**Joint Rig Committee**

**Project Cargo MWS Code of Practice**

 **Project Cargo Scopes of Work 1-4**

**Project Cargo Certificate of Approval Requirements**

**Example Certificate Templates**

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| --- | --- | --- | --- |
| Name | Date of issue | Version | Changes |
| JR2021-032 | 4/10/2021 | 1 | Original  |

**Joint Rig Committee**

**Marine Warranty Surveyors’ Code of Practice (COP)**

The purpose of this COP is to:

1. clarify the roles of the Marine Warranty Surveyor (MWS), assured and underwriters in the performance and specification of a Marine Warranty survey;
2. establish agreed standards for the attending MWS when conducting a survey;
3. define the lines of communication between underwriters and the MWS;
4. establish agreed qualifications for the attending MWS when conducting a survey; and
5. where applicable, outline the basic requirements for the Certificate(s) of Approval (COA) and establish the definition of “first in series” as detailed in the JRC MWS COA Requirements section below.

**Nothing in this COP shall relieve any party of any legal obligations existing in the absence of this document and nothing contained in this COP shall take precedence over any provisions of the Policy.**

This Code of Practice has been produced to accompany the attached Joint Rig Committee Scope of Work (SOW). A tailored Project Specific Scope of Work (PSSOW) may be substituted with the explicit prior agreement of underwriter(s).

In all cases:

* MWS activities should be carried out independently of Class attendance and/or requirements.
* MWS to use a recognised industry standard (e.g. the relevant section(s) of ISO19901-6) as minimum standards in the execution of a specified SOW or a clearly defined set of standards agreed by Underwriters.
1. **The Role of the MWS**

1.1 The fundamental objective of the MWS is to make reasonable endeavours to ensure that the risks associated with the warranted operations to which a Marine Warranty Surveyor is appointed are reduced to an acceptable level, in accordance with best industry practice. MWS shall only issue COAs for operations they physically attend.

* 1. The MWS Company will ensure that any individual MWS appointed to sign a COA in accordance with the SOW:
		1. is appropriately accredited by the Society of Offshore Marine Warranty Surveyors (SOMWS) in the project cargo category; or
		2. can demonstrate competence by completing document JRC MWS Information Form (JR2019-009 or latest version available in the Technical Documents tab of JRC webpage ([www.lmalloyds.com/jointrig](http://www.lmalloyds.com/jointrig))) to the satisfaction of underwriters prior to commencing the activities;
	2. The Marine Warranty Surveyor will issue a COA for each critical operation as defined in the relevant scope of work, provided that they are satisfied, so far as possible, that the operations are conducted in accordance with:
		1. recognised codes of practice for design and operations;
		2. best industry practice appropriate for the vessel(s), equipment and location(s);
		3. the current Marine Operations Manual.

(Note: When an operation is conducted outside the Marine Operations Manual, this is subject to a formal Management of Change process, with senior leadership, technical authority and MWS approval)

* + 1. and that vessel(s) and equipment are suitable for intended operation;
		2. and that vessel(s) and equipment are being used within defined safe operating limits.
	1. Upon request the MWS shall propose an MWS plan to be agreed by the assured and underwriters which indicates, as a minimum, each activity, milestones, attendances and issuance of COA(s) for the project.
	2. Upon request the MWS will make available to underwriters:
		1. an opinion on the adequacy of the SOW – if there are any gaps or omissions this should be communicated to the Assured and the SOW updated accordingly;
		2. a schedule of actual and proposed site attendances;
		3. a schedule of COAs to be issued.
	3. The MWS will:
		1. advise underwriters when a confidentiality agreement with the assured is in place which would preclude the exchange of information or communication with underwriters;
		2. notify underwriters of any conflicts of interest. Examples of services that could present a conflict of interest with the Marine Warranty work, include:
			1. Marine or Design Consultant (or equivalent) involved in:
1. Design of project components to be used in a marine operation, the failure of which could compromise the integrity of a Project asset (for example a lift beam or padeye);
2. Primary analysis of structures, hulls or component parts thereof; (Note: The Marine Warranty Surveyor is, however, expected to review a design by others where this has a direct bearing on the marine risk e.g. check of lifting frame strength or vessel supporting web frames.)
3. The production of procedures, project standards, risk assessments and other management documentation which influences how a marine operation is conducted and which has a direct bearing on the risk of a particular marine operation e.g. loadout, lifting of a pressure vessel, stowing and securing cargo;
	* + 1. Loss Adjuster;
			2. Verification services associated with the operation
	1. The MWS will immediately advise underwriters, with a copy to the assured:
		1. if any COA is withheld, or a Non-Conformance Certificate issued. Reasons for this should be clearly stated. Examples include:
			1. failings of the documentation provided;
			2. failings in the preparations made;
			3. unacceptable change of circumstances which depart from the approved procedures and preparations;
			4. a proposed operation that is considered too dangerous to be considered as acceptable good practice from the outset or as preparations proceed, e.g. weather conditions deteriorate to the point where they exceed the limits for a defined safe operation as agreed by the MWS;
		2. if the assured fails to comply with any recommendations made by the MWS;
		3. of any proposed changes to relevant key personnel employed by the MWS company.
	2. The MWS shall inform underwriters of any:
		1. access restrictions to a site or workplace of any item or activity to be warrantied;
		2. continued lack of information for a warrantied event that cannot or will not be resolved on site but which may prevent the eventual approval of an operation;
	3. The MWS shall agree suitable lead times for attendance at vessel / site and documentation release with the assured.

