement services they perform. These services may include the development of the necessary drawings, sketches and/or computer models in the event that required drawings are not included in the application package. The MSC does not review or control establishment of or changes to fees charged by authorized measurement organizations. However, copies of the current schedules of measurement fees and related charges shall be provided to the MSC following any changes to those schedules.

2. PREPARING INTERNATIONAL TONNAGE CERTIFICATES

2.1 PURPOSE

The purpose of this section is to provide instructions for preparing International Tonnage Certificates (1969) (ITC's). The instructions are predicated on the use of a tonnage certificate form, approved by the MSC, that is based on the ITC issued by the U.S. Coast Guard (formerly Department of Transportation, USCG Form 5343). A sample ITC is included in Appendix A.

2.2 GENERAL

(a) DIMENSIONS

- (1) **Metric** - Express dimensions in meters, rounded to the nearest centimeter (e.g. 112.23 m).
- (2) **English** - Express dimensions in feet, rounded to the nearest tenth of a foot (e.g. 368.2 ft) .

(b) VOLUMES

- (1) **Metric** - Express volumes in cubic meters, rounded to the nearest hundredth of a cubic meter (e.g. 45.88 m³).
- (2) **English** - Express volumes in cubic feet, rounded to the nearest hundredth of a cubic foot (e.g. 1620.11 ft³).

2.3 FRONT SIDE OF CERTIFICATE

(a) CERTIFICATE NUMBER

Specify a unique serial number (including revision number/letter, as applicable).

(b) GENERAL INFORMATION

- (1) **Name of Ship** - Specify the vessel's name. If a name has not been assigned, specify a dash ("-").
- (2) **Distinctive Number or Letters** - Specify the following, as applicable:
 - (i) IMO Number - Specify the IMO number with the prefix IMO (e.g. IMO 8712345) as described in IMO Resolution A.600(15). The IMO number is a Lloyd's Register (LR) number, allocated at the time of build or when a ship is first included in the register
 - (ii) Official Number - If an IMO (Lloyd's) number is not available, specify the six or seven digit official number assigned by the USCG National Vessel Documentation Center (or its predecessors). Official numbers do not include letters (e.g. use "234567" vice "D234567".)
 - (iii) Unassigned - Specify a dash ("-") if neither of the above categories apply (e.g. in the event an IMO or Official Number has not yet been assigned to a documented vessel or if the vessel is undocumented and has not been assigned an IMO number).

- (3) **Port of Registry** - Specify the hailing port as defined in 46 CFR 67.119. This entry should agree with the marking on the vessel's hull.
- (4) **Date** - Specify the date as defined by the asterisk (*) notation on the tonnage certificate. For the definitions of "alterations or modifications of a major character", use the definition of "substantially altered" in the most recent change to NVIC 11-93. Specify the year only, unless that year is either 1982 or 1994, in which case the day and month must be specified as well. **Examples:** "1991" or "JULY 18, 1994."

(c) MAIN DIMENSIONS

Give dimensions in both meters and feet. The letters "m" for meters and "ft" for feet must be placed to the right of the numerals. English units (feet) must be in brackets "()" and must be placed either below or to the right of metric units.

- (1) **Length** - Specify the Registered Length as defined in 46 CFR 69.53, except as discussed below.
- (2) **Breadth** - Specify the Registered Breadth as defined in 46 CFR 69.53, except as discussed below.
- (3) **Molded Depth** - Specify the Molded Depth as defined in 46 CFR 69.53. This is also the Registered Depth.

For a column stabilized unit such as a semi-submersible drilling unit, the length and breadth must be the overall length and overall breadth as defined in 46 CFR 69 Subpart E. These dimensions must be annotated (e.g. 146.23 m (479.8 ft)*"), and a corresponding statement added to the "REMARKS" block which reads: "* Vessel is a XXXXXX. Length and breadth are overall dimensions", where XXXXXX is the type of vessel. **Example:** "* Vessel is a semi-submersible drilling unit. Length and breadth are overall dimensions."

(d) CONVENTION TONNAGES

Truncate tonnages to the next lower whole numbers (e.g. a calculated gross tonnage of 99.5 should appear as 99).

- (1) **Gross Tonnage** - Specify the Gross Tonnage as defined in 46 CFR 69.57.
- (2) **Net Tonnage** - Specify the Net Tonnage as defined in 46 CFR 69.63.

(e) ISSUING INFORMATION

Specify the following issuing information:

- (1) **Issued at** - Specify the location where the certificate is issued as the town and state/territory (abbreviated) if located in the United States, or town, state/province/region (optional) and country (unabbreviated) if located abroad. **Example:** "NEW YORK, NY" or "PARIS, FRANCE".
- (2) **Date** - Specify the date of issuance. **Example:** "this 16th day of February 1998."
- (3) **Issuing Officer** - Specify the name of the issuing officer.

(f) AUTHORIZATION SIGNATURE AND SEAL

After all required information is placed on the tonnage certificate, an authorized official of the measurement organization signs the certificate on the appropriate line. Place or emboss an official measurement organization seal in the location indicated. The requirement for a seal may be omitted if the tonnage certificate has other features which would identify it as an original document (e.g. special paper which does not facilitate photocopying).

2.4 REVERSE SIDE OF CERTIFICATE

(a) SPACES INCLUDED IN TONNAGE (GROSS AND NET)

List under the appropriate heading those spaces defined in 46 CFR 69.59 as enclosed spaces and cargo spaces.

(1) Name of Space - Provide a brief description of the space. Abbreviations are acceptable (e.g. "FOCSL"). If the enclosed space contains excluded space, add an asterisk at the end of the description (e.g. "1ST TIER*"), and include a description of the excluded space in the EXCLUDED SPACES block below.

(2) Location - Specify the longitudinal location of the space using the frame numbers at the extreme ends of the space, separated by a hyphen (e.g. "FR 3-10"). For the underdeck (the space bounded by the vessel's hull and the upper deck), specify a dash or series of dashes (e.g. "-"). If frame numbers are not available, specify the location in terms of distance from any convenient reference point (e.g. 5-10 m aft of stem) for all spaces except the underdeck.

(3) Length - Specify the length in meters (e.g. 123.44 m) for all spaces except the underdeck. For the underdeck, specify a dash or series of dashes (e.g. "-").

(b) EXCLUDED SPACES

List spaces here that are defined in 46 CFR 69.61 as excluded spaces. Include a brief description of the space. **Examples:** "1st Tier Side Openings; 2nd Tier End Opening." The preprinted statement concerning the asterisk does not apply to this block; it refers instead to items in the GROSS TONNAGE block above.

(c) NUMBER OF PASSENGERS

Specify the number of passengers in each category as defined in 46 CFR 69.53. If there are no passengers in the associated category, use the number "0", or the word "Nil".

(d) MOLDED DRAFT

Specify the draft as defined in 46 CFR 69.53.

