

Panama Maritime Documentation Services, I nc. I N T E R N A T I O N A L M A R I T I M E B U R E A U		Código: I-SSC-01(I) Revisión: 2 Fecha: 22/03/03 Pág. 1 de 7
QUALITY SYSTEM INSTRUCTIVE		
PREPARED BY: TA	REVISED AND APPROVED BY: TM	

1.0 TITLE

INSTRUCTIVE FOR THE SURVEY AND ISSUANCE OF THE CARGO SHIP SAFETY EQUIPMENT CERTIFICATE.

2.0 OBJECTIVE

To establish an appropriate mechanism to accomplish and control systematically the surveys and completion of the corresponding reports and certificates.

3.0 RESPONSIBILITY

- 3.1 Is responsibility of the personnel of Technical Management to assure that all procedures contained in this INSTRUCTIVE are fulfilled for the surveys and issuance Cargo Ship Safety Equipment Certificate.
- 3.2 Is responsibility of the personnel of the Operations Management to support in the monitoring for the compliance of the mechanisms for the surveys and issuance of the Cargo Ship Safety Equipment Certificate.
- 3.3 Is responsibility of the surveyors to comply with the procedure contained in this instructive when carrying out the surveys for the Cargo Ship Safety Equipment Certificate.

4.0 DEFINITIONS

- 4.1 **PMDS**, Panama Maritime Documentation Services, Inc., Recognized Organization by the Maritime Administrations of Panama, Belize and Bolivia.
- 4.2 **IMB**, International Maritime Bureau, Classification Society.
- 4.3 **IMO**, International Maritime Organization. It is a specialized agency of the United Nations devoted to maritime matters.
- 4.4 **SOLAS 74/78**, International Convention for the Safety of Life at Sea, as amended and modified by its Protocol of 1978, and 1988.
- 4.5 **Maritime Administration.**
 - 4.5.1 The Panama Maritime Authority (PMA) is the responsible to regulate all aspects related to the merchant marine of Panama, it has a representative office in New York for the matters of Maritime Safety known as EX-SEGUMAR.

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- 4.5.2 The Maritime administration of Belize is in charge to regulate all aspects related to the merchant marine.
The International representation is performed by the International Merchant Marine Registry of Belize, IMMARBE.
- 4.5.3 The Maritime Administration of Bolivia, is the Registro Internacional Boliviano de Buques (RIBB).
- 4.6 National Regulations
Are those established by each Maritime Administration to implement IMO Regulations or to adopt standards not envisaged in International Conventions.
- 4.7 Applicable Regulations
- 4.7.1 The surveys of Safety Equipment will be carried out to cargo ships over 500 Gross Tonnage according to the Rule I/8 of the SOLAS 74/78/88 and its amendments.
- 4.7.2 The surveys of Safety Equipment will be carried out to determine that the ship complies with the applicable regulations of Chapters II-1, II-2, III and V of the SOLAS 74/78/88 and its amendments, as well as with the International Convention for the Prevention of Collisions at Sea (COLREG).
- 4.7.3 Initial Surveys for the Safety Equipment will be carried out according to Rule I/8 (a)(i).
- 4.7.4 Renewal Surveys for the Safety Equipment will be carried out according to Rule I/8 (a)(ii), except when Rules I/14 (b), (e), (f) and (g) are applied.
- 4.7.5 Periodical Surveys for the Safety Equipment will be carried out according to Rule I/8 (a)(iii).
- 4.7.6 Annual Surveys for the Safety Equipment will be carried out according to Rule I/8 (a)(iv).
- 4.7.7 Additional Surveys for the Safety Equipment will be carried out according to Rule I/8 (a)(v).
- 4.7.8 To the Surveys of Safety Equipment (initial or renewal) that reflects compliance with the requirements of SOLAS 74/78/88 and its amendments, PMDS will procedure a Cargo Ship Safety Equipment Certificate according to the Rule I/12 (a) (iii).

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4.7.9 The validity of the statutory Cargo Ship Safety Equipment Certificate is in accordance to the Rule I/14 a.

4.7.9.1 The validity of the Statutory Cargo Ship Safety Equipment Certificate for Ships under Belize flag will be five (5) years.

4.7.9.2 The validity of the Statutory Cargo Ship Safety Equipment Certificate for Ships under Panama and Bolivia flags will be two (2) years.

4.8 TYPES OF SURVEYS

4.8.1 Initial survey, is carried out to new building ship, that is to say the first survey for Cargo Ship Safety Equipment Certificate.

