
International Standard



3969

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

Shipbuilding — Inland vessels — Operational documentation

Construction navale — Bateaux de navigation intérieure — Dossier technique

First edition — 1979-09-01

Sample Document

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UDC 629.122.004

Ref. ISO 3969-1979 (E)

Descriptors : shipbuilding, inland navigation, user-supplier relations, documents, technical documents.

Price based on 10 pages

Preisgr. F

ISO 3969:1979 • <https://standards.iteh.ai/catalog/standards/iso/5009ab18-f30b-4be0-aeb0-81ea104d27f7/iso-3969-1979>

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO member bodies). The work of developing International Standards is carried out through ISO technical committees. Every member body interested in a subject for which a technical committee has been set up has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council.

International Standard ISO 3969 was developed by Technical Committee ISO/TC 8, *Shipbuilding*, and was circulated to the member bodies in March 1978.

It has been approved by the member bodies of the following countries :

Austria	France	Poland
Belgium	Greece	Romania
Brazil	India	Spain
Bulgaria	Italy	Turkey
Chile	Japan	USSR
Czechoslovakia	Mexico	Yugoslavia
Finland	Netherlands	

The member bodies of the following countries expressed disapproval of the document on technical grounds :

Germany, F.R.
United Kingdom

Shipbuilding — Inland vessels — Operational documentation

0 Introduction

This International Standard has been drawn up in order to standardize the nomenclature of ship operational documentation, the titles and the purpose of certain kinds of documents, and their content and appearance.

This International Standard is applicable to ships operating in inland and territorial waters.

1 Scope and field of application

1.1 This International Standard establishes the purpose of ship operational documents, their classification and titles.

It includes, in addition, the basic provisions for the maintenance and presentation of operational documents, and for the process of their correction and replacement for ships undergoing modification and repairs.

1.2 The list of documents laid down in this International Standard is a reference list from which a set of principal operational documents may be chosen for any transport vessel.

For special purpose vessels and for vessels on which the installation of special equipment, machinery and systems is envisaged which are not indicated in this International Standard, the titles and the summary list of ship operational documents to be delivered should be specified in each particular case when concluding a contract.

1.3 The number of copies of each document handed over for the ship as a part of the operational documentation should be agreed between the ship outfitter and the ship owner when concluding a contract.

2 Classification

2.1 Operational documents are of two types :

- a) general ship documents pertaining to a ship as a whole and its component parts : hull, apparatus, systems, shafting, installation of electrical and radio equipment, etc.; these documents are drawn up mainly by the shipbuilder;
- b) documents for completed articles pertaining to the mechanisms, units, instruments, etc., installed in a ship, irrespective of who manufactures and supplies them; these documents are supplied mainly by the equipment manufacturers.

2.2 Ship operational documents generally consists of :

- a) specification;
- b) drawings;
- c) diagrams;
- d) supply list;
- e) list of spare parts;
- f) logs and certificates;
- g) technical descriptions and maintenance instructions;
- h) list of operational documents.

3 Definitions

For the purposes of this International Standard, the following definitions apply :

3.1 ship operational documentation : The documentation designed for use in training of personnel in the use of the ship and components, of the rules of operation of the ship by the crew and of preparation for repairs.

It is delivered by the shipbuilder together with the ship and should comply with the actual construction, machinery, apparatus, equipment, etc., of the ship.

3.2 specification : A technical document which contains information about the principal characteristics of the ship and gives a brief technical description of all its parts (hull, machinery, electrical and radio-navigation equipment) with reference to the corresponding documents and drawings.

3.3 supply list : A document containing a complete enumeration of the equipment and tools (for all parts, including life-saving and fire fighting equipment) supplied with the ship and necessary for the normal operation of the ship.

It does not include articles which are component parts of the devices or equipment which should be in the ship according to the specification (3.2) (for example, anchor chains, rigging of cargo handling gear, etc.). Nor does it include the special equipment and tools intended for certain pieces of machinery, instruments or apparatus and included in their delivery sets.

3.4 list of spare parts, tools and accessories (STA) : A document determining the nomenclature, purpose, quantity and places of storage of spare parts, tools, accessories and materials necessary for operation and repair of the ship and its equipment (machinery, apparatus, etc.).

