



**DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MERCHANT SHIPPING SECRETARIAT
MINISTRY OF PORTS AND SHIPPING**

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Merchant Shipping Notice MSN 21/2016

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Notice to all Ship Owners, Ship Operators and Managers, Masters and Officers of Merchant Ships, Container Operators, Agents, Charterers, Cargo Packers, Cargo Consolidators, Hauliers, Freight Forwarders, Shippers, Consignors, Training Providers, Inspectors of Cargoes, Port Authorities, Terminal Operators, Recognized Organizations and others involved in the transport of containers.

**Guidance on the implementation of the SOLAS VI Regulation 2 amendment
requiring the verification of the gross mass of packed containers
(Container Weight Verification)**

Summary

This MSN outlines the legal position in Sri Lanka with regard to the recent amendments to SOLAS VI (Part A, Regulation 2 - Cargo information) which were adopted in November 2014 and take effect from 1st July 2016. It also signposts detailed guidance for Sri Lankan shippers, terminals/ports and carriers on implementing the SOLAS VI provisions.

The SOLAS amendment places a requirement on the shipper of packed containers to verify and provide the container's gross mass to the carrier¹ and terminal representative prior to it being loaded onto a ship.

The vessel operator and the terminal operator are required to use verified container weights in vessel stowage plans and are prohibited from loading a packed container aboard a vessel for export if the container does not have a verified container weight.

The document annexed to this MSN gives detailed advice on how Sri Lankan Shippers, ports/ terminals and carriers can meet their responsibilities under this SOLAS amendment.

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¹ 'Carrier' is used as a term to cover the 'master or his representative' as in SOLAS Chapter VI regulation 2

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1 Introduction.

- 1.1 As a result of incidents, published reports and concerns from carriers and others within the transport supply chain, the International Maritime Organization (IMO) has recognised and discussed the problems associated with freight containers, structural issues, packing, their packed gross mass (mis-declared cargo weights) and how they are secured on to the ship, for over seven years. Following the discussions at previous IMO sub-committees involving many governments and industry organisations, in November 2014 the IMO's Maritime Safety Committee meeting (MSC 94) adopted the changes to the Safety of Life at Sea (SOLAS) Convention Chapter VI Regulation 2 – Cargo information regarding a mandatory container gross mass verification together with associated guidelines published as MSC.1/Circ. 1475. It should be noted both the SOLAS text and the Guidelines were produced as a result of open discussions, based on proposals agreed between both governments and trade bodies to address the recognised and documented safety issues whilst minimising the impact on participants within the supply chain.
- 1.2 The effect on the supply chain is that the verification of the gross mass of containers will be required before packed containers are placed aboard ships, see paragraph 3 (Scope). The supply chain is a complex and dynamic system consisting of a number of different companies that work in succession to produce, transport and deliver goods from the supplier to the customer. To ensure compliance with these SOLAS provisions, participants within the supply chain should agree amongst themselves the processes necessary to ensure that the weights are available prior to the packed container being loaded aboard the ship.
- 1.3 The SOLAS provisions were adopted in November 2014 and will enter into force on 1st July 2016, the intervening period should be considered to be the transition period.
- 1.4 These Guidelines have been drafted following discussions between the relevant Sri Lankan trade bodies together with the Sri Lanka Ports Authority (SLPA), South Asia Gateway Terminals Pvt. Ltd (SAGT), Colombo International Container Terminals Pvt. Ltd. (CICT) and Merchant Shipping Secretariate (MSS) and form the basis of Sri Lankan industry and Government advice on implementing the provisions of SOLAS. The Guidelines also identify elements of a non-regulatory nature which those with differing commercial roles and activities within the transport supply chain may need to consider.

2 Definitions

It is important to ensure consistency by using the definitions set out in MSC 1/Circ.1475 and which are reproduced in Annex 1.

3 Scope

- 3.1 Unless specified in paragraph 3.2, the SOLAS requirements to verify the gross mass of a packed container apply to all containers to which the CSC applies, and which are to be stowed onto any ship for the purpose of exporting goods from Sri Lanka. The gross mass of inbound containers will have either been verified in the country of loading or through prior agreement between shipper and carrier.
- 3.2 The provisions of SOLAS Chapter VI, Part A, Regulation 2 do not apply to:
- i. A packed container on a chassis or trailer to be driven on a ro-ro ship which is engaged on short international voyages².
 - ii. Cargo items tendered by a shipper to the master for packing into a container already on board the ship.
 - iii. "Offshore containers" to which the CSC, according to the *Guidelines for the approval of offshore containers handled in open seas* (MSC/Circ.860) and the *Revised recommendations on harmonized interpretation and implementation of the International Convention for Safe Containers, 1972, as amended* (CSC.1/Circ.138/Rev.1).
- 3.3 Where the application of a trade provision is specified in a contract of sale and there is any conflict between the trade provision and SOLAS takes precedence.