1.10 The MWS may use information available from verifiable sources to assist with the conduct of the Marine Warranty activities. Where such information is relied upon by the MWS it should be clearly referenced within the MWS Progress Report.

1. **Role of the Assured**
	1. The Assured must ensure that the selected MWS Company is suitably qualified to perform Marine Warranty activities in accordance with this COP and associated SOW (or PSSOW as applicable). Qualification of the MWS company shall be as per the JRC MWS Pre-Qualification & Good Practice Guideline (JR2019-010 or latest version available in the Technical Documents tab of JRC webpage ([www.lmalloyds.com/jointrig](http://www.lmalloyds.com/jointrig))) or an equivalent process demonstrated by the assured to underwriters.
	2. Once appointed on the project, the MWS Company shall not be changed without the express and prior agreement of underwriters.
	3. The assured shall:
		1. provide the MWS with a point of contact for underwriters and an appropriate point of contact in the assured’s organisation to assist with the resolution of queries within 14 working days following the appointment of the MWS or prior to commencement of operations, whichever is sooner;
		2. provide underwriters with the contact details of the MWS within 14 working days following the appointment of the same;
		3. procure MWS participation at all relevant project management meetings, including the marine operations HAZOP / HAZID / SIMOP, contingency planning and assurance / testing plans, and at JSA (job safety analysis) meetings before the commencement of each marine operation;
		4. contract the MWS company directly (without the involvement of any contractor or intermediary) unless required to enable compliance with the law in the jurisdiction or government regulations;
		5. provide reasonable access and transportation facilities to allow the MWS to perform the necessary work;
		6. formally acknowledge receipt of all recommendations from the MWS;
		7. maintain a record of compliance with and deviations from such recommendations;
		8. obtain written approval from the MWS for any such deviation(s).
		9. agree and comply with suitable lead times agreed with the MWS, in conjunction with item 1.10.
2. **Role of the Underwriter**
	1. The MWS Panel is to be agreed by underwriters in conjunction with the JRC MWS Pre-Qualification & Good Practice Guideline (JR2019-010 or latest version available in the Technical Documents tab of JRC webpage ([www.lmalloyds.com/jointrig](http://www.lmalloyds.com/jointrig))).
	2. Other additions to the panel will need to demonstrate their capability/experience of similar projects and to be agreed by underwriters.
	3. On each project, underwriters will specify whether a “kick off” meeting is required between underwriters, the assured and the MWS. The assured, underwriters and MWS shall agree key risk milestones and date(s) for a joint review of the project scope and development and the MWS SOW should be updated to reflect any agreed changes and disseminated.
	4. At the request of the MWS, underwriters will make available:
		1. relevant applicable policy terms and conditions including, in particular, any warranty provisions or conditions precedent;
		2. identity and contact details (including telephone, e–mail, fax and out of hours numbers) of the nominated underwriter to receive communications from the MWS.
3. **MWS Progress Report**
	1. Where requested, the MWS shall issue a monthly report to underwriters directly. (Note: This may not always be practical particularly for small projects in which there is a single attendance, short time to react to a request for attendance and limited information of the underwriter’s contact details.)
	2. The report shall include the following contents:
		1. Introduction (executive summary; report No.; project start date; project end date; and name of individual performing the survey);
		2. Progress (activities performed in the last period and activities to be performed in the next period);
		3. Summary of documentation reviewed (table showing number of documents reviewed in the last period, number approved, number on hold and documents reviewed for information only. The document register can be attached showing document status as an appendix);
		4. Attendances:
* Meetings - date, location, purpose;
* Surveys - date, vessels, location, name of MWS;
* Site attendances - date, location, purpose, number of repetitive site attendances;
* List of all COAs issued since the previous report);
	+ 1. Invoicing (progress against CTR (Cost, Time, Resource) sheets with value of work done to report date and latest estimate of expenditure to the end of activities together with a commentary on significant deviations from the original estimates; variation orders; and the total invoiced);
		2. Areas of concern (technical, project management and invoicing);
		3. Safety (incidents reported, lost time incidents, statistics, etc.).
1. **MWS Site Survey Reports**

5.1 The MWS’s report shall:

5.1.1 include the name of the individual performing the survey and survey location;

5.1.2 state, where necessary, recommendations which are required for the issuance of any COAs, expressed in writing in a clear and explicit manner and capable of verifiable implementation.