3.5 log : A document which certifies the principal particulars and the technical characteristics of constructions and devices guaranteed by the manufacturer and reflects the technical condition of such constructions and apparatus and into which operational information concerning them is entered (duration and conditions of work, maintenance, types of repair, during the whole operational period).

3.6 certificate : A document which certifies the principal particulars and the technical characteristics of the ship and its component parts, guaranteed by the manufacturer.

3.7 technical descriptions and maintenance instructions (of mechanical, electrical and radio-technical systems, installations devices, pipelines, etc.) : Documents designed for use in

- a) studying the above devices, the principle of and the rules for operation of the ship's equipment;
- b) repair of failures occurring during operation;
- c) carrying out adjustments and regulations by the ship's crew;
- d) carrying out the scheduled preventive inspections and repairs by the ship's crew and with the means available aboard;
- e) maintenance required during long periods of inaction.

3.8 list of operational documents : A collection of all operational (design) documents, both those showing calculations and those of the working design documents which were used while preparing the design.

For each ship this list is compiled on the basis of the standard nomenclature laid down in the list in clause 5 with additions introduced in compliance with 1.2.

4 Principal requirements for contents and presentation of documentation

4.1 The execution of operational documents shall comply with national standards and the rules for drawing up design documentation and also, in the case of documents to be handed over to a foreign ship owner, with the corresponding requirements of this International Standard and with the provisions of the contract.

4.2 The wording of the records to be made in operational (design) documents shall be clear, comprehensible and unambiguous.

4.3 If design documents are included in the list of operational documents, there shall be no references to those documents which have not been included in the list.

4.4 The texts of the documents, the inscriptions and tables in the drawings shall be made in the language(s) provided for in the contract for the ship delivery.

4.5 Technical descriptions and maintenance instructions of various ship's apparatus, systems, pipelines, etc., included in operational design documentation, shall be illustrated with all necessary diagrams, drawings, figures or photographs.

In the absence of technical descriptions and maintenance instructions, any necessary diagrams shall be provided.

4.6 It is admissible to combine individual technical descriptions and maintenance instructions of apparatus, systems, pipelines, electrical equipment, etc., into common (master) descriptions and instructions within the specialization in the ship as a whole.

4.7 Operational documents shall be produced by a method ensuring their identity with the original or with a duplicate on a white, blue-print or sensitized transparent paper. Operational documents may also be produced in the form of photographs with an appropriate reduction which shall not affect the legibility of either the drawing or the text.

4.8 Each ship shall be provided with a set of operational documents corrected in accordance with any modifications made in the process of building and commissioning the ship.

4.9 The operational design documents most frequently used during operation shall be pasted on a textile or other base to increase their wear resistance (one copy for the set supplied to the ship).

NOTE — The documents to be pasted on a wear resistant base are denoted by the letter "T" in the column headed "Notes" of the standard nomenclature of clause 5. In some cases, the nomenclature of these documents may be altered upon agreement with the customer.

4.10 The list of operational documents shall be compiled in accordance with the format shown in figure 1.

4.11 The project and working design documents (drawings, calculations, tables, etc.), corrected according to any changes made during the building and the commissioning of a ship, become operational documents for that ship after stamp No. 1 (see figure 2) has been affixed.

On those operational documents which should be corrected after conversion, modification or repair of the ship, stamp No. 2 (see figure 3) shall be affixed in addition to stamp No. 1.

4.12 All operational (design) documentation shall be assembled in sets and placed in hard-cover paper-cases 230 mm × 325 mm or 325 mm × 460 mm, ensuring their safety during the entire period of operation of the ship.

Dimensions in millimetres

No	Designation of document	Title	Number of copies	Notes
10	70	65	8	
180				

Figure 1 — Standard format for list of operational documents

Dimensions in millimetres

OPERATIONAL		ISO 3969	32
for	(name of ship)		
supplier	(name)		
date			
80		15	

Figure 2 — Stamp No. 1

Dimensions in millimetres

OPERATIONAL		ISO 3969	40
for	(name of ship)		
after	(category of repair)		
supplier			
repairer			
date			
80		15	

Figure 3 — Stamp No. 2