



Mackay Customer Checklist: Flag and/or Vessel Name Change

| TASKS PERFORMED WITH MACKAY WORLD SERVICE (MWS) | | service@mackaymarine.com , +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 Mackay World Service (MWS) . | Yes | Pages 1-2: 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 | Pages 3-4: 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. | | Mackay Marine Global Line Card |
| | 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. <i>Mackay Offers an SBM Certificate featuring a 5 year validity for \$150.00</i> | Yes | Page 5: Mackay SBM Request Form |

| TASKS PERFORMED WITH MACKAY SATELLITE SERVICES DEPARTMENT | | satserv@mackaycomm.com , +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 "Flag State Listing".</i> | Vessel Owner or Management contacts their current airtime service provider to update vessel name. | Page 6, Section 1: 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> | | Registration for Service Activation (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 | Page 6, Sections 2 & 3: 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

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: | |
|---------------------------|---|
| IMO : | |
| 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 : | |

| 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 : | |

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

Additional Satellite Communication Equipment on board:

| | | |
|-------------------------------------|----------------|------------------------------|
| FBB Tel Number : | V-SAT Number : | Fleet One : |
| ISAT Tel Number : | | Iridium Tel Number : |
| Iridium GMDSS LT-3100S Tel Number : | | Iridium LT-3100 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 Shore Based Maintenance Contract posted in the bridge? <i>Must contain vessel new details. This can be arranged with our Mackay Remote Support at remote.support@mackaymarine.com</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. GMDSS GOC certification for Deck Officers: (<i>Is "Endorsement" for Flag required</i>) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Will a Class Surveyor be present onboard? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. LRIT : Is the vessel fitted with a Stand-alone LRIT or integrated into GMDSS / SSAS equipment? Please specify: Make _____ Model _____ | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. 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 Marine Compliance Team. Please attach a copy of the current certificate and keep in copy marinecompliance@mackaycomm.com</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. SSAS : Do you have the contact details for re-programming SSAS? (<i>Check Flag requirements</i>) Please Specify: Make _____ Model _____ | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Do you have equipment passwords available for the technician? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Did you request to deactivate the Inmarsat Terminal(s) old numbers? **IMPORTANT NOTE** <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 Satellite Services Dept. for authorized flags.</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. Do you have the new Inmarsat numbers? (<i>Please enter in "Vessel's New Details" section above</i>) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12. Does the ship have a Telex with NBDP capability? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13. Do you require additional services? (<i>eg. Configuration of new email service / client.</i>) | <input type="checkbox"/> | <input type="checkbox"/> | |

Radio Equipment Details

| Equipment | Make | Model | Yes | No | N/A | Comments |
|--|---|-------|---|--------------------------|--------------------------|----------|
| VHF Radio | | | | | | |
| 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"/> | |
| MF Radio 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"/> | |
| MF / HF Radio 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"/> | |
| Inmarsat-C | | | | | | |
| Nº1 Inmarsat-C | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Nº2 Inmarsat-C | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Nº3 Inmarsat-C | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| AIS | | | | | | |
| SART's | | | | | | |
| Nº1 SART | | | Nº2 SART | | | |
| Battery Expiry date: _____ | | | Battery Expiry date: _____ | | | |
| EPIRB | | | | | | |
| Float Free | | | Manual Release | | | |
| Battery Expiry date: _____ | | | (2 nd Epirb on bridge) N/A: <input type="checkbox"/> | | | |
| HRU Expiry date: _____ | | | Battery Expiry date: _____ | | | |
| VHF Handheld Radio's | | | | | | |
| Nº1 VHF | | | Nº2 VHF | | | |
| Rechargeable Batt <input type="checkbox"/> | | | Rechargeable Batt <input type="checkbox"/> | | | |
| Emergency Battery Expiry date: _____ | | | Emergency Battery Expiry date: _____ | | | |
| Nº3 VHF | | | Comments: | | | |
| 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

| VESSEL DETAILS | |
|------------------------|--|
| Vessel Name * | |
| IMO Number * | |
| Vessel Flag * | |
| Vessel Class Society * | |

| PREREQUISITES * | |
|--|--|
| Conduct the SSAS test prior to entering port – have results available for technician. Please note: SSAS test must be conducted no more than 90 days prior to radio survey date. | |
| Have LRIT COC available for technician. | |

| REPORT ANY OPEN DEFICIENCIES FROM PORT STATE CONTROL AND / OR CLASS |
|---|
| |

| CONDUCT THE SELF-TESTS FOR ALL GMDSS EQUIPMENT AND REPORT ANY ALARMS OR FAILURES |
|--|
| |

| LIVE RADIO CHECK RESULTS AND DATES * | | | | | | | |
|--------------------------------------|-------|------------|--|----------|--|------------|--|
| | | VOICE Test | | DSC Test | | TELEX Test | |
| Last MF/HF Test | Date: | | | | | | |
| Comments/remarks: | | | | | | | |
| Last VHF #1 Test | Date: | | | | | | |
| Comments/remarks: | | | | | | | |
| Last VHF #2 Test | Date: | | | | | | |
| Comments/remarks: | | | | | | | |
| Last Inmarsat C #1 P.V. Test | Date: | | | Remarks: | | | |
| Last Inmarsat C #2 P.V. Test | Date: | | | Remarks: | | | |

| EQUIPMENT | MAKE / MODEL * | BATTERY CONDITION & EXPIRATION DATE * | |
|--|--|---------------------------------------|--|
| GMDSS Reserve Batteries | | | |
| -- Batteries Fully Charged -- | YES (Check to confirm GMDSS batteries have a full charge on them.) | | |
| SART #1 | | | |
| SART #2 | | | |
| EPIRB | | | |
| EPIRB Hydrostatic Release Unit | | | |
| 2 nd EPIRB (on bridge) | | | |
| 2 nd EPIRB Hydrostatic Release Unit | | | |
| GMDSS Hand Held Radio #1 | | | |
| GMDSS Hand Held Radio #2 | | | |
| GMDSS Hand Held Radio #3 | | | |

| LICENSES | EXPIRATION DATE * |
|-------------------------------------|-------------------|
| Shore Based Maintenance Certificate | |
| Ship's Radio Station License | |

| MARITIME ITU AND GMDSS PUBLICATIONS | YEAR OF EDITION ON BOARD * |
|---|----------------------------|
| 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] | |



VDR / SVDR Pre-Survey Form

Please note that failure to complete this form accurately may result in the APT having to be suspended until such time as any found deficiencies are corrected.

| VESSEL DETAILS | | | |
|------------------------|--|--------------|--|
| Vessel Name * | | | |
| IMO Number * | | | |
| Hull Number | | | |
| Vessel Flag * | | | |
| Vessel Class Society * | | | |
| Contract Number | | Order Number | |

| PREREQUISITES * | |
|--|--|
| All navigational equipment switched on prior to APT (12 hours for old VDR/SVDR or 48 hours for new VDR/SVDR) | |
| Last APT test report – revert with this completed form | |

| VDR / SVDR DETAILS * | | |
|---|---------------|--------------------|
| VDR/SVDR Manufacturer | | |
| VDR/SVDR Model | | |
| VDR/SVDR Serial Number | | |
| VDR/SVDR Software Version | | |
| VDR/SVDR Date of Installation | | |
| Manufacturer / Model of Acoustic Beacon | | |
| Capsule Type | Fixed Capsule | Float Free Capsule |
| Manufacturer / Model of Capsule (FRM/HSM) | | |
| Serial Number of Capsule (FRM/HSM) | | |

| VDR / SVDR CONDITION | | |
|---|--|--|
| Indicate any present or recent alarms displayed by the VDR/SVDR | | |
| Note any change of the bridge navigational equipment since the last survey ie... GPS, Gyro... | | |
| Expire date - VDR/SVDR Internal Backup Batteries * | | |
| Expire date - Acoustic Beacon * | | |
| Expire date - Float Free Capsule Battery (if installed) | | |
| Expire date - Float Free Capsule HRU (if installed) | | |

| REPORT OF ANY DEFICIENCIES |
|----------------------------|
| |

| CONTACT DETAILS | |
|--|--|
| Provide a postal address where the Certificate of Compliance can be sent if the APT is successful. | |



SBM (Shore Based Maintenance) Request Form

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 \$150.00 and is valid for 5 years. This certificate will become invalid if the vessel(s) changes name, flag, or owner/management company. Please send us a copy of the vessel radio equipment details to add to this certificate.