**JRC Project Cargo Scope of Work (SOW)**

**General Activities applicable to all SOW**

* During attendance for a specified operation, the Marine Warranty Surveyor (MWS) is to check compliance with all relevant approved documents.
* The MWS is to check that all recommendations have been closed out with respect to vessels that have been agreed to be fit for purpose.
* The MWS is to also check that all critical actions required as per Hazop, Hazid and SIMOPS have been addressed prior to issuing the associated COA.

The following SoW tables detail the required activities (reviews, independent checks and calculations, attendances etc.) and specific conditions that may apply to the particular SOW. Where the document does not adequately describe the operation(s) required, the JRC Upstream Construction SOW (JR2019-006) should be referred to.

**Definition of Project Cargo:**

Project Cargo, as opposed to complete offshore modules and platforms weighing thousands of tonnes, refers to the global transportation of large, bulky, heavy, geometrically simple and, generally, high-value equipment and components. Generally, although not exclusively, such cargo will weigh less than about 1,000t.

Examples in this category would include Pre-Assembled Units (PAUs), pipe racks, equipment modules, pipe joints, skids, equipment packages, pressure vessels, metering skids and refinery and petrochemical equipment and pipe and cable reels.

Such cargo is handled using shoreside or ship’s cranes or simple skidding or trailer arrangements and secured using chains or simple sea-fastenings, such as wire rope and clips, for transportation. The engineering and analysis required for Project Cargo marine operations would be of a fundamental nature and the use of specialist software would not be required.

Although ships are predominantly used for transporting Project Cargo many items are also transported on barges, especially on coastal and inland waterways routes. Therefore, this SOW also includes conventional towage using a tug and barge combination. For completeness, the principles used for larger cargoes apply. Similarly, the options for rail and air, as well as road transportation, are also covered.

**Project Cargo Scope of Work (SOW) 1:**

| **Activity** | **Review & Approve Procedures / Drawings / Design Calculations** | **Attend** |
| --- | --- | --- |
| Master Document Register | X |  |
| Metocean criteria, including:* + Limiting seastate
	+ Wind
	+ Currents
	+ Ice formation and ice loading
	+ Met-ocean windows for all marine operations
 | X |  |
| Weather forecasting procedures | X |  |
| Independent weather and met ocean forecasting including (currents) for all marine operations for the issuing of COAs | X |  |
| Project details/schedule  | X |  |
| Standards, design codes and recommended practices for marine operations in accordance with good industry practice | X |  |
| Request evidence that the project is using an approved Integrated Management System to control documents and the QA/QC for a project including all marine operations | X |  |
| Management of Change (MoC) procedures | X |  |
| Project Communications and Interfaces | X |  |
| Weight reports, CoG and weight contingency factors | X |  |
| Loadout Manual(s) including ballast plan, moorings, quay strength, vessel strength, seafastening and intact and damaged stability. | X |  |
| Suitability surveys of vessel(s) required for operation.(It is acknowledged that for break bulk or partial cargoes a full survey and report may prove to be impractical due to vessel turnaround time and availability, especially if the vessel operates on a liner service. In which case the surveyor is to be satisfied as to the general seaworthiness and suitability of the vessel.)  | X | XIssue report confirming vessel is suitable |

| Transportation vessel/Heavy Lift Vessel (HLV)/loading and unloading equipment* + Confirmation of suitability of transportation vessel
	+ Confirmation that the transportation vessel has a valid IACS Class certificate, and is class maintained (with no conditions of class) (or agree all outstanding conditions of Class are not material to the intended operations.)
	+ Valid loadline certificate
	+ Relevant valid ISM and SOLAS certification
	+ Verification of the adequacy and structural strength of the cribbing and sea fastenings (if built-in)
	+ Confirmation good working order of all operational equipment and machinery required for loading and unloading operations (including contingency procedures)
	+ Seaworthiness and water-tight integrity
 | x | x |
| --- | --- | --- |
| Suitability of transportation units for road transport | X | X  |
| Tug Suitability Survey* + Tug (including manoeuvring tugs) suitability survey and approval
	+ Confirm valid Class certificate, with no outstanding conditions of class (or agree all outstanding conditions of Class are not material to the intended operations.)
	+ Valid bollard pull test certificate
	+ Redundancy of systems
	+ Crew competency proven and valid training records
	+ Communications
 | X | X |
| Towage Equipment Suitability Survey* + Towing equipment certificates validity prior to tow
	+ Current towing equipment (and NDT inspection certificates as appropriate) prior to tow (comment on adequacy and frequency)
	+ Towing wire certification validity prior to tow
	+ Main and emergency towing equipment details and connection points (equipment and wire design and installation1

