



## Mackay Customer Checklist: Flag and/or Vessel Name Change

TASKS PERFORMED WITH MACKAY WORLD SERVICE (MWS)		<a href="mailto:service@mackaymarine.com">service@mackaymarine.com</a> , +1 281 478 6245	
Step	Description	Required for a Name Change:	Form(s):
1A	The vessel owner completes and submits the two page "Onboard Radio and Satcom Survey" to the service depot and <a href="#">Mackay World Service (MWS)</a> .	Yes	<b>Pages 1-2:</b> Onboard Radio & Satcom Survey <i>Note: The flag state may require additional equipment to be surveyed.</i>
	The vessel owner arranges with Mackay depot for the onboard radio and satcom survey.		
1B	*If option 2 is selected on page 1: The vessel owner complete "GMDSS Pre-Survey Form" *If option 3 is selected on page 1: The vessel owner completes "GMDSS Pre-Survey Form" and "VDR/SVDR Pre-Survey form"	No	<b>Pages 3-5:</b> GMDSS Pre-Survey Form VDR/SVDR Pre-Survey form
1C	The owner coordinates for cataloging equipment & reprogramming with Class Society. Note: The autopilot & gyro do not require reprogramming.		<a href="#">Mackay Marine Global Line Card</a>
	Different classes have different requirements. <i>Mackay is certified by 8 major classes for onboard reprogramming and will complete Class Society's specific name/flag change checklist.</i>	Lloyd's Register (LR), Registro Italiano Navale (RINA), Korean Register of Shipping (KR), DNV GL, Nippon Kaiji Kyokai (ClassNK), China Classification Society (CSS), Bureau Veritas (BV), American Bureau of Shipping (ABS)	
2	The vessel must obtain a new GMDSS Shore Based Maintenance (SBM) certificate and contract. <i>Mackay Offers an SBM Certificate featuring a 5 year validity for \$150.00</i>	Yes	<b>Page 6:</b> Mackay SBM Request Form

TASKS PERFORMED WITH MACKAY SATELLITE SERVICES DEPARTMENT		<a href="mailto:satserv@mackaycomm.com">satserv@mackaycomm.com</a> , +1 919 850 3100	
Step	Description	Required for a Name Change:	Form(s):
3	The vessel owner selects a Point of Service Activator (PSA) and Accounting Authority (AA) to activate Legacy Terminals (Sat C and/or Mini C).  <i>Mackay is authorized to be a PSA and/or AA for 100+ different flag states; please see <a href="#">"Flag State Listing"</a>.</i>	Vessel Owner or Management contacts their current airtime service provider to update vessel name.	<b>Page 7, Section 1:</b> Fee Schedule for Satellite Services
4	The PSA will deactivate all legacy terminals onboard and reactivate under the new flag. This will generate new Inmarsat Mobile Numbers (IMNs).  <i>Mackay, as a PSA, provides activation/deactivation services for all legacy terminals. However, the vessel owner/management needs to contact their current service provider to request deactivation of the terminals under the previous flag.</i>		<b>Registration for Service Activation</b> (Registration Form)
5	The vessel may need to test for LRIT and/or obtain a new Conformance Test Report (CTR) certificate.  <i>Mackay coordinates obtaining the LRIT CTR certificate and conducts the LRIT test if necessary.</i>	Yes	<b>Page 7, Sections 3 &amp; 4:</b> Fee Schedule for Satellite Services

Please download and save this PDF to safeguard any details added to the editable forms.

## FLAG and/or VESSEL NAME CHANGE: ON-BOARD RADIO AND SATCOM SURVEY

Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_ Vessel IMO: \_\_\_\_\_ Vessel Type: \_\_\_\_\_

Please choose:

- ☐ **Option 1** - Vessel Name Change

☐ **Option 2** - Flag Change and Radio Survey

☐ **Option 3** - Flag Change, Radio Survey and VDR APT/COC

☐ **Option 4** - \_\_\_\_\_

Vessel's Current Details:	
Vessel Name :	
Call Sign :	
MMSI :	
Gross Ton :	
Port of registry :	
Flag :	
Sea Areas :	A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4 <input type="checkbox"/>
Vessel Class :	

Vessel's NEW Details:	
Vessel Name :	
Call Sign :	
MMSI :	
Gross Ton :	
Port of registry :	
Flag :	
Sea Areas :	A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4 <input type="checkbox"/>
Vessel Class :	

### Inmarsat-C IMN Numbers:

Sat-C #1 :	
Sat-C #2 :	
Sat-C #3 :	

Sat-C #1 :	
Sat-C #2 :	
Sat-C #3 :	

