



Office of  
Deputy Commissioner  
of Maritime Affairs

**THE REPUBLIC OF LIBERIA**  
LIBERIA MARITIME AUTHORITY

**Marine Notice**

**TEC-004**  
**Rev. 06/12**

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**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF  
MERCHANT SHIPS, AND AUTHORIZED CLASSIFICATION SOCIETIES**

**SUBJECT: Multiple Load Line Assignment Procedures**

**Reference: (a) Maritime Regulation 2.39**  
**(b) International Convention on Load Lines**

**Supersedes: Marine Notice TEC-004, dated 1/00**

**PURPOSE:**

This Notice summarizes the requirements, authorization, and issuance procedures for a Multiple Load Line Assignment Book, hereafter referred to as an "Assignment Book."

**APPLICABILITY:**

This Notice is directed to owners of certain type vessels operating with more than one freeboard assignment to meet charter commitments.

**REQUIREMENTS:**

**1.0 Policy**

It is Administration Policy that any vessel in the registry to which authorization has been given for the assignment of more than one (1) load line shall be issued an Assignment Book. The Assignment Book shall apply only to those full term load line certificates issued to a subject vessel and not to single voyage load line convention certificates. An Assignment Book is valid as long as the load line convention certificates to which it pertains remain valid.

**2.0 Allowance**

More than one freeboard assignment may be permitted; however, only one may be displayed at any one time. The Assignment Book issued by this Administration contains data pertaining to the current freeboard assignments together with endorsement pages and instructions to be followed when changing from one load line assignment to another. The procedures to facilitate the multiple load line requirements of the Administration follow.

### **3.0 Original Issue**

- 3.1 To obtain more than one load line the owner/operator must make a request in writing to the Liberian Administration Technical and Communication Division, email: [technical@liscr.com](mailto:technical@liscr.com).
- 3.2 The request will be evaluated, and if acceptable, an authorization letter will be issued. The letter will authorize the vessel's classification society to carry out the necessary geometric, strength, and stability calculations and perform the required surveys for issuance of an additional load line(s) to the vessel.
- 3.3 The classification society will then issue the appropriate Load Line convention certificate for each assignment. A copy of each certificate with a cover letter indicating the owner's request and actions taken should be forwarded by the vessels classification society or the owner to [technical@liscr.com](mailto:technical@liscr.com).
- 3.4 On the basis of the information received from the classification society, the Administration will issue a Load Line Assignment Book with instructions to the owner and Master.
- 3.5 Four (4) copies of the Assignment Book will be prepared and distributed as follows:
  - .1 a "vessel" copy to the operator for placement on board the ship
  - .2 an "office" copy for the owner/operator's file;
  - .3 one (1) copy to the vessel's classification society; and
  - .4 one (1) copy will be retained by the Administration.

### **4.0 Renewals**

Once issued, it shall be the responsibility of the shipowner to maintain the currency and completeness of the Assignment Book and to make requests to the Administration for renewal upon its expiration. The owner shall also request revision and amendment of the Assignment Book if additional freeboards are assigned to the vessel. In such cases the vessel's classification or the shipowner the vessel, after completion of the applicable surveys, must forward two copies of the reissued load line certificates along with a cover letter to the Technical Division indicating that the certificates are being forwarded for reissuance or revision of the Assignment Book as applicable.

### **5.0 Conditions**

- 5.1 An Assignment Book for each vessel that has been issued multiple Load Line Certificates must be on board the vessel for the use of the vessel's Master and the vessel's classification society surveyor in verifying any changes to the load line marks. The conditions pertaining to the Assignment Book are as follows:

- .1 The Master must ensure that only the freeboard marks for the intended voyage are exhibited on the vessel's hull and all others are to be painted over before the loading of cargo begins.
- .2 Only the Load Line Certificate in use should be displayed. All Load Line Certificates not in use shall be replaced in a sealed envelope and locked in the Master's safe.
- .3 The Master may alter a freeboard marks for the vessel in accordance with the applicable Load Line Certificate and Assignment Book. The Master shall enter the change in the vessel's official logbook. There is no need to have a class society surveyor present at the alteration of the freeboard marks.
- .4 During periodical inspection required by Article 14(c) of Ref. (b) the attending class surveyor shall verify the Load Line marks and endorse the corresponding Load Line Certificates.

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