Design of towing systems for anticipated environmental forces shall be in accordance with recognised industry standards (e.g. the relevant section(s) of ISO19901-6) | X | X |
| Voyage/Towage Manual(s) including:* Bollard pull requirements
* Configuration of tugs
* Vessel strength
* Intact and damaged stability
* Voyage details
* Contact information
	+ Pre-voyage Tow Plan and Risk Assessment
	+ Route Planning (incl. sea room, safe havens and refuelling)
	+ Hazard identification
	+ Trim and stability - ability to withstand environmental forces (wind, wave, current)
	+ Weather routeing
	+ Valid loadline certificate
	+ Relevant valid ISM and SOLAS certification
	+ Fuel requirements (contingency)
	+ Communications (Reporting Protocols) and language restrictions
	+ Manning levels justified
* Navigational Aids (Navaids)
* Tow routes/passage plans and safe havens including:
* Checking underkeel clearances
* Side and overhead clearances for all movements
* Planned contingency movements
* Review of surveys of final and contingency locations
 | X | XCheck Compliance |
| Contingency Planning for Emergencies* + Bunkering
	+ Line parting, availability of spare tow line, rigged reconnection equipment and adequate sea room
	+ Emergency survival anchor and deployment method in event of tow failure close to shore
	+ Availability of additional vessels (avoidance of demurrage)
	+ Tug equipment failure
	+ Engine failure
	+ Heavy weather/storm approach, including safe approach to shore/safe haven
	+ Grounding
	+ Collision
	+ Fire and explosion
	+ Damage stability
	+ Water ingress through valves
	+ Structural failure
	+ Key equipment breakdown (critical spares)
	+ Riding crew evacuation
 | X |  |
| Lifting points and lifting method defined CVI of lifting points, rigging arrangement and check of configuration against design layout drawings | X | X |
| Project handover | X |  |
| Adequacy of structures to withstand loads during loadout, tow/transportation, lifting, mating and installation operations | X |  |
| Temporary bracing / stiffening required to ensure structural integrity of project cargo during the load-out, transportation and installation phases. | X |  |
| Cranes and lifting equipment details including Certificates and Inspection Records | X |  |
| Marine Hazid, marine Hazop and SIMOPS  | X | X |
| Prototypical and Step-Out Technology Items (any items that may have an effect on MWS approved activities - temporary or permanent phases):* + Qualification of items
	+ Testing of items
	+ Assurance of performance and reliability
 | X |  |

X Denotes activity to be performed

Note

* Visual inspection and confirmation that the actual tow arrangement is fully consistent with the tow arrangement drawing(s) and specifications. Confirm all relevant certificates in date.

**Project Cargo Scope of Work (SOW) 2:**

**Project Cargo (pressure vessels, containers, metering skids, skids of project cargo, pipe racks, pipe and cable reels and refinery and petrochemical components, project materials, ad-hoc equipment)**

|  | **Review & Approve Procedures / Drawings / Design Calculations** | **Attend** | **Issue Certificate of Approval****(COA)** |
| --- | --- | --- | --- |
| Method of shipping |  |  |  |
| Cargo carriage:* + Marine transportation
	+ Road
	+ Rail
	+ Air
 | XMWS to review and advise if MWS scope required unless Assured and Underwriter’s haven’t already previously advised | X | X |
| Apply transportation accelerations for each mode of transport used\* | X |  |  |
| Securing arrangements for each mode of transport used based on above accelerations | X | X |  |
| **Transportation to and from loadout quay, from site by road** |  |  |  |
| Route survey to quayside or loadout point to cover:* + Route approval including road furniture; street lighting, bollards, traffic islands, roundabouts and also turning circles, air gaps of cables and bridges.
	+ Culverts, drains, manhole strength, rough unmade roads, steep inclines, weak banks, steel plates for weak parts of road.
	+ Timing: Police escort required, road closures, travel times allowed (night/day/quieter periods/weekends), lighting along route.
	+ Capacity of bridges along route (government or local body approval to be sought)
 | X | X |  |
| Minimum/maximum speed | X |  |  |
| Laydown arrangements at interim set-down locations and at final destination | X | X |  |
| Security arrangements at interim set-down locations and at final destination | X | X |  |
| **Loadout and offloading (including ship/barge to ship/barge, ship/barge to platform, ship/barge to quayside using cranes or trailered/SPMT load-offs)** |
| **SPMT’s**SPMT’s to be inspected prior to lifting operations. The inspection shall include but not be limited to:* + Loadout Procedures Manual: trailered/lifted
	+ Link beam/bridge design
	+ Motive power systems (trailers, SPMT’s)
	+ Structural strength of trailers/SPMT’s for required operation.
	+ Assessment of the SPMT stability, CoG envelope and hydraulic configuration.
	+ Lifting equipment for load-on to trailer(s)
	+ Lifting points
	+ Rigging
	+ Crane