### Additional Satellite Communication Equipment on board:

FBB Tel Number :	
ISAT Tel Number :	
Fleet One :	
V-SAT Number :	

Iridium Tel Number :	
Iridium LT-3100 Tel Number :	
Iridium GMDSS LT-3100S Tel Number :	

### Pre-Attendance Survey to be submitted by Vessel Owner/Management

	Y	N	COMMENTS
1. Is the Radio equipment in satisfactory operating condition?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Was the Ship Radio Station License amended? <i>(Issued by Flag – provisional accepted)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is a suitable <b>Shore Based Maintenance certificate</b> posted in the bridge? <i>Must contain vessel new details. This can be arranged with our <b>Mackay Remote Support</b> at <a href="mailto:remote.support@mackaymarine.com">remote.support@mackaymarine.com</a></i>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Will a Class Surveyor be present onboard?	<input type="checkbox"/>	<input type="checkbox"/>	
5. <b>LRIT</b> : Is vessel fitted with a Stand-alone LRIT <input type="checkbox"/> or integrated into GMDSS / SSAS equipment <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is the LRIT Conformance Test certificate present? <i>A new Conformance Test Report certificate will need to be issued. The new LRIT test and/or amended CTR certificate can be arranged with our <b>Marine Compliance Team</b>. Please attach a copy of the current certificate and keep in copy <a href="mailto:marinecompliance@mackaycomm.com">marinecompliance@mackaycomm.com</a></i>	<input type="checkbox"/>	<input type="checkbox"/>	
7. <b>SSAS</b> : Do you have the contact details for re-programming SSAS? <i>(Check Flag requirements)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Do you have equipment passwords available for the technician?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Did you request to deactivate the Inmarsat Terminal(s) old numbers? <b>**IMPORTANT NOTE**</b> <i>This is the responsibility of the current owner if there is no change in ownership. Inmarsat terminals cannot be commissioned until the terminal(s) previous flag numbers have been deactivated. The terminal(s) new flag activations may be arranged with our <b>Satellite Services Dept.</b> for authorized flags.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Do you require additional services?	<input type="checkbox"/>	<input type="checkbox"/>	

### Radio Equipment Details

Equipment	Make	Model	Yes	No	N/A	Comments
<b>VHF Radio</b>						
Nº1 VHF Radio			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nº1 VHF DSC	– Part of above equipment: <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nº2 VHF Radio			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nº2 VHF DSC	– Part of above equipment: <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>MF Radio</b> N/A: <input type="checkbox"/>						
MF Controller			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DSC Receiver	– Part of above equipment: <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Watch Receiver	– Part of above equipment: <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>MF / HF Radio</b> N/A: <input type="checkbox"/>						
MF / HF Controller			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DSC Receiver	– Part of above equipment: <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Watch Receiver	– Part of above equipment: <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Radio Telex Terminal			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Inmarsat-C and Iridium GMDSS</b>						
Nº1 Inmarsat-C			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LRIT SSAS
Nº2 Inmarsat-C			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LRIT SSAS
Iridium GMDSS ex: LT-3100S			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LRIT SSAS
<b>AIS</b>						
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SART's</b>						
Nº1 SART			Nº2 SART			
Battery Expiry date: _____			Battery Expiry date: _____			
<b>EPIRB</b>						
Float Free			Manual Release			
Battery Expiry date: _____			(2 <sup>nd</sup> Epirb on bridge) N/A: <input type="checkbox"/>			
HRU Expiry date: _____			Battery Expiry date: _____			
<b>VHF Handheld Radio's</b>						
Nº1 VHF			Nº2 VHF			
Rechargeable Batt <input type="checkbox"/>			Rechargeable Batt <input type="checkbox"/>			
Emergency Battery Expiry date: _____			Emergency Battery Expiry date: _____			
Nº3 VHF			<b>Comments:</b>			
Rechargeable Batt <input type="checkbox"/>						
Emergency Battery Expiry date: _____						

#### SPECIAL NOTE REGARDING ATTENDANCE PREPARATION

1. Detailed vessel equipment information must be received by the attending Mackay office 72 hours before attendance to ensure that proper programming software and hardware can be obtained.
2. Carry out an **SSAS** test prior to entering port and have the results available for the attending Radio Surveyor. Note the SSAS test must be conducted no more than **90** days prior to date of radio survey or as specified by the Class/Flag
3. GMDSS reserve batteries should be fully charged, and all equipment connected to it be capable of working in both AC/DC modes.
4. If any port regulations do not permit to carry out MF/HF DSC and NBDP Telex test at jetty, the same needs to be done prior entering port and have the test results available for the attending Radio Surveyor.



