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Notes:

1. This Procedural Requirement applies when adding, maintaining or withdrawing double or dual class on or after 1 July 2009.
2. Rev.1 of this Procedural Requirement applies when adding, maintaining or withdrawing double or dual class on or after 1 July 2010.
3. Rev.2 of this Procedural Requirement applies when adding, maintaining or withdrawing double or dual class on or after 1 July 2014.

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Procedure for Adding, Maintaining and Withdrawing Double or Dual Class**Application**

This Procedure contains procedures and requirements pertaining to adding, maintaining or withdrawing a double or dual class and is applicable, unless stated otherwise, to vessels of over 100 GT of whatever type, self propelled or not, restricted or unrestricted service, except for "inland waterway" vessels.

The obligations of this Procedure apply to Classification Societies which are subject to verification of compliance with QSCS.

Definitions

'Double class vessel' is a vessel which is classed by two Societies and where each Society works as if it is the only Society classing the vessel, and does all surveys in accordance with its own requirements and schedule.

'Dual class vessel' is a vessel which is classed by two Societies between which there is a written agreement regarding sharing of work.

'First Society' is a Society classing a vessel which, under request of the Owner, enters a double or dual class arrangement with another Society.

'Interim Certificate of Class', or Interim Class Certificate, is the certificate issued immediately upon completion of the survey of the vessel to enable it to trade while the report of the classification surveys is processed by the gaining Society pursuant to issuing its full term Class Certificate.

'Outstanding' means still to be dealt with.

'Overdue' means overdue on the date the first or losing Society receives the request by the second or remaining Society for its current classification survey status.

'Recommendations' and 'Conditions of Class' are to be read throughout this Procedural Requirement as being different terms used by Societies for the same thing i.e. requirements to the effect that specific measures, repairs, surveys etc. are to be carried out within a specific time limit in order to retain class.

'Remaining Society' is a Society which keeps an existing vessel in class, when the class by the other Society involved in the double or dual class arrangement is suspended or withdrawn.

'Second Society' is a Society which is requested by an Owner to accept an existing vessel already classed by another Society into its class under double or dual class arrangement.

'Withdrawing Society' is a Society which withdraws its class to an existing vessel in class under double or dual class arrangement.^(Note 1)

(Note 1) In this Procedure, Form G and L in Annex 1, Annex 2 and Annex 3, the withdrawing Society is sometimes referred to simply as the "losing", when the context is obvious.

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Section A - Adding class of a Second Society to a vessel classed by First Society**A.1 Obligations of the second Society**

A.1.1 Whenever a Society (i.e. second Society) is requested by an Owner to accept an existing vessel already classed by another Society (i.e. first Society) into its class under double or dual class arrangement, the second Society is to immediately notify the Owner in writing that:

- .1 the second Society only accepts a vessel that is free from any overdue surveys or recommendations / conditions of class;
- .2 the Owner is to inform first Society of his request to second Society;
- .3 the Owner is to authorise first Society to submit to second Society its current classification status and documents as listed in Annex 3 for information and use by second Society in conducting its class entry surveys;
- .4 when the Owner decides to leave the double or dual class arrangement and prior to withdrawing from the class of one of two Societies the Owner is to inform the Societies of his intended actions;
- .5 when the Owner is advised that one of the Societies involved in double or dual class arrangement suspends or withdraws class the Owner is to inform the remaining Society of the action taken by the other Society without delay;
- .6 copies of the plans listed in Section C of PR1A are to be provided to second Society as a prerequisite to obtaining a full term Class Certificate. If the Owner is unable to provide all of the required plans, the second Society is to request that the Owner authorise the first Society to transfer copies of such of these plans as it may possess directly to the second Society upon request from the second Society, with the advice that the first Society will invoice the second Society and the second Society may, in turn, charge the associated costs to the Owner.

A.1.2 Within two (2) working days of receipt of a written request from the Owner for entry into second Society's class at a Society's Headquarters or one of its designated control or management centres, the second Society is to notify the first Society of the requested entry into class using Form G in Annex 1 with its Part A duly completed and attaching the Owner's authorisation for release of survey status.

