



National Standard Operating Procedure

NSOP 517

COVID-19 - Responding to Requests for Ship Radio Inspections during the COVID-19 Pandemic

Purpose

The purpose of this National Standard Operating Procedure (NSOP) is to inform Canadian Coast Guard (CCG) personnel who are responsible for Ship Radio Inspections (SRIs), on behalf of Transport Canada, of the procedures to follow when responding to requests for SRIs.

Procedure

Procedure for Responding to Requests for SRIs during the COVID-19 Pandemic

Step	Procedure
1.	<p>1. Assess risk associated with providing a radio inspection certificate extension:</p> <p>1.1. When the request for a SRI on a commercial vessel is received, the risk level associated with providing a radio inspection certificate extension, in absence of a ship radio inspector physically attending the vessel, is to be reviewed and assessed. The assessed risk level will be either “Low risk” or “High risk”. When considering risk level, previous Radio Inspection Database Management System (RIDMS) inspection records are to be consulted.</p> <p>1.2. Low risk:</p> <p>a) The vessel has been inspected by a CCG ship radio inspector in the past, has a currently valid radio inspection certificate or one which has expired no more than 1 calendar year ago, and has a history of meeting radio inspection certificate requirements, as demonstrated in the RIDMS history database. If the assessed risk level is “Low”, proceed to Step 2.</p>

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	<p>1.3. High risk:</p> <p>a) The vessel has never been inspected by a CCG ship radio inspector in the past, or has been inspected by a CCG ship radio inspector but has a history of non-compliance with regulations, as demonstrated in the RIDMS history database. If the assessed risk level is “High”, proceed to Step 3.</p>
<p>2.</p>	<p>1. Issue extension:</p> <p>1.1. If a vessel is assessed as low risk (as per Step 1), an extension to an existing radio inspection certificate may be issued by a CCG ship radio inspector, for a period of up to 1 year from current radio inspection certificate's date of expiry. The CCG SRI Program Manager will record and track all radio inspection certificate extensions which are issued as a result of the COVID-19 pandemic. Before issuing a radio inspection certificate extension, a CCG ship radio inspector must:</p> <p>a) provide the Request for Radio Inspection Certificate Extension Letter COVID-19 (FP-0058-E) to the vessel representative, and subsequently obtain from the vessel representative, written confirmation of the following:</p> <ul style="list-style-type: none"> i. The ship station has been functionally tested by one of the radio operators, as required by Part 2, Division 6, section 266 or 267 of the Marine Personnel Regulations. ii. The ship station is compliant with all carriage and technical requirements pursuant to the Canada Shipping Act, 2001, including, but not limited to, the Ship Station (Radio) Regulations, 1999, the Ship Station (Radio) Technical Regulations, 1999, the Agreement Between Canada and the United States of America for Promotion of Safety on the Great Lakes by Means of Radio, 1973, the Large Fishing Vessel Inspection Regulations, and the Navigation Safety Regulations. The ship station has also been tested in accordance with sections 47 and 48 the Ship Station (Radio) Technical Regulations, 1999 and is in good working order. <p>b) Via email, inform the CCG SRI Program Manager of the issued radio inspection certificate extension, including the following information:</p> <ul style="list-style-type: none"> i. vessel name ii. vessel official number iii. radio inspection certificate expiration date iv. length and expiration of certificate extension

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	<p>v. name of inspector issuing the extension</p> <p>vi. brief explanation (1 or 2 sentences) explaining why the vessel was assessed to be a low risk for certificate extension</p> <p>c) Issue a certificate extension to the vessel using Transport Canada Certificate Extension template 83-003 (04-01)¹. In the "Conditions" block, include the following text: "xx month(s) extension to Radio Inspection Certificate No: xxxxxxxx, due to extenuating circumstances surrounding the COVID-19 pandemic. The original certificate conditions remain unchanged."</p>
3.	<p>1. Verify priority</p> <p>1.1. If a vessel is considered high risk, verify with the vessel representative that the vessel is currently permitted to operate commercially and plans to be in operation in the next 2 weeks. Transport Canada has placed restrictions on some passenger vessels and cruise ships during the COVID-19 pandemic. Passenger vessels carrying more than 12 passengers are not permitted to engage in non-essential voyages such as tourism and recreation. Please consult the Transport Canada website for the most up to date information. If the vessel is not currently permitted to operate or has no plans to operate in the next 2 weeks, delay the inspection to within 2 weeks of the vessel's planned operation.</p> <p>2. Schedule an inspection</p> <p>2.1. If a vessel is assessed as high risk (as per Step 1), and is not prohibited from operating by Transport Canada, a physical SRI must be carried out. Only send 1 CCG ship radio inspector. When scheduling the SRI, a CCG ship radio inspector must:</p> <p>a) avoid repeat visits to the vessel by ensuring that the vessel is prepared for the inspection by:</p> <ul style="list-style-type: none"> i. providing the Ship Radio Inspection – Preparation of Inspection Checklist (FP-0057-E) form to the vessel representative ii. obtaining confirmation from the vessel representative that the vessel is prepared for the inspection iii. communicating clearly to the vessel representative that, due to the current situation, repeat inspection visits will not be made, except in

¹ The form is hosted on a secure website and only available to ship radio inspectors.