- Securing to trailer | X | XCheck Compliance |  |
| Inspect and certify equipment for loadout lifting and raising methods including, where applicable;* + Jack-up/down
	+ Jack and skid
	+ Hydraulic lifting beams
	+ Strand jack lifting mobile cranes (single or tandem)
 | X | X |  |
| **Crane suitability**: Capability and certification of cranes (mobile cranes/floating cranes or sheerlegs/dockside cranes/ships cranes).Crane(s) to be inspected prior to lifting operations. The inspection shall include but not be limited to:* + Crane certification and vessel class
	+ Associated lifting equipment design and certification
	+ Operating history
	+ Maintenance and repair records for crane and marine systems
	+ Rigging and lifting point design

An external visual examination of the crane(s) and vessel. | X | X |  |
| Quayside capacity for load | X | X |  |
| Grillage structural checks (including yard supplied items such as transportation saddles) | X | X |  |
| Water depth, tidal limitations | X |  |  |
| Certification of all loadout and lifting equipment | X |  |  |
| Loadout pads (for grounded loadouts) | X | X |  |
| Emergency contingency plans | X |  |  |
| Heavy lift ship stability (floating cantilevered stability pontoons, stability tanks) | X | X |  |
| Loading capacity of decks, hatch covers or tank tops | X | X |  |
| Establish fuel tank location on transportation vessel | X | X |  |
| Loadout operation (tide, marine traffic, ballasting and loadout operational limitations) | X | X | X |
| **Offloading specific items** |
| COAs are required for each discrete activity.In additional to the loadout requirements for the SPMT’s/trailers and lifting equipment the following additional items need to be considered if applicable. |
| Inspect and certify equipment for offloading lifting and raising methods including where applicable;* + Jack-up/down
	+ Jack and skid
	+ Hydraulic lifting beams
	+ Strand jack lifting mobile cranes (single or tandem)
 | X | X |  |
| Temporary Installation aids including:* + Lifting points
	+ Bumpers and guiding systems
	+ Saddles and supports
 | X | X |  |
| Vessel position, monitoring and control systems | X | X |  |
| Offloading operation (tide, marine traffic, ballasting and loadout operational limitations) | X | X | X |
| **Transportation** |  |  |  |
| Voyage plan / Towing Manual | XSee SOW 1 for details |  |  |
| Procedure for departure (including draught, tidal, environmental limits) | X |  |  |
| Voyage protection | X | X |  |
| Intact and Damaged Stability | X |  |  |
| Anti-Piracy Measures in place | X | X |  |
| Ship’s lashings and securing | X | X | X COA for lashing and securing |
| Barge grillage, seafastening, cribbing and lashing design, (inc. NDT requirements) | X | X |  |
| Emergency anchors and moorings including retrieval and release system. | X |  |  |
| Internal seafastenings | X | X |  |
| Review and approve transportation route, weather windows and safe havens  | X(Independently check weather criteria and hindcast data) |  |  |
| Final checks and approval of towage/transportation (including modifications)  | X | XAttend Sailaway | XIssue COA for Sailaway or seafastening as appropriate |
| Mooring adequacy on arrival to withstand natural hazard exposure for both temporary and long term moorings | X |  |  |

X Denotes activity to be performed

For Road transportation - MSC.1/ Circular No. 1497 dated 16th December 2014 “IMO/ILO/UCEC Code Of Practice For Packing Of Cargo Transport Units” (CTU Code) to be used for lashing requirements and acceleration values.

For Sea transportation - IMO code of safe practice for Cargo Stowage & Securing (2011 edition) Annex 13 to be used for lashing requirements and acceleration values.

**Project Cargo Scope of Work (SOW) 3:**

**Pipelines (flexible, Pipe-In-Pipe (PIP), concrete coated)**

|  | **Review & Approve Procedures / Drawings / Design Calculations** | **Attend** | **Issue Certificate of Approval****(COA)** |
| --- | --- | --- | --- |
| **Fabrication and Load-out** |
| Pipe joint/reel storage and handling (including storage of line-pipe, weather protection and protection from reactive/corrosive soils) | X | X | X |
| Pipe loading and offloading |  | X | X |
| Pipe ship or barge sailaway |  | X | X |
| **Transportation (for all or first in series depending upon criteria and agreement) (see Scope of Work (SOW) 1 for details)** |
| Pipe stacking analysis (including for concrete coated pipe) including water entrapment calculations if on open deck | X | X | X |
| Seafastening and blocking arrangements | X | X | X |

X Denotes activity to be performed

**Project Cargo Scope of Work (SOW) 4:**

**Vessel Activity During Installation (if Project Cargo is going directly offshore)**

|  | **Review & Approve Procedures / Drawings / Design Calculations** | **Attend** | **Issue Certificate of Approval****(COA)** |
| --- | --- | --- | --- |
| **All Project Vessels (Inc. Semi-Sub Rigs and Floatels)** |
| Mooring within 500m of project facilities (platforms) | X | X |  |
| Vessels operating on DP within 500m of existing project facilities, including DP system adequacy, redundancy and condition | X | Xattend DP trials |  |
| Vessel Traffic Management | X |  |  |

X Denotes activity to be performed

**JRC MWS Certificate of Approval (COA) Requirements**

Certificates of Approval (COA) are required to be issued by the MWS at site prior to the commencement of each of the specified activities:

* Loadouts onto barge/loading onto ship
* Transportation by road/rail/air from manufacturer’s facility to marine interface location OR (if not multi-modal) to final destination.
* Lashing and securing on a ship or barge
* Towage/transportation
* Load-off from barge/discharge from ship
* Transportation to final location by road, rail or air
* Offloading and re-loading at interim location(s)
* Setting down at final destination.

