



IMMARBE

International Merchant Marine Registry of Belize

INSTRUCTIONS TO ROs ON PSC DETENTIONS AND SURVEYS

Improvement of Safety Standards onboard Belizean Vessels

Notice to Owners, Recognized Organizations, Deputy Registrars, Resident Agents and those concerned with the registration of vessels under the Belize Flag and their documentation.

Technical Note Superseded: **N/A**
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The present instructions aim at enhancing the control of the flag state over safety standards of Belizean ships. These are complementary to any authorizations given in the past to Recognized Organizations. All terms used are as defined in international conventions for the implementation of which relevant authorizations have been given to Recognized Organizations.

1. SURVEYS AFTER A PSC DETENTION

1.1. When a Belizean flag ship is detained and the RO is called to attend either by IMMARBE or PSC, the surveyor of the RO shall not limit the inspection to the deficiencies noted by the Port State Control.

1.2. If the date of the detention falls within the ± 3 months window for statutory surveys other than the renewal surveys, they shall be completed before the ship sails.

1.3. If the date of the detention falls within the 3 months prior to the due date of the renewal surveys, they shall be conducted to the extent possible before the ship sails, 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 their completion shall not be delayed until the end of the window.

1.4. If the date of the detention does not fall within the ± 3 months' window for statutory surveys, 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 questions listed in Appendix 2. Then using professional judgment the surveyor shall decide if any in-depth survey is required.

1.5. In cases where the surveyor deems that in-depth surveys are required, a safety equipment renewal survey and annual surveys for the other statutory certifications are to be carried out. The RO shall send to the Belize Administration copies of the reports on such cases.

2. SURVEYS AFTER A PSC INSPECTION WHERE THE DEFICIENCIES FOUND DID NOT WARRANT DETENTION

2.1. The Belize Administration performs a weekly fleet PSC assessment where the vessels inspected and found with deficiencies under the major MoUs go through a risk analysis to decide whether the case warrants further investigation.

2.2. In the cases where the RO is called to attend as a result of the risk analysis made by the Belize Administration, the RO shall proceed following the same guidelines as for the case of a PSC Detention (1).

3. REPORTING AND RECTIFICATION OF DEFICIENCIES

3.1. Deficiencies cited by the Belize Administration or in PSC detention reports received by the Belize Administration will be communicated to the relevant RO(s) performing statutory certification of the ship and the latter are to verify that the deficiencies are rectified according to a set schedule. Otherwise the RO is to contact the Technical Department of IMMARBE for a decision on the action to be taken.

4. ISM

4.1. Where a ship has been detained and the PSC inspection report explicitly references an ISM major non-conformity, an auditor of the auditing organization 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:

4.1.1. 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

4.1.2. 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.

4.2. 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.

4.3. If the detention order contains no explicit reference to the ISM non-conformities, then the surveyor shall act as in section (1).

4.4. If the RO doing the ISM certification is different from the RO doing the other statutory certifications, then the auditing surveyor, having obtained the answers to the questions on Appendix 2, should notify the Technical Department of IMMARBE who is to notify the RO doing the ISM certification of the findings. In case the auditing organization, having assessed the findings, deems that an additional audit is necessary, it shall notify the Technical Department of IMMARBE and the

RO doing the other statutory certifications and proceed as soon as possible to conduct the additional audit of the SMS of the ship. Audit results should be also reported.

4.5. If the RO doing the ISM is also doing the other statutory certifications, then in case the RO having assessed the findings of the surveyor based on the answers to questions in Appendix 2, deems an additional shipboard audit is necessary, the RO shall notify immediately the Technical Department of IMMARBEL and proceed as soon as possible to conduct the additional audit of the SMS of the ship and inform the Technical Department of IMMARBEL of the results.

4.6. 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 vessel's SMS and an additional audit of the Company, in the scope of an annual audit.

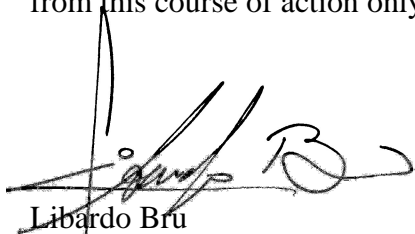
4.7. The Technical Department of IMMARBEL shall be notified in advance prior conducting any additional shipboard audit or additional audit of the Company.