## GMDSS Pre-Survey Form

<b>Vessel Name</b>		<b>IMO No.</b>	
<b>Flag</b>		<b>Class</b>	
<b>Port of Registry</b>		<b>Sea Areas</b>	
<b>MMSI</b>		<b>Call Sign</b>	

A successful completion of the Radio Survey depends on the satisfactory working condition of the equipment and the validity of consumable items. Therefore, below information should be filled out as accurately as possible.

EQUIPMENT CHECKS		MAKE/MODEL	CONDITION <sup>1</sup>	TESTED ON	VALIDITY
<b>AIS</b>	*Self Test				
<b>VHF No.1</b>	*RT,DSC & Self Test				
<b>VHF No. 2</b>	*RT,DSC & Self Test				
<b>MF/HF No.1</b>	*RT,DSC & Self Test *DSC ACK from coaststation *NBDP test ( if fitted )				
<b>MF/HF No. 2<sup>2</sup></b>	*RT,DSC & Self Test *DSC ACK from coaststation *NBDP test ( if fitted )				
<b>INM C No.1</b>	*Self Test *PV Test				
<b>INM C No.2</b>	*Self Test *PV Test				
<b>GMDSS Iridium</b>	*Self Test *PV Test				
<b>EPIRB No.1</b>	*Self Test				Battery Expiry:
					HRU Expiry :
<b>EPIRB No.2</b>	*Self Test				Battery Expiry:
					HRU Expiry :
<b>SART No.1</b>	*Self Test				Battery Expiry:
<b>SART No.2</b>	*Self Test				Battery Expiry:
<b>GMDSS Handheld Radios</b>	*Checks on Channel 6,13,16				Radio.1 Battery Expiry:
					Radio.2 Battery Expiry:
					Radio.3 Battery Expiry:
<b>GMDSS Battery</b>	*Capacity test *Charging checks				Capacity test done on :

### MARITIME & ITU PUBLICATIONS

PUBLICATION	EDITION ONBOARD
List of Ship Stations and Maritime Mobile Service Identity Assignments (List V)	
List of Coast Stations and Special Service Stations (List IV)	
Manual for Use by the Maritime Mobile and Maritime Mobile-Satellite Services	
Global Maritime Distress and Safety System Manual [GMDSS Manual]	
IAMSAR Manual Volume III: Mobile Facilities	

### CERTIFICATE & LICENSES

DOCUMENT TYPE	EXPIRATION DATE
Shore Based Maintenance Certificate	
Ship's Radio Station License	
EPIRB FIVE Yearly SBM Test Report	

<sup>1</sup> if any issues persist, please provide details in comments section

<sup>2</sup> for vessels operating in A4 region

**IMPORTANT:**

1. Carry out an **SSAS** test prior to entering port and have the results available for the attending Radio Surveyor. Note the SSAS test must be conducted no more than **90** days prior to date of radio survey or as specified by the Class/Flag
2. GMDSS reserve batteries should be fully charged, and all equipment connected to it be capable of working in both AC/DC modes
3. If any port regulations do not permit to carry out MF/HF DSC and NBDP Telex test at jetty, the same needs to be done prior entering port and have the test results available for the attending Radio Surveyor.
4. Keep the below documents ready for attending Radio survey which will help in smooth completion of the survey.

1	Copy of Ship's Radio Station License	<input type="checkbox"/>
2	Copy of Ship Safety Radio Certificate (form R)	<input type="checkbox"/>
3	Record of Radio eqpt. Installation onboard (class Form)	<input type="checkbox"/>
4	LRIT Conformance Test Report	<input type="checkbox"/>
5	Copy of GMDSS Shore Based Maintenance Agreement	<input type="checkbox"/>
6	GMDSS Batteries Capacity test copy within last one year from the date of survey	<input type="checkbox"/>
7	Copies of GOC & Flag endorsement of two deck officers	<input type="checkbox"/>
8	Latest ITU & GMDSS Publications available onboard	<input type="checkbox"/>
9	Copy of Safe Manning certificate	<input type="checkbox"/>
10	Copy of IMO Crew List	<input type="checkbox"/>
11	Copy of Ship Particulars	<input type="checkbox"/>
12	Last Radio Survey Checklist (Class Form)	<input type="checkbox"/>
13	Last EPIRB Annual Test Certificate MSC.1040	<input type="checkbox"/>
14	Copy of EPIRB Shore Based Maintenance certificate. MSC. 1039	<input type="checkbox"/>
15	Last AIS Annual Test Certificate MSC.1252	<input type="checkbox"/>
16	Last EPIRB Annual Test Certificate MSC.1040	<input type="checkbox"/>
17	Last SSAS Test Report & recent SSAS Test Confirmation mail	<input type="checkbox"/>