The Certificate of Approval (COA) is the final document in an approval process that includes numerous activities such as:

- Survey attendances for suitability and/or condition of a vessel

- Site assessment and vessel surveys

- Document reviews and re-reviews

- Site attendance to review preparations

As a result, the COA is not a stand-alone document and the above activities must be referenced to ensure the whole process is completed to the attending surveyor’s satisfaction.

Suggested model templates are provided for Loadout, Sailaway, Towage and Post COA Non-Compliance.

**Basic Requirements**

1. A COA must only be issued if the surveyor signing the COA has witnessed the preparations for the operation and is in attendance at the site. It should be issued immediately prior to the commencement of the operation.

 The COA should also be signed by the Assured’s person in authority on site (if present) to acknowledge receipt of the COA and acceptance of the recommendations.

1. To assure validity of the COA, approval documentation from the office that performed the desk top reviews of the operation confirming the acceptability of the documents reviewed (plans, procedures, calculations etc.) shall be provided to the attending MWS.
2. Each COA shall have a unique number.
3. The title on the COA must be sufficient to identify the operation being approved.
4. The MWS’s name shall be printed underneath the signature.
5. The time at which the issuing of the COA has been approved shall be recorded and a period of validity (if issued for first in series and to cover a series of events) for the COA must also be recorded.
6. The original COA shall be given or sent to the Assured with copies retained by the MWS company.
7. Traceability of the COA is required by reference to the principal document(s) approved for the operation.
8. Where appropriate vessel capacity (bollard pull, DWT., GRT., displacement etc.) is to be documented to help define a vessel’s suitability for an operation.
9. For any COAs issued for the “first in series only”, or a percentage of components to be installed, this shall be clearly stated on the COA together with conditions for its issue clearly stated.
10. Checklists may be appended to the issued COA if required to clarify the scope of the approval.
11. All recommendations related to the operation must be complied with prior to the issue of the COA and the COA must not be subject to any outstanding recommendations. However, any recommendations intended to be complied with after the issue of the COA, as mandated by the MWS, for example to cover an activity after a tow departs or compliance with a procedures document, shall be specific, measurable, achievable, reasonable, time-bound and clearly listed, attached to and referenced in the COA .
12. A UMR (Unique Market Reference) number is to be provided on all COAs. This number is available through the Lead Underwriter insurer and the Assured’s Broker. A UMR is a unique number allocated to each individual policy. The UMR will enable clear traceability as to the Policy to which the COA pertains.

**Notes:**

1. **COA for the “first in series” only:**

When approval for a repeated operation is required, for instance, to approve twenty shipments of pipe, then the operations approved must be identical in all material respects to the first operation otherwise individual COAs are required for each operation. For instance, the quantity, securing arrangements, vessel ballasting and trim condition and limiting weather criteria/weather window must all be the same. No additional cargo, change of securing practices, change of route, change of tug, barge or transportation vessel or other alterations, compared to the initially approved condition, may be permitted without reference to the MWS. Where the change(s) are acceptable the MWS must endorse the original COA or issue a new COA. However, if multiple tugs, barges (or other vessels) or equipment have been approved for use in various combinations with MWS approval, then this is acceptable. If a loss or “near miss” incident occurs during a repeat operation then the COA shall be suspended until the MWS is satisfied that the key root causes have been satisfactorily addressed. For operations involving greater value, loads ‘at the edge of the envelope', and/or greater complexity then full attendance is required and issuance of COA shall be made in each case.

1. **Failure to Issue COA:**

If the processes required for approval are incomplete, then the COA must not be issued. For example, if approved documentation from the MWS office performing the desk-top reviews has not been received or if recommendations issued by the MWS Office or attending MWS surveyor have not been completed or implemented.

1. **COAs which, after issuing, no longer conform to the operation originally approved:**

If, after issuing the COA, the attending MWS surveyor notes any non-compliance with the basis on which the COA approval was provided or with any recommendation, intended to be completed after the issue of the COA, the attending MWS surveyor shall issue a document of non-compliance formally identifying how the terms, conditions and any recommendations of the COA have been contravened. In such circumstances, subject to confidentiality undertakings of the MWS company, the Lead Underwriter is to be informed of this and the surrounding circumstances at the first opportunity. In all cases the MWS company must ensure that the Assured’s representative is made aware of the situation.