A.1.3 Prior to issuing an Interim Certificate of Class the second Society is to:

- .1 obtain from the Owner, a written application for entry into second Society's class, containing an authorisation for second Society to obtain the current classification status from the first Society;
- .2 obtain the current classification survey status from the Headquarters of the first Society or one of its designated control or management centres;
- .3 for double class: carry out its class entry survey in accordance with the requirements of Section B of PR1A taking account of the recommendations / conditions of class in the status provided by the first Society;
- .4 for dual class: carry out an initial survey having the scope of an annual survey as a minimum.

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A.1.4 The second Society is, within one month from issuing its Interim Certificate of Class, to advise the first Society of the date of issuing this certificate. The report Form G in Annex 1, with Parts A and B duly completed is to be used.

Any additional information regarding outstanding surveys or recommendations / conditions of class received from the first Society in accordance with A.2.2 is to be taken into account in accordance with A.1.3.3, as applicable, and reported to the first Society with Form G in Annex 1 with Part B-1 duly completed within one (1) month from the completion of the survey.

A.1.5 Prior to final entry into the second Society's class, the second Society is obligated to:

- .1 carry out and document the review of class survey records, of the first Society, by an authorised person considering the items specified in Annex 3;
- .2 obtain plans and information in accordance with the requirements of Section B of PR1A.

A.1.6 To ensure mutual exchange of information on vessels adding class and on the survey status of such vessels, the second Society is, on completion of final entry into class, to dispatch Form G in Annex 1, with Parts A, B, B-1 (when applicable) and C duly completed to the TOC database and to the first Society.

A.2 Obligations of the first Society

A.2.1 The first Society:

- .1 within two (2) working days of receipt of a written request at its Headquarters or one of its designated control or management centres is to notify the second Society the current classification status including a full list of surveys and recommendations / conditions of class. The most recent condition evaluation report/executive hull summary reports and survey planning document for the commenced Special Survey for vessels under Enhanced Survey Programme are also to be provided. In cases where the class status is received in a language not readily understood by the second Society or contains vague or unclear descriptions the first Society is to provide additional detailed information in English language on request of the second Society. The first Society is obliged to advise the second Society of the possibility of further recommendations / conditions of class arising from surveys, which the first Society knows have been carried out but for which reports have not yet been received. The report Form L in Annex 1 with Part A completed is to be used by the first Society to report on the class status; details may be amplified, if necessary, in accompanying documents;
- .2 is obliged to make available, within one (1) month of receipt of request referred to in .1, all class survey records to the second Society for record review and relevant reporting, to the extent this information is in possession of the first Society, to enable the second Society to retain the Vessels Records outlined in Annex 3, in accordance with A.1.5.1 of this Procedure;
- .3 alternatively to .2 above, upon request is obliged to provide, within one (1) month of receipt of the request referred to in .1, a copy of all the class survey records to the second Society, to enable the second Society to retain the Vessels Records outlined in Annex 3, in accordance with A.1.5.1 of this Procedure. These survey records will be transferred electronically if electronic files are available;

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.4 is also to submit, within one month of receipt of the request referred to in .1 above, any Vessel's Records regarding class items (see Annex 3) available during the present class and from prior transfers of class performed after 1 July 2001.

A.2.2 The first Society has one month from issuance of its classification status to the second Society as per A.2.1 to forward to the second Society:

- .1 the additional information on outstanding surveys and/or recommendations / conditions of class arising from surveys performed proximate to the date of Owner's written request for adding class which were not included in said status, by dispatching Form L in Annex 1 with Part A-1 duly completed; and
- .2 the structural diminution allowances which were applying to the vessel, by dispatching Form L in Annex 1 with Parts A and A-1 (when applicable) duly completed.

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Section B**B.1 Adding class of a Second Society to a vessel classed by First Society at vessel's delivery**

B.1.1 The procedural requirements for adding class at vessel's delivery are applicable when the Society which has carried out the new construction technical review and surveys (i.e. First Society) has issued its first Certificate of Class.

