

DIRECTORATE GENERAL OF PORTS AND SHIPPING**CHECKLIST FOR ISSUANCE / RENEWAL OF CERTIFICATE OF REGISTRATION AS FIRE FIGHTING APPLIANCES SERVICE STATION**

Name of the Organization :
 Address :
 Telephone : Email :
 Inspection : Initial / Renewal / Surprise
 Date of Inspection :

Objective: Any approved organization complying with Directorate General (P&S) guidelines shall be able to undertake the maintenances and repair of FFA?? Items on board/ashore and provide quality service to its customer.

S.NO	Requirements in accordance with Directorate General (P&S) Guidelines	Extend of compliance	Remarks
1	Certification / Layout: a) Registration under Small-Scale Industry with scope of activity as service b) Organization Chart. c) A layout plan of workshop.		
2	Qualification of Operators a) Organization b) Technician should posses adequate knowledge and skill in servicing / maintenance of Firefighting Appliance / Equipment items (Training Certificates of Technician to submit).		
3	Facilities / Equipment: a) Good in house facility at workshops for undertaking overhauls of fire lines, safety valves, CO ₂ System valves etc. b) Availability of adequate spares / supplies for overhauls / repairs of FFA items.		

	<p>c) Safe working practice adopted at workshop / onboard (safety notices, use of protective gears)</p> <p>d) Annual Calibration Certificate of Electronics balance for weighment of CO₂ bottles on board</p> <p>e) Approval & Calibration Certificate of CO₂ Liquid Level measuring instruments</p> <p>f) Annual Calibration Certificate of manual weighing (Calibration : carried out on :)*</p> <p>g) Annual Calibration Certificate of portable hydraulic testing machine for on board tests (Pr. Gauge calibrated on:)*</p> <p>h) Annual Calibration Certificate of Fixed hydraulic testing machine at workshop (Pr. Gauge calibrated on:)*</p> <p>i) Annual test report for air purity as per IS 9623 : 2008 from Central Labour Institute for filling of self Contained Breathing Apparatus (SCBA) & Emergency Scape Breathing Device (ECBD).</p> <p>* Calibration to be carried by laboratory accredited by NABL (National Accreditation Board for testing & Calibration Laboratories, Government of Pakistan.</p>		
4	<p>Verification by Surveyors :</p> <p>a) Whether competent person was physically present at the time of testing.</p> <p>b) Whether six monthly statement of jobs carried out, is submitted to Directorate General (P&S) regularly.</p> <p>c) Whether Annual Survey Report by MMD Surveyor is submitted to Directorate General (P&S) regularly.</p>		
5	<p>Books / Publications:</p> <p>a) Latest copy of M.S.(FFA) rules with Amendments if any.</p> <p>b) IS-Specification booklets for all portable / non-portable extinguishers and other FFA related items.</p> <p>c) Latest Directorate General (P&S) circulars on</p>		

	<p>FFA related items.</p> <p>d) A copy of Directorate General (P&S) guidelines for CO₂ system maintenance.</p> <p>e) IMO resolution / guidelines updated (MSC. 402 (96) adopted on 19th May 2016 pertaining to maintenance and inspection of fire protection systems and appliances, International Code for fire & Safety System by Maritime Organization under SOLAS Convention.</p> <p>Any training material to update the knowledge / skill of Technical assistants.</p>		
6	<p>Provision available to monitor to satisfactory service to the customers. Customer feedback forms for the period of validity of last certificate of approval.</p> <p>(Customer feedback report for jobs carried out to be signed by the competent person and ship's officer with stamp of name and designation).</p>		

Recommendation:

**SIGNATURE OF SURVEYOR
PERSON**

SIGNATURE OF COMPETENT

**PRINCIPAL OFFICER,
MERCANTILE MARINE DEPARTMENT
KARACHI.**

Note:

Separate sheet may be attached for recommendation and other remarks, if required.