4 Main principles

- 4.1 The responsibility for obtaining and documenting the verified gross mass of a packed container lies with the shipper.
- 4.2 A container packed with packages and cargo items should not be loaded onto a ship to which the SOLAS regulations apply unless the master or his representative and the terminal representative have been provided with, in advance of vessel loading, the verified actual gross mass of the container.
- 4.3 The purpose of this SOLAS regulation is to obtain an accurate gross mass of packed containers that are moved through the supply chain prior to loading aboard the ship.

5 Methods for obtaining the verified gross mass of a packed container

- 5.1 The SOLAS regulations prescribe two methods by which the shipper may obtain the verified gross mass of a packed container which will be referred to as "Method 1" and "Method 2" in this document.

5.1.1 Method 1:

Weighing the packed container using calibrated and certified weighing equipment (e.g. weighbridges, load cell sensing technologies etc) as per Annex 3.

5.1.2 Method 2:

Weighing all packages and cargo items, including the mass of pallets, dunnage and other securing material to be packed in the container and adding the tare mass of the container to the sum of the single masses, using a certified method approved by the Sri Lankan competent authority, that is the DGMS or its authorised body³.

- 5.2 It should be noted that for certain types of cargo items (e.g. scrap metal, unbagged grain and other cargo in bulk) it would be inappropriate and impractical to use Method 2 (see 5.5 below).
- 5.3 Notwithstanding, the requirements of the CTU Code in relation to load distribution should also be followed.

² SOLAS regulation III/2 defines "short international voyage" as an international voyage in the course of which a ship is not more than 200 miles from a port or place in which the passengers and crew could be placed in safety, and which does not exceed 600 miles in length between the last port of call in the country in which the voyage begins and the final port of destination.

³ In the context of Method 2 issues, any reference to DGMS is taken to mean MSS or its authorised body

5.4 Approval process for shippers wishing to use Method 2

- 5.4.1 In order to use “Method 2” SOLAS requires that the MSS has to approve the certified method used by that shipper. Recognising that shippers use differing methods of work and management systems the routes to obtaining approval are:-
1. Businesses holding an accredited Quality Management System (such as ISO 9001:2008 or 2015), which include documented procedures to satisfy the weighing requirement, will be deemed to have demonstrated their competence to use Method 2. The shipper will be required to submit the relevant procedures along with a copy of the any certificates to the MSS.
 2. Other auditing schemes as approved by the DGMS.
- 5.4.2 The actual accreditation process is detailed in Annex 2, guideline weighing processes are contained within Annex 3 and assessment and approval process are requirements checklist in Annex V.
- 5.4.3 Companies which successfully become authorised to use Method 2 will be registered on a database, overseen by the MSS. The database will be accessible to approved shippers and to both carriers (shipping lines) and port/terminal operators in order that, if they wish to or suspect a discrepancy exists, it may be confirmed, that particular containers are being presented by companies certified under Method 2, as required,.
- 5.5 It should be noted that certain types of cargo items (e.g. scrap metal, unbagged grain, and other cargo in bulk) do not easily lend themselves to individual weighing of the items to be packed in the container. In such cases, the usage of Method 2 would be inappropriate and impractical, and Method 1 should be used instead.

6 Documentation

- 6.1 The SOLAS regulations require the shipper to verify the gross mass of the packed container using Method 1 or Method 2 and to communicate the verified gross mass in a shipping document. This document can be part of the shipping instructions to the shipping company or a separate communication (e.g. a declaration including a weight certificate produced by a weigh station utilising calibrated and verified equipment on the route between the shipper's origin and the port terminal or in the case of Method 2 the shipper's approval number must be included). In either case, the document should clearly highlight that the gross mass provided is the "verified gross mass". If appropriate, EDI methods can also be used.
- 6.2 Irrespective of its form, the document declaring the verified gross mass of the packed container should be signed by a person duly authorised by the shipper. The signature may be an electronic signature or may be replaced by the name in capitals of the person authorised to sign it.
- 6.3 Shippers should submit a Verified gross mass certificate as per Annex 4 to the carrier signed by the shipper or an authorized senior official of the shipper including a weight certificate produced by the shipper or a certified third party weigh station in case if using Method 1 above. In either case, the document should clearly highlight that the gross mass provided is the "verified gross mass" and certified by the shipper or a nominated senior official of the shipper
- 6.4 Electronic transmission of the "verified gross mass" as per Annex 4 certificates with electronic signatures shall be accepted by all relevant authorities.