Obligations and reporting of the second Society

B.1.2 Whenever a Society (i.e. Second Society) is requested by an Owner to accept a vessel already classed by another Society (i.e. first Society) into its class under double or dual class arrangement at vessel's delivery, the second Society is to immediately notify the Owner in writing that:

- .1 the Owner is to inform first Society of his request to second Society;
- .2 the Owner is to authorise first Society to submit to second Society its Certificate of Class;
- .3 when the Owner decides to leave the double or dual class arrangement and prior to withdrawing from the class of one of two Societies the Owner is to inform the Societies of his intended actions;
- .4 when the Owner is advised that one of the Societies involved in double or dual class arrangement suspends or withdraws class the Owner is to inform the remaining Society of the action taken by the other Society without delay;
- .5 copies of the plans listed in Section C of PR1A are to be provided to second Society as a prerequisite to obtaining a full term Certificate of Class. If the Owner is unable to provide all of the required plans, the second Society is to request that the Owner authorise the first Society to transfer copies of such of these plans as it may possess directly to the second Society upon request from the second Society, with the advice that the first Society will invoice the second Society and the second Society may, in turn, charge the associated costs to the Owner.

B.1.3 After receipt of a written request from the Owner for entry into second Society's class at a Society's Headquarters or one of its designated control or management centres, the second Society is to notify the first Society of the requested entry into class using Form G in Annex 1 with its Part A duly completed and attaching the Owner's authorisation for release of the first Certificate of Class, including the list of any recommendations / conditions of class – with the respective due dates - issued against the subject vessel and the list of any information normally contained in the classification status.

B.1.4 Prior to issuing an Interim Certificate of Class on the date of the vessel's delivery, the second Society is to:

- .1 obtain from the Owner, a written request for entry into second Society's class at vessel's delivery, containing an authorisation for second Society to obtain a copy of the first Certificate of Class, from the first Society;
- .2 obtain the first Certificate of Class from the Headquarters of the first Society or one of its designated control or management centres or from the attending Surveyor at the

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yard of the builders, including any outstanding recommendations / conditions of class and information normally contained in the classification status.

.3 carry out and satisfactorily complete all relevant surveys specified in PR1A/B.2.1.

B.1.5 The second Society is, within one month from issuing its Interim Certificate of Class, to advise the first Society of the date of issuing this certificate. The report Form G in Annex 1, with Parts A and B duly completed is to be used.

B.1.6 Prior to final entry into the second Society's class, the second Society is obligated to:

.1 obtain plans and information in accordance with the requirements of Section B of PR1A.

B.1.7 To ensure mutual exchange of information on vessels adding class and on the survey status of such vessels, the second Society is, on completion of final entry into class, to dispatch Form G in Annex 1, with Parts A, B and C duly completed to the TOC database and to the first Society.

Obligations and reporting of first Society

B1.8 Upon receipt of a written request at its Headquarters or one of its designated control or management centres and on the date of the vessel's delivery, the first Society is to notify the second Society its first Certificate of Class, including the list of any recommendations / conditions of class - with respective due dates - issued against the subject vessel and the list of any information normally contained in the classification status. The report Form L in Annex 1 with Part A completed is to be used by the first Society; details may be amplified, if necessary, in accompanying documents;

B.1.9 The first Society has one month from issuance of its Certificate of Class to the second Society to forward to the second Society:

.1 the structural diminution allowances which were applying to the vessel, by dispatching Form L in Annex 1 with Parts A and A-1 duly completed.

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Section C - Maintaining Class in a Double or Dual Class Arrangement

C.1 Double class

C.1.1 Each Society acts independently while the vessel is in double class.

C.2 Dual class

C.2.1 Each Society acts also on behalf of the other Society, while the vessel is in dual class, in accordance with the agreement adopted by the two Societies.

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Section D - Withdrawing Class of a Society from a Double Class Arrangement**D.1 Obligations of the remaining Society maintaining its class**

D.1.1 Whenever a Society (i.e. the remaining Society) being in a double class arrangement with another Society receives a written request from an Owner pertaining to his intention to withdraw from class of the other Society (i.e. withdrawing Society), or information that her class has been withdrawn by the other Society, the remaining Society is to immediately notify the Owner in writing that:

- .1 the validity of the remaining Society's Class Certificate is subject:
 - i) for vessels less than 15 years of age^(Note 2), to completion by the remaining Society of all overdue recommendations / conditions of class of the withdrawing Society at the first port of call at which surveys can be carried out and to completion by the remaining Society of all outstanding recommendations / conditions of class of the withdrawing Society by the due date;
 - ii) for vessels of 15 years of age and over, to completion by the withdrawing Society of all overdue recommendations / conditions of class and to completion by the remaining Society of all outstanding recommendations / conditions of class of the withdrawing Society by the due date;
- .2 the Owner is to authorise remaining Society to request from withdrawing Society its current classification status;
- .3 principles given in item .1 above apply to any additional recommendations / conditions of class issued against the vessel, which were not included in the initial survey status provided to the remaining Society by the withdrawing Society because they have arisen from the surveys carried out in close proximity to the request for withdrawal from class. Such additional recommendations / conditions of class, if received after the issuance of the Interim Certificate of Class by the remaining Society and which are overdue, are to be dealt with at the first port of call at which surveys can be carried out by the relevant Society, depending on the age of the vessel.

