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IPC-2-3-01  
Issue 2  
July 2007

Spectrum Management and Telecommunications

Internal Procedures Circular

# Ship Station Licensing

## Preface

Internal Procedures Circulars are issued for the guidance of departmental staff. Although intended for internal use only, they are also available to the public. The information contained in these circulars is subject to change without notice. It is therefore suggested that interested persons consult the nearest district office of Industry Canada for additional details. While every reasonable effort has been made to ensure accuracy, no warranty is expressed or implied. As well, these circulars have no status in law.

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All Spectrum Management and Telecommunications publications are available on the following website: <http://strategis.gc.ca/spectrum>.

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## 1. Intent

This circular outlines the licensing procedure and technical parameters for the purpose of issuing ship station licences to both commercial and pleasure craft.

The current recommendation for all commercial ships and pleasure craft equipped with radio installations is to carry a Canadian radio licence should they wish to visit a foreign port or waters, including the United States.

## 2. Mandate

Section 5 of the *Radiocommunication Act* states that the Minister may issue radio licences in respect of radio apparatus. Section 9 of the *Radiocommunication Regulations* lists the eligibility requirements for ship station licences.

Section 15.2 of the *Radiocommunication Regulations* describes the radio licence exemption criteria for Canadian vessels and ships. In 1999, the Department removed the requirement for vessels to licence their marine radio equipment while in Canadian waters provided that only maritime frequencies, as defined in RBR-2 (previously RIC-13), *Technical Requirements for the Operation of Mobile Stations in the Maritime Service*, are employed.

All vessels and ships fitted with DSC capable radio equipment should follow the procedures as detailed in IPC-2-3-07, *Maritime Mobile Service Identities (MMSIs)*.

## 3. Related Documents

Industry Canada documents are available on the Spectrum Management and Telecommunications website at: <http://strategis.gc.ca/spectrum> in *Official Publications*.

IC-3020	<i>Application for a Maritime Mobile Radio Station Licence</i>
IPC-2-3-06	<i>Use of Maritime Mobile Frequencies by Hand-carried Portables Associated with Vessels</i>
IPC-2-3-07	<i>Maritime Mobile Service Identities (MMSIs)</i>
IPC-2-3-08	<i>Use of Non-Maritime Mobile Frequencies by Maritime Mobile Stations</i>
RBR-2	<i>Technical Requirements for the Operation of Mobile Stations in the Maritime Service</i>
RIC-42	<i>Guide for Calculating Radio Licence Fees</i>

IPC – Internal Procedures Circular

RBR – Regulation by Reference

RIC – Radio Information Circular

The following documents may be of use in defining and describing the various categories of ship stations:

Canadian Coast Guard	<i>Radio Aids to Marine Navigation</i>
International Telecommunication Union	<i>Radio Regulations</i>
Transport Canada	<i>Canadian Shipping Act</i> <i>Ship Station (Radio) Regulations</i>

## **4. Policy**

### **4.1 Applicants**

Ship station radio licences are normally issued in the name of the owner of the ship. Exceptions may be made in certain other cases such as:

- where the ship is on lease to an individual or corporation and the registered owner does not wish to assume radio licensing responsibility for the ship in question; or
- where the applicant is in possession of a hand held portable radio apparatus approved for use in the maritime mobile service and which is intended to be employed on board various non-radio equipped ships.

Where a ship has been jointly registered with Transport Canada or licensed with Service Canada, the radio licence may be issued in the names of all the joint owners. However, only one address can be shown on the licence and this will be used for licence renewal purposes.

### **4.2 Temporary Authorities**

Requests for temporary authority shall be dealt with on a case-by-case basis. As an example, the Department has designated certain intership frequencies for specific activities such as fishing. This does not however, preclude the use of these frequencies for safety or coordination purposes by other ships which are temporarily operating in the same areas.

### **4.3 Extension of Non-maritime Services to Ships**

Refer to IPC-2-3-08, *Use of Non-Maritime Mobile Frequencies by Maritime Mobile Stations*, for information on this subject.

### **4.4 Non-commercial Long-range Communications**

CCG stations provide a non-commercial long-range radiocommunication service to ships on certain frequencies in the MF and HF radiotelegraph and radiotelephone bands. These frequencies are listed in the CCG *Radio Aids to Marine Navigation* publication appropriate to the area of operation. Frequencies are available for assignment to applicants wishing to access this CCG service.

#### 4.5 Commercial Long-range Communications

RBR-2 designates certain frequencies for commercial, long-range, single-sideband (SSB) ship/shore and intership communications. Assignments are based on applicants' needs, and are normally limited to one frequency from each of the maritime mobile bands.

In view of the availability of commercial services provided by international coast stations and since private ship/shore services are subject to world-wide sharing on a no-interference, no-protection basis, the establishment of commercial facilities is not encouraged. However, where a need can be demonstrated and subject to spectrum availability, there is no objection in principle to the authorization of such facilities. In such instances, applicants should be made fully aware of the shared, no-interference, no-protection nature of the authority.