(e) DATE AND PLACE OF ORIGINAL MEASUREMENT

Specify the day, month and year of the original measurement (e.g., "JANUARY 10, 1994" or "10 JAN 1994"). Specify the place as town and state/territory (abbreviated) if measured in the United States, or town, state/province/region (optional) and country (unabbreviated), if measured abroad (e.g. "ST. LOUIS, MO" or "VICTORIA, CANADA"). This refers to initial assignment of tonnages in accordance with the measurement system of the 1969 Tonnage Convention; it should not refer to measurement under the regulatory (standard or dual) system.

(f) DATE AND PLACE OF LAST PREVIOUS MEASUREMENT

Leave this space blank if the vessel has not been remeasured under the convention measurement system (46 CFR 69, Subpart B). Otherwise specify the date and place of the last assignment of tonnages in accordance with the convention measurement system. The date and place should be in the same format as for the original measurement block.

(g) REMARKS

The following remarks shall be included, where applicable. Refer to NVIC 11-93 for definitions and details of tonnage “grandfathering” eligibility. Additional remarks may be included only where specifically authorized by the MSC.

- (1) All Vessels** - For all vessels: “Overall length as defined under 46 CFR 69 Subpart E is VVVVV m (WWWWW ft). Vessel built by XXXXX. Hull number is YYYYY. Official number is ZZZZZ.”, where VVVVV and WWWWW are the vessel’s overall length as defined in 46 CFR 69 Subpart E (simplified measurement), in meters and feet, respectively, XXXXX is the name of the company or yard that originally constructed the vessel, YYYYY is the hull number or hull identification number assigned by the builder, and ZZZZZ is the official number assigned to the vessel. **Example:** “Overall length as defined under 46 CFR 69 Subpart E is 85.59 m (280.8 ft). Vessel built by Jones Iron and Steel Company. Hull number is 46. Official number is 123456.” A statement may be deleted if the statement is not applicable, if the information appears elsewhere on the certificate, or if the information is not available (e.g., if the vessel was undocumented, reference to the official number would not be included).
- (2) Vessels Reissued ITC** - For those vessels being reissued an ITC for any reason, a BRIEF remark explaining the reason why the ITC was reissued. **Examples:** “Certificate reissued to reflect addition of new deck structure.”; “Certificate reissued to replace lost original.”; “Certificate reissued to correct error in net tonnage.”
- (3) Vessels Grandfathered Under Article 3(2)(d)** - For any vessel eligible to retain regulatory tonnages under article 3(2)(d) of the 1969 Tonnage Convention: “The ship is remeasured according to article 3(2)(d) of the 1969 Tonnage Convention. The GROSS TONNAGE according to the measurement system previously in force to the measurement system of the International Convention on Tonnage Measurement of Ships, 1969, is ZZZZZ RT, according to the regulations of the United States.”, where ZZZZZ is the gross tonnage assigned under the regulatory measurement system.
- (4) Vessels Grandfathered Under Interim Schemes** - For any vessel eligible to retain regulatory tonnages under any IMO Interim Scheme: “The ship is additionally measured according to IMO Resolution YYYYY. The GROSS TONNAGE according to the measurement system previously in force to the measurement system of the International Convention on Tonnage Measurement of Ships, 1969, is ZZZZZ RT, according to the regulations of the United States.”, where YYYYY is any Interim Scheme Resolution that applies to the vessel (e.g., A.494XII or A.541(13)), and ZZZZZ is the gross tonnage assigned under the regulatory measurement system. **Example:** “The ship is additionally measured according to IMO Resolution A.494XII and A.541(13). The GROSS TONNAGE according to the measurement system previously in force to the measurement system of the International Convention on Tonnage Measurement of Ships, 1969, is 16903 RT, according to the regulations of the United States.”

- (5) **Vessels With Dedicated Clean Ballast Tanks** - For any vessel with dedicated clean ballast tanks not used for cargo which are excluded from the total volume of cargo spaces (V_c) in the tonnage calculations, and carrying a single IOPP Certificate: “This ship carries an IOPP Certificate in conformity with regulation 13A, Annex I, MARPOL 73/78. The following tanks are dedicated solely to the carriage of clean ballast water: _____ . These tanks have been omitted from V_c.” List appropriate tanks in the blank space.
- (6) **Vessels with Space Reserved for Temporary Deck Equipment** - For vessels assigned tonnages based on a postulated volume of temporary deck equipment that is not installed on the vessel at the time of measurement: “Assigned tonnages include YYYYYY cubic meters of enclosed space reserved for temporary deck equipment located FR ZZZZZ.”, where YYYYYY is the enclosed volume of the temporary deck equipment and ZZZZZ is the longitudinal frame location of the equipment. **Example:** “Assigned tonnages include 103.68 cubic meters of enclosed space reserved for temporary deck equipment, located FR 61-73.” If frame numbers are not available, specify the location in terms of distance from any convenient reference point (e.g. 5-10 m aft of stem).
- (7) **Vessels Not Issued a U.S. Tonnage Certificate** - For vessels not issued a U.S. Tonnage Certificate: “A U.S. Tonnage Certificate was not issued for this vessel. The dimensions on the front of this certificate are the registered dimensions.”
- (8) **Reduced Gross Tonnage for Vessels With Segregated Ballast** - For vessels with segregated water ballast that qualify under the provisions of IMO Resolution A.747(18), the following remark may be added at the request of the vessel owner: “The segregated ballast tanks comply with regulation 13 of Annex I of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto, and the total tonnage of such tanks exclusively used for the carriage of segregated water ballast is YYYYYY. The reduced gross tonnage which should be used for the calculation of tonnage based fees is ZZZZZ.”, where YYYYYY and ZZZZZ are the appropriate tonnages calculated in accordance with Resolution A.747(18).
- (9) **Reduced Gross Tonnage for Open-Top Containerships** - For open-top containerships that qualify under the provisions of IMO TM.5/Circ.4, the following remark may be added at the request of the vessel owner: “In accordance with IMO TM.5/Circ.4, a reduced gross tonnage may be used for open-top containerships for the sole purpose of calculation of tonnage based fees. The reduced gross tonnage is ZZZZZ.”, where ZZZZZ is the reduced gross tonnage calculated in accordance with TM.5/Circ.4.

3. PREPARING U.S. TONNAGE CERTIFICATES

3.1 PURPOSE

The purpose of this section is to provide instructions for preparing U.S. Tonnage Certificates. The instructions are predicated on the use of a tonnage certificate form, approved by the MSC, that is based on the U.S. Tonnage Certificate issued by the U.S. Coast Guard (formerly Department of Transportation, USCG Form 1414). A sample U.S. Tonnage Certificate is included in Appendix A.

3.2 GENERAL

(a) DIMENSIONS

- (1) **Metric** - Express dimensions in meters, rounded to the nearest centimeter (e.g. 112.23 m).
- (2) **English** - Express dimensions in feet, rounded to the nearest tenth of a foot (e.g. 368.2 ft).