D.1.2 The remaining Society is to obtain from the Owner a written confirmation of intention to withdraw from the other Society's class, containing an authorisation for remaining Society to obtain the current classification status from the Headquarters of the withdrawing Society or one of its designated control or management centres.

D.1.3 Within two (2) working days of receipt of a written confirmation of intention from the Owner to withdraw from the other Society's class at the remaining Society's Headquarters or at one of its designated control or management centres, the remaining Society is to request the withdrawing Society, on the basis of Owner's authorisation, to release the survey status using Form G in Annex 1 with its Part A duly completed and attaching the Owner's authorisation for release of survey status. However, if the remaining Society does not receive the classification survey status from the withdrawing Society within three (3) working days from the request, the remaining Society may utilise the withdrawing Society's survey status

(Note 2) To be calculated from the date of delivery to either the date of notification by the Owner of his intention to withdraw from class or the date of advice by the withdrawing Society to the Remaining Society (date of Form L) that class has been withdrawn, not at the request of the Owner.

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information provided by the Owner and, after complying with the other relevant requirements of this Procedural Requirement, may confirm the validity of its Class Certificate.

D.1.4 The remaining Society is to suspend the validity of its Class Certificate or other documents enabling the vessel to trade, if any overdue recommendations / conditions of class previously issued against the subject vessel by the withdrawing Society have not been satisfactorily completed by the relevant Society, depending on the age of the vessel, at the first port of call where surveys can be carried out.

When repair facilities are not available in the first port of survey, a direct voyage to a repair port may be accepted to complete surveys for overdue recommendations / conditions of class. In that case, the remaining Society is to inform the owner and withdrawing Society of the decision taken, e.g. direct voyage conditions agreed and port of repairs.

D.1.5 The validity of remaining Society's Class Certificate is subject to any outstanding recommendations / conditions of class previously issued against the vessel by the withdrawing Society being completed by the due date and as specified by the withdrawing Society. Any outstanding recommendations / conditions of class with their due dates are to be clearly stated on the:

- .1 class survey record if available on board; and
- .2 survey status.

D.1.6 Within one (1) month from the completion of the survey, the remaining Society is to advise the withdrawing Society of the actions taken with dates and locations to satisfy each overdue recommendation / condition of class, if any, issued against the subject vessel as specified to the Owner by the withdrawing Society. The report Form G in Annex 1, with Parts A and B duly completed is to be used. A list of dates, locations and actions taken to satisfy each overdue recommendation/overdue condition of class as specified to the Owner by the withdrawing Society is to be attached to the copy sent to the withdrawing Society.

Where no overdue items are provided by the withdrawing Society, this form with Parts A and B, duly completed, is to be sent to the withdrawing Society and to the TOC database within one (1) month from the date of sending Form L Part A.

D.1.7 Any additional information regarding outstanding recommendations / conditions of class received from the withdrawing Society in accordance with D.2.3 is to be dealt with in accordance with D.1.4 and D.1.5, as applicable, and reported to the withdrawing Society with Form G in Annex 1 with Part B-1 duly completed within one (1) month from the completion of the survey. When this additional information is received any recommendations / conditions of class which are overdue are to be dealt with at the first port of call at which surveys can be carried out by the relevant Society, depending on the age of the vessel. If this is not accomplished, the Class Certificate is to be suspended immediately unless the Owner agrees to proceed directly, without further trading, to a suitable port where any overdue recommendations / conditions of class are to be dealt with for completion.

D.1.8 The remaining Society is, within one (1) month of completion of a transfer of vessel into single class, to dispatch Form G in Annex 1, with its Parts A, B, B-1 (when applicable) and C duly completed, to the TOC database and to the withdrawing Society. In cases where the withdrawing Society has reported recommendations / conditions of class on the vessel, the due dates of which are yet to come, the remaining Society is to provide to the withdrawing Society, together with the Form G, an itemised list of the actions taken with dates and locations and actions to be taken, to satisfy each recommendation / condition of class.

