

Electronic drawing approval

Guidelines for the exchange of electronic drawings/documents for approval by the Danish Maritime Authority

1. Purpose

The purpose of these guidelines is to describe how electronic drawings/material should be submitted to the Centre for Ships (CFS) in the Danish Maritime Authority (DMA) and how this material is returned by the DMA.

2. Submission procedure

Drawings/material must be submitted as files enclosed to an e-mail to the e-mail address cfs@dma.dk or to the e-mail address of a case officer specified by name, if already known.

- The material **must** be in pdf format.
- The maximum size of the e-mail, including the enclosed files, is 10 MB.
- Attention is drawn to the fact that directly converted files are generally considerably smaller than files produced by scanning paper documents.

If the maximum file size is exceeded, you can instead forward the files by ordinary mail as CD-ROM, DVD or a USB stick, if relevant, to:

Danish Maritime Authority
Ship Survey and Certification
Carl Jacobsens Vej 31
DK-2500 Valby

If the case officer is known, please insert him or her in the Attn. field.

It must be ensured that any safety codes in the material submitted are turned off since this could otherwise prevent the DMA from assessing/approving the material.

The following must be given in the subject field of the relevant e-mail if already known:

- Official number/IMO number
- Name of ship
- Yard of construction and number of build, if relevant

If several drawings are submitted at the same time, please enclose a list of drawings, which contains for each individual drawing the following:

- Name of drawing
- Number of drawing
- Revision number
- Date
- Scale and correct size of print

The DMA prefers that drawings are submitted with exact measures as pdf files made by conversion from CAD software. Regardless of how the pdf files have been made, they must have a resolution that is so high that the DMA can assess/approve the material. If in doubt, it is possible to exchange test drawings before the project is actually started to ensure that the material submitted has an adequate quality.

3. Returned material

The material submitted will be returned as assessed/approved drawings by the DMA as pdf files by e-mail. These files will be locked by the DMA, and it will not be possible to edit them. Test drawings showing how this will look can be forwarded by the DMA before the project is actually started.

4. Further information

Should you have any questions to the above, the DMA's Centre for Ship Survey and Certification will be available for further information. Please contact the Centre by e-mail cfs@dma.dk or by telephone +45 91 37 60 00.