

## OVERSIGHT CHECK LIST ADMINISTRATIVE REVIEW (TTMA)

**Vessel Name:** \_\_\_\_\_

**Tonnage  
File**

**Verify Inclusion of Required Documents**

- Profile and "amidships" drawings, with L<sub>OA</sub>, L<sub>reg</sub>, B<sub>reg</sub> and D<sub>reg</sub> shown
- Other supporting drawings/ graphical representations
- Tonnage calculations for applicable measurement systems
- Application for Formal Measurement
- Copies of superseded tonnage certificates issued by same ACS
- Records for assigned draft and passenger count (Convention only)
- Tonnage drawing and related framing details (Regulatory only)
- Water ballast justification and approval letter (if WB > 30% GRT<sub>adj</sub>) (Regulatory only)
- Tonnage Mark Certification documentation (Regulatory Dual Measurement only)

**Convention  
Calculations**

**Verify Administrative Compliance**

- Frame locations or equivalent specified for all dimensions (e.g., offsets or equivalent)
- IGES or STEP file included, if no offsets or equivalent
- Copy of sister calculations included (if applicable)

**Regulatory  
Calculations**

**Verify Administrative Compliance**

- TonCalc format used
- Frame locations or equivalent specified for all dimensions
- All calculations shown (e.g., cannot specify a volume without a source)

**US Certificate  
Front**

**Vessel Information**

- Number** ON, IMO or CG in this order of priority (e.g. ON 1222333, IMO 9320544 or CG 1269756)
- Type** As specified in list under § 3.3(b)(3) of MTN 01-98, as amended
- Builder** Name of individual, company or yard that constructed vessel
- Hull Number** HIN if assigned; Bldr No. if no HIN; "None", Dash, or similar if none/not available
- Built** Town, State (abbrev) if US ; Town, State/Region/Province and Country(no abbrev) if foreign
- Propulsion** Self-propelled (including sail power); or non-self-propelled
- Date** If in 1982 or 1994, complete date; otherwise, year only. Also, date if altered (e.g. "1981/1992")

**Length, Breadth, Depth**

- "X" in appropriate box (Convention, Overall or Pre-1990)
- Overall length specified in all cases (breadth/depth blank, unless these are registered dimensions)
- All feet in tenths, meters in hundredths & meters roughly agree with feet
- Dimensions transcribed properly from calculations/drawings

**Gross Tonnage / Net Tonnage**

- No decimals
- Tonnages transcribed properly from calculations, and correct Subpart

**Signature block**

- Certificate signed

**US Certificate  
Reverse**

- Vessel assigned Convention tonnage?**
- Yes. Continue with next item in checklist below
  - No. Skip to **Measurement History** section

**Spaces Included in Tonnage (Convention only)**

- Underdeck location and length dashed
- All other spaces listed w/ frame location (or equiv) and length
- Lengths to hundredths of meters
- Asterisk if enclosed space includes excluded space
- On older forms, excluded spaces block must list excluded spaces
- Number of passengers agrees with MISLE, and matches calculations. Zero or similar if none
- Molded draft in hundredths of meter, and matches calculations

**Measurement History**

- Original measurement: ALWAYS completed (e.g. Jan 10, 1993 at St. Louis, MO or Victoria, Canada)
- Remeasurement: must be completed if vessel remeasured multiple times.