4.8. The Technical Department of IMMARBEL 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.

5. POSTPONEMENT OF RENEWAL SURVEYS

5.1. Applications for postponement of the renewal survey will be considered exclusively by the Belize Administration only in cases where special circumstances warrant them.

5.2. No postponement of the renewal survey shall be given unless all surveys have commenced and proceeded to the extent possible. The Technical Department of IMMARBEL may decide to deviate from this course of action only in cases of force majeure.



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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:

- a. Are all of the accommodation spaces being used for what they were intended for?
ILO 92, 133 and 147 **YES NO N/A**
- b. Are all of the accommodation rooms and spaces being kept clean and tidy?
ILO 92, 133 and 147 **YES NO N/A**
- c. Is adequate lighting available throughout the accommodation?
ILO 92,133 and 147 **YES NO N/A**
- d. If the accommodation heating system working (for vessel's operating in cold climates only)? ILO 147 **YES NO N/A**
- e. Are the officers and crew sanitary facilities clean?
ILO 92, 133 and 147 **YES NO N/A**
- f. Are crew bathrooms, water closets and sinks operating properly?
ILO 92, 133 and 147 **YES NO N/A**
- g. Is water pressure available to the bathrooms and water closets?
ILO 92, 133 and 147 **YES NO N/A**
- h. Are cockroaches and other insects properly dealt with?
ILO 68 and 147 **YES NO N/A**
- i. Is hot and cold water available?
ILO 92, 133 and 147 **YES NO N/A**

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? **YES NO N/A**
- b. Is the steering gear compartment clean and free of oil and garbage?
ILO 134 and 147 **YES NO N/A**
- c. Is the engine room clean (no accumulation of oily rags or garbage)?
ILO 134 and 147 **YES NO N/A**
- d. Are acetylene and oxygen bottles stored outside of the accommodation, engine room and other machinery spaces?
ILO 134 and 147 **YES NO N/A**
- e. Is paint and thinners stored outside of machinery spaces in designated storage rooms?
ILO 134 and 147 **YES NO N/A**

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 **YES NO N/A**
- b. Are crew provisions in satisfactory condition with no spoilage or unsanitary conditions in stowage or galley?
ILO 68 and 147 **YES NO N/A**
- 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

YES NO N/A

d. Are drinking water taps in working condition?

ILO 68 and 147

YES NO N/A

4. Is the machinery fitted with protective devices (guards) as considered necessary?

ILO 134 and 147

YES NO N/A

5. Are the windlass and mooring winches in good order?

ILO 134 and 147

YES NO N/A

6. Is the accommodation ladder in good working order and considered safe for use?

ILO 134 and 147

YES NO N/A

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

Remarks:

Surveyor: _____

Appendix 2 Annual Survey ISM Checklist

Ship's Name:

Flag:

IMO Number:

Survey Record No.:

Date of Survey:

Survey Place

A. Technical deficiencies

A-1. Class/Statutory related technical deficiencies are found?

- No (No action to be taken)
- Yes (go to A-2)

A-2. Such technical deficiencies, if not corrected, might lead to the suspension of Class and/or withdrawal of statutory certificates?

- No (go to A-3)
- Yes (To be reported)

A-3. Such technical deficiencies were reported to the Company?

- No (To be reported)
- Yes (go to A-4)

A-4. Evidence for dealing with such technical deficiencies by the Company exists?

- No (To be reported)
- Yes (go to A-5)

A-5. Possible immediate rectification for such deficiencies exists?

- No (To be reported)
- Yes (No action to be taken)

B. Serious threat

Other conditions which may seriously affect the safety of the ship, personnel or the environment are found?

- No (No action to be taken)
- Yes (To be reported)

C. Documentary deficiencies

Class/Statutory related documentary deficiencies are found?

- No (No action to be taken)
- Yes (To be reported)

D. Operational failures

Class/Statutory related operational failures found?

- No (No action to be taken)
- Yes (To be reported)

E. Class/Statutory requirements

Other Class/Statutory requirements are not observed?

- No (No action to be taken)
- Yes (To be reported)

Conclusion

- To be reported to Head Office together with relevant Survey Record
- No action to be taken

Surveyor's Comments:

Date:

Signature (Ship's Master/Company representative):

Recognized Organization:

Office:

Name of Surveyor:

Date: