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## No.3 Transparency of Classification and Statutory Information

(Rev. 0  
July 2009)

(Rev. 1  
Oct 2015)

(Corr.1  
Nov 2016)

(Rev. 2  
May 2019)

### 1 Type of Information

The actual types of information are as follows:

Standing documentation

Ship related information

Newbuildings

Ships in Operation Class Services

Ships in Operation Statutory Services

Other information

SCF – Ship Construction File as indicated in SOLAS Ch.II-1/3-10, Paragraph 4.

### 2 The Receivers of Information

The receivers are:

Owners

Flag States

Port States

Insurance Companies

### 3 Release of Information

The Table 1 indicates release of information and is applicable to all types of ships with the exception of Tankers and Bulk Carriers subject to SOLAS Chapter II-1 Part A-1 Regulation 3-10 (Goal-based ship construction standards for bulk carriers and oil tankers).

The Table 2 indicates release of information and is applicable to Tankers and Bulk Carriers subject to SOLAS Chapter II-1 Part A-1 Regulation 3-10 (Goal-based ship construction standards for bulk carriers and oil tankers).

The footnotes describe the conditions of release.

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Note:

1. This Procedural Requirement applies from 1 July 2009.
2. Revision 1 of this Procedural Requirement applies from 1 July 2016.
3. Revision 2 of this Procedural Requirement applies from 1 July 2020.

## No.3

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Table 1

Information in Question	Information available to:				
	Owners	Flag State	Port State	Insurance Company*	Ship Yards
<b>1. Class Societies Standing Documents:</b>					
Rules and Guidelines (Class and statutory requirements)	1	1	1	1	1
Instructions to Surveyors		1			
Quality Manual	1	1	1	1	1
Register Book	1	1	1	1	1
<b>2. Ship Related Information:</b>					
<b>A. New buildings</b>					
Approved Drawings	6	1			7
Formal Approval Letters	1				7
Certificates of Important Equipment	2				7
<b>B. Ships in Operation:</b>					
<b>Class Services</b>					
Date (month and year) of all Class Surveys	7	1	1	1	
Expiry Date of Class Certificate	7	7**	1	1	
Certificates/Reports	7	1	6	5	
Overdue Surveys	7	7**	1	1	
Text of Conditions of Class/ Recommendations	7	1	1	5	
Text of Overdue Conditions of Class/Recommendations	7	1	1	1	
Executive Hull Summary	7	3	3	3	
<b>Statutory Services</b>					
Due Dates of Statutory Surveys	7	7**	1	1	
Expiry Date of Statutory Certificates	7	7**	1	1	
Registered Statutory Rec- Condition	7	7**	1	5***	
Overdue Statutory Rec- Condition	7	7**	1	1***	
<b>3. Other Information:</b>					
Correspondence File with Yard and/or Owner	6	6		5&6	
Audit of Class Societies QA System	4	4	4	4	
Class Transfer Reporting	7	7	7	7	
Class Withdrawal Information	7	7	7	7	

\* Insurance Company means P&amp;I Clubs and Hull Underwriters.

\*\* If stated in Agreement.

\*\*\* Unless prevented by the agreement with the flag State.

## KEY:

1. Available upon request.
2. At delivery of the ship by Shipyard.
3. Available under visit on board.
4. Result of audit available on request.
5. When accepted by Owners - or through special clause in insurance contract.
6. When accepted by Owner (Master) or Shipyard as applicable.
7. Automatically available.

**No.3**  
(cont)

Table 2

Information in Question	Information available to:				
	Owners	Flag State	Port State	Insurance Company*	Ship Yards
<b>1. Class Societies Standing Documents:</b>					
Rules and Guidelines (Class and statutory requirements)	1	1	1	1	1
Instructions to Surveyors		1			
Quality Manual	1	1	1	1	1
Register Book	1	1	1	1	1
<b>2. Ship Related Information:</b>					
<b>A. New buildings</b>					
Approved Drawings	1	1			7
Formal Approval Letters	1	1			7
Certificates of Important Equipment	2	1			7
SCF	2	8			7
Formal Review Letters in relation with SCF	2	2			7
<b>B. Ships in Operation:</b>					
<b>Class Services</b>					
Date (month and year) of all Class Surveys	7	1	1	1	
Expiry Date of Class Certificate	7	7**	1	1	
Certificates/Reports	7	1	6	5	
Overdue Surveys	7	7**	1	1	
Text of Conditions of Class/Recommendations	7	1	1	5	
Text of Overdue Conditions of Class/Recommendations	7	1	1	1	
Executive Hull Summary	7	3	3	3	
<b>Statutory Services</b>					
Due Dates of Statutory Surveys	7	7**	1	1	
Expiry Date of Statutory Certificates	7	7**	1	1	
Registered Statutory Rec. Condition	7	7**	1	5***	
Overdue Statutory Rec. Condition	7	7**	1	1***	
<b>3. Other Information:</b>					
Correspondence File with Yard and/or Owner	1	1		5&6	
Updated modifications to SCF	7****	8			
Audit of Class Societies QA System	4	4	4	4	
Class Transfer Reporting	7	7	7	7	
Class Withdrawal Information	7	7	7	7	

\* Insurance Company means P&I Clubs and Hull Underwriters.

\*\* If stated in Agreement.

\*\*\* Unless prevented by the agreement with the flag State.

\*\*\*\* By Owner or Shipyard.

KEY:

1. Will be available upon request.
2. At delivery of the ship by Shipyard.
3. Available under visit on board.
4. Result of audit available on request.
5. When accepted by Owners - or through special clause in insurance contract.
6. When accepted by Owner (Master) or Shipyard as applicable.
7. Automatically available.
8. Available through Owner upon request.

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