(b) VOLUMES

- (1) **Metric** - Express volumes in cubic meters, rounded to the nearest hundredth of a cubic meter (e.g. 45.88 m³).
- (2) **English** - Express volumes in cubic feet, rounded to the nearest hundredth of a cubic foot (e.g. 1620.11 ft³).

3.3 FRONT SIDE OF CERTIFICATE

(a) CERTIFICATE NUMBER

Specify a unique serial number (including revision number/letter, as applicable).

(b) GENERAL INFORMATION

- (1) **Vessel Name** - Specify the vessel's name. If a name has not been assigned, use a dash ("-").
- (2) **Official Number** - Specify the following, as applicable:
 - (i) Official Number - Use the six or seven digit number assigned to the vessel by the National Vessel Documentation Center (NVDC), or its predecessors. Official numbers do not include letters (e.g. use "234567" vice "D234567").
 - (ii) "Undocumented" - Use the word "Undocumented" if the vessel owner does not intend to have the vessel documented, or if the vessel is ineligible for documentation.
 - (iii) "-" - Use a dash ("-") if neither of the above two categories apply (e.g. the situation where an official number has not yet been assigned to the vessel).
- (3) **Vessel Type** - Select the vessel type from the list which follows. Definitions are included for information. These terms and their definitions are based on those in 46 U.S.C. 2101.
 - (i) Barge - A non-self-propelled vessel. Unless otherwise provided for in this section, the "Barge" descriptor should be used for any non-self-propelled vessel, regardless of whether or not the vessel falls into any another vessel type category.

- (ii) Fishing Vessel - A vessel that commercially engages in the catching, taking, or harvesting of fish or an activity that can reasonably be expected to result in the catching, taking, or harvesting of fish.
- (iii) Fish Processing Vessel - A vessel that commercially prepares fish or fish products other than by gutting, decapitating, gilling, shucking, icing, freezing, or brine chilling.
- (iv) Fish Tender - A vessel that commercially supplies, stores, refrigerates, or transports fish, fish products, or materials directly related to fishing or the preparation of fish to or from a fishing, fish processing, or fish tender vessel or a fish processing facility.
- (v) Freight Vessel - A self-propelled vessel of more than 15 gross tons that carries freight for hire, except an oceanographic research vessel or an offshore supply vessel.
- (vi) Mobile Offshore Drilling Unit - A vessel capable of engaging in drilling operations for the exploration or exploitation of subsea resources. This descriptor should be used for non-self-propelled vessels as well as self-propelled vessels.
- (vii) Oceanographic Research Vessel - A vessel that the MSC finds is being employed only in instruction in oceanography or limnology, or both, or only in oceanographic or limnological research, including those studies about the sea such as seismic, gravity meter, and magnetic exploration and other marine geophysical or geological surveys, atmospheric research, and biological research.
- (viii) Offshore Supply Vessel - A motor vessel of more than 15 gross tons but less than 500 gross tons (Standard, Dual or Simplified) or 6000 gross tons (Convention) that regularly carries goods, supplies, or equipment in support of exploration, exploitation, or production of offshore mineral or energy resources and is not a small passenger vessel. "Crew Boats" that are inspected under 46 Code of Federal Regulations (CFR) Subchapter L, or were not inspected under 46 CFR Subchapters K, K', or T, are considered to be Offshore Supply Vessels. In no case may a vessel be classified as an offshore supply vessel if the vessel is assigned a regulatory measurement system gross tonnage of 500 GRT or above.
- (ix) Passenger Vessel - A vessel of at least 100 gross tons carrying at least one passenger for hire.
- (x) Recreational Vessel - A vessel being manufactured or operated primarily for pleasure; or leased, rented, or chartered to another for the latter's pleasure.
- (xi) Small Passenger Vessel - A vessel of less than 100 gross tons carrying more than 6 passengers. This includes "crew boats" inspected under 46 CFR Subchapters K, K' and T.
- (xii) Tanker - A self-propelled tank vessel constructed or adapted primarily to carry oil or hazardous material in bulk in the cargo spaces.
- (xiii) Training Vessel - A vessel operated by or in connection with a nautical school or similar educational institution.

(xiv) Towing Vessel - A commercial vessel engaged in or intending to engage in the service of pulling, pushing, or hauling along side, or any combination of pulling, pushing, or hauling along side.

(xv) Unclassified Vessel - A vessel that does not fall into any of the categories listed above.

(4) **Builder** - Specify the name of the company or yard that originally constructed the vessel.

(5) **Hull Number** - Specify the following, as applicable:

(i) Hull Number - For non-recreational vessels, use the vessel's hull number as assigned by the builder.

(ii) Hull Identification Number - For recreational vessels, use the vessel's hull identification number as assigned by the builder. (e.g. "TRU12345M84E").

(iii) "NONE" - Use "NONE" if a hull number or hull identification number was not assigned for the vessel.

(iv) "-" - Use a dash ("-") if a hull number or hull identification is not available.

(6) **Where Built** - Specify the location described below, as applicable.

(i) Town, State (abbreviated) - If the vessel was built in the United States, use the town and abbreviated state or territory where built. (e.g. "ST. LOUIS, MO").

(ii) Town, State/Province/Region (optional), Country - If the vessel was built in a foreign country, use the town, state/province/region(optional) and the country where built. Do not abbreviate. (e.g. "VICTORIA, CANADA").

(7) **Propulsion** - Place an "X" in the appropriate block to indicate whether or not the vessel is self-propelled. Note that a vessel propelled by sail is a self-propelled vessel.

(8) **Date Keel Laid/Vessel Altered** - Specify the keel laid date and, if applicable, the substantially altered date, separated from the keel laid date by a forward slash (e.g., "1981" or "1981 / 1992"). Refer to the definitions below. Specify the year only, unless that year is either 1982 or 1994, in which case the day and month must be specified as well (e.g., "JULY 18, 1994").

(i) Keel Laid Date - The date that the vessel's keel was laid, or the vessel was at a similar stage of construction.

(ii) Substantially Altered Date - If the vessel has undergone substantial alterations since it was completed, use the date that the last substantial alterations on the vessel were commenced.

(c) MAIN DIMENSIONS

For each set of dimensions assigned to the vessel, provide the length, breadth and depth in the appropriate block in terms of both meters and feet, and place an “X” in the applicable “Registered Dimensions” column, as follows. If a dimension is not assigned, the corresponding block is left blank.