7 Information flow within the supply chain – shipper-carrier interface

- 7.1 The SOLAS text is clear in assigning shippers' and carriers' responsibilities and the role of the terminal. The shipper is responsible for providing a “verified gross mass” to the carrier or their terminal representative,

regardless of who actually packs the container. Much complexity exists in the modern supply chain and the process of information flow within the supply chain could be considered to be elements of a non-regulatory nature and they have been included to highlight issues which companies may need to consider. These elements are given in paragraphs 8, 9, 10 and 11.

- 7.2 In order to ensure the smooth flow of cargo, it is essential that information is provided to other parties as early as possible. How this is achieved will be for the relevant parties in the supply chain involved in moving goods to determine. SOLAS requires that the information is submitted sufficiently in advance to be used in the preparation of the ship stowage plan. It is essential that the verified gross mass is obtained before the container is physically loaded on to a ship.
- 7.3 In its simplest form the information flow regarding the provision of a verified gross mass may look something like the following:-

SHIPPER → SHIPPING LINE → TERMINAL OPERATOR

- 7.4 As detailed in MSC.1/Circ.1475 paragraph 5.1.2 and 5.1.3, where cargo submitted and correctly marked is tendered by one Sri Lankan verified weigher to another Sri Lankan verified weigher for final loading, it will not need to be re-weighed prior to packing into the container although responsibility for providing the accurate verified gross mass remains with the shipper named on the bill of lading. For the purpose of these Guidelines, the arrangement whereby a Sri Lankan verified weigher does not need to re-weigh cargo submitted for final loading by another Sri Lankan verified weigher is referred to as the 'handshake' principle.

8 Declaration and Discrepancies in gross mass

- 8.1 Any discrepancy between a packed container's gross mass declared prior to verification and its verified gross mass should be resolved by use of the verified gross mass. Maximum permissible error during verification shall be accepted as plus (+) or minus (-) 5 percent (%) or 1.0 ton. All the weight to be rounded off to the nearest half ton upwards.
- 8.2 Any discrepancy between a packed container's gross mass declared prior to verification and its verified gross mass should be resolved by use of the verified gross mass by the shipper prior to the arrival of the container at port gate. All relevant documents must be amended prior to the arrival of the container at the port gate.
- 8.3 All trucks must carry a certified tare weight certificate for both the Prime mover (PM) and the trailer separately. When calculating the tare weight of the truck, both the certified tare weight of the PM and the trailer should be added and rounded off to the nearest half ton upwards. Association of Container Transporters shall implement a method for annual weighing of all PMs and trailers and this may be linked to the renewal of port entry permit for specific trailer/PM.
- 8.4 Following process will be implemented at Port terminals.
- 8.4.1 All export laden containers are weighed using weighbridges at IN GATEs of respective terminal.
- 8.4.2 Truck driver must have in his possession the valid weight certificates for the PM and the trailer and produce same to the terminal gate clerks. Tare weight of the truck will be calculated by adding the weight of the trailer and the PM and round it off to the nearest half ton upwards.
- 8.4.3 Gross weight of the container on board the truck will be calculated by deducting the tare weight of the truck from the weight captured by the weigh bridge. Port terminals will record the weight captured and print it on the gate slip handed over to the trucker.

