
Model Instructions of Maritime Administration to RO directed to improvement of control over safety standards on board its ships

Model Instructions for use by Maritime Administrations have been developed in order to improve the control over statutory safety standards of ships flying the flag of those Administrations that agree to taking improvement action through an extended scope of surveys. The Model Instructions are laid down at Annex.

The Annex should be used when approaching Maritime Administrations in an effort to assist improvement of its PSC performance.

The application of the Instructions is limited at this time due to a number of factors, such as progress with PSC performance, or the lack of it, and may be subject to periodical review. This should be recognised by all parties involved.

The Maritime Administration should provide IACS Members with the lists in Appendix 3 and 4 to the Annex.

The Model Instructions at Annex have been based on procedures agreed with Cyprus DMS which have been implemented since 1 September 2002 for Cyprus ships.

ANNEX

INSTRUCTIONS OF THE [MARITIME ADMINISTRATION OF STATE] TO ITS RECOGNISED ORGANISATIONS

The present instructions aim at enhancing the control of the flag State over safety standards of [State] ships. These are additional to any other authorisation or instruction given to Recognised Organisations. All terms used are as defined in international conventions for the implementation of which relevant authorisations have been given to Recognised Organisations(RO).

1. Change of Flag Surveys

1.1 Regardless of whether the Company remains the same as before or a change occurs, no vessel should be registered with any outstanding recommendation. In case a deviation from this policy is requested, it should be invariably referred to this [Maritime Administration] for consideration and relevant instructions.

1.2. In both cases, at the time of the change of flag, if the due dates for the surveys for existing certificates are within the ± 3 months' window, then renewal/intermediate/periodical/annual surveys, as the case may be, shall be carried out immediately. At the same time, an inspection of basic ILO items as indicated in the check sheet in Appendix 1 shall be carried out.

1.3 In the case where the change of flag is not accompanied by a change of the Company, the surveys shall be limited in scope to the extent of the applicable annual survey with the addition of basic ILO items, unless the due dates of the statutory surveys are within the window mentioned in paragraph 1.2 above.

1.4 In cases where the change of flag is accompanied by a change of the Company, the extent of the surveys in respect of safety equipment shall be upgraded to that of a renewal survey with the addition of basic ILO items. The surveys for the statutory certificates other than the safety equipment, unless they fall within the windows mentioned in paragraph 1.2 above, shall be carried out to the extent of annual surveys.

1.5. The statutory survey reports for the change of flag surveys shall be made available the soonest possible to the [Maritime Administration] either in hard copy or by e-mail, or through access to the society's data base.

2. Surveys after Detention

2.1 When a [State] flag ship is detained and the RO is called to attend, the surveyor of the RO shall not limit the inspection to the deficiencies noted by Port State Control.

2.2 If the date of the detention falls within ± 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 end of the window.

2.3 If the date of the detention does not fall within the ± 3 months' window, the RO 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 report described in Appendix 2. Then, using professional judgement the surveyor shall decide whether extra surveys are required.

2.4. 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 (see item 1.4). The RO shall send to the [Maritime Administration] copies of the reports on such cases.

3. Surveys after PSC inspection with deficiencies identified, which did not warrant detention.

3.1 The RO should inform the [Maritime Administration] of such cases which are brought to their attention by PSC authorities. The [Maritime Administration] will decide whether the case warrants further investigation. On the basis of the results of this investigation, the [Maritime Administration] in consultation with the RO will decide on the future policy.

4. Outstanding Recommendations

4.1 Recommendations imposed by the [Maritime Administration] or PSC detention reports received by the [Maritime Administration] shall be communicated to the RO classing the ship and the latter shall ensure that they have been rectified according to the set schedule. Otherwise the RO shall contact the [Maritime Administration] for a decision on the action to be taken.

5. Audit after detention by ISM matter

5.1 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.

5.2 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.

5.3 If the detention order contains no explicit reference to the ISM non-conformities, then the surveyor shall act as in section 2 above.

5.4 If the RO classing the ship and its auditing organisation are different entities, then the surveyor, having completed the report described 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 [Maritime Administration] and the RO 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 to the Maritime Administration.

5.5 If the RO classing the ship is also its auditing organisation, then in case the RO, having assessed the findings of the surveyor based on the completed report prepared in accordance with Appendix 2, deems an additional shipboard audit necessary, the RO shall notify immediately the [Maritime Administration] and proceed as soon as possible to conduct the additional audit of the SMS of the ship and inform the [Maritime Administration] of the results.

5.6 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 ship's SMS and an additional audit of the Company, in the scope of an annual audit.

5.7 The [Maritime Administration] shall be notified of any additional shipboard audit or additional audit of the Company.

5.8 The [Maritime 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 that Company's fleet is detained by PSC.

6. Information Exchange between [Maritime Administration] and RO

6.1 Both parties shall regularly exchange information on any "target" list of potentially substandard ships they may produce.

7. Postponement of Renewal Surveys

7.1 Applications for postponement of the renewal survey will be considered by the [Maritime Administration] only in cases where special circumstances warrant them.

7.2 No postponement of the renewal survey shall be given unless all surveys have commenced and proceeded to the extent possible. The [Maritime Administration] may decide to deviate from this course of action only in cases of force majeure.

8. Agreement

8.1 The requirements as specified above shall be formalised in an Agreement established between the [State] and the RO.

Appendix 1
Check sheet for survey of ILO items

	ILO Reference	YES	NO	N/A
1. The accommodations and spaces were generally examined in so far as practical and accessible including:				
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 of 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 vessels 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"/>
2. The Engine room and other machinery spaces are generally examined in so far as practical and accessible including:				
a. Are all engine room bilges clean and free of oil?	ILO 134 and 147	<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 oxygen 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. Is 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"/>
3. The food and catering areas were generally examined in so far as practical and accessible including:				
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 temperatures?	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"/>
4. Is the machinery fitted with protective devices (guards) as considered necessary?	ILO 134 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the windlass and mooring winches in good order?	ILO 134 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the accommodation ladder in good working order and considered safe for use?	ILO 134 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: If any of the above was answered **NO**, contact your _____ for further guidance.

Remarks:

Surveyor

Appendix 2

See IACS Procedural Requirement 17

Reporting by Surveyors of Deficiencies relating to Possible Safety Management System Failures

http://www.iacs.org.uk/document/public/Publications/Procedural_requirements/PDF/PR_17_pdf102.pdf

Appendix 3

List of [Maritime Administration] offices worldwide and contact information

Appendix 4

**List of Responsible Officers of [Maritime Administration] for the Implementation
of the Instructions**

End of
Document