- (1) Convention** - These are the dimensions assigned under the definitions of 46 CFR 69.53. Place an “X” in the “Registered Dimensions” block in all cases where registered dimensions are assigned and the “X” block is not checked for the “Pre-1990” category.
- (2) Overall** - These are the dimensions assigned under the definitions of 46 CFR 69.203. Specify only the overall length of the vessel; all other blocks, including the “Registered Dimensions” block, should be left blank.
- (3) Pre-1990** - These are the dimensions assigned under the definitions of 46 CFR 69.03-13 through 17, as they appeared in Code of Federal Regulation prior to October 12, 1989 (e.g., the registered length was taken at the line of the tonnage deck). They should only be shown if the registered dimensions were assigned while these definitions were in effect, and the vessel has not undergone changes which affect any of the dimensions or has been remeasured at the request of the owner to reflect the new definitions. For vessels being assigned tonnages only for the purpose of issuance of an ITC, the Pre-1990 dimensions should be retained, and shown in the appropriate blocks. If Pre-1990 dimensions are shown, an “X” is placed in the “Registered Dimensions” block.

(d) TONNAGES

Provide all tonnages assigned to the vessel in the appropriate blocks, truncated to the next lower whole number (e.g., a calculated gross tonnage of 99.95 should appear as 99), along with the corresponding Subpart of 46 CFR 69 (i.e., B, C, D, or E). If two tonnages are assigned under 46 CFR 69 Subpart D, list the higher tonnage first and separate them by a forward slash (e.g., “1600 / 400”). If tonnages are not assigned, leave the corresponding blocks blank. Following each assigned tonnage, provide the appropriate acronym, as follows:

Convention Gross	-	GT ITC
Convention Net	-	NT ITC
Regulatory Gross	-	GRT
Regulatory Net	-	NRT

(e) CERTIFICATION AND ISSUING INFORMATION

- (1) Issued at** - Specify the location where the certificate is issued as the town and state/territory (abbreviated) if located in the United States, or town, state/province/region (optional) and country (unabbreviated) if located abroad. **Example:** “NEW YORK, NY” or “PARIS, FRANCE”.
- (2) Date** - Specify the date the certificate is issued (e.g. “FEBRUARY 16, 1994”).
- (3) Issuing Officer** - Specify the name of the issuing officer.

(f) AUTHORIZATION SIGNATURE AND SEAL

After all required information is placed on the tonnage certificate, an authorized official of the measurement organization signs the certificate on the appropriate line. Place or emboss an official measurement organization seal in the location indicated. The requirement for a seal may be omitted if the tonnage certificate has other features which would identify it as an original document (e.g. special paper which does not facilitate photocopying).

3.4 REVERSE SIDE OF CERTIFICATE

(a) CONVENTION MEASUREMENT SYSTEM INFORMATION

Complete this block only if the vessel is assigned tonnages under the convention measurement system.

(1) Enclosed Spaces and Cargo Spaces - List under the appropriate heading, those spaces defined in 46 CFR 69.59 as enclosed spaces and cargo spaces.

(i) Name of Space - Provide a brief description of the space. Abbreviations are acceptable (e.g. "FOCSL"). If the enclosed space contains excluded space, add an asterisk at the end of the description (e.g., "1ST TIER*"), and include a description of the excluded space in the Excluded Spaces block below.

(ii) Location - Specify the longitudinal location of the space using the frame numbers at the extreme ends of the space, separated by a hyphen (e.g. "FR 3-10"). For the underdeck (the space bounded by the vessel's hull and the upper deck), specify a dash or series of dashes (e.g. "-"). If frame numbers are not available, specify the location in terms of distance from any convenient reference point (e.g. 5-10 m aft of stem) for all spaces except the underdeck.

(iii) Length - Specify the length in meters (e.g., 123.44 m) for all spaces except the underdeck. For the underdeck, specify a dash or series of dashes (e.g., "-").

(2) Excluded Spaces - List spaces that are defined in 46 CFR 69.61 as excluded spaces. Include a brief description of the space. **Examples:** "1st Tier Side Openings; 2nd Tier End Opening." The preprinted statement concerning the asterisk does not apply to this block; it refers instead to items in the Enclosed Spaces block.

(3) Number of Passengers - Specify the number of passengers in each category as defined in 46 CFR 69.53. If there are no passengers in the associated category, use the number "0", or the word "Nil".

(4) Molded Draft - Specify the molded draft as defined in 46 CFR 69.53 in terms of both meters and feet.

(b) MEASUREMENT HISTORY

(1) Date and Place of Original Measurement - Specify the day, month and year of the original measurement (e.g., "JANUARY 10, 1994" or "10 JAN 1994"). Specify the place as town and state/territory (abbreviated) if measured in the United States, or town, state/province/region (optional) and country (unabbreviated), if measured abroad (e.g. "ST. LOUIS, MO" or "VICTORIA, CANADA"). This refers to initial assignment of tonnages under laws of the United States.

(2) **Date and Place of Last Previous Measurement** - Leave this space blank if the vessel has not been remeasured under the laws of the United States. Otherwise specify the date and place of the last remeasurement of the vessel under the laws of the United States, regardless of whether or not the convention tonnages changed. The date and place should be in the same format as for the original measurement block.

(c) **REMARKS**

The following remarks shall be included, where applicable. Additional remarks may be included only where specifically authorized by the MSC.

(1) **Vessels issued an ITC** - For those vessels issued an ITC by an authorized U.S. measurement organization: "International Tonnage Certificate (1969) issued for this vessel."

(2) **Vessels Reissued U.S. Tonnage Certificate** - For those vessels being reissued a U.S. Tonnage Certificate for any reason: a BRIEF statement explaining the reason for reissuing the certificate. **Examples:** "Certificate reissued to reflect addition of new deck structure."; "Certificate reissued to replace lost original."; "Certificate reissued to correct error in net tonnage."; "Certificate reissued to reflect issuance of International Tonnage Certificate (1969)."

(3) **Vessels with Great Lakes Restrictions** - For vessels which are exempt from the requirement to be measured under the convention measurement system because they operate exclusively on the Great Lakes: "Assigned tonnages valid for Great Lakes voyages only."

(4) **Vessels with Space Reserved for Temporary Deck Equipment** - For vessels assigned tonnages based on a postulated volume of temporary deck equipment that is not installed on the vessel at the time of measurement: "Assigned tonnages include YYYYYY cubic meters of enclosed space reserved for temporary deck equipment, located FR ZZZZZ.", where YYYYYY is the enclosed volume of the temporary deck equipment and ZZZZZ is the longitudinal frame location of the equipment. **Example:** "Assigned tonnages include 103.68 cubic meters of enclosed space reserved for temporary deck equipment, located FR 61-73." If frame numbers are not available, specify the location in terms of distance from any convenient reference point (e.g., 5-10 m aft of stem).

(5) **Vessels with Water Ballast Exemption in Excess of 30%** - For vessels for which the water ballast exemption exceeds 30% of the gross tonnage, thereby requiring approval of a water ballast exemption under the provisions of 46 CFR 69.117(f): "Water ballast in excess of 30% of regulatory gross tonnage. Regulatory tonnages valid for XXXX service only.", where XXXX is the service as stated in the water ballast justification approval letter.