- 8.4.4 It is a rare occasion that two export 20' containers arriving on a single truck. In case if two 20' containers arrive on a single truck, the gross weight will be calculated as above and verified with the weight declared in the Annex 4 for both containers. If there are no major discrepancy, the weight for both containers will be recorded as per weight declared in the VGM certificate (Annex 4) for both containers. If a major discrepancy is detected, then the increase of weight will be equally split between both containers and recorded accordingly.
- 8.4.5 Port terminal will include the weight captured at the IN GATE in the CODECO gate moves EDI message transmitted to respective carrier at pre-defined intervals.
- 8.4.6 By then, the carrier must also have received the VGM declaration sent by the shipper directly. Carrier must validate the VGM certificate weight with the weight indicated in the CODECO message and take appropriate actions to resolve discrepancies long in advance. This is to avoid delays to ship operations due to extra work required to resolve weight discrepancies at the last moment few hours before the berthing of the ship.
- 8.4.7 Carrier must capture and validate all VGM certificates as declared by the shipper for compliance with relevant carrier's policy and include the validated VGM weights as gross weights of relevant export containers in the electronic load list submitted to relevant port terminal.
- 8.4.8 After receiving the electronic load list from the carrier, the port terminal will carry out a discrepancy check on weights declared in the load list and weights as captured by the terminal when such containers entered the terminal. A discrepancy report will be sent to the relevant carrier for final verification.
- 8.4.9 Carrier may request the port terminal to re-weigh any container which has exceeded the permitted threshold. Port terminal may accommodate these requests subject to operational exigencies and issue a weight certificate to the carrier. Cost of this service provided by the port terminal will be invoiced to the respective carrier.
- 8.4.10 Carrier must advice in writing (by email) the process to be adopted for resolution of discrepancies detected by either re-weighing affected containers or requesting port terminal to accept VGM weight declared in the load list sent by the carrier and update port terminal records accordingly.
- 8.4.11 Port terminal will use the final VGM weight as per the resolutions implemented above in concurrence with the carrier and use the updated weight for ship stow planning.
- 8.4.12 Port terminals will not load export containers to ships if following situations occur.
- 8.4.12.1 Detected weight discrepancies beyond the permitted threshold but the carrier failed to resolve the discrepancy at least six (06) hours prior to the time of berthing of the ship to permit effective preparation of the stowage plan.
- 8.4.12.2 Containers not included in the load list sent by the carrier or not advised in writing thereafter with the mutual agreement of the port terminal regardless of whether the VGM certificate has been submitted or not by the shipper to the carrier.
- 8.5 Timely and accurate communication between the parties is key and it has to become routine. Carriers should provide and stick to cut-off times for ship stowage planning to assist the shipper in ensuring that the verification of the container gross mass and transport to the terminal/port is carried out within the required time frame to avoid the consequences of discrepancies in gross mass, such as not being loaded onto the ship or the ship having to carry out a re-stow.

- 8.6 Port terminals may recover from the carrier any additional costs incurred if containers are to be shut-out due to VGM declaration issues.
- 8.7 MSS office shall liaise with terminals to track weight discrepancy information in order to enforce this regulation in Sri Lanka.
 - 8.7.1 Carriers to submit discrepancy information to the MSS office.
 - 8.7.2 Port terminals to submit weight discrepancy information as per a pre-determined format electronically to the MSS office.

9 Containers exceeding their maximum gross mass

- 9.1 SOLAS regulation VI/5 requires that a container is not packed to more than the maximum gross mass indicated on the Safety Approval Plate under the International Convention for Safe Containers (CSC), as amended. A container with a gross mass exceeding its maximum permitted gross mass may not be loaded onto a ship. Port terminals shall have a mechanism to track weights to prevent such containers from loading to ships.
- 9.2 All parties are encouraged to consider how such non-compliances are identified and rectified.

10 Empty containers

- 10.1 Shippers and operators of empty containers are encouraged to have practices and arrangements in place to ensure that they are empty. The tare weight will visually appear on the container in accordance with the International Organization for Standardization (ISO) standard for container marking and identification and it should be used in such cases.

11 Contingencies for containers received without a verified gross mass

- 11.1 Under SOLAS no container without a verified gross mass may be loaded onto a ship. It is for individual carriers and port operators to devise operational procedures to ensure that this regulatory requirement is complied with on all occasions.
- 11.2 Carriers and Terminal operators should have sufficient documented procedures to demonstrate the manner in which they will be able to achieve this requirement.
- 11.3 Port terminals will not load any export container unless the carrier confirms that the VGM has been received and the VGM weight was advised to the port terminal using the methods prescribed above.

12 Mis-declarations

- 12.1 Any incidence of a mis-declaration of the gross mass of a container should be corrected by the shipper prior to the arrival of the container in the port. Records of mis-declarations and corrections made should be available on request by the DGMS. Failure to record and correct such incidents may result in the withdrawal of a company's "Method 2" approval by the DGMS.

