

Commonwealth of Dominica**Office of the Maritime Administrator**

TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS AND RECOGNIZED ORGANIZATIONS

SUBJECT: Multiple Load Line Assignment Procedures

PURPOSE: This Circular summarizes the requirements, authorization, and issuance procedures for a Multiple Load Line Assignment Book, hereafter referred to as an “Assignment Book.”

APPLICABILITY: This Circular is directed to owners of certain type vessels operating with more than one freeboard assignment necessary to meet charter commitments. It does not apply to Mobile Offshore Drilling Units.

REQUIREMENTS:**1.0 Policy**

It is Administration policy that any vessel in the registry to which authorization has been given for the assignment of more than one (1) load line shall be issued an Assignment Book. The Assignment Book shall apply only to those full term load line certificates issued to a subject vessel and not to single voyage load line certificates. An Assignment Book is valid as long as the load line certificates to which it pertains remain valid.

2.0 Allowance

More than one freeboard assignment may be permitted; however, only one may be displayed at any one time. The Assignment Book issued by this Administration contains data pertaining to the current freeboard assignments together with endorsement pages and instructions to be followed when changing from one load line assignment to another.

The procedures to facilitate the multiple load line requirements of the Administration follow.

3.0 Original Issue

- 3.1 To obtain more than one load line the owner/operator must make a request in writing to The Deputy Maritime Administrator.
- 3.2 The request will be evaluated, and if acceptable, an approval letter will be issued. The classification society of the vessel will be authorized to carry out the necessary geometric, strength, and stability calculations as well as perform the required surveys.
- 3.3 The classification society then will issue the certificates for each assignment. Two copies of each certificate with a cover letter indicating the owner's request and actions taken will be forwarded by the classification society to the Deputy Maritime Administrator.
- 3.4 On the basis of the information received from the classification society, the Deputy Maritime Administrator will produce an Assignment Book with instructions to the owner and Master.
- 3.5 Five (5) copies of the Assignment Book will be prepared and distributed as follows:
 - a "vessel" copy to the operator for placement on board the ship and an "office" copy for the owner/operator's file;
 - one (1) copy to the vessel's classification society; and
 - two (2) copies will be retained by the Administration.

4.0 Renewals

Once issued, it shall be the responsibility of the ship owner to maintain the currency and completeness of the Assignment Book and to make requests to the Administration for renewal upon its expiration or in the event of freeboard assignment changes. The classification society for the vessel, after completion of the applicable surveys, must forward two copies of the reissued load line certificates along with a cover letter to the Technical Division indicating that the certificates are being forwarded for re-issuance of the Assignment Book.

5.0 Conditions

- 5.1 An Assignment Book is placed on board a vessel for the use of a classification society surveyor in verifying any changes to the marks. The conditions pertaining to the Assignment Book are as follows:
 - .1 The Master must ensure that the freeboard marks for the intended voyage are exhibited and all others are obliterated before the loading of cargo begins.

- .2 The new marks are to be verified by a surveyor of the vessel's classification society who, when satisfied with the alterations and the condition of the vessel, will sign the Assignment Book and indicate the certificate in use.
 - .3 The surveyor is to ensure that the correct load line certificate is in service for the load line marked, and that all others are placed in a sealed envelope in the Master's safe.
 - .4 Wherever it is established that a surveyor of the classification society is not available, the alterations may be conducted by the Master upon receipt of approval from the Deputy Maritime Administrator in Washington, DC. If the vessel will be trading to remote ports on a regular basis where a surveyor is not readily available, a one-time written request may be made stating details including the names of the ports.
 - .5 When the Master makes the change, it must be recorded in the deck log. At the first convenient port after the change where a surveyor is available, the Master is to request the surveyor to verify the marks, the vessel's condition, and the load line certificate in use. Upon satisfactory completion of this verification, the surveyor is to endorse the Assignment Book and ensure that all other certificates are placed in a sealed envelope in the Master's safe.
- 5.2.1 Unless specifically approved, only a surveyor of the Classification Society concerned may open the sealed envelope, the property of the Commonwealth of Dominica, carried in the Master's safe.

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