4.8.2. Annual surveys, are carried out within the period of validity of the statutory Cargo Ship Safety Equipment Certificate, to verify that the ship and its equipment are maintained satisfactory in all aspects for the service to which it has been designed. Such inspection must be carried out in the period between three months before or three months after the anniversary date of the statutory Cargo Ship Safety Equipment certificate, the one which must be endorsed by the surveyor after having completed satisfactorily the survey.

4.8.3 Periodical surveys are carried out within three (3) months before or three (3) month after the date of the second or third anniversary date of the Cargo Ship Safety Equipment Certificate. This Periodical Survey will replace one of the annual survey, and also the certificate must be endorsed by the surveyor once completed a satisfactory survey.

4.8.4 Surveys for renewal, should be carried out without exception at the expiration of the statutory Cargo Ship Safety Equipment Certificate.

4.8.5 Additional surveys should be carried out either partial or general according to the circumstances and always after a major accident, repairs, alterations, modifications, etc.

4.9 TYPE AND VALIDITY OF CERTIFICATES:

4.9.1 Interim Certificate , with maximum validity of five (5) months counted from the date of renewal survey, it is issued by the surveyor to ship whose survey of Safety Equipment to his criteria, complies with all the requirements.

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4.9.2 Conditional Certificate: (Short Term), is issued by the surveyor for no more than two (2) months upon proving in the survey carried out for the safety Equipment, that the ship does not complies with some arrangements or requirements of the SOLAS 74/78/88 convention and its amendments, and not affecting the safety of its crew and the ship itself, and will proceeds according to item 5.3 of the Procedure for Cases of Ships with Deficiencies P-RS-02(I)

4.9.3 Statutory Cargo Ship Safety Equipment Certificate (FULL-TERM), with a maximum validity according with items 4.7.9.1 or 4.7.9.2 of this instructive, is issued exclusively by the Head Office of PMDS, to ship whose inspection and survey demonstrates a satisfactory result.

4.10 SCOPE OF APPLICATION:

The content of this instructive will be applied to all Cargo ships of 500 gross tons and above., on international, national or coastal voyages.

5.0 ACTIVITIES

5.1 PROCEDURE OF SURVEY FOR CARGO SHIP SAFETY EQUIPMENT CERTIFICATE .

- Surveyor
- 5.1.1 Includes the provisions of the Procedure for the Survey and Interim Certification P-SSC-03(I) and the Procedure for Cases of Ship with Deficiencies P-RS-02(I) and will be governed by the specifics detailed in this Instructive in all Safety Equipment Surveys.
 - 5.1.2 Carries out the initial, annual, periodical, or renewal survey for Safety Equipment as extensive as possible on life saving appliances, fire safety system, nautical equipment and associated systems.
 - 5.1.3 Must complete the following forms:
 - 5.1.3.1 The form Record of Equipment for the Cargo Ship Safety Equipment Certificate (Form E)(10/02).
 - 5.1.3.2 Record of Compliance with SOLAS Amendments 2000. ROC/SOLAS -Amendments/IC (10/02).
 - 5.1.3.3 The form Record of Approved Cargo Ship Safety Equipment CSSE/RA(10/02).
 - 5.1.3.4 The form Survey Report for Cargo Ship Safety Equipment CSSE/SR (10/02) in which will be noted the actual condition of the surveyed items required by SOLAS 74/78/88 and its amendments.

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Shall pay special attention to the expiration dates of equipments and respective certificates of inspection of Life-Saving appliances, fire control and the compliance with all applicable requirements according to SOLAS 74/78/88 Chapters II-1, II-2, III and IV and with other applicable codes.

- 5.1.4 On the cases of detecting or been reported that a ship is found with deficiencies of any type during initial, annual, periodical, renewal, or by Port State Control / Flag State Control, shall proceeds according with the Procedure for Cases of Ships with Deficiencies P-RS-02(I).
- 5.1.5 Complies with what is established in the items 5.7.1 and 5.7.2 of the Procedure for the Survey and Interim Certification P-SSC-03(I), concerning the notification via fax to the Operations Management of PMDS, of the surveys carried out and the mailing of copies of the documentation that supports the survey and certification of the ship.