Note: The DGMS does not intervene in commercial matters which may arise from non-regulatory issues highlighted in paragraph 7

13 Enforcement

- 13.1 It is anticipated that Regulators and other authorised cargo inspectors will use an enforcement threshold $\pm 5\%$ or 1.0 ton of the verified gross mass of the container. However, this will be used on a case by case basis.
- 13.2 Businesses taking advantage of the facilitation offered by Method 2 will be required to ensure that the expected levels of compliance are met, proper records kept and that these are made available on request by the DGMS.
- 13.3 Should a business fail to meet the expected standard of an accredited company, the DGMS may suspend or revoke the verification agreement thereby prohibiting the company from taking advantage of the Method 2 weighing process until any identified deficiencies have been rectified. Should this occur, further guidance on the requirements to be met by businesses seeking to use Method 2 should be obtained from the DGMS.
- 13.4 The penalties take two forms and these are explained below.
1. Commercial - Repacking costs, administration fees for amending documents, demurrage charges etc.
 2. Regulatory - MSS office may determine appropriate penal charges to be enforced over the shippers for non-compliance incidents.
- 13.5 In the event of an incident or an issue with a container stow as part of Port State Control or an investigation by the Regulator, the carrier and/or their terminal representative should be able to demonstrate that they have systems in place to ensure prior to the loading of packed containers that they have the verified gross mass for each container and that any changes in the container gross mass notified between pre-booking and loading aboard a ship are managed.

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Annex 1

Definitions

For the purpose of these Guidelines:

A1.1 Administration means the Government of the State whose flag the ship is entitled to fly.

A1.2 Calibrated and certified equipment means a scale, weighbridge, lifting equipment or any other device, capable of determining the actual gross mass of a packed container or of packages and cargo items, pallets, dunnage and other packing and securing material, that meets the accuracy standards and requirements of the State in which the equipment is being used.

A1.3 Cargo items has the same general meaning as the term "cargo" in the International Convention for Safe Containers, 1972, as amended (hereinafter referred to as "the CSC"), and means any goods, wares, merchandise, liquids, gases, solids and articles of every kind whatsoever carried in containers pursuant to a contract of carriage. However, ship's equipment and ship's supplies, including ship's spare parts and stores, carried in containers are not regarded as cargo.

A1.4 Carrier The party who, in a contract of carriage, undertakes to perform or to procure the performance of carriage by sea.

A1.5 Container has the same meaning as the term "container" in the CSC and means an article of transport equipment:

- a) of a permanent character and accordingly strong enough to be suitable for repeated use;
- b) specially designed to facilitate the transport of goods, by one or more modes of transport, without intermediate reloading;
- c) designed to be secured and/or readily handled, having corner fittings for these purposes; and
- d) of a size such that the area enclosed by the four outer bottom corners is either:
 - i) at least 14 m² (150 sq. ft.); or
 - ii) at least 7 m² (75 sq. ft.) if it is fitted with top corner fittings.

A1.6 Contract of carriage means a contract in which a shipping company, against the payment of freight, undertakes to carry goods from one place to another. The contract may take the form of, or be evidenced by a document such as a sea waybill, a bill of lading, or multi-modal transport document.

A1.7 Gross mass means the combined mass of a container's tare mass and the masses of all packages and cargo items, including pallets, dunnage and other packing material and securing materials packed into the container (see also "*Verified gross mass*").

A1.8 Package means one or more cargo items that are tied together, packed, wrapped, boxed or parcelled for transportation. Examples of packages include, but are not limited to, parcels, boxes, packets and cartons.

A1.9 Packed container means a container, as previously defined, loaded ("stuffed" or "filled") with liquids, gases, solids, packages and cargo items, including pallets, dunnage, and other packing material and securing materials.

A1.10 Packing material means any material used or for use with packages and cargo items to prevent damage, including, but not limited to, crates, packing blocks, drums, cases, boxes, barrels, and skids. Excluded from the definition is any material within individual sealed packages to protect the cargo item(s) inside the package.

A1.11 Securing material means all dunnage, lashing and other equipment used to block, brace, and secure packed cargo items in a container.

A1.12 Ship means any vessel to which SOLAS chapter VI applies. Excluded from this definition are roll-on/roll-off (ro-ro) ships engaged on short international voyages where the containers are carried on a chassis or trailer and are loaded and unloaded by being driven on and off such a ship.

A1.13 Shipper means a legal entity or person named on the bill of lading or sea waybill or equivalent multimodal transport document (e.g. "through" bill of lading) as shipper and/or who (or in whose name or on whose behalf) a contract of carriage has been concluded with a shipping company. The shipper may also be known as the sender.

A1.14 Shipping document means a document used by the shipper to communicate the verified gross mass of the packed container. This document can be part of the shipping instructions to the shipping company or a separate communication (e.g. a declaration including a weight certificate produced by a weigh station).

A1.15 Tare mass means the mass of an empty container that does not contain any packages, cargo items, pallets, dunnage, or any other packing material or securing material.

A1.16 Terminal representative means a person acting on behalf of a legal entity or person engaged in the business of providing wharfage, dock, stowage, warehouse, or other cargo handling services in connection with a ship.

