



International Maritime Solid Bulk Cargoes Code document of approval application form

Last updated: June 2016

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About this form

Use this form if you are a shipper applying for a document of approval, under paragraph 4.3.3 of the IMSBC Code, for procedures concerned with sampling, testing and control of moisture content of Group A cargoes (those at risk of liquefaction during transport if they contain sufficient moisture).

All fields in the form must be completed and copies of your procedures accompany this form. Applicable procedures must be referenced in the comments column, along with any relevant national and international standards.

Send your completed application and accompanying documents (by email, courier or post) to the Maritime New Zealand office nearest to the port of loading (see www.maritimenz.govt.nz for contact details).

You will be contacted by that office following an initial review of your application to arrange a date to visit the operation. This visit will complete the verification of your procedures. Following this, if all requirements are judged to have been met, you will be issued a document of approval.

You will be invoiced for the time taken by Maritime New Zealand staff (office-based and off-site) in verifying your procedures and issuing the document of approval.

1. Shipper and applicant details

All applicants must complete this section.

Shipper's name

Port of loading

Bulk cargo shipping name

Title (tick only one) Mr Mrs Miss Ms
Other (please specify)

Surname

Given name(s)

Position

Work phone
Eg +64 1 234-5678

Mobile phone
Eg +64 21 123-4567

Fax number
Eg +64 1 234-6789

Email address

Postal or delivery address

City and country

Postcode

Preferred means of contact (tick only one) Email Post Phone Fax

Testing laboratory name and accreditation (attach a copy of current accreditation)

Procedure for sampling moisture content

<p>1.1 Does the procedure identify the consignment to be sampled?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 2.3)¹</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>1.2 Does the procedure identify the material (type, particle size distribution, composition) and to ensure that the consignment corresponds to the description of the material?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 2.3)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>1.3 Does the procedure identify the appropriate time, frequency and place to take samples?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 2.3)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>2 Does the description of the method of sampling include:</p>				
<p>2.1 The number of subsamples or increments which are required;</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 2.3)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>2.2 The quantity of material to be taken (subsample or increment size);</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>2.3 The location where the subsamples or increments have to be taken in the consignment;</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>

¹ Guidelines for developing and approving procedures for sampling, testing and controlling the moisture content for solid bulk cargoes which may liquefy issued by the International Maritime Organization as MSC.1/Circ.1454/Rev.1, 15 June 2015

Procedure for sampling moisture content

<p>2.4 The method of combining the subsamples or increments to arrive at a representative sample;</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>2.5 The method to ensure that the moisture content of the representative sample will not be subject to variation;</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>2.6 The method to ensure the traceability of the subsamples or increments and of the representative samples. <i>(MSC.1/Circ 1454/Rev.1, para 2.3)</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>2.7 Does the procedure have provisions on the equipment used for sampling and procedures for its maintenance, when necessary? <i>(MSC.1/Circ 1454/Rev.1, para 2.3)</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>2.8 Does the procedure identify persons responsible for sampling and the description of their training to fulfil their responsibilities? <i>(MSC.1/Circ 1454/Rev.1, para 2.3)</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>2.9 Does the procedure identify a technical supervisor responsible for the implementation of the sampling procedures and the description of his or her training commensurate with their role and responsibilities? <i>(MSC.1/Circ 1454/Rev.1, para 2.3)</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>NA <input type="checkbox"/></p>	<p>Comments:</p>

Procedure for sampling moisture content

<p>2.10 Does the procedure for sampling provide for records to be kept and made available to the competent authority of training; internal review; forms to ensure traceability of subsamples and representative samples; maintenance of equipment for sampling; and any modification to the procedure for sampling?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 2.4)</i></p>	Yes	No	NA	Comments:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Test procedure for moisture content to determine the acceptability of its consignments for safe shipment

<p>3.1 Does the procedure include the description of the test method for determining the moisture content? <i>(recognised international and national methods for determining moisture for various materials are referred to in paragraph 1.1.4.4 of appendix 2 of the IMSBC Code)</i></p> <p><i>(MSC.1/Circ 1454/Rev.1, para 3.2)</i></p>	Yes	No	NA	Comments:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>3.2 Does the procedure include the description of the test method for determining the acceptability of consignments? <i>(recommended methods for determining transportable moisture limit (TML) are given in appendix 2 of the IMSBC Code)</i></p> <p>In some instances, and taking into account the scope of each of the methods, they may not be suitable for the cargo to be transported.</p> <p>If recommended method is not suitable, go to item 10.</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 3.2)</i></p>	Yes	No	NA	Comments:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Alternative test method for moisture content