(6) **Vessels Measured Under Dual Measurement System** - For vessels for which are assigned tonnages under the dual measurement system, one of the following remarks, as appropriate:

(i) Two Deck Vessel With High/Low Tonnage Assigned "Tonnage mark is assigned, located XXXX feet below the mark at the uppermost complete deck.", where XXXX is the appropriate distance in feet and tenths of a foot as certified under the provisions of 46 CFR 69.179.

(ii) Two Deck Vessel With Single Low Tonnage Assigned "Tonnage mark and Load Line Mark are assigned, located XXXX feet below the mark at the uppermost complete deck.

3. Preparing U.S. Tonnage Certificates
3.4 Reverse Side of Certificate

Enclosure (1) to MTN 01-98 CH-7
Tonnage Administrative Policy

Submerging these marks will invalidate regulatory measurement system tonnages and necessitate remeasurement.”, where XXXX is the appropriate distance in feet and tenths of a foot as certified under the provisions of 46 CFR 69.179.

(iii) One Deck Vessel “Vessel measured as single deck vessel. Exceeding draft of YYYY will invalidate regulatory measurement system tonnages and necessitate remeasurement.”, where YYYY is the draft corresponding to the lowest vertical location of the line of the uppermost complete deck.

(7) Vessels With IMO Number Assigned (Optional) - At the option of the measurement organization, “IMO Number is XXXXXXXX.”, where XXXXXXXX is the IMO number as described in IMO Resolution A.600(15). The IMO number is a Lloyd’s Register (LR) number, allocated at the time of build or when a ship is first included in the register

4. MEASUREMENT ORGANIZATION OVERSIGHT BY USCG

4.1 PURPOSE

The purpose of this section is to delineate the administrative process by which the U.S. Coast Guard Marine Safety Center (MSC) conducts oversight of authorized measurement organizations. This section specifically outlines requirements for: 1) reporting measurement work performed on behalf of the Coast Guard; 2) providing the MSC with appropriate tonnage file material for use in oversight reviews; and 3) resolving any comments generated by the MSC that result from the performance of oversight functions.

4.2 PERIODIC OVERSIGHT REVIEWS

The MSC conducts periodic oversight reviews of tonnage files to ensure that the requirements of USCG regulations, policy documents, and other guidance on tonnage matters are being properly applied. The specific procedure by which the MSC conducts periodic tonnage oversight reviews is as follows:

(a) REPORT SUBMITTAL

Within ten days of the beginning of each quarter, the measurement organization will provide the MSC with an electronic report listing all U.S. Tonnage Certificates and International Tonnage Certificates (1969) that have been issued during the previous quarter on behalf of the Coast Guard. The listing must include the vessel name, official number (if assigned), and certificate number. A copy (either electronic or paper) of each tonnage certificate identified in the report must be forwarded to the MSC at the time the report is issued. For the purposes of this instruction, the quarters begin on January 1st, April 1st, July 1st and October 1st.

(b) FILE TRANSFER REQUEST

Following receipt of the report, the MSC will determine which tonnage files (if any) will be selected as candidates to receive an oversight review. The MSC will then request that the selected file(s) be forwarded by the measurement organization to the MSC.

(c) FILE TRANSFER

The measurement organization will transfer the requested file(s) to the MSC. Should the measurement organization require a vessel file during the time it is in the custody of the MSC, the MSC will ensure that it is returned to the measurement organization by the fastest available means. The measurement organization is then responsible for returning the file to the MSC as soon as possible after its use is no longer required.

(d) OVERSIGHT REVIEWS AND REPORTING OF RESULTS

The MSC may conduct oversight reviews of tonnage files from among those files provided by the measurement organization. The MSC will provide the measurement organization with written results of these reviews, classifying each nonconformity as follows:

Category 1: A nonconformity that **does not affect** assigned tonnages, assigned dimensions, or related information that is required to appear on an associated tonnage certificate. Examples of Category 1 nonconformities include obvious typographical errors, record keeping discrepancies, or non-procedural errors made in determining tonnages or dimensions of a small enough magnitude (within 5% for tonnages and 1% for dimensions) as to not require a change to assigned tonnages or dimensions.

Category 2: A nonconformity of a **non-procedural** nature that **affects** assigned tonnages, assigned dimensions, or related information that is required to appear on an associated tonnage certificate (excepting obvious typographical errors). An example of a Category 2 nonconformity is a 10% error in the assigned gross tonnage that resulted from the transposition of digits in a length dimension during the computational process.

Category 3: A nonconformity of a **procedural** nature that **affects, or could affect**, assigned tonnages, assigned dimensions, or related information that is required to appear on an associated tonnage certificate. An example of a Category 3 nonconformity is the use of an improper integration method to arrive at a hull volume, regardless of the degree of the resulting effect on tonnages.

(e) FILE RETURN

Following completion of its review, the MSC will return the vessel file(s) to the measurement organization.

(f) CORRECTIVE ACTION AND MEASUREMENT ORGANIZATION RESPONSE

Within three (3) weeks of receipt of the oversight results from the MSC, the measurement organization shall complete corrective actions, depending on the classification of the nonconformity, as follows:

Category 1: Correction of the nonconformity within the three (3) week timeframe is at the discretion of the measurement organization. If the nonconformity will not be corrected in this timeframe, include a note in the associated vessel file describing the nonconformity, and correct the nonconformity the next time the vessel is remeasured and/or the associated tonnage certificate(s) is reissued. For nonconformities involving assigned tonnages or dimensions, the nonconformity need only be corrected if the affected portion of the vessel is being remeasured.

Category 2: Correct the nonconformity and reissue the associated tonnage certificate(s).

Category 3: Correct the nonconformity and reissue the associated tonnage certificate(s) if any information appearing on the tonnage certificate(s) is affected (e.g. tonnages and/or registered dimensions differ from those calculated by the MSC by more than 5% and 1%, respectively). Initiate necessary changes to measurement organization processes and/or procedures to preclude a recurrence of a similar nonconformity in the future. Submit a response in writing to the MSC identifying the corrective actions taken, including those taken to preclude recurrences. For nonconformities not requiring reissuance of a tonnage certificate, perform the corrective actions indicated above for Category 1 nonconformities.

If the measurement organization is unable to complete the required corrective action(s) within the three (3) week time period, the measurement organization must submit in writing to the MSC a request for an extension. The request must include: 1) a description of actions that have already been taken to resolve the nonconformity; 2) a detailed plan addressing the remaining actions needed to correct the nonconformity; and 3) scheduled completion dates for each remaining action.

4.3 NON-PERIODIC OVERSIGHT REVIEWS

The MSC may perform non-periodic oversight reviews in addition to the periodic reviews identified above. These reviews can consist of, but are not limited to, on-site inspections of tonnage files at measurement organizations and onboard surveys of vessels. The MSC will provide written notice at least two (2) weeks prior to conducting any such non-periodic review.