The following CoA templates are provided as examples of the type of content and format expected for principle categories of CoA.

**Certificate of Approval for a Loadout**

MWS Company name:­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project No: \_\_\_\_\_\_\_\_\_\_\_\_ Certificate No: \_\_\_\_\_\_\_\_\_\_\_\_

 UMR No: \_\_\_\_\_\_\_\_\_\_\_\_

**Project Title**

**Loadout of the \_\_\_\_\_\_\_\_\_\_\_ on the barge by (lifting/skidding/SPMT)**

**at \_\_\_\_\_**

**This is to Certify** that this office, acting on behalf of (the MWS Client) has reviewed the procedures for the above operation in the document(s):

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Doc. No: \_\_\_\_\_\_\_\_\_

Rev. No. \_\_\_\_\_\_\_\_\_

The undersigned has also witnessed the preparations for the loadout of the \_\_\_\_\_\_\_\_ on the barge at \_\_\_\_\_ in \_\_\_\_\_\_\_\_.

The referenced loadout procedure is satisfactory, and the proposed loadout is within the stated capacity of the crane/SPMT/equipment to be used and barge.

Subject to compliance with the stated procedures and any additional recommendations submitted by this office the loadout of the \_\_\_\_\_\_\_\_ onto the barge \_\_\_\_\_\_\_\_\_\_ is hereby approved.

Any alterations in the surveyed items after the issue of this Certificate of Approval may render this Certificate invalid unless approved by this office (prior to commencement of the operation).

This Certificate is issued in accordance with (terms and conditions, service contract, variation order etc.) dated \_\_\_\_\_\_\_\_. It is issued solely for the purposes of the proposed operation and is based upon external conditions observed by the undersigned of the hull, machinery and equipment without removal, exposure, operating or testing of parts.

For and on behalf of: Receipt of this COA is hereby acknowledged by:

MWS Company name Client company name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print surveyor’s name Print name

SOMWS Membership No.: \_\_\_\_\_\_\_\_

Time: \_\_\_\_\_ \_\_\_\_\_\_

Date: \_\_\_\_\_ \_\_\_\_\_\_

Location: \_\_\_\_\_ (port/town and country)

**Recommendations:**

**(Note: Recommendations are to be specific, measurable, achievable, reasonable, clearly listed and state the time by which the recommendation is to be completed)**

* + - 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certificate of Approval for a Sailaway**

MWS Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project No: \_\_\_\_\_\_\_\_\_\_\_\_\_ Certificate No: \_\_\_\_\_\_\_\_\_\_ UMR No: \_\_\_\_\_\_\_\_\_

**Project Title**

**Transportation on the (ships name)**

**From \_\_\_\_\_**

**To \_\_\_\_\_**

 **Of the Project Cargo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This is to Certify** that this office, acting on behalf of (the MWS Client) has reviewed the procedures for the above operation in the document(s):

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Doc. No: \_\_\_\_\_\_\_\_\_

Rev. No. \_\_\_\_\_\_\_\_\_

The undersigned has also witnessed the preparations for the voyage of the (ship’s name)

it is generally fit to undertake the voyage.

No responsibility is accepted by this office for the way in which the voyage is undertaken following departure.

Any alterations in the surveyed items and/or deviations from the approved procedures after the issue of this Certificate of Approval may render this Certificate invalid unless approved by this office (prior to commencement of the operation).

This Certificate is issued in accordance with (terms and conditions, service contract, variation order etc.) dated \_\_\_\_\_\_\_\_. It is issued solely for the purposes of the proposed operation and is based upon external conditions observed by the undersigned of the hull, machinery and equipment without removal, exposure, operating or testing of parts. This Certificate shall not be deemed or considered to be a general Certificate of Seaworthiness.

For and on behalf of: Receipt of this COA is hereby acknowledged by:

MWS Company name Client company name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print surveyor’s name Print name

SOMWS Membership No.: \_\_\_\_\_\_\_\_

Time: \_\_\_\_\_ \_\_\_\_\_\_

Date: \_\_\_\_\_ \_\_\_\_\_\_

Location: \_\_\_\_\_ (port/town and country)

**Recommendations:**

**(Note: Recommendations are to be specific, measurable, achievable, reasonable, clearly listed and state the time by which the recommendation is to be completed)**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certificate of Approval for a Towage**

MWS Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project No: \_\_\_\_\_\_\_\_\_\_\_\_\_ Certificate No: \_\_\_\_\_\_\_\_\_\_ UMR No: \_\_\_\_\_\_\_\_\_

**Project Title**

**Towage of the \_\_\_\_\_\_\_\_\_\_\_ on the barge \_\_\_\_\_ by the tug(s) \_\_\_\_\_**

**From \_\_\_\_\_**

**To \_\_\_\_\_**

**This is to Certify** that this office, acting on behalf of (the MWS Client) has reviewed the procedures for the above operation in the document(s):

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Doc. No: \_\_\_\_\_\_\_\_\_

Rev. No. \_\_\_\_\_\_\_\_\_

The undersigned has also witnessed the preparations for the towage of the \_\_\_\_\_\_\_\_ on the barge \_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_.

