**DIRECTORATE GENERAL OF SHIPPING**

CHECKLIST FOR **ISSUANCE**/~~RENEWAL~~ OF CERTIFICATE OF REGISTRATION

AS FIRE FIGHTING APPLIANCES SERVICE STATION

**Name of Organization:.**

Address:

**Date of Inspection**: 10-Feb-2023 and 17-Mar-2023

**Objective:**  Any approved organization complying with DGS guidelines shall be able to undertake the maintenance and repair of FFA items on board/ashore and provide quality service to its customer:

**Scope of Approval:**

Servicing and testing of Portable all type of firefighting extinguisher except CO2 Portable Fire Extinguisher

Fixed CO2 Fire Fighting Systems, Two Yearly (Biennial) Maintenance/Inspection, Five Yearly Maintenance/Inspection, Servicing and Refilling of EEBD and SCBA Cylinders

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| **Sr. No.** | **Requirements in accordance with DGS Guidelines** | **Extent of compliance** | **Remarks** |
| 1 | Certification/layout1. Registration under Small-Scale Industry with scope of activity as servicing.
2. ISO accreditation certificate (within 6 months of commencement of operation for new applications.
3. Organization Chart
4. A layout plan of workshop
5. For jobs involving pressure testing of high-pressure cylinders (Toxic & Non-toxic) - Permission from PETROLEUM & EXPLOSIVES SAFETY ORGANISATION, NAGPUR as per Rule 39(2) of Gas Cylinder Rules 2004.
 | CompliedUnder Process CompliedCompliedPESO Approval not acquired yet.Under Process  | See Appended Observations Ref **Annexure A** for details.ISO Certification process from IRQS for the Initial Stage 1 Audit in progress.Ref **Annexure B** for detailsSee Appended Observations Ref **Annexure C** for detailsSee Appended Observations Ref **Annexure D** for details See Appended Observations Ref **Annexure E** for details  |
| 2.  | Qualification of Operators1. Organization / unit shall be headed by MEO Class 1 –Motor (With at least 2 years experience as Chief Engineer Officer on Board Indian/Foreign flag ships).
2. Assistant should also possess adequate knowledge and skill in servicing/maintenance of FFA items (Training Certificates of assistants to submit)
 | CompliedComplied | Head of Organization cum Competent Person XXXXXis Chief Engineer with more than 2 years as C/E on board vessels and also has shore experience. Ref **Annexure F** for details Ref **Annexure G** for details  |

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| 3. | Facilities/Equipment1. Good in-house facility at workshops for undertaking overhauls of fire lines, safety valves, CO2 System valves etc.,
2. Availability of adequate spares/supplies for overhauls/repairs of FFA Items,
3. Safe working practices adopted at workshop/on board (Safety notices, use of protective gears)
4. Annual Calibration Certificate of Electronic balance for weighment of CO2 bottles on board
5. Approval & calibration Certificate of CO2 Liquid Level Measuring instrument,
6. Annual calibration Certificate of manual weighing (Calibration carried out.
7. Annual calibration Certificate of Portable Hydraulic Testing Machine for on board tests (Pr. Gauge calibrated)
8. Annual calibration Certificate of Fixed Hydraulic testing machine at workshop (Pr. Gauge Calibrated)
9. Annual test report for air purity as per IS 9623:2008 from Central Labour Institute for filling of SCBA & EEBD

Calibration to be carried by laboratory accredited by NABL (National Accreditation Board for testing & Calibration Laboratories, Govt. of India) | CompliedCompliedComplied | See Appended Observations Ref **Annexure H** for details Adequacy verified during the inspectionSee Appended Observations Ref **Annexure I** for details  |
| Calibration certificate verified and found satisfactory | Ref **Annexure J** for details |
| 4 | Verification by Surveyor:1. Whether competent person was physically present at the time of testing.
2. Whether six monthly statements of jobs carried out, is submitted to DGS regularly.
3. Whether Annual Audit Report of ISO audit is submitted to DGS regularly.
 | YesN/A  | Verified during the inspectionInitial Inspection |
| 5.  | Books/Publications:1. Latest copy of M.S. (FFA) rules with amendments, if any
2. IS-Specification booklets for all portable/non-portable extinguishers and other FFA related items
3. Latest DGS Circulars on FFA related items
4. A copy of DGS guidelines for CO2 system maintenance
5. IMO resolution/guidelines pertaining to maintenance and inspection of fire protection systems and appliances, FSS CODE.

Any training material to update the knowledge/skill of Technical Assistants. | CompliedCompliedCompliedCompliedComplied | See Appended Observations See Appended Observations MaintainedWork Procedures updated and same verified satisfactory  |

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| 6 | Provision available to monitor the satisfactory service to the customers, Customer feedback forms for the period of validity of last certificate of approval.(Customer feedback report for jobs carried out to be signed by the competent person & ships officer with stamp of name & designation. | N/A | Initial Inspection |

Name and Signature of Surveyor(s) Name and Signature of Competent Person

The initial inspection was carried out on February 10, 2023 and the follow up inspection was carried out on March 17, 2023 for verification of the identified deficiencies. The status of the identified deficiencies, including the corrective action taken are as tabulated below:

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| **Observations** | **Action taken** | **Remarks**  |
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| **Recommendation of the Principal Officer** |
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**PRINCIPAL OFFICER**

MERCANTILE MARINE DEPARTMENT

MUMBAI/~~CHENNAI~~/~~KOLKATA~~/~~KOCHI~~/~~KANDLA~~