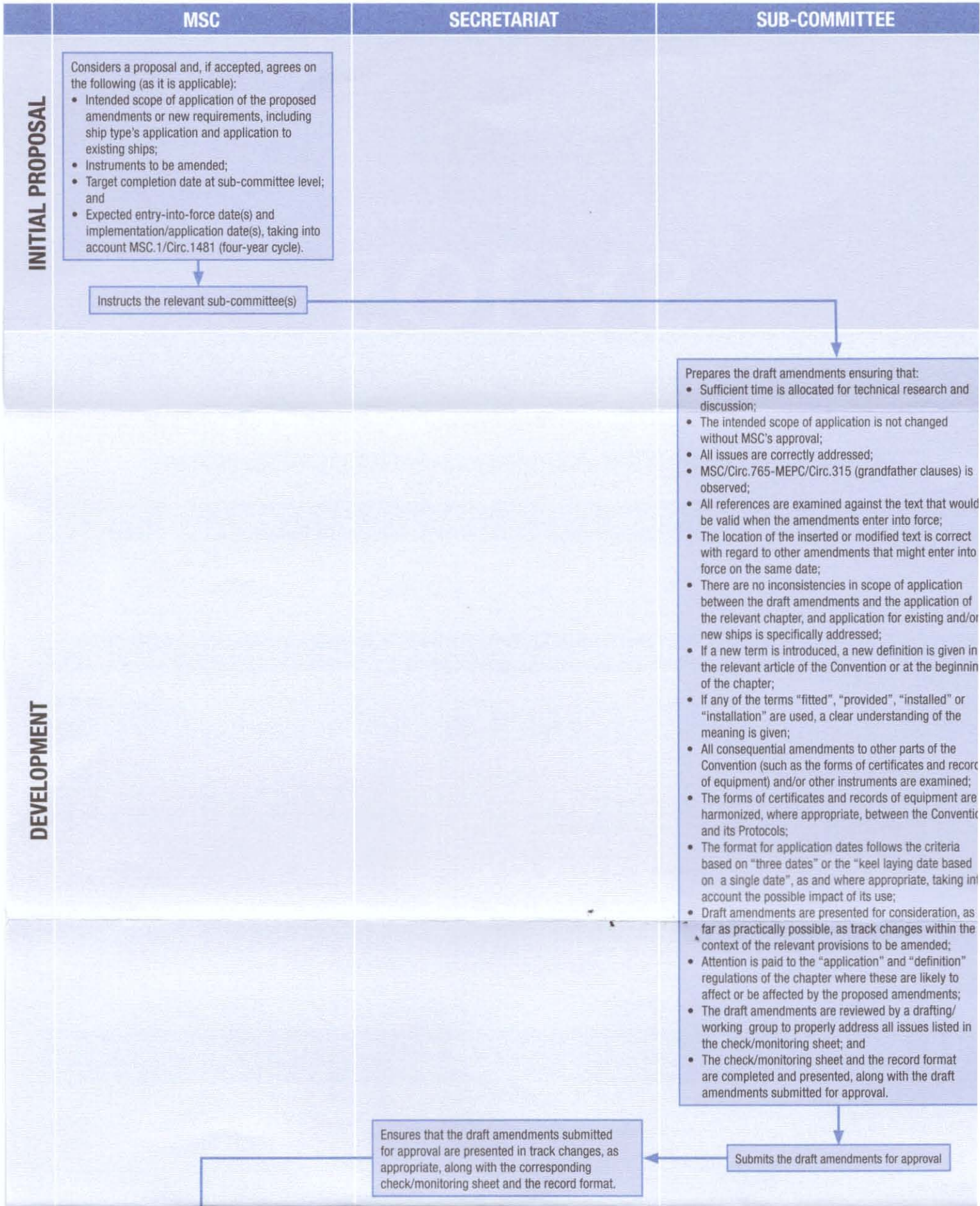


# AMENDMENT PROCESS

(The process described below summarizes the most common actions for the consideration and development of amendments to the SOLAS Convention and related mandatory instruments based on MSC.1/Circ.1483. In some exceptional circumstances and in accordance with the provisions of Article VIII of the Convention, the Committee may omit some of the steps described below.)



**APPROVAL**

- Reviews the draft amendments submitted for approval, using the associated check/monitoring sheet and the record format;
- If necessary, instructs a drafting group to review the draft amendments or consider any further issues before approval; and
- Agrees on the session of the Committee at which the amendments should be adopted, as well as on the acceptance and entry-into-force date, taking into account MSC.1/Circ.1481 (four-year cycle).

Ensures that the draft amendments contained in the annexes of the Committee's report after approval are presented in track changes, as appropriate.

**ADOPTION**

Uses the WP as the base document for preliminary consideration by the expanded Committee and final revision by a drafting group, taking into account the associated check/monitoring sheet and the record format.

