



Guideline for turnround times merchant vessels (of a complete application until issue of a document)

certificate / reason for request	turnround time ¹	
	vessels under Class	vessels under NSI Class
Declaration of registry + certificate of registry (including bareboat charter registration)	2 weeks	2 weeks
Artikel 2 bis	3 weeks	12 weeks
Continuous Synopsis Record	4 weeks	4 weeks
Civil Liability Certificate (Tankers / Bunkers / Passengers)	4 weeks	n/a
Condition Assessment Scheme	12 weeks	n/a
Declaration Maritime Labour Convention	4 weeks	4 weeks
Assessment Safe Manning Proposal including issue of Safe Manning Certificate	6 weeks	6 weeks
Renewal Safe Manning Certificate	3 weeks	Part of renewal certificates
Assessment General Arrangement including issue of Certificate for Accommodation	6 weeks	6 weeks
Renewal Certificate for Accommodation	3 weeks	Part of renewal certificates
Annual renewal survey passenger ships (including issue of Passenger Ship Safety Certificate)	12 weeks ²	n/a
Five-yearly renewal survey of passenger ships (including issue IOPP Certificate)	12 weeks	n/a
Renewal of certificates of SI Class vessels (including issue of National Safety Certificate)	n/a	20 weeks
Endorsement of certificates of SI Class vessels	n/a	16 weeks

¹ Preference is given to submission of the complete application in as timely a manner as possible. In the event of a necessary assessment or inspection, the limited capacity of the Shipping Inspectorate should be taken into account. Depending on the nature of the activities, the results of an assessment or the completion of the application form, the turnround times may increase. Turnround times do not take effect until the application is complete.

² The planning of the activities of the inspectors should preferably be provided 26 weeks in advance.

certificate / reason for request	turnround time¹	
Restore procedure for SI Class Vessels	n/a	6 weeks
Authorization of dispensations to be granted by the Classification Society	2 weeks	n/a
Complex authorizations	4 weeks	
Single certificates (and declarations) <u>without</u> assessment by the Netherlands Shipping Inspectorate	3 weeks	
Single certificates (and declarations) <u>with</u> assessment by the Netherlands Shipping Inspectorate	12 weeks (or longer, depending on the assessment)	
Exceptional activities	12 weeks (or longer, depending on the assessment)	
Issue of exemptions regarding mandatory delivery of waste to Port Reception Facilities	3 weeks	
Urgent³	3 days	
Certificates not connected to a vessel		
Type approval of equipment	12 weeks (or longer, depending on the assessment)	
Recognition servicing station / service provider / training institutes	12 weeks (or longer, depending on the assessment)	

This is an edition of the
Netherlands Shipping Inspectorate (NSI)
Postbox 16191 | 2500 BD The Hague
phone 088 489 00 00
version May 8th 2014

³ An urgent request is a request which results from a situation which could not have been foreseen beforehand. For instance an unexpected defect to life-saving appliances, a ship's and/or crew dispensation resulting from an illness, a declaration port of operation change and a permit for a single voyage outside the restricted trading area. It should be noted that a request on account of expired certificates is not considered an urgent request. In the event of an urgent request which you submit by mail, you should insert the text URGENT in the subject field. If you require a reaction from the Shipping Inspectorate on the same day, you should establish contact by telephone using the number mentioned on the application form.