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D.1.9 The reporting by remaining Society to withdrawing Society required in D.1.8 is to be done in accordance with the Harmonisation of Reporting in Annex 2.

D.1.10 The remaining Society is to carry out and document the review of class survey records of the withdrawing Society during the period of double class arrangement, by an authorised person considering the items specified in Annex 3.

D.2 Obligations of the withdrawing Society

D.2.1 If an Owner advises a Society in writing of an intention to withdraw from its class or class is withdrawn by the withdrawing Society, the withdrawing Society is to immediately confirm to the Owner any overdue surveys and outstanding recommendations / conditions of class, together with any outstanding fees. The remaining Society is to be informed of the actual or intended withdrawal of class using Form L in Annex 1, completed as applicable.

D.2.2 The withdrawing Society:

- .1 within two (2) working days of receipt of a written request from the remaining Society at its Headquarters or one of its designated control or management centres, is to notify the remaining Society the latest class details in its possession including a full list of overdue surveys and recommendations / conditions of class - with the respective due dates - issued against the subject vessel. The most recent Condition Evaluation / Executive Hull Summary Reports and Survey Planning Document for the commenced Special Survey for vessels under Enhanced Survey Programme, if any during the period of double class arrangement, are also to be provided. In cases where the class status is received in a language not readily understood by the remaining Society or contains vague or unclear descriptions, the withdrawing Society is to provide additional detailed information in English language on request of the remaining Society. The withdrawing Society is obliged to advise the remaining Society of the possibility of further recommendations / conditions of class arising from surveys, which the withdrawing Society knows have been carried out but for which reports have not yet been received. The report Form L in Annex 1 with Part A completed is to be used by the withdrawing Society to report on the class status. Details may be amplified, if necessary, in accompanying documents;
- .2 is obliged to make available, within one month of receipt of the request referred to in 2.1, all class survey records to the remaining Society for record review and relevant reporting during the period of double class arrangement to the extent this information is in the possession of the withdrawing Society to enable the gaining Society to retain the Vessel's Records as outlined in Annex 3, in accordance with D.1.10;
- .3 alternatively to .2 above, the withdrawing Society is obliged to provide, within one month of receipt of the request referred to in .1, a copy of all class survey records to the remaining Society upon request.

D.2.3 The withdrawing Society has one (1) month from issuance of its survey status to the remaining Society per paragraph D.2.2.2 to forward to the remaining Society the additional information on outstanding surveys and/or recommendations / conditions of class arising from surveys performed proximate to the date of Owner's written request to withdraw from class which were not included in said status to the Owner, by dispatching Form L in Annex 1 with Part A-1 duly completed.

D.2.4 For vessels of 15 years of age and over, the withdrawing Society is, within one (1) month from completion of any overdue recommendations / conditions of class imposed by the withdrawing Society, to confirm to the remaining Society the date, location and action taken to

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satisfy each item. The report Form L in Annex 1, Part A duly completed, is to be used. The reporting by the withdrawing Society to the remaining Society is to be done in accordance with the Harmonisation of Reporting in Annex 2.

D.2.5 To ensure mutual exchange of information on vessels transferring class and on the survey status of such vessels, the withdrawing Society is, on completion of a withdrawal of class, to dispatch Form L in Annex 1, with its Parts A, A-1 (when applicable) and B duly completed, to the TOC database and to the remaining Society.

D.2.6 Should the withdrawing Society, upon receiving information from the remaining Society pursuant to the disposition of the withdraw of class, have clear grounds for believing that the remaining Society did not fulfil its obligations as specified in D.1, the withdrawing Society is to notify the remaining Society of its concerns and attempt to resolve any differences.

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Section E - Withdrawing Class of a Society from a Dual Class Arrangement

E.1 In the case of dual classed vessels, the withdrawing Society - according to agreement between the two Societies - is to inform the remaining Society that the class has been withdrawn using the first part and Part B of Form L.

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Section F - Other Requirements

F.1 The obligations of the withdrawing and remaining Societies continue to apply when a vessel's class is suspended and for six (6) months following withdrawal of a vessel's class.

F.2 Any differences, which cannot be settled privately between the withdrawing Society and the remaining Society are to be solved under the IACS Procedures, Volume 3, Annex 4 "IACS Procedure for handling a complaint".

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