

ST. VINCENT  
AND THE GRENADINES



COMMISSIONER  
FOR MARITIME AFFAIRS

**CIRCULAR N° PSC 001**

**SURVEYS OF ST VINCENT AND THE GRENADINES VESSELS  
UPON DETENTION BY PORT STATE CONTROL AND POSTPONEMENT OF RENEWAL SURVEYS**

**TO: CLASSIFICATION SOCIETIES  
SHIPOWNERS & SHIPS' OPERATORS & MANAGERS  
SURVEYORS TO FLAG STATE ADMINISTRATION**

Monaco, 28 January 2004.

**A. SURVEYS OF ST VINCENT AND THE GRENADINES VESSELS UPON DETENTION BY PORT STATE CONTROL**

When a St Vincent and The Grenadines ship is detained by the PSC, the following procedure should be applied by the Classification Society's surveyor.

**A.1. Surveys after detention**

- 1.1 When a St Vincent and The Grenadines ship is detained and the Classification Society is called to attend, the Classification Society's surveyor shall not limit the inspection to the deficiencies noticed by Port State Control.
- 1.2 If the date of the detention falls within  $\pm 3$  months' window for statutory surveys, they shall be conducted before the ship sails. In the case of renewal surveys, they shall be conducted to the extent possible, except for safety equipment and radio, which shall be completed. A time schedule for the completion of surveys at the next convenient port shall be set and they shall not be delayed until the next end of the window.
- 1.3 If the date of the detention does not fall within the  $\pm 3$  months' window the Classification Society's Surveyor, after clearing the PSC deficiencies, shall carry out a general examination of the vessel including the items listed in Appendix 1 and shall complete the questions listed in Appendix 2. The surveyor shall then decide using his professional judgment whether extra surveys are required.
- 1.4 In cases where the Surveyor deems that more thorough surveys are required, he shall proceed as agreed for the change of flag when accompanied by a change of the Company (as per Circular REG 001). The Classification Society shall send to the St Vincent and The Grenadines Maritime Administration ("the Administration") copies of the report on such cases.

**A.2. Surveys after PSC inspection with deficiencies identified which did not warrant detention**

- 2.1 The Classification Society should inform the Administration of such cases which are brought to their attention by PSC authorities. The Administration will decide whether the case warrants further investigation. On the basis of the results of this investigation the Administration in consultation with the Classification Society will decide on the future policy.

### **A.3. Outstanding recommendations**

- 3.1 Recommendations imposed by the Administration and/or PSC detention reports received by the Administration shall be communicated to the Classification Society and the latter shall ensure that they have been rectified according to the set schedule. Otherwise the Classification Society shall contact the Administration for a decision on the action to be taken.

### **A.4. ISM**

- 4.1 Where a ship has been detained and the PSC inspection report explicitly references an ISM major non-conformity, the auditor of the auditing organisation shall board the vessel and perform an additional audit of the vessel's Safety Management System, SMS. The extent of this additional audit should be:
  - a) equivalent to the mandatory initial audit of the shipboard part of the SMS, in case the major non-conformity is identified within twelve months or less from the date of the initial/renewal audit or less than six months prior to the renewal audit, or
  - b) equivalent to the mandatory intermediate audit of the shipboard part of the SMS, in case the major non-conformity is identified twelve months or more from the date of the initial/renewal audit or more than six months prior to the renewal audit.
- 4.1 If during the shipboard audit, it becomes apparent that problems also exist with the SMS of the company, an additional audit to the extent of the annual audit shall be performed for the Company.
- 4.2 If the detention order contains no explicit reference to the ISM non-conformities, then the surveyor shall act as in Section 1 above.
- 4.3 If the Classification Society classing the ship and its auditing organisation are different entities, then the surveyor having received the answers to questions in Appendix 2, should notify the ship's auditing organisation of the findings. In case the auditing organisation, having assessed the findings, deems that an additional audit is necessary, it shall notify the Administration and the Classification Society classing the ship and proceed as soon as possible to conduct the additional audit of the SMS of the ship. Audit results should also be reported.
- 4.4 If the Classification Society classing the ship is also its auditing organisation, then in case the Classification Society having assessed the findings of the surveyor based on the answers to questions in Appendix 2, deems an additional shipboard audit necessary, the Classification Society shall notify immediately the Administration and proceed as soon as possible to conduct the additional audit of the SMS of the ship and inform the Administration of the results.
- 4.5 If a vessel is justifiably detained twice within 12 months, then an additional shipboard audit in the scope of an intermediate audit shall be performed for the vessel's SMS and an additional audit of the Company in the scope of an annual audit. The Classification Society is also to issue an attestation confirming that the vessel is in class and fully complies with all the provisions of the applicable international conventions. The Administration shall be notified of any additional shipboard audit or additional audit of the Company and shall decide whether an additional Flag State Inspection is necessary.
- 4.6 The Administration shall decide the extent and scope of additional audits of the shipboard as well as the shore based SMS of a Company when a large proportion of the Company's fleet is detained by PSC.