**Vessel Comments**

<b>Name</b>		<b>Date</b>	
<b>Position/Rank</b>		<b>Port of attendance</b>	

**Mackay Comments**



## VDR Annual Performance Test Pre-Survey Form

<b>Vessel Name</b>		<b>IMO No.</b>	
<b>Flag</b>		<b>Class</b>	
<b>Date Keel Laid</b>		<b>Gross Tonnage</b>	

To make sure the system is fully ready for the VDR APT, this document should be accurately filled out by a member of the ship's crew. Additionally, it is essential to guarantee that any known system faults or alarms are notified and resolved before the APT. Please note that the APT is not a service visit and that the VDR/S-VDR must be completely functioning with mandatory recorded data prior to the VDR APT.

A. VDR Details	
1. Make	
2. Model	
3. Serial Number	
4. Software version	
5. Date of Installation	
6. Recording Capsule(s) (Tick if fitted)	<div style="display: flex; justify-content: space-between;"> <span>Float Free Capsule</span> <span>Fixed Capsule</span> </div>
B. VDR Operational Status &	
1. Is the VDR working good without any fault alarms?	
2. Confirm all the navigational equipment connected to VDR are switched ON prior to the APT and the VDR is in running condition as per the mandatory minimum recording equipments <sup>1</sup> .  <sup>1</sup> if the VDR fitted <u>before 2014</u> : Minimum 12 Hours uninterrupted recorded data with all mandatory sensor information is required for the VDR APT  if the VDR fitted <u>after 2014</u> : Minimum 48 Hours uninterrupted recorded data with all mandatory sensor information in both the capsules and 30 days internally in the VDR is required for the APT	
3. When it is safe to do so, power off the main breakers in accordance with the ship's policy and confirm that the system continues to run normal. When the AC mains is turned off, does the VDR continue to operate normally on the backup batteries and does the "power fail" alarm appear on the panel?	
4. Since the last VDR APT, have any connected equipment such as AIS, GPS, RADAR, GYRO, etc. been modified or replaced? If so, please provide details in the comments section.	
5. Is the Last APT test report/checklist is available onboard? If YES, please send the same along with this filled form	
C. Expiry Dates	
1. VDR/S-VDR internal Back-up Batteries	
2. Float Free Capsule Battery	
3. Float Free Capsule HRU	
4. Fixed Capsule Acoustic Beacon	

### Vessel Comments

<b>Name</b>		<b>Date</b>	
<b>Position/Rank</b>		<b>Port of attendance</b>	

### Mackay Comments



## SBMC (Shore Based Maintenance Contract) Form

### Completed by the Ship-Owners and/or Management company

Mackay Communications, Inc. provides a Shore Based Maintenance (SBM) contract as specified by Regulation IV/15.7 of the 1974 SOLAS Convention and amended by the 1988 GMDSS Conference.

The GMDSS certificate is USD \$150.00 and is valid for five (5) years. This certificate will become invalid if the vessel(s) changes name, flag, or owner/management company for which a new certificate should be requested.

Please send us a copy of the vessel GMDSS equipment list to add to this certificate.

<b>Vessel Name</b>		<b>IMO No.</b>	
<b>Call Sign</b>		<b>Class</b>	
<b>MMSI</b>		<b>Flag</b>	
<b>Gross Tonnage</b>		<b>Vessel Type</b>	
<b>Owner and/or management company</b>	<i>( Please enter the exact name of the company you wish to be mentioned on the certificate )</i>		
<b>Certificate effective date</b>			

### Certificate Mailing Instructions

Please provide the delivery instructions in below section to send the original certificate and agreement.

Note that postage charges for the same will be applicable as per the options selected.

<b>Do you prefer to receive the original certificate (hard copy) ?</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
<b>Postage Mode</b> <i>Select preferred mode</i>	<input type="checkbox"/> <b>USD 8</b> (Regular Mail) Takes 15 to 20 working days. No Tracking details can be provided in regular mail
	<input type="checkbox"/> <b>USD15</b> (Registered Mail) Takes 10 to 15 working days. Tracking details available
	<input type="checkbox"/> <b>USD 50</b> (Courier Mode) Takes 4 to 5 working days. Tracking details available
<b>PO Number</b>	
Company Name and Billing Address	
Delivery Address	
Country	
ZIP code	
Contact Person	
Phone Number	



## FLAG and/or VESSEL NAME CHANGE

### FEE SCHEDULE FOR SATELLITE SERVICES

Section	REQUIRED SERVICES	FEES (USD)	DESCRIPTION
1	PSA terminal activation: Sat C's Qty _____	Below PSA fee Schedule <sup>*1</sup>	<ul style="list-style-type: none"> <li>New Inmarsat Mobile Numbers (IMNs) will be issued for authorized flags.</li> </ul>
	Accounting Authority (AA) and Inmarsat Network Access Fee	\$960.00 annual plan or \$85.00 monthly plan	<ul style="list-style-type: none"> <li>Annual or monthly fees are charged per terminal by Preferred LESO chosen and for authorized flags. Both plans require a 2% Regulatory Recovery fee.</li> <li>There is a surcharge of \$7.00 per month or \$84.00 per year per terminal if Preferred LESO Marlink.</li> <li>Inmarsat PSA registration process surcharge of \$15.00 per month per Sat C terminal.</li> </ul>
2	Iridium GMDSS LT-3100S	\$200.00 updates only	<ul style="list-style-type: none"> <li>Please contact our <b>Satellite Services team</b> if the <b>Iridium GMDSS LT3100S</b> airspace agreement was arranged with Mackay to make any updates for flag changes.</li> <li>A new SIM card, the <b>MSSAF form (Base, Value and Annual)</b> airspace plans available), and a copy of the current flag Ship Radio Station License are required for change of ownership and/or management.</li> </ul>
3	<input type="checkbox"/> LRIT Conformance Test <sup>*2</sup>	\$350.00 most flags	<ul style="list-style-type: none"> <li>Additional fees may apply if the test does not pass the first time.</li> <li>Some flags may have higher fees ex. Belize, Comoros, Dominica, Equatorial Guinea, Kiribati, Palau, Sierra Leone, Togo, Tuvalu</li> </ul>
4	<input type="checkbox"/> LRIT Conformance Test Report (CTR) certificate	\$350.00 <sup>*3</sup>	<ul style="list-style-type: none"> <li>CTR Certificate issued by ASP provider for most flags.</li> <li>Some flags may have higher fees ex. Belize, Comoros, Equatorial Guinea, Guinea-Bissau, Kiribati, Palau, Sierra Leone, Togo, Tuvalu, etc.</li> </ul>

#### PSA (3057) FEE SCHEDULE

FLAG	Terminal Activation	Terminal Deactivation	Update in ESAS - Ownership / Emergency Contact - RAA / Vessel particulars
Belize	\$525.00	\$250.00	\$200.00
Ecuador	\$350.00	\$250.00	\$250.00
Liberia	\$650.00	\$650.00	\$350.00
Marshall Islands	\$300.00	\$200.00	\$200.00
Other Flags	\$250.00	\$200.00	\$200.00

*Above prices are subject to change depending on flag fee changes and afterhours requests.*

**Notes:** <sup>\*1</sup> Charges above do not include airspace/traffic usage. The **Inmarsat-C Sign Up form** provided by the Satellite Services team will need to be filled out.

<sup>\*2</sup> When a vessel changes flag, the existing LRIT Conformance test results are considered valid if the testing ASP is also recognized by the new flag, and if the LRIT equipment remains the same. However, a new amended LRIT CTR certificate will need to be issued. A different rule applies to vessels registered under certain flags such as Liberia and Panama for which a new LRIT test will need to be arranged as per flag regulations.

<sup>\*3</sup> Additional fees may apply if LRIT Conformance Test Report certificate is issued by flag authority.

ADDITIONAL SERVICES	FEES (USD)	DESCRIPTION
<input type="checkbox"/> <b>SSAS</b> (Ship Security Alert System subscription via Pole Star)	\$150.00	<ul style="list-style-type: none"> <li>Terminal registration fee with Purplefinder (Pole Star) web interface.</li> </ul>
	\$89.00 monthly	<ul style="list-style-type: none"> <li>SSAS alert management subscription per terminal.</li> <li>Pole Star SSAS Alert Management includes vessel tracking services with up to four daily position reports for Inmarsat C terminals or 24 daily position reports for DSAS MKII</li> <li>Integrated C-Map charts with advanced features – such as Industry Zones, geo-zone notifications and weather</li> <li>Administrative access to create your own internal password-protected sub-accounts.</li> <li>Respond to security situations from your desktop, via the password protected web application, or the Pole Star Alert mobile application for iPhone, BlackBerry and Android, to manage alerts on the go.</li> </ul>

Please contact our **Satellite Services Department** at **+1 919 850 3100** or email [Satserv@mackaycomm.com](mailto:Satserv@mackaycomm.com)  
and [marinecompliance@mackaycomm.com](mailto:marinecompliance@mackaycomm.com) to arrange for above-mentioned services.