5. COPIES OF COAST GUARD TONNAGE FILE INFORMATION

5.1 PURPOSE

The purpose of this section is to provide instructions for measurement organizations requesting copies of tonnage file information from the MSC. Coast Guard tonnage file information consists of tonnage calculations, certificates and/or water ballast justification approval letters issued by the Coast Guard (or predecessor agencies). These records may reside at the MSC, the Federal Records Center (FRC) or a measurement organization in original, copy and/or microfiche form.

5.2 TYPES OF REQUESTS

Requests for copies of Coast Guard tonnage file information must be made in writing in accordance with the instructions which follow and using the request form found in Appendix A. The signature block on the request form must be signed to attest to the fact that the measurement organization is authorized by the owner/agent to assist with the possible remeasurement of the vessel.

(a) ROUTINE

All tonnage file information requests must be faxed or mailed to the MSC using the request form found in Appendix A. The requester must fill out the upper part of the form giving the request date, addresser information, vessel identification, authorization signature and mailing service preference. The form must be used as a cover sheet if the requester wishes to include additional vessel identification data pages. Facsimiles of the attached request/transmittal forms may be E-mailed between measurement organizations and the MSC.

(b) URGENT

If copies of tonnage file information are urgently needed, the MSC will provide them by fax on the same day, as resources permit. Urgent requests must be telephoned to the Chief, Tonnage Division, giving an explanation for the immediate need, followed by submission of the request form. Same day service should be requested only when **absolutely** necessary.

5.3 MSC REPLY/RESPONSE

The MSC will respond to requests for tonnage file information by providing status information on the lower portion of the request form such as content, location, and mailing service to be used, and by mailing copies of the tonnage file information when it is available. If the file information is located at the FRC, there is generally a three to four week response time for the request and retrieval process. The FRC response time is beyond the control of the MSC. Copies of tonnage file information will be sent either by first class mail, unless other arrangements have been made by the requester. Special delivery costs must be borne by the requester. Since the MSC does not have a microfiche printer, tonnage data may be transferred in fiche form to measurement organizations.

5.4 FILE TRANSFER

The MSC no longer transfers Coast Guard tonnage files to measurement organizations.

5.5 SISTER VESSELS

The MSC will not conduct research to locate a sister vessel in the event that tonnage file information for the desired vessel is not available. However, the MSC will provide copies of tonnage file information for sister vessels, if the file exists and the requester provides the vessel's official number. The MSC can provide measurement organizations with electronic vessel listings to assist in locating sister vessels.

6. TONNAGE FILE CONTENT AND MAINTENANCE

6.1 PURPOSE

The purpose of this section is to delineate minimum requirements for the content and maintenance of tonnage files. These requirements are effective for all vessels measured or remeasured subsequent to promulgation of this Technical Note.

6.2 FILE CONTENTS

The tonnage file is the record of principal information used by measurement organizations to assign and certify tonnages and dimensions for a given vessel. Measurement Organizations are not subject to the Freedom of Information Act (FOIA), and all releases of information from tonnage files are at the discretion of the measurement organization, subject to the constraints of Section 6.4 regarding release of Coast Guard tonnage file information. Specific requirements are as indicated below.

(a) VESSELS BEING INITIALLY MEASURED

For vessels assigned tonnages for the first time under U.S. regulations, the tonnage file shall consist of the following:

- (1) **Tonnage Calculations** - The complete calculations used to arrive at tonnages which appear on associated tonnage certificates. The calculations must include the vessel's name and official number (or builder/hull number if an official number is not assigned) and provide a location in the vessel to at least the nearest frame (or equivalent) for all dimensions used in volume calculations (e.g. "2nd Tier Fr 2-12"). If computer tools are used to calculate tonnages, written or electronic output showing all dimensions involved in the calculations (e.g. offsets) must also be included. If tonnage calculations from a sister vessel are used as the basis for establishing tonnages, a copy of the complete calculations from the sister vessel must also be included.
- (2) **Tonnage Certificates** - Copies of the U.S. Tonnage Certificate and/or International Tonnage Certificate (1969) issued for the vessel.
- (3) **Water Ballast Justification Information** - Copies of water ballast justification submittal and approval letters, along with all supporting calculations and drawing information.
- (4) **Drawings** - Copies of any drawings that were used as the basis for obtaining dimensions or other information used in establishing tonnages or registered dimensions. If drawings or computer models were not used as this basis, sketches and/or scaled photographs providing the equivalent information must be included (e.g. body plan, inboard profile, midship cross-section, and hull and deck arrangements, reflecting all dimensions used in establishing tonnages and registered dimensions). For measurement under 46 CFR 69 Subparts C or D, details showing relevant features such as the depth of side and bottom frames or floor timbers should also be included. The sketches need not be drawn to scale unless the measurement organization finds it to be necessary for accuracy or to ensure against claim of error.
- (5) **Molded Draft Records** - Copies of Load Line Certificates, stability letters, or other records used as the basis for the assigned molded draft that appears on the reverse of the International or U.S. Tonnage Certificate.
- (6) **Tonnage Mark Certification Documents** - Copies of documents required under 46 CFR 69.179(a) for certifying dual measurement system markings.

(b) VESSELS BEING REMEASURED

For vessels being remeasured, the tonnage file requirements for vessels being initially measured also apply. Copies of superseded tonnage file information issued for the vessel by the measurement organization shall be retained in the tonnage file. Copies of tonnage file information issued by other measurement organizations and the Coast Guard (or predecessor agencies) may be included in the tonnage file at the discretion of the measurement organization.

6.3 RETENTION OF TONNAGE FILE INFORMATION

Requirements on retention of information in the tonnage file are as follows:

(a) LONG-TERM RECORDS

Tonnage calculations, tonnage certificates, water ballast justification approval letters, and tonnage mark certification records are considered long-term records, and shall be retained until such time that the measurement organization's Memorandum of Agreement (or equivalent) with the Coast Guard is terminated. At that time, copies of International Tonnage Certificates and associated tonnage calculations for those vessels whose International Tonnage Certificates are still in effect shall be provided to the MSC to meet requirements under Article 10(3) of the International Convention on Tonnage Measurement of Ships, 1969. Once these copies have been provided to the MSC, disposition of the long-term records is at the discretion of the measurement organization.

(b) OTHER INFORMATION

Vessel file material other than that described in Section 6.3(a) shall be retained, as a minimum, for one year following issuance of the associated tonnage certificate, or until the measurement organization's Memorandum of Agreement (or equivalent) with the Coast Guard is cancelled, whichever comes first.