- Prepares the appropriate text of the draft amendments without track changes for circulation to all Members of the Organization and all SOLAS Contracting Governments, in accordance with the provisions of Article VIII of the Convention; and
- Prepares and makes available in IMODOCS, as soon as possible after the corresponding deadline for commenting documents, a WP consolidating all draft amendments submitted for adoption with track changes, including proposals for modifications or editorial improvements, if any, as well as notes and comments, as appropriate.

Adopts the amendments

- Ensures that, after adoption, the final text of the amendments contained in the annexes of the Committee's report (i.e. the MSC resolutions) is presented without track changes.
- Prepares authentic texts of the adopted amendments.

## Part I – Submitter of proposal (refer to section 3.2.1.1)\*

1	Submitted by (Document Number and submitter)	
2	Meeting session	
3	Date (date of the submission)	

## Part II – Details of proposed amendment(s) or new mandatory instrument (refer to sections 3.2.1.1 and 3.2.1.2)\*

1	High-level action plan	
2	Planned output	
3	Recommended type of amendment (MSC.1/Circ.1481) (delete as appropriate) <ul style="list-style-type: none"> <li>• Four-year cycle of entry into force</li> <li>• Exceptional circumstance</li> </ul>	
4	Instruments intended for amendment (SOLAS, LSA Code, etc.)	
5	Intended application (scope, size, type, tonnage/length restriction, service (international/non-international), activity, etc.)	
6	Application to new/existing ships (i.e. if intended to be a retroactive application)	
7	Proposed coordinating sub-committee	
8	Anticipated supporting sub-committees	
9	Time scale for completion	
10	Expected date(s) for entry into force and implementation/application	
11	Any relevant decision taken or instruction given by the Committee	

## Part III – Process monitoring to be completed during the work process at the sub-committee and checked as part of the final approval process by the Committee (Refer to section 3.2.1.3)\*\*

1	The sub-committee, at an initial agreement, has allocated sufficient time for technical research and discussion before the target completion date, especially on issues needing to be addressed by more than one sub-committee and for which the timing of relevant sub-committee meetings and exchanges of the results of consideration needed to be carefully examined.	
2	The scope of application agreed at the proposal stage was not changed without the approval of the Committee.	
3	The technical base document/draft amendment addresses the proposal's issue(s) through the suggested instrument(s); where it does not, the sub-committee offers the Committee an alternative method of addressing the problem raised by the proposal.	
4	Due attention has been paid to the <i>Interim Guidelines for the Application of the Grandfather Clauses</i> (MSC/Circ.765).	
5	All references have been examined against the text that will be valid if the proposed amendment enters into force.	
6	The location of the insertion or modified text is correct for the text that will be valid when the proposed text enters into force on a four-year cycle of entry into force, as other relevant amendments adopted might enter into force on the same date.	
7	There are no inconsistencies in respect of scope of application between the technical regulation and application statement contained in regulation 1 or 2 of the relevant chapter, and application is specifically addressed for existing and/or new ships, as necessary.	
8	Where a new term has been introduced into a regulation and a clear definition is necessary, the definition is given in the article of the Convention or at the beginning of the chapter.	
9	Where any of the terms "fitted", "provided", "installed" or "installation" are used, consideration has been given to clarifying the intended meaning of the term.	
10	All necessary related and consequential amendments to other existing instruments, including non-mandatory instruments, in particular to the forms of certificates and records of equipment required in the instrument being amended, have been examined and included as part of the amendment(s).	
11	The forms of certificates and records of equipment have been harmonized, where appropriate, between the Convention and its Protocols.	
12	It is confirmed that the amendment is being made to a currently valid text and that no other bodies are concurrently making change proposals to the same text.	
13	Ensure that all entry-into-force criteria (contract, keel laying and delivery) have been considered and addressed.	
14	Other impacts of the implementation of the proposed/approved amendment have been fully analysed.	
15	The amendments presented for adoption clearly indicate changes made with respect to the original text, so as to facilitate their consideration.	

\* Parts I and II should be completed by the submitter of a proposed new amendment, to the fullest extent possible.

\*\* Part III should be completed by the drafting/working group that prepared the draft text.

## RECORD FORMAT

The following records should be created for each regulatory development and submitted to the Committee when the draft amendments are submitted for approval.

- 1 **Title** (number and title of regulation(s))
- 2 **Origin of the requirement** (original proposal document)
- 3 **Main reason for the development** (extract from the proposal document)
- 4 **History of the discussion** (approval of work programmes, sessions of sub-committees, including CG/DG/WG arrangements)
- 5 **Impact on other instruments** (e.g. codes, performance standards, guidance circulars, certificates/records format, etc.)

### 6 Technical background

- 6.1 **Scope and objective** (to cross check with items 4 and 5 in part II of the checklist)
- 6.2 **Technical/operational background and rationale** (summary of FSA study, etc. if available, or engineering challenge posed, etc.)
- 6.3 **Source/derivation of requirement** (non-mandatory instrument, industry standard, national/regional requirement)
- 6.4 **Short summary of requirement** (what is the new requirement – in short and lay terms)
- 6.5 **Points of discussion** (controversial points and conclusion)