Towage by the tug “vessel name” owned by \_\_\_\_\_\_\_\_\_\_\_\_ is hereby approved based on

\* a bollard pull of \_\_\_\_ tonnes as stated in the Certificate issued by company name on date

\* an estimated realistic bollard pull of \_\_\_\_\_\_ tonnes

*\* Delete as applicable*

 and that it is generally fit to undertake the tow.

No responsibility is accepted by this office for the way in which the towage is undertaken following departure.

Any alterations in the surveyed items and/or deviations from the approved procedures after the issue of this Certificate of Approval may render this Certificate invalid unless approved by this office (prior to commencement of the operation).

This Certificate is issued in accordance with (terms and conditions, service contract, variation order etc.) dated \_\_\_\_\_\_\_\_. It is issued solely for the purposes of the proposed operation and is based upon external conditions observed by the undersigned of the hull, machinery and equipment without removal, exposure, operating or testing of parts. This Certificate shall not be deemed or considered to be a general Certificate of Seaworthiness.

For and on behalf of: Receipt of this COA is hereby acknowledged by:

MWS Company name Client company name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print surveyor’s name Print name

SOMWS Membership No.: \_\_\_\_\_\_\_\_

Time: \_\_\_\_\_ \_\_\_\_\_\_

Date: \_\_\_\_\_ \_\_\_\_\_\_

Location: \_\_\_\_\_ (port/town and country)

**Recommendations:**

**(Note: Recommendations are to be specific, measurable, achievable, reasonable, clearly listed and state the time by which the recommendation is to be completed)**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post CoA Certificate of Non-Compliance**

MWS Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project No: \_\_\_\_\_\_\_\_\_\_ Certificate No: \_\_\_\_\_\_\_\_\_\_\_\_

 UMR No: \_\_\_\_\_\_\_\_\_\_\_\_

**Project Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Statement of Non-compliance confirms that, on the date(s) and at the time(s) set out below the following events were observed which, in the opinion of the undersigned amount to non-compliance with the recommendations and or provisions or procedures in the Certificate of Approval process in the following respects:

**Recommendation(s)** not complied with:

Insert full details with dates, times, evidence relied on, photographs, emails etc.

**Provision(s) or procedure(s)** not complied with:

Insert full details with dates, times, evidence relied on, photographs, emails etc.

For and on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MWS Company name

Surveyor’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOMWS Membership No.: \_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (port/town and country)

**Receipt of this Statement of Non-Compliance is hereby acknowledged**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Abbreviations**

A&R Abandon and recovery

CALM Catenary Anchor Leg Mooring

COA Certificate of Approval

CVI Close Visual Inspection

DMA Dead man anchor

DP Dynamic Positioning

D/t Diameter / Thickness

DWT Deadweight

FDPSO Floating Drilling Production Storage and Offloading

FGSO Floating Gas Storage and Offloading

FLNG Floating Liquefied Natural Gas

FMEA Failure Mode and Effects Analysis

FPF Floating Production Facility

FPS Floating Production System

FPSO Floating Production Storage and Offloading

FPU Floating Production Unit

FSO Floating Storage and Offloading

FSU Floating Storage Unit

GBS Gravity Based Structure

GSOW Generic Scope of Work

GRT Gross Registered Tonnage

HAZID Hazard Identification

HAZOP Hazard and Operability

HDD Horizontal Directional Drilling

HLV Heavy Lift Vessel

HUC Hook-up and commissioning

IACS International Association of Classification Societies

IMO International Maritime Organisation

ISM International Ship Management (Certificate)

JRC Joint Rig Committee

JSA Job Safety Analysis

MOPS Mobile Offshore Production Systems

MOU Mobile Offshore Unit

MSF Module Support Frame

MWS Marine Warranty Survey (or Surveyor)

NDE Non Destructive Examination

NDT Non Destructive Testing

PAU Pre-Assembled Units

PIP Pipe-In-Pipe

PLEM Pipeline End Manifold

PLET Pipeline End Termination

PSSOW Project Specific Scope of Work

QA/QC Quality Assurance / Quality Control

RFHU Ready For Hook Up

ROV Remotely Operated Vehicle

RPD Rack Phase Difference

SCR Steel Catenary Riser

SDU Subsea Distribution Unit

SIMOPS Simultaneous Operations

SOLAS Safety Of Life At Sea

SOW Scope of Work

SUTU Subsea Umbilical Termination Unit

TLP Tension Leg Platform

UMR Unique Market Reference

VIV Vortex Induced Vibration