6.4 COAST GUARD TONNAGE FILES

Between 1993 and 2003, the Coast Guard transferred tonnage files to measurement organizations for vessels that were being remeasured by the measurement organization, or for which the parent classification society had classed the vessel. These records are designated as "Permanent" records and remain the property of the Coast Guard. The measurement organization may return these records to the MSC at any time. They shall be returned to the MSC following termination of the governing MOU (or equivalent) or upon request by the MSC. Information from these files shall not be released to other parties without prior authorization from the MSC. Parties interested in obtaining information from these files should be directed to the MSC.

7. APPROVAL OF WATER BALLAST JUSTIFICATIONS

7.1 PURPOSE

The purpose of this section is to delineate minimum requirements for approving water ballast justifications submitted under the provisions of 46 CFR 69.117(f)(4).

7.2 GENERAL

Water ballast justifications meeting all of the requirements of 46 CFR 69.117(f)(4) shall be approved by a letter issued by the measurement organization and addressed to the water ballast justification submitter. A copy of the letter shall be retained in the tonnage file.

7.3 APPROVAL LETTER CONTENTS

As a minimum, the water ballast justification approval letter shall contain the following information:

- (a) **Vessel Name** The vessel's name, if available.
- (b) **Official Number** The vessel's official number, if assigned. If an official number is not assigned, include builder and hull / hull identification number.
- (c) **Purpose of Water Ballast** A brief statement identifying the applicable purpose(s) for carrying the water ballast that is(are) listed in 46 CFR 69.117(f).
- (d) **Ballast Tank Information** A listing of all ballast tanks in the water ballast system, their approximate location by frame number, and the fluid capacity (e.g. cubic feet of volume available for water ballast) of each. If frame numbers are not available, specify the location in terms of distance from any convenient reference point (e.g. 5-10 m aft of stem).
- (e) **Service** The vessel service for which the approval applies (e.g. fishing service).

APPENDICES



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APPENDIX A

FORMS AND SAMPLE CERTIFICATES

A listing of the forms and sample certificates provided in this appendix follows:

Request Form for Copies of Coast Guard Tonnage File Information	5
Sample International Tonnage Certificate (front)	6
Sample International Tonnage Certificate (back)	7
Sample U.S. Tonnage Certificate (front)	8
Sample U.S. Tonnage Certificate (back)	9

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COAST GUARD TONNAGE FILE COPY REQUEST FORM

(This form is for requesting copies of Coast Guard tonnage file information from USCG Marine Safety Center)

Request Date _____

To: **U.S. COAST GUARD**
Marine Safety Center (MSC-4)
400 7th Street, SW, Washington, DC 20590-0001
Phone: (202) 366-6481 Fax: (202) 366-3877

From: _____ (Name)
_____ (Organization)
_____ (Address)
_____ (City, State, Zip)
() _____ / _____ (Phone/Fax)

Vessel: _____ Sister: _____ (Name)
_____ (O.N./ID No.)

I have been authorized by the vessel owner/agent to assist with the possible remeasurement of the subject vessel. Please mail a copy of the available tonnage file information to the address specified above. I have arranged for special handling as follows:

Delivery Service. _____
Billing Account No. _____

Signed _____

(Measurement Organization representative to fill out form only above this line).

Reply Date _____

The Coast Guard **does not have** the requested tonnage file information. The location/status is:

___ FRC* ___ Missing _____ Other

A copy of the requested tonnage file information has been sent to you via:

___ U.S. Mail
___ Special delivery service (Tracking No. _____)

The file information consists of the following:

	U.S.	Suez	Panama	ITC
Calculations	___	___	___	___
Certificates	___	___	___	___
Ballast Justification	___			

Comments:

Signed _____

* Federal Records Center (copies forwarded as soon as retrieved)



Certificate Number:
MSC-111-I

International Tonnage Certificate, 1969

Issued under the provisions of the International Convention on Tonnage Measurement of Ships, 1969,
under the authority of the Government of the

UNITED STATES OF AMERICA

for which the Convention came into force on February 10, 1983, by the

UNITED STATES COAST GUARD

Name of Ship	Distinctive Number or Letters	Port of Registry	*Date
Sample	7202554	Seattle, WA	2001

*Date on which the keel was laid or the ship was at a similar stage of construction (Article 2(6)), or date on which the ship underwent alterations or modifications of a major character (Article 3(2)(b)), as appropriate.

MAIN DIMENSIONS

Length (Article 2(8))	Breadth (Regulation 2(3))	Molded Depth amidships to Upper Deck (Regulation 2(2))
102.11 m (335.0 ft)	21.31 m (69.9 ft)	8.69 m (28.5 ft)

THE TONNAGES OF THE SHIP ARE:

GROSS TONNAGE 9720
NET TONNAGE 3477

The Government of the United States of America certifies that the tonnages of this ship have been determined in accordance with the provisions of the International Convention on Tonnage Measurement of Ships, 1969.

Issued at Washington, DC this 17th day of April 2002

The undersigned declares that he is duly authorized by the United States Government to issue this certificate.

(SEAL)

T. G. ATKINS

Issuing Officer

SPACES INCLUDED IN TONNAGE					
GROSS TONNAGE			NET TONNAGE		
Name of Space	Location	Length (m)	Name of Space	Location	Length (m)
Underdeck	----	----	Proc 1st Tier	Fr 15-50	6.29
1st Tier	Fr 15-16	8.71	Proc 2nd Tier	Fr 15-50	6.29
2nd Tier*	Fr 16-60	8.71	Cargo Hold 1	Fr 5-9	2.42
3rd Tier	Fr 16-60	4.05	Cargo Hold 2	Fr 30-35	2.73
4th Tier	Fr 16-23	2.77	Cargo Hold 3	Fr 60-65	2.73
P/S Funnel	Fr 65-67	0.79			
Crane Posts	Fr 56	0.40			
Crane Cab	Fr 55-56	0.69			
Seasonal Trailers	Fr 52-58	3.72			
			NUMBER OF PASSENGERS (Regulation 4(1))		
			Number of passengers in cabins with not more than 8 berths: 0		
			Number of other passengers: 0		
EXCLUDED SPACES (Regulation 2(5)) 2nd Tier Overhang			MOULDED DRAUGHT (Regulation 4(2)) 6.52 m		
An asterisk (*) should be added to those spaces listed above which comprise both enclosed and excluded spaces.					
Date and place of original measurement: July 13, 1994 at Washington, DC					
Date and place of last previous remeasurement: April 17, 2002 at Washington, DC					
REMARKS:					
Overall length as defined under 46 CFR 69 Subpart E is 105.10 m (344.8 ft). Vessel built by Southeastern Steel and Iron Works. Official number is 123456.					
Certificate reissued to reflect new midbody section and reserved space for temporary deck equipment.					
Assigned tonnages include 579.93 cubic meters of temporary deck equipment, located FR 52-58.					