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	<p>very extenuating circumstances, which are unavoidable by the vessel representative</p> <p>iv. ensuring that the vessel representative is aware that, should they not be fully prepared to pass the inspection, as per the pre-inspection checklist , they risk failing to obtain a radio inspection certificate</p> <p>b) have the vessel representative complete the screening questions in the COVID-19 Pre-inspection Screening (FP-0059-E) form to identify if the vessel has been exposed to COVID-19</p> <p>i. If the vessel representative answers “yes” to any of the screening questions, do not visit the vessel. Schedule the inspection after the 14 day window has elapsed and the vessel representative answers no to all screening questions.</p> <p>ii. If the vessel representative answers “no” to all screening questions, proceed with the inspection as scheduled.</p> <p>iii. Review and follow CCG NSOP 514 - COVID-19 - CCG Personnel Working at Non-CCG Shore Sites or Vessels.</p> <p>iv. To avoid handling, instruct the vessel representative to have all documents/items out and ready for viewing.</p> <p>v. Remind the vessel representative that a distance of 2 metres is to be maintained between themselves and the inspector.</p> <p>vi. Only one representative per vessel is required on the bridge or in any area of the vessel where the inspector will need to access.</p> <p>2.2. In the case where, despite all efforts taken as per step 3, procedure 2.1 a), deficiencies must be issued following the initial SRI, CCG ship radio inspectors should, wherever possible, confirm resolution of deficiencies remotely. This might be achieved by obtaining from the vessel representative: a purchase receipt or picture, written declaration, measurement readings from another service provider, etc.</p> <p>3. Exceptional cases</p> <p>3.1. If it is still deemed unsafe to visit the vessel to perform a physical inspection after thoroughly evaluating all options, the CCG ship radio inspector may be authorized to carry-out a remote inspection. In this case, the following process is to be followed:</p> <p>a) Submit request via the regional SRI Coordinator to SRI Program Manager outlining why a physical inspection of the vessel is impossible. Outline what steps have already been taken to mitigate safety or travel concerns.</p>

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	<p>b) The SRI Program Manager will consult with the national Ship Electronics Manager and regional Superintendent. If no solution can be found, permission to conduct a remote inspection and to issue a temporary certificate may be granted.</p> <p>c) In order to obtain a temporary certificate the vessel must demonstrate that it meets all requirements by supplying:</p> <ul style="list-style-type: none"> i. copies of required documents ii. photographs of required equipment iii. written confirmation that all equipment functional tests have been carried out. Functional test can include on-air tests with another station or built-in equipment self tests <p>d) If the vessel representative is able to demonstrate, to the satisfaction of the CCG ship radio inspector, that the requirements of the remote inspection have been met, the CCG ship radio inspector may then grant a temporary certificate for a period of no more than 6 months. This must be thoroughly documented in RIDMS as an inspection, justifying that the vessel meets the requirements to be given a temporary certificate.</p> <p>e) Issue a certificate extension to the vessel using Transport Canada Certificate Template 83-003 (04-01)². In the “Conditions” block, include the following text: “Temporary Certificate issued due to extenuating circumstances of COVID-19 pandemic.”</p>

References

- [Marine Personnel Regulations](#)
- [Ship Station \(Radio\) Regulations, 1999](#)
- [Ship Station \(Radio\) Technical Regulations, 1999](#)
- [Agreement Between Canada and the United States of America for Promotion of Safety on the Great Lakes by Means of Radio, 1973](#)
- [Health Canada - Coronavirus disease \(COVID-19\): Prevention and risks](#)
- [Transport Canada](#)
- [DFO Forms – Ship Radio Inspection – Preparation for Inspection Checklist \(FP-0057-E\)](#)
- [DFO Forms – Request for Radio Inspection Certificate Extension Letter COVID-19 \(FP-0058-E\)](#)
- [DFO Forms – COVID-19 Pre-inspection Screening \(FP-0059-E\)](#)

² The form is hosted on a secure website and only available to ship radio inspectors.

Enquiries

Enquiries regarding this procedure should be directed to:

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