

Subject: Notifying the USCG of modifications to existing vessels

Modifications to an existing vessel that are of a “major character” (as defined in SOLAS 74) or that affect the use, categorization, structural fire protection, or means of escape of any existing space may necessitate additional plan review and/or examination during the subsequent USCG Certificate of Compliance (COC) exam. Because many cruise lines simultaneously operate multiple ships and multiple classes of ships in different USCG areas of responsibility, there will often not be a single USCG point of contact to notify of such a modification.

In situations where it is unclear which USCG office to notify, we encourage cruise lines to contact our office for help in identifying the proper office and point of contact or, alternatively, make the notification directly to the CSNCOE. In the latter case, the CSNCOE will facilitate communication with the appropriate Coast Guard offices and notify the cruise line of any need for subsequent plan review by the Marine Safety Center. Cruise lines can make this direct notification over the phone or email to their CSNCOE customer service representative or by email to csncoe@uscg.mil.

The following information will be needed to help the CSNCOE staff facilitate each notification:

- Vessel name(s) and IMO Number(s) affected by the modification
- Scope of the work to be completed including the spaces affected. Note, in particular, whether the use, categorization, fire protection, or means of escape for any space will be altered.
- Where the modification work will be performed (location and/or shipyard name)
- When the work will be started and completed (for each ship if applicable)
- Anticipated operating port after the work is completed

If you have any questions regarding this notice, please contact the National Technical Advisor at 954-767-8021 or via email at CSNCOE@uscg.mil.