Certificate Number:
MSC-111



UNITED STATES OF AMERICA

DEPARTMENT OF TRANSPORTATION

UNITED STATES COAST GUARD

TONNAGE CERTIFICATE

GENERAL INFORMATION

Vessel Name Sample	Vessel Number 123456	Vessel Type Fish Processing Vessel
Builder Southeastern Steel and Iron Works	Hull Number None	Propulsion <input checked="" type="checkbox"/> Self-Propelled <input type="checkbox"/> Non-Self-Propelled
Where Built Savannah, GA	Date Keel Laid/Altered 1994 / 2001	

MAIN DIMENSIONS

Definition Used	Registered Dimensions	Length		Breadth		Depth	
Convention	X	102.11 m	335.0 ft	21.31 m	69.9 ft	8.69 m	28.5 ft
Overall		105.10 m	344.8 ft	m	ft	m	ft
Pre - 1990		m	ft	m	ft	m	ft

TONNAGES

Measurement System	46 CFR 69 Subpart	Gross Tonnage	Net Tonnage
CONVENTION	B	9720 GT ITC	3477 NT ITC
REGULATORY	C	4879 GRT	4313 NRT

I CERTIFY that I am duly authorized by the United States Government to issue this certificate:

Issued at: **Washington, DC**

Issuing Officer: **T. G. ATKINS**

(SEAL)

Date: **April 17, 2002**

CONVENTION MEASUREMENT SYSTEM INFORMATION					
ENCLOSED SPACES			CARGO SPACES		
Name of Space	Location	Length (m)	Name of Space	Location	Length (m)
Underdeck	----	----	Proc 1st Tier	Fr 15-50	6.29
1st Tier	Fr 15-16	8.71	Proc 2nd Tier	Fr 15-50	6.29
2nd Tier*	Fr 16-60	8.71	Cargo Hold 1	Fr 5-9	2.42
3rd Tier	Fr 16-60	4.05	Cargo Hold 2	Fr 30-35	2.73
4th Tier	Fr 16-23	2.77	Cargo Hold 3	Fr 60-65	2.73
P/S Funnel	Fr 65-67	0.79			
Crane Posts	Fr 56	0.40			
Crane Cab	Fr 55-56	0.69			
Seasonal Trailers	Fr 52-58	3.72			
			NUMBER OF PASSENGERS		
			Number of passengers in cabins with not more than 8 berths: 0		
			Number of other passengers: 0		
EXCLUDED SPACES			MOLDED DRAFT		
2nd Tier Overhang					
			6.52 m 21.4 ft		
An asterisk (*) should be added to those spaces listed above which comprise both enclosed and excluded spaces.					
MEASUREMENT HISTORY					
Date and place of original measurement: July 5, 1945 at Savannah, GA					
Date and place of last previous remeasurement: April 17, 2001 at Washington, DC					
REMARKS					
International Tonnage Certificate (1969) issued for this vessel.					
Certificate reissued to reflect new midbody section and reserved space for temporary deck equipment.					
Assigned tonnages include 579.93 cubic meters of temporary deck equipment, located FR 52-58.					

APPENDIX B

MEASUREMENT ORGANIZATIONS

Organizations authorized to perform tonnage measurement on behalf of the U.S. Coast Guard under the provisions of Title 46, Code of Federal Regulations, Part 69 are listed below, along with addresses, phone numbers and points of contact.

American Bureau of Shipping (ABS)

16855 Northchase Drive Phone (281) 877-6133
Houston, TX 77060-6008 Fax (281) 877-6795
Point of Contact: Mr. Mark Treder Email "mtreder@eagle.org"

Bureau Veritas North America, Inc. (BVNA)

1850 Eller Drive, Suite 201 Phone (954) 525-4114
Port Everglades, FL 33316 Fax (954) 763-9718
Point of Contact: Mr. Robert Phillips Email "robert.phillips@us.bureauveritas.com"

Det Norske Veritas (DNV)

70 Grand Avenue Phone (201) 343-0800
River Edge, NJ 07661 Fax (201) 343-4061
Point of Contact: Mr. Adrian Onas E-mail "adrian.onas@dnv.com"

Germanischer Lloyd

303 S. Broadway Suite 460 Phone (914) 366-6606
Tarrytown, NY 10591 Fax (914) 366-0426
Point of Contact: Mr. Phil Essex Email "esx@gl-group.com"

Lloyd's Register of Shipping

71 Fenchurch Street Phone 011-44-20-7423-2524
London, England EC3M 4BS Fax 011-44-20-7423-2060
Point of Contact: Mr. David Whittaker Email "david.whittaker@lr.org"

APPENDIX C

DISCUSSION OF CHANGES

ADMINISTRATIVE REQUIREMENTS

1. **Section 5 - Copies of Coast Guard Tonnage File Information** This section was revised to reflect a recent MSC policy decision to no longer transfer original Coast Guard tonnage files to authorized measurement organizations, but to provide copies of the information instead.
2. **Section 5.2 - Types of Requests** The criteria for release of tonnage file information were clarified to reflect that copies of tonnage file information may be requested if the measurement organization is merely assisting an owner/agent in evaluating whether remeasurement of a vessel is required.
3. **Section 6.2 - File Contents** This section was revised to reflect a recent Coast Guard determination that file information held by classification societies is not releasable under the Freedom of Information Act (FOIA), even if the work was done on behalf of the Coast Guard.
4. **Section 6.2(b) - Vessels Being Remeasured** This section was revised to address handling of tonnage file material in the case where a vessel is being remeasured by a different measurement organization than the one that performed the original measurement. It allows the measurement organization to meet minimum requirements for maintaining tonnage file information, even if the measurement organization is unable to obtain copies of tonnage file information from the other measurement organization.
5. **Section 6.3 - Retention of Tonnage File Information** This new section was added to address disposition of tonnage files following termination of a measurement organization's Memorandum of Agreement (or equivalent) with the Coast Guard. This section requires measurement organizations to provide copies of International Tonnage Certificates and associated calculations to the MSC following such an action. This requirement is necessary for the Coast Guard to fulfill obligations under Article 10(3) of the 1969 Tonnage Convention, which provides for providing copies of such records to another flag state upon flag transfer. Disposal of other tonnage file information is at the discretion of the measurement organization.
6. **Section 6.4 - Coast Guard Tonnage Files** This new section was added, consistent with the changes discussed in paragraph 1 above, to highlight the fact that Coast Guard tonnage files are the property of the Coast Guard, and must be returned upon termination of a measurement organization's Memorandum of Agreement (or equivalent) with the Coast Guard, or upon request by the MSC. The section also includes the clarification that MSC authorization must be obtained before a measurement organization may release information from these records to other parties.
7. **Editorial and Administrative Changes** Several changes of an editorial nature were made to the document.

APPENDICES

1. **Appendix A - Request Forms** Consistent with the changes to Section 5 regarding transfer of Coast Guard tonnage files, the two previous request forms have been replaced by a single form.
2. **Appendix B - Authorized Measurement Organizations** The list of authorized measurement organizations was updated to reflect a recent change to point of contact information for Germanischer Lloyd.