We will send you a PDF copy of the certificate along with the SBM agreement by email. Please check any of the below mailing options if you need to receive the hard copy.

| | | |
|--|--|--|
| A. Vessel Name: | | |
| B. Call Sign: | | |
| C. Owner and/or management company: <i>(as it will appear in the certificate)</i> | | |
| D. IMO: | | |
| E. MMSI: | | |
| F. Gross Tons: | | |
| G. Vessel Type: | | |
| H. Flag: | | |
| I. Registry Class: | | |
| J. Certificate effective Month: | | |
| K. Certificate Mailing Instructions: <i>Hard copy will be sent by regular post mail unless requested by courier. Regular post mail fee is included and delivery time is approx. 7 to 10 business days.</i> | Hard Copy | <i>If 'Courier' chosen, additional fee will apply. Please provide the following information for courier:</i> Email: Tel: |
| | POST MAIL COURIER | |
| Company Name: | | |
| Contact: | | |
| Shipping Address: | | |
| City, State and Zip Code: | | |
| Country: | | |
| L. Invoice Billing Instructions: | Invoice to be received by: MAIL EMAIL Billing email address: | |
| P.O. number: | | |
| Company Name: | | |
| Contact: | | |
| Billing Address: | | |
| City, State and Zip Code: | | |
| Country: | | |
| M. Mackay Account Number: | | |

Please save this completed sheet as a PDF file, including your 'Vessel Name' in the file name.

Return to **Mackay World Service** at service@mackaycomm.com

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 ^{*1} | <ul style="list-style-type: none"> New Inmarsat Mobile Numbers (IMNs) will be issued for authorized flags. |
| | Accounting Authority (AA) and Inmarsat Network Access Fee | \$960.00 annual plan or \$85.00 Monthly plan | <ul style="list-style-type: none"> Annual or monthly fees are charged per terminal by Preferred LESO chosen and for authorized flags. Requires 2% Regulatory Recovery fee. There is a surcharge of \$7.00 per month or \$84.00 per year per terminal if Preferred LESO Marlink. There will be an Inmarsat PSA registration process surcharge of \$15.00 per month per Sat C terminal starting <u>July 2024</u>. |
| 2 | <input type="checkbox"/> LRIT Conformance Test ^{*2} | \$350.00 most flags | <ul style="list-style-type: none"> Additional fees may apply if the test does not pass the first time. Some flags may have higher fees ex. Belize, Comoros, Dominica, Equatorial Guinea, Kiribati, Palau, Sierra Leone, Togo, Tuvalu |
| 3 | <input type="checkbox"/> LRIT Conformance Test Report (CTR) certificate | \$350.00 ^{*3} | <ul style="list-style-type: none"> CTR Certificate issued by ASP provider for most flags. Some flags may have higher fees ex. Belize, Comoros, Equatorial Guinea, Guinea-Bissau, Kiribati, Palau, Sierra Leone, Togo, Tuvalu, etc. |

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: ^{*1} Charges above do not include airtime usage. The **Inmarsat-C Sign Up form** provided by Satellite Services Dept. will need to be filled out.

^{*2} When a vessel changes flag, the existing LRIT Conformance test results are considered valid if the testing Application Service Provider which conducted the conformance test is also recognized by the new flag, but a new amended LRIT Conformance Test Report certificate will need to be issued. This rule does not apply to vessels registered under some flags such as Liberia and Panama for which a new LRIT test will need to be arranged as per flag regulations and carried out by their solely approved ASP.

^{*3} Additional fees may apply if LRIT Conformance Test Report certificate is issued by flag authority.

| ADDITIONAL SERVICES | FEES (USD) | DESCRIPTION |
|--|-----------------|--|
| <input type="checkbox"/> SSAS (Ship Security Alert System subscription via Pole Star) | \$150 | <ul style="list-style-type: none"> Terminal registration fee with Purplefinder (Pole Star) web interface. |
| | \$87 monthly | <ul style="list-style-type: none"> SSAS alert management subscription per terminal. 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 Integrated C-Map charts with advanced features – such as Industry Zones, geo-zone notifications and weather Administrative access to create your own internal password-protected sub-accounts. 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. |

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