3.3 The following points should be considered in any alternative test method used for this cargo:

<p>3.4 Does the method give reliable results data in order to characterise the risk of liquefaction of the cargo on board the ship?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 3.2)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>3.5 Is the method easily carried out and reproducible?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 3.2)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>3.6 Does the method give compatible results at the ship level?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 3.2)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>3.7 Is the method consistent with feedback?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 3.2)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>3.8 Is the method capable of providing a safety margin with respect to the risk of liquefaction?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 3.2)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>3.9 Does the method and its related transportability criteria ensure that the moisture content of the consignment is less than the TML?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 3.2)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>

Alternative test method for moisture content

<p>3.10 Does the procedure include the protocol to implement the test method?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 3.2)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>3.11 Does the procedure include an example of the form where the consignment has to be identified and where the results to the test have to be reported?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 3.2)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>3.12 Does the procedure include the list of the equipment to conduct the tests, the procedure to ensure the accurate calibration and maintenance of the equipment and the location where the test is conducted?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 3.2)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>3.13 Does the procedure include the list of people responsible for testing and the description of their training to fulfil their responsibilities?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 3.2)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>3.14 Does the procedure include the name of the technical supervisor designated to be responsible for the implementation of the test procedure and the description of its training commensurate with its role and responsibilities?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 3.2)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>
<p>3.15 Does the procedure for testing provide for records to be kept and made available to the competent authority of training; internal review; forms where the consignments and results are reported; maintenance of equipment for testing equipment; and any modification to the procedure for testing?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 3.3)</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>	Comments: <hr/> <hr/> <hr/> <hr/>

Procedure for controlling moisture content to ensure that the moisture content is less than the TML when it is on board the ship

4.1 Does the procedure include the following:				
4.2 A description of the geographic configuration of the production/extraction area? <i>(MSC.1/Circ 1454/Rev.1, para 4.2)</i>	Yes	No	NA	Comments:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3 A description of the location of the stockpiling/storage area when applicable? <i>(MSC.1/Circ 1454/Rev.1, para 4.2)</i>	Yes	No	NA	Comments:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4 A description of the method to transport the consignment from the production/extraction area to the stockpiling/storage area or to the ship and, when applicable, from the stockpiling area to the ship. Also a description of the precautions taken during these transport operations to control the moisture content? <i>(MSC.1/Circ 1454/Rev.1, para 4.2)</i>	Yes	No	NA	Comments:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5 A description of the stockpiling/storage method, when applicable and of the precautions taken during stockpiling/storage to control moisture content of the consignment? <i>(MSC.1/Circ 1454/Rev.1, para 4.2)</i>	Yes	No	NA	Comments:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.6 A description of the method(s) to load the cargo from shore to ship and precautions to protect the cargo from precipitation and water ingress? <i>(MSC.1/Circ 1454/Rev.1, para 4.2)</i>	Yes	No	NA	Comments:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.7 A description of the sampling operations between the production/extraction area and the ship to measure and report moisture content at different stages before being on board the ship? <i>(MSC.1/Circ 1454/Rev.1, para 4.2)</i>	Yes	No	NA	Comments:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Procedure for controlling moisture content to ensure that the moisture content is less than the TML when it is on board the ship

<p>4.8 A description of the conditions when the cargo is not authorized to be loaded and when the loading should be suspended on board the ship?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 4.2)</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>NA <input type="checkbox"/></p>	
<p>4.9 A description of the periodic internal control procedures to ensure that the procedure for controlling moisture content is applied?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 4.2)</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>NA <input type="checkbox"/></p>	
<p>4.10 A description of the human and material resources and of the awareness and training activities of the personnel involved to implement the procedure?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 4.2)</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>NA <input type="checkbox"/></p>	
<p>4.11 Does the procedure for controlling moisture content provide for records to be kept and made available to the competent authority of training; internal review; weather conditions during which the procedure is applied; and any modification to the procedure for controlling moisture content?</p> <p><i>(MSC.1/Circ 1454/Rev.1, para 4.3)</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>NA <input type="checkbox"/></p>	

2. Shipper's representative declaration

I declare that I am authorised to act for the shipper in this application for an IMSBC Code paragraph 4.3.3 document of approval.

I declare that to the best of my knowledge and belief, the statements made and the information supplied in this form and the attachments are true, complete and correct. Should any of the information change within this application, I will notify Maritime New Zealand ahead of that change.

I understand that providing fraudulent, misleading or false information to Maritime New Zealand is an offence under section 406 of the Maritime Transport Act.

Your name

Your signature Sign here

DD / MM / YYYY

Date

Additional comments or requests

3. Where to send your application

Send your completed form and any other documents required to MNZ by email, courier or post.

Sending your application by email is preferred. Remember any forms must be signed before scanning. Make sure the scanned copies of your documents are legible and of a good quality.

Email your application to:

operators@maritimenz.govt.nz

Or

Courier your application to:

Operator Certification
Maritime New Zealand
1 Grey Street
Wellington 6011
NEW ZEALAND

Or

Post your application to:

Operator Certification
Maritime New Zealand
PO Box 25620
Wellington 6146
NEW ZEALAND