A1.17 Verified gross mass means the total gross mass of a packed container as obtained by one of the methods described in paragraph 5.1 of these Guidelines. (see also "gross mass")

A1.18 MSS means Merchant Shipping Secretariat of Ministry of Ports & Shipping as regulating authority for Sri Lanka.

Annex 2

Method 2 Application Process to Merchant Shipping Secretariate (MSS)

A2.1 The DGMS is responsible for approving, through the process described below, the suitability of businesses seeking accreditation and ensuring that the process fully conforms to the requirements of SOLAS as amended.

A2.2 The process must provide / ensure a satisfactory level of security for all cargo to be packed in containers

Application procedure

A2.3 Applicants need to submit the following as part of their application:

- Full Company name and head office address
- Addresses where verified weighing will be undertaken
- Name(s) of responsible person(s) Operations Director / Logistics Personnel etc

A2.4 Additional elements of a Documented Procedure for a “Method 2” Shipper:

- Specifying / describing the weighing method to be used
- Detailing what weighing equipment is to be used as part of the documented procedure
- Equipment maintenance procedures
- Calibration procedures (including whether there are periodic internal checks)
- Discrepancy procedure
- Reporting and quarantining of faulty equipment
- Record retention
- Training
- Copy of certificates where processes are already audited as part of a Quality Management System

The process

A2.5 For those companies without audited and certified procedures, if the preliminary details supplied by the applicant are considered satisfactory, the appropriate authority conducts (or arranges that an approved third party conducts) an on-site verification of the implementation, effectiveness and auditability of the weighing measures in place.

A2.6 Following a successful verification visit the trader is considered to be an approved shipper for a period of time not exceeding 3 years and its name added to the official verification of container gross mass database administered by the DGMS. The DGMS (or the appointed Government department) continues its oversight of the process in order to ensure that it is updated as required and that all approved shippers maintain the level of implementation of their roles and safety responsibilities throughout the period of validity of their approval. To do so, the DGMS may require the provision of information or documents and to conduct on-site inspections/spot-checks.

A2.7 For those companies with a documented and externally audited system the DGMS will check the documents to ensure their compliance with the requirements of the regulations. On a risk basis the DGMS will determine whether or not they believe that the procedures comply with regulatory requirements. If they meet the requirements the relevant approval will be issued. The DGMS will investigate any discrepancies including conducting an audit if required.

A2.8 The DGMS will issue an authorisation number to the verified shipper which will be recorded on a central database. The authorisation format will be as follows:-

1234/SL/12AA

- 1234-the sequential number issued by the DGMS to the approved weigher
- SL-Country of issue
- 12AA Expiry date of the above approval

A2.9 Details will be recorded on a central database administered by the DGMS and access details provided to authorised parties

Revocation of Approval

A2.10 When a mis-declaration of a gross mass is notified to the DGMS, the “approved” shipper will be asked to explain the non-compliance and depending on the severity or number of non-compliances the “approval” will be revoked and shipper will have to use Method 1.

Annex 3

Methods for obtaining the verified gross mass of a packed container

A3.1 Method 1 Weighing the packed container

A3.1.1 The Regulations are enforced by the Measurement Units, Standards & Services Department of Sri Lanka. Weighing equipments should be Type approved, calibrated and verified by the Measurement Units, Standards & Services Department.

Weighing equipment owner has the option to calibrate at any firm with ISO 17025 authorization by the Sri Lanka Accreditation Board (SLAB).

A3.1.2 In addition, for the purposes of this guidance, it will be the responsibility of the weighing instrument operator (e.g. weighbridges, load cell sensing technologies etc.) to ensure that the equipment has a documented procedure for maintenance, calibration and testing of the equipment and the associated records should be kept.

A3.2 Method 2 Certification and Approval Procedures for the calculation of the verified gross mass of a packed container

A3.2.1 Introduction

The following process methods shall be deemed acceptable to fulfil the requirements to establish a verified weight:-

1. the use of Enterprise Resource Planning (ERP), Systems Applications Products (SAP) or similar management processes which are traceable and audit based
2. physically weighing goods on calibrated and certified equipment, in accordance with manufacturers recommended practices or appropriate ISO standards
3. equivalent/homogenous goods with a known weight per pallet (or other transport unit) in conjunction with the use of ERP and auditability.