#### 4.6 Call Signs

A ship may be assigned a **four-letter call sign** if it is registered, or is in the process of being registered, in Canada and if it meets one or more of the following criteria:

- (a) the ship is fitted with radiotelegraphy;
- (b) the ship is over 500 tons;
- (c) the ship is compulsorily fitted;
- (d) the ship will be sailing in international waters necessitating the use of signal flags; or
- (e) the ship is being imported from a foreign country other than the U.S.

The procedure for obtaining a four-letter call sign is described in the procedure portion of this document.

Once assigned to a ship, a four-letter call sign may not be changed unless the ship is removed from the Canadian Registry.

Ships not meeting the four-letter criteria may be assigned two-letter-four-figure call signs from the automated licensing system employed by Industry Canada's district offices. Such call signs are not normally transferred from one owner to another unless the former owner agrees to a transfer of the radio licence.

#### 4.7 Portable Radio Equipment On Board Ships

Refer to IPC-2-3-06, *Use of Maritime Mobile Frequencies by Hand-carried Portables Associated with Vessels*, for information on this subject.

## 4.8 Licensing of Canadian-owned Ships

Canadian-owned vessels and ships, using marine frequencies, that remain within Canadian waters do not require a radio licence.

Canadian owners of radio-equipped ships, registered in Canada and sailing into foreign ports and waters, which includes U.S. waters, should apply for a ship station radio licence at the nearest Industry Canada district office.

Please refer to section 15.2 of the *Radiocommunication Regulations* for exemption criteria and further information.

## 4.9 Speech Scrambling

The use of speech scrambling equipment may be authorized, on a case-by-case basis, on domestic intership and ship/shore frequencies provided the following requirements are met:

- (a) the proposed speech scrambling equipment is also capable of clear speech transmissions;
- (b) the use of the proposed equipment will not degrade the operation of the transmitter or result in excessive bandwidth;
- (c) the calling and identification of the station (ship) must be in clear speech;
- (d) the applications proposing the use of speech scrambling equipment shall be supported by the complete technical data of the equipment involved; and
- (e) the provision shall be made for a standard voice microphone to bypass the speech scrambler on all frequencies other than the Canadian intership frequencies.

The use of such equipment is **prohibited** on any emergency frequency.

When authorized, speech scrambling equipment may be used only on a temporary no-interference basis for regular maritime communications.

## 5. Procedure

### 5.1 Application Forms

The form entitled *Application for a Maritime Mobile Radio Station Licence (IC-3020)* is available from Industry Canada district offices and the Spectrum Management and Telecommunications website.

## 5.2 Licence Fees

Licence fees are based on the fee schedules listed in the *Radiocommunication Regulations*. Refer to RIC-42, *Guide for Calculating Radio Licence Fees*.

## 5.3 Radio Equipment Technical Standards

Refer to the Radio Standard Specification (RSS) appropriate for the proposed frequency band of operation.

**Note:** There are different specifications for land and maritime mobile equipment operating in similar frequency bands. For example: RSS-119 applies to land mobile stations operating in the band 150-174 MHz, but not to maritime mobile stations. RSS-182 is the standard for maritime mobile stations operating in the band 156-162.5 MHz. One example of the differences between the two standards is the RSS-182 requirement for a 1-watt front panel power selection switch for use while a unit is in a harbour.

## 5.4 Frequency Bands

Refer to RBR-2 for information on maritime mobile frequency allocations in the VHF, MF and HF bands.

Some regions and districts also have local frequency lists which may be of use to their radio inspectors/spectrum management officers.

Further information regarding frequencies in use by Canadian coast stations is contained in the CCG publications *Radio Aids to Marine Navigation* (Atlantic and Great Lakes) or (Pacific).

## 5.5 Four-letter Call Signs

Canadian ships sailing in international waters, may be issued a four-letter call sign to facilitate identification by signal flags. CCG Registrars have been instructed to refer inquiries to their local Industry Canada office. Such requests should be relayed to DAA at Headquarters where a four-letter call sign will be selected. Headquarters will also notify the appropriate CCG Registrar so that the call sign information can be entered in the Ship's Registry and on the ship's Certificate of Registration.

Information regarding other requests for four-letter call signs should also be forwarded to DAA who will select a call sign and forward it to the regional or district office concerned.

## 5.6 Radio Installations for Ship Trial Runs

The prospective owner of a newly constructed, radio-equipped ship cannot apply for a radio station licence until after accepting delivery of the ship. However, since acceptance depends upon the ship's successful completion of its sea trials and since the ship cannot sail without a radio licence, the following procedure must be followed:



- (a) The shipbuilding company must file an application specifying that the requested authority is for the operation of radio equipment during sea trials.
- (b) The district office shall issue a ship station radio licence authorizing such operation. The **Power** section of the licence shall be left blank. The **Authorized Communication Conditions** column shall indicate “Type-Approved Equipment Only”. The licence shall indicate a two-letter-four-figure call sign.

**Note:** The shipbuilder also has the option of applying for a short-term licence for each ship.