### **B. POSTPONEMENT OF RENEWAL SURVEYS**

1. Applications for postponement of the renewal survey will be considered by the Administration only in cases where special circumstances warrant them.
2. No postponement of the renewal survey shall be given unless all surveys have commenced and proceeded to the extent possible. The Administration may decide to deviate from this course of action only in cases of force majeure.

The Commissioner for Maritime Affairs

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**APPENDIX 1**

**CHECK SHEET FOR SURVEY OF ILO ITEMS**

1. The accommodations and spaces were generally examined in so far as practical and accessible including:	ILO Reference	YES	NO	N/A
a. Are all of the accommodation spaces being used for what they were intended for?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are all the accommodation rooms and spaces being kept clean and tidy?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is adequate lighting available throughout the accommodation?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is the accommodation heating system working (for vessel operating in cold climates only)?	ILO 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Are the officers and crew sanitary facilities clean?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Are crew bathrooms, water closets and sinks operating properly?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Is water pressure available to the bathrooms and water closets?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Are cockroaches and other insects properly dealt with?	ILO 68 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Is hot and cold water available?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. The engine room and other machinery are generally examined in so far as practical and accessible including:</b>				
a. Are all engine room bilges clean and free of oil?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the steering gear compartment clean and free of oil and garbage?	ILO 134 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is the engine room clean (no accumulation of oily rags or garbage)?	ILO 134 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are acetylene and oxygene bottles stored outside of the accommodation, engine room and other machinery spaces?	ILO 134 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Are paint and thinners stored outside of machinery spaces in designated storage rooms?	ILO 134 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. The food and catering areas were generally examined in so far as practical and accessible including:</b>				
a. Galley found clean and suitable for preparing food?	ILO 68 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are crew provisions in satisfactory condition with no spoilage or unsanitary conditions in stowage or galley?	ILO 68 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Refrigerated provisions storerooms found clean, of adequate size for the provisions and refrigeration machinery considered capable of maintaining the provisions at adequate temperature?	ILO 68 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are drinking water taps in working condition?	ILO 68 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Is the machinery fitted with protective devices (guards) as considered necessary?</b>	ILO 134 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Are the windlass and mooring winches in good order?</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Is the accommodation ladder in good working order and considered safe for use?</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: If any of the above was answered **NO**, please contact either the Classification Society or the Flag Administration for further guidance.

Remarks:

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Surveyor

**APPENDIX 2**

ANNUAL CLASS SURVEY – ISM CHECK LIST		
Ship's Name	Flag SVG	IMO Number
Survey Record N°	Date of Survey	Survey Place
<p><b>A. Technical deficiencies</b></p> <p>A-1 Have Class/Statutory related technical deficiencies been found?                      - No (no action to be taken)                      - Yes (go to A-2)</p> <p>A-2 If not corrected, could such technical deficiencies, lead to the suspension of Class and/or withdrawal of statutory?                      - No (go to A-3)                      - Yes (to be reported)</p> <p>A-3 Have such technical deficiencies been reported to the Company?                      - No (to be reported)                      - Yes (go to A-4)</p> <p>A-4 Does evidence for dealing with such technical deficiencies with the Company exist?                      - No (to be reported)                      - Yes (go to A-5)</p> <p>A-5 Does immediate rectification for such deficiencies exist?                      - No (to be reported)                      - Yes (no action to be taken°)</p>		
<p><b>B. Serious threat</b></p> <p>Have other conditions which may seriously affect the safety of the ship, personnel or the environment been found?                      - No (no action to be taken)                      - Yes (to be reported)</p>		
<p><b>C. Documentary deficiencies</b></p> <p>Have Class/Statutory related documentary deficiencies been found?                      - No (no action to be taken)                      - Yes (to be reported)</p>		
<p><b>D. Operational failures</b></p> <p>Have Class/Statutory related operational failures been found?                      - No (no action to be taken)                      - Yes (to be reported)</p>		
<p><b>E. Class/Statutory requirements</b></p> <p>Are other Class/Statutory requirements not observed?                      - No (no action to be taken)                      - Yes (to be reported)</p>		
<p><b>Conclusion:</b></p> <p>- To be reported to Head Office together with relevant Survey Record                      - No action to be taken</p>		
Surveyor's comments		
Date:	Signature (Ship's Master/Company representative)	
Name of Surveyor:	Date	