

## **Transfer of Class – Instructions for Owners**

ABS as a member of the International Association of Classification Societies (IACS), has agreed on simplified procedures for class entries from other member societies under IACS Procedural Requirement PR1A.

Please contact your nearest ABS office to ensure a timely and efficient transfer of your ship to ABS or for more information on transferring class to ABS.

ABS will work with the owners to define the scope of the surveys required, documents needed for the transfer of class and certificates that will be issued.

Once ABS and/or the owners sign the documents, ABS will obtain a survey status and any conditions of class from the losing society. In addition, ABS will obtain the ship history report from the losing society.

Upon an agreed upon date and location for the transfer of class a surveyor is then assigned to conduct the surveys. Upon satisfactory completion of the surveys required for the transfer of class the attending surveyor will issue Interim Class and Statutory Certificates as applicable.

For vessels over 15 years, ABS will conduct a free-of-charge pre-assessment condition survey prior to starting the transfer of class process.

In order to expedite the transfer of class process, the following steps should be taken by the owner, in association with guidance from the local ABS Port office or Divisional office.

- Complete the Class Agreement for your vessel, as found on Eagle.org or through the local ABS office.
- Obtain the following drawings and submit to your local ABS office:
  - General Arrangement
  - Capacity Plan
  - Hydrostatic Curves
  - Loading Manual, where required
  - Damage Stability calculation, where required
  - Midship Section
  - Scantling Plan
  - Decks
  - Shell Expansion
  - Transverse Bulkheads
  - Rudder and Rudder Stock
  - Hatch Covers
  - For CSR vessels, plans showing, for each structural element, both as-built and renewal thicknesses and any thickness for “voluntary addition”
  - Machinery Arrangement

- Intermediate, Thrust- and Screw Shafts
- Propeller
- Main Engines, Propulsion Gears and Clutch Systems (or Manufacturer make, model and rating information)
- For Steam Turbine Vessels, Main Boilers, Superheaters and Economisers (or Manufacturer make, model and rating information) and Steam Piping
- Bilge and Ballast Piping Diagram
- Wiring Diagram
- Steering Gear Systems Piping and Arrangements and Steering Gear Manufacturer make and model information
- Complete the owner's authorization form, which allows ABS to contact the losing classification society to obtain the vessel's status and records, and submit to your local ABS office.
- Review and complete, if possible, the vessel data collection forms (machinery parts, tanks, etc.), found on [Eagle.org](http://Eagle.org), in order to have an accurate survey status in a timely manner.