5.2 PROCEDURE FOR CERTIFICATION OF CARGO SHIP SAFETY EQUIPMENT.

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| Surveyor | 5.2.1 Adjusts the certification of Safety Equipment to the Procedure for the Survey and Interim Certification P-SSC-03(I) and will include the specific instructions of this instructive. |
| | 5.2.2 Issues an interim certificate CSSE/IC (10/02) whose validity in no case will exceed five (5) months counted from the date of concluding the initial or renewal Safety Equipment survey and satisfies the requirements of the SOLAS 74/78/88 convention and its amendments on the contrary will proceed with item 5.2.3. |
| | 5.2.3 Issues a conditional certificate CSSE/IC (10/02) (Short Term) whose validity will not exceed two (2) months from the date of the survey of Safety Equipment to ships with deficiency remarks that do not affect the safety of the ship and according with the Procedure for Ships with Deficiencies P-RS-02(I). |
| Technical Management | 5.2.4 Contacts to the ship owner/operator of the Ship when notified by the surveyor that the ship was found with deficiencies that do not affect the safety of the same, with the purpose to inform the port in which is possible to coordinate a further visit to verify correction of the indicated deficiencies. |
| Surveyor | 5.2.5 Only upon receiving authorization from PMDS Technical Management proceeds when applied item 5.2.3 to issue an interim certificate CSSE/IC, with validity of an additional period to complete the five (5) months from the survey date if the noted deficiencies were rectified. |

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Technical Management	5.2.6	Coordinates with the concerned Maritime Administration the possibility for extending the validity of the CSSE/IC (short term) a maximum of two (2) additional months if the ship owner/operator/Captain of the Ship with deficiencies, requests additional time by justified reasons.
Operation Management	5.2.7	Issues a Cargo Ship Safety Equipment Certificate CSSE/FTC (10/02), whose validity will not exceed the established period in items 4.7.9.1 or 4.7.9.2 of this instructive to all Safety Equipment surveys that satisfies the general procedures and what is indicated in this instructive.
Surveyor	5.2.8	Endorses the Cargo Ship Safety Equipment Certificate CSSE/FTC (10/02) in the section Annual, Periodical Survey to a satisfactory annual or periodical Safety Equipment Survey.
	5.2.9	Endorses the Cargo Ship Safety Equipment Certificate CSSE/FTC (10/02), in the appropriate section when applying Regulations I/14(h)(iii); I/14 (c); I/14 (d); I/14 (e); I/14 (f); I/14 (h).
	5.2.10	Complies with the established in item 5.7.1 and 5.7.2 of the Procedure for the Survey and Interim Certification P-SSC-03(I) concerning the notification via fax to the Operations Management of the issued interim certificate or endorsement of the full term Cargo Ship Safety Equipment Certificate.

6.0 RECORD OF INFORMATION

- 6.1 Request of Survey
- 6.2 Quotation
- 6.3 Approval/ Acceptance of survey
- 6.4 Authorization for survey
- 6.5 Reports and Records of surveys for Safety Equipment CSSE/SR (10/02), CSSE/RA (10/02)
- 6.6 Interim Certificate CSSE/IC (10/02)
- 6.7 Interim Record of Equipment for the Cargo Ship Safety Equipment Certificate (Form E) (CSSE/Form E/IC 10/02).
- 6.8 Interim Record of Compliance with SOLAS Amendments 2000. ROC/SOLAS-Amendments/IC (10/02).
- 6.9 Control of Documents Sent and Received
- 6.10 Statutory Cargo Ship Safety Equipment Certificate CSSE/FTC (10/02)
- 6.11 Full Term Record of Equipment for the Cargo Ship Safety Equipment Certificate (Form E), CSSE/Form E/FTC/P (10/02) and CSSE/Form E/FTC/B (10/02).

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6.12 Full Term Record of Compliance with SOLAS Amendments 2000. ROC/SOLAS-Amendments/FTC (10/02).

7.0 CRITERIA FOR EVALUATION

The form Control of Documents Sent and Received will be used to verify and evaluate that the procedure and stages have been executed pursuant to the established requirements.

7.1 ACCORDANT PROCEDURE

When the survey and Certification procedure has been fulfilled completely and is satisfactory, the form Control of Documentation Sent and Received, will be filed together with all the respective documentation in the vessel file.

7.2 NOT ACCORDANT PROCEDURE

When the survey and Certification procedure does not fulfill some of the demanded requirements, the form Control of Documentation Sent and Received together with the documentation that has been received to the moment, will be maintained in the area of stand by with indication of the procedure in which is found according what is indicated in the item 5.3 of the Procedure for the Verification and Statutory Certification P-RS-01(I).

8.0 RELATED DOCUMENTATION

- 8.1 P-SSC-03(I) Procedure for the Survey and Interim Certification
- 8.2 P-RS-01(I) Procedure for the Verification and Statutory Certification
- 8.3 P-RS-02(I) Procedure for Cases of Ships with Deficiencies
- 8.4 Documents of External Support (IMO, ILO, Administrations)

9.0 REFERENCE

- 9.1 P-SSC-03(I) Procedure for the Survey and Interim Certification
- 9.2 P-RS-01(I) Procedure for the Verification and Statutory Certification.
- 9.3 P-RS-02(I) Procedure for Cases of Ships with Deficiencies
- 9.4 Section Process for Performing the service of PMDS/IMB Quality Manual.