YDSA Certifying Authority

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The Safety of Small Commercial Vessels Codes of Practice

CCD

CHANGE OF CONTACT DETAILS

Use this form to notify us of a change of address/contact details or request a change of responsible person.
If you wish to notify us of a change to the vessel rather than a change of person details, please use our form CVD.

Note 1: When a vessel is sold, and/or the person named on the certificate changes, the certificate is invalidated, whether formally cancelled by ourselves or not.

Note 2: If a vessel has been out of code for 2 years or more, the vessel will need to start a new cycle, meaning a new compliance examination from your Nominated Coding Surveyor.

Note 3: If MLC is required and the person who has signed the MLC documentation (SCV2C) has changed, then a new MLC inspection is required along with a new SCV2C and the MLC Compliance Fee.

Note 4: In some circumstances a change of Responsible Person will require starting a new cycle, meaning a new compliance examination from your Nominated Coding Surveyor.

Note 5: Depending on the nature of the change, there may be additional actions required and charges, which have been detailed below.

VESSEL DETAILS	
Vessel Name	
Unique Number	(e.g. Y00AB1234567)

Please select the type of change you are requesting - Please refer to our website for our current fees.

CHANGE REQUEST (please tick)		ACTIONS REQUIRED	FEE
Change of email address and/or phone numbers for Owner or Managing Agent	☐	Complete relevant sections in this form only	Free of Charge
Change of Address for Owner or Managing Agent	☐	Complete relevant sections in this form only	Administration Fee
Adding, removing or changing Managing Agents	☐	1. Complete relevant sections in this form 2. New front and back page from SCV2A/B	Administration Fee
New Owner where there **is** an existing Managing Agent	☐	1. Complete relevant sections in this form 2. We will provide an amended compliance document for you to sign and return to us	Administration Fee
New Owner where there **is not** an existing Managing Agent	☐	1. Complete relevant sections in this form 2. Change of Owner Examination by Surveyor 3. The surveyor will lead you through the process	CCD Admin Fee
Company owned vessel with new responsible person (e.g. change of persons in the department)	☐	1. Complete relevant sections in this form 2. New front and back page from SCV2A/B	Administration Fee

Vessel Name (repeated from page 1)	

NEW DETAILS - OWNER			
Title (e.g. Mr, Mrs)			
First Name(s)			
Last Name			
Company Name			
Address			
City/Town		County/State	
Postal Code		Country	
Telephone			
E-mail			
VAT Number			

NEW DETAILS – MANAGING AGENT / RESPONSIBLE PERSON			
Title (e.g. Mr, Mrs)			
First Name(s)			
Last Name			
Company Name			
Address			
City/Town		County/State	
Postal Code		Country	
Telephone			
E-mail			
VAT Number			

DECLARATIONS BY (please tick relevant box)

OWNER ☐ MANAGING AGENT ☐ OTHER RESPONSIBLE PERSON ☐

I, the Owner / Managing Agent / Responsible Person of the vessel named above, declare the above information is correct. I also agree to pay all administration charges to the YDSA Certifying Authority and any charges for inspections carried out by the Nominated Coding Surveyor.

Name of Owner / Managing Agent / Responsible Person

Signature of Owner / Managing Agent / Responsible Person

Date

Day Month Year

PAYMENT DETAILS				
Card Payments and PayPal	This is through a secure online payment system. Please go to our website http://ydsa.co.uk/coding and see the Payments section. **Note: We cannot take payments over the telephone.**			
Bank Transfer	Please use the **name of the vessel** as your reference so we can apply your payment to the correct vessel straight away. Failure to do so may delay your application. **Note: International Bank Transfers should add the extra fee to cover bank charges**			
	Account name:	YBD&SA Holdings Ltd	IBAN no:	GB26LOYD30939400458802
	Account no:	00458802	SWIFT no:	LOYDGB21218
	Sort Code:	30-93-94		
	Bank address:	Lloyds Bank, 12 High Street, Haslemere, Surrey, GU27 2JG		

Yacht Designers and Surveyors Association Certifying Authority

YDSA Certifying Authority ("YDSA CA") Terms and Conditions

For the purposes of these Terms and Conditions the "owner" or "managing agent" is deemed to be the person or company to whom YDSA CA is providing certification services and named on pages 1 and 2 of the SCV1 APPLICATION FOR 5 YEAR EXAMINATION form.

Application for Vessel Certification

1. The certification process cannot start without receipt of a completed and signed SCV1 Application form in the YDSA CA office.
2. Your application for certification will only be processed in the YDSA CA office when application fees and any additional administration fees have been paid in full.
3. If a vessel does not complete the certification process the certification fee may be refunded less any fees for work already carried out connected with the application. This will be at a level determined by the YDSA CA.
4. The YDSA CA is not required to accept a vessel for certification even if the vessel is deemed to be fully compliant in all respects.

Vessels Transfers between Certifying Authorities

5. Vessels that transfer to the YDSA CA from another Certifying Authority are required to be examined by an approved YDSA Coding Surveyor before certification.
6. If an owner wishes to transfer a vessel from the YDSA CA to another Certifying Authority a written application is required from the owner/managing agent on the SCV1 Application form currently held on file unless it is part of a change of owner process.

Approval of Stability Books

7. Stability books must be assessed and approved by a YDSA CA approved stability checker. The standard fee for stability book checking assumes that the stability book is in the required format and content. This fee covers an assessment by the stability checker and any subsequent amendment checks may incur additional fees, assessed on a case-by-case basis. The final approved stability book will not be released until all invoices are settled, unless otherwise directed by the YDSA CA.

Change of Owner/Managing Agent or Certification Details

8. It is the current owner/managing agent's responsibility to advise the YDSA CA when a vessel is sold.
9. A change of owner/managing agent will automatically invalidate the vessel's certificate. The certificate may be revalidated with the same expiry date after an inspection by an authorised YDSA Coding Surveyor. A fee is charged for this service.
10. A vessel's certificate will also be invalidated if there is a change in use of the vessel, the area of operation or number of persons. The certificate can be revalidated after approval of new documentation or inspection by an YDSA Coding Surveyor at the discretion of the YDSA CA.

Damage to Code Vessels

11. It is the Owner/Managing Agent's responsibility to advise the YDSA CA if the vessel suffers damage as set out in the Codes. Where the YDSA CA requires a vessel to be inspected due to damage, a YDSA Coding Surveyor will be appointed by the YDSA CA office to attend and the costs of the inspection will be passed to the Owner/Managing Agent.

Invoicing and Payment

12. All certification fees relate to costs invoiced by the YDSA CA office. The fees for the Compliance Examination and any other surveyor work are negotiated with, and paid directly to, the Nominated Coding Surveyor.
13. The quoted Coding Surveyor’s fee will be on the basis that the vessel is presented for examination already compliant with the Code requirements. An additional charge may be made for a return visit or providing assistance with stability information. The YDSA CA cannot mediate or interfere in disputes concerning Coding Surveyor fees.
14. Non-payment of application or administration fees will delay the issue of the certificate and compliance disc. Where continued non-payment exists without satisfactory explanation, the vessel's certificate may be suspended or cancelled. It is illegal for a vessel to operate commercially without a valid certificate.

Cancellation of Certification Services

15. The YDSA CA reserves the right to terminate certification at any point.