A3.2.2 Certification and Approval of the calculated method by the DGMS

1. The certification of the calculation method described below will need to be undertaken subject to DGMS approval of the process as detailed in Annex 2
2. Additional requirements may be specified by the DGMS following consultation with the shipper but the DGMS will accept the use of existing audit based schemes as the basis for authorising a shipper to become an approved shipper for use of Method 2.

A3.2.3 Calculation of the gross mass of the packed container

Step 1 – weight of the cargo

The weight of the cargo items to be shipped is to be obtained by adding the weight of the individual items together. In the case of bulk products the weight may be obtained from the production process, by metering through calibrated filling devices or by weighing the product.

Step 2 – weight of packaging

The weight of the packaging is either obtained from the manufacturer of the packaging material or based on shippers' / forwarders' data, as verified and captured in the company's ERP or similar system.

Step 3 – weight of pallets, securing materials and dunnage

The weight of pallets, packing materials, securing devices such as shoring poles and dunnage is either obtained from the manufacturer, based on shippers' / forwarders' data or preferably weighed and captured in the ERP (or similar) system. In all cases it is the shipper's responsibility to consider the validity of such data.

Step 4 – tare weight of the empty container

The shipper should use the tare weight indicated on the container

Step 5 – gross weight of the loaded container

The weights obtained in steps 1 to 4 above should then be added to obtain the gross mass of the packed container.

A3.2.4 Accuracy of the calculation of the verified gross mass of a packed container

1. In the calculation method, the different weights that are added together to establish the sum of the gross weight are subject to variation. For example, the weight of wooden pallets, dunnage and blocking bars depends on the humidity.
2. All weighing devices used to determine the weight of the individual components and some minor differences in the tare of the empty container as well as cargo items contribute to these deviations.
3. It is recognised that there may be potential deviations in this methodology for determining the verified gross mass of a packed container and these should be documented and addressed as part of the shipper's management procedures.
4. Notwithstanding these potential deviations in the gross mass of a packed container, nothing shall derogate from the shipper's responsibility to establish accurately the verified gross mass of the packed container, in accordance with SOLAS VI Reg. 2.

COMPANY HEADER

Sample Certificate of Container Weight Verification
 In compliance with SOLAS Chapter VI Regulation 2
 (Issued by DGMS approved Weighing Company)

Sr. No.	Particulars	Remarks
1	Container No.	
2	Container Size	
3	Ownership details of container	
4	Maximum permissible weight of container as per the CLC plate	
5	Name & Address Weighbridge	
6	Weighbridge machine Sr. No.	
7	Weighbridge certificate no. (Issued by Weighing & Measuring Authority)	
8	Weighing Calibration certificate valid till	
9	Date and time of weighing	
10	Weighing slip no.	
11	Gross mass of container	
12	Least count of weighbridge	
13	Capacity of weighbridge	
14	Name of shipper	
15	License No. of shipper & Validity	
16	Terminal the cargo is intended for	
17	Destination port of container	
18	Seal No. (Custom/excise/factory/liner)	
19	Name of the ship	
20	Whether IMDG Cargo	
21	Vehicle No.	
22	Transporter name	
23	Transporter Reg. No.	
24	Remarks if any	

.....
 Name and Signature of Authorized Officer

Company Stamp

Date : -----



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MERCHANT SHIPPING SECRETARIAT
MINISTRY OF PORTS AND SHIPPING

1st Floor, Bristol Building, 43-89, York Street, Colombo 01, Sri Lanka.

ASSESSMENT AND APPROVAL OF SHIPPERS

Sr. No.	Requirements	Compliance	Remarks
A	BASIC REQUIREMENTS		
1	Name of Organization		
2	Name of the Owners/ Directors/ proprietor/ Trustees etc., of the organization (Company/Society etc.,)		(Documentary evidence to be attached)
3	Date of Registration of the Organization (Company/Society etc.,)		1. Copy of certificate incorporation of the organization to be attached 2. Copy of Memorandum and Articles of Association/other equivalent documents to be attached (as applicable)
4	Fees: Demand Draft for Rs...../- in favors of the DGMS.		
5	Communication Details Telephone/Fax/E-Mail		
6	Address of the organization		
7	Layout of the premises with relevant documents		Copy of the layout plan to be attached
8	Ownership details of the premises	Lease deed valid up to : Provision for renewal of lease for a further period.	If owned : copy of the ownership documents to be attached If leased : copy of the leased deed duly Registered with the appropriate authority to be attached.
9	The organization premises to have the necessary permissions from the concerned local authorities (Municipal/ Provincial/Industrial etc. as applicable).		Shop and establishment registration. Municipality license etc as applicable to be attached.
10	Quality Management System Certificate complying with the requirements of ISO 9001 : 2008 or 2015 standards.	Valid till	Copy of certificate to be attached.