**Remarks (only authorized remarks, as applicable)**

- If ITC69 issued: "International Tonnage Certificate (1969) issued for this vessel."
- If US Cert reissued, reason is given. Examples:
  - "Certificate reissued to reflect addition of new deck structure."
  - "Certificate reissued to replace lost original."
  - "Certificate reissued to correct error in net tonnage."
  - "Certificate reissued to reflect issuance of International Tonnage Certificate (1969)"
- Great Lakes restrictions: "Assigned tonnage valid for Great Lakes voyages only."
- Portable Enclosed Spaces: "Assigned tonnages include YYYYYY . . . located FR ZZZZZ."
- Water Ballast > 30%: "Water ballast in excess of 30%.....valid for XXXXX service only."
- Vessel Not Issued US Cert: "A U.S. Tonnage Certificate was not . . . . and dimensions."
- Dual Measurement:
  - One deck: "Vessel measured as single deck....of the uppermost complete deck."
  - Two deck (single low tonnage): "Tonnage mark and Load Line...provisions of 46 CFR 69.179."
  - Two decks (high/low tonnage) : "Tonnage mark is assigned.....provisions of 46 CFR 69.179."
- IMO No. assigned (optional remark): "IMO Number is XXXXXXXX."
- Vessels ≥ 24 Meters / < 79 Feet - "For vessels that are 24.0 meters . . . . expressed in English units."

**ITC69  
Front**

**Eligibility for ITC69**

- Convention length >= 79.0

**Distinctive Number** (one of following, in order of priority listed)

- IMO, ON, CG in this order of priority (e.g. ON 1222333, IMO 9320544 or CG 1269756)

**Keel Laid/Altered Date**

- If in 1982 or 1994, complete date; otherwise, year only

**Main Dimensions (Length, Breadth, Molded Depth)**

- All feet in tenths, meters in hundredths, and meters roughly agree with feet
- Annotation if novel craft dimensions used
- Dimensions transcribed properly from calculations/drawings

- ITC 69**  
**Front**  
**(contd)**
- Gross Tonnage / Net Tonnage**
- No decimals.
  - Tonnages transcribed properly from calcs.

- Signature**
- Certificate signed

- ITC69**  
**Reverse**
- Spaces Included in Tonnage**
- Underdeck location and length are dashed
  - All other spaces listed w/ frame location (or equivalent) and length
  - All lengths to hundredths of meters
  - Asterisk if enclosed space includes excluded space
  - On older forms, excluded spaces block must list excluded spaces
  - Number of passengers agrees with MISLE, and matches calculations. Zero or similar if none
  - Molded draft in hundredths of meter, and matches calculations.

- Measurement History** (refers only to Convention measurement)
- Original measurement: ALWAYS completed: e.g. Jan 10, 1993 at St. Louis, MO or Victoria, Canada
  - Remeasurement: must be completed if vessel remeasured multiple times.

**Remarks (only authorized remarks, as applicable)**

All Vessels

- Overall length defined under Subpart E is XXXX m (YYYY ft)
- Vessel built by XXXX (if available)
- Hull number is YYYY (if available)
- Official number is ZZZZ (if available and not on front of certificate)

As applicable

- If ITC69 reissued, reason given. See checklist for US Cert above for examples.
- If GRT grandfathering applied, check date block on front to ensure eligibility:
  - Date on/before 18 July 1982 "The ship is remeasured according to Article 3(2)(d) . . . . GROSS TONNAGE . . . is ZZZZZ RT, according to the regulations of . . . ."
  - Date after 18 July 1982 "The ship is additionally measured according to [IMO Resolution YYYY] . . . GROSS TONNAGE . . . is ZZZZZ RT, according to the regulations of . . . ."
- Dedicated Clean Ballast Tanks: "This ship carries . . . clean ballast water: ZZZZZZ."
- Temporary Deck Equipment: "Assigned tonnages include YYYYYY . . . located FR ZZZZZ."
- Vessel Not Issued US Cert: "A U.S. Tonnage Certificate was not . . . tonnages and dimensions."
- Reduced Gross Tonnage Segregated Ballast: "The segregated ballast . . . is YYYYY. . . is ZZZZ."
- Reduced Gross Tonnage Open-Top Containerships: "In accordance with IMO . . . is ZZZZZ"

- MISLE**
- Verify Data Entered in MISLE**
- Measurement organization
  - Dimensions
  - COD indicator
  - Gross/Net Tonnage

**Comments:**