

Ordering a new Conformance Test Report

Once a Conformance Test has been successfully completed, you will need to order a Conformance Test Report (CTR) certificate. This can be done at <http://polestar.force.com/LRITrequest>.

If this is a new order the following check box should not be ticked.

☐ Do you require changes to an existing conformance test report?

All fields marked with an asterisk (*) are mandatory. You will not be able to submit your order without completing them.

You will also need your Pole Star LRIT Test number to complete the order. If you do not have your test number or need any assistance completing this form, contact our LRIT Operations team at +44 (0)207 313 6233 or lritcert@polestarglobal.com.

Pole Star test number *

Vessel flag *

All flags where Pole Star is an ASP are listed under Vessel Flag. If your vessel's flag is not on the list, please contact our LRIT Operations team.

The Vessel Name should be entered in full as it will appear on the Conformance Test Report, as will the IMO Number – the vessel's 7 digit identification number.

GMDSS – Global Maritime Distress and Safety System

SSAS – Ship Security Alert System

Vessel name *

IMO number *

Equipment Part of the GMDSS? *

Equipment part of the SSAS? *

All fields under the Vessel Details heading are mandatory and must be completed before submitting your request to our team.

To ensure your proforma and/or invoice are issued correctly, please provide any purchase order or reference numbers and select your preferred currency from the available drop down list.

In addition to this, full company name, VAT code (EU only) and Billing Address must be completed.

Purchase order number	<input type="text"/>
Currency*	<input type="text" value="--None--"/>
Company name *	<input type="text"/>
VAT code (if applicable)	<input type="text"/>
Billing address*	<input type="text"/>

If these fields are not completed correctly, Pole Star may charge a fee to reissue invoices.

A contact name, valid email address and phone number should be identified to ensure delivery of the hard copy certificate is successful.

If the Delivery Address of the hard copy is different to the invoice address, it must be entered in the correct field. If Delivery Address is left blank, Pole Star will dispatch the hard copy to the Billing Address provided.

Delivery contact name *	<input type="text"/>
Email address *	<input type="text"/>
Contact telephone number *	<input type="text"/>
Delivery address (if different to billing address)	<input type="text"/>

There are two options for delivery of the CTR hard copy. Standard Service is priced at £15.00 GBP / \$26.00 USD and guarantees dispatch of the CTR within 3 working days of receipt of payment.

Fast track service is priced at £115.00 GBP / \$201.00 USD guarantees dispatch of the CTR within 24 hours of receipt of payment.

STANDARD SERVICE : On receipt, Pole Star will raise a proforma invoice and send it to the email address you have provided above. Conformance Test Reports (CTRs) will be produced within 3 days of our receipt of cleared funds.

FAST TRACK : Within 24 hours, we will email a PDF copy to you and dispatch the hard copy via express courier, provided your application is received before 1500 GMT. This 'Fast Track' service, whereby you apply and pay for your certificate immediately, guarantees you will receive the PDF before 1500 GMT on the following working day. Urgent requests that are received after the cut-off time of 1500 GMT, will be issued the day after the next working day.

Delivery option *	<input type="text" value="--None--"/>
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Once the form has been completed, select Submit to forward the request to our LRIT Operations team or, alternatively, select Submit and New to create a further request.

Requesting a change to an existing Conformance Test Report

Changes to an existing LRIT Conformance Test Report can be requested at <http://polestar.force.com/LRITrequest>.

If this is a change request the following check box should be ticked and four more fields will be available.

☒ Do you require changes to an existing conformance test report?

New port

New MMSI

New IMN

New call sign

These fields are not mandatory and should only be completed if they have changed.

All fields marked with an asterisk * are mandatory. You will not be able to submit your order without completing them.

You will also need your Pole Star LRIT Test number to complete the order. If you do not have your test number, contact our LRIT Operations team at +44 (0)207 313 6233 or lritcert@polestarglobal.com.

Pole Star test number *

Vessel flag *

All flags where Pole Star is an ASP are listed under Vessel Flag. If your vessel's flag is not on the list, please contact our LRIT Operations team.

The Vessel Name should be entered in full as it will appear on the Conformance Test Report, as will the IMO Number – the vessel's 7 digit identification number.

GMDSS – Global Maritime Distress and Safety System
SSAS – Ship Security Alert System

Vessel name *	<input type="text"/>
IMO number *	<input type="text"/>
Equipment Part of the GMDSS? *	--None-- ▾
Equipment part of the SSAS? *	--None-- ▾

All fields under the Vessel Details heading are mandatory and must be completed before submitting your request to our team.

To ensure your proforma and/or invoice are issued correctly, please provide any purchase order or reference numbers and select your preferred currency from the available drop down list.

In addition to this, full company name, VAT code (EU only) and Billing Address must be completed.

Purchase order number	<input type="text"/>
Currency*	--None-- ▾
Company name *	<input type="text"/>
VAT code (if applicable)	<input type="text"/>
Billing address*	<input type="text"/>

If these fields are not completed correctly, Pole Star may charge a fee to reissue invoices.

A contact name, valid email address and phone number should be identified to ensure delivery of the hard copy certificate is successful.

If the Delivery Address of the hard copy is different to the invoice address, it must be entered in the correct field. If Delivery Address is left blank, Pole Star will dispatch the hard copy to the Billing Address provided.

Delivery contact name *	<input type="text"/>
Email address *	<input type="text"/>
Contact telephone number *	<input type="text"/>
Delivery address (if different to billing address)	<input type="text"/>

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Delivery option *

--None--

The Terms and Conditions section must be ticked before submitting the request. Please carefully read the disclaimer and tick the box to confirm.

☒ I confirm that I have the authority on behalf of the company to which the Conformance Test Report (CTR) relates to request changes to the CTR and understand that Pole Star will amend the CTR using the details provided. I confirm that the details that I am submitting are up to date and accurate. I further acknowledge that the CTR is a legal document and charges may apply if data provided is incorrect or inaccurate.

Once the form has been completed, select Submit to forward the request to our LRIT Operations team or, alternatively, select Submit and New to create a further request.