B	WEIGH MEASURING EQUIPMENT		
11	Type: Weighbridge, Load cells on shore crane, Container forklift, Spreader twist locks.		
12	Brand Name		
13	Loose gears such as Hooks, Chain blocks and any other items used in the operation for slinging the empty container.		Safe working load to be specified.
14	Details of calibrated electronic weighing equipments.		Certificates from Weighing & Measurement Department or Other certifying organization to be submitted
15	Serial No.		
16	Maximum Capacity		
17	Least Count		
18	Margin of Error / Maximum permissible error.		As per Manufacturers instruction
19	Type approval certificate No.		
20	Premises to have adequate space for weighing the individual items including pallets etc.		
21	Ability to issue tamper proof		Copy of the tamper proof document to be submitted
22	Format of the Certificate (document containing information specified in Annex- 4)		Copy to be attached
23	Ability to display information on independent website/tie-up with independent website		Agreement of tie-up with independent website to be submitted
C	AUTHORISED PERSONAL TO SIGN SHIPPERS DECLARATION		
24	Name of Persons / ID No's 1. 2. 3.		
25	Educational Qualifications 1. 2. 3.		
26	Professional Qualification 1. 2. 3.		
27	Position 1. 2. 3.		
28	Approved Signatures 1. 2. 3.		To be attached

29	Authorised letter from the organisation		Copy to be attached
30			If any other

Findings ----- (Number)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Comments of the MSS Officer :

Recommendation for Approval of License :

Signature of MSS Officer :

1. Date :

2. Date:

Approved by DGMS

Signature

Date :



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MERCHANT SHIPPING SECRETARIAT
MINISTRY OF PORTS AND SHIPPING

1ST Floor, Bristol Building, 43-89, York Street, Colombo 01, Sri Lanka.

APPLICATION FOR A LICENCE OF SHIPPERS/WEIGH BRIDGES

1. Name of Applicant:
2. Registered Address:
3. Number and the Date of Incorporation of the Company under Companies Act, No. 7 of 2007
 - (i) Company Registration No:
 - (ii) Date of Incorporation:
4. Address of the Principal Place of business:
5. Telephone No.Fax No.....E mail address:
6. Whether Private or Public Company:
7. Paid-up Capital of the Company:
8. Particulars of the Foreign share holding, if any:
9. Particulars of bank guarantee:
10. Registration Number of the Exchange Control Department of the Central Bank of Sri Lanka:
11. Details of all risks liability insurance coverage:
12. Name of the Staff Officer and qualifications those who are authorized to sign the shippers Declarations:
13. Particulars of any previous License No. (If applicable) Year:
14. Fees demand draft Rs: In favor of Director General of Merchant Shipping:
15. Ownership details of the premises:
16. Details of quality management certificate:

17. Details of weighing equipments:

18. Details of Measurements/calibrations:.....

We hereby undertake to notify the Director-General of Merchant Shipping, of any changes of the Board of Directors and or the contact details of the company.

We hereby confirm that we are fully conversant with the provisions of the written law relating to the activities covered by this license.

We declare that, to the best of our knowledge and belief, all the statements contained in this application are true and correct.

Name/Names and Signature/Signatures of the Director/Directors.

I) :

II) :

Date:

Note- certified copies of all the relevant certificates/statements are attached.



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

MERCHANT SHIPPING SECRETARIAT

MINISTRY OF PORTS AND SHIPPING

1ST Floor, Bristol Building, 43-89, York Street, Colombo 01, Sri Lanka.

APPLICATION FOR A LICENCE OF PRIME MOVERS/TRALERS/LORRIES

1. Name of Applicant:
2. Registered Address:
3. Address of the Principal Place of business:
4. Telephone No.Fax No.....E mail address:
5. Whether private or public prime mover/trailer/lorry:
6. Registration Number of the Vehicle/Trailer:
7. Details of all risks liability insurance coverage:
8. Particulars of any previous License No. (If applicable) Year:
9. Fees demand draft Rs: In favor of Director General of Merchant Shipping:
.....
10. Ownership details of the Prime mover/Trailer/Lorry:
11. Gross weight of the Prime mover/Trailer/Lorry:
12. Details of modification if any:.....

We declare that, to the best of our knowledge and belief, all the statements contained in this application are true and correct.

Name/Names and Signature/Signatures of the Director (s)/ Owner (s).

i) :

II):

Date:

Note- certified copies of all the relevant certificates/statements are attached.