

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-08(I) Revisión: 2 Fecha: 10/04/03 Pág. 1 de 8
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 CERTIFICATES FOR VESSELS UNDER 500 GT

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 of the Cargo Ship Safety Certificates for vessels under 500 GT
- 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 Certificates for vessels under 500 GT.
- 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 Certificates for vessels under 500 GT.

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 **Regulations**: Are the Nationals Rules and Standards for vessels under 500 GT.
- 4.4 **COLREG**: International Regulations for Preventing Collisions at Sea, 1972 and its amendments.
- 4.5 **IMO**, International Maritime Organization. It is a specialized agency of the United Nations devoted to maritime matters.
- 4.6 **Maritime Administration.**
 - 4.6.1 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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4.6.2 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.

4.6.3 The Maritime Administration of Bolivia, is the Registro Internacional Boliviano de Buques (RIBB).

4.7 NATIONAL REGULATIONS

Are those established by each Maritime Administration to implement IMO Regulations or to adopt standards not envisaged in International Conventions.

4.7.1 Decree 45 of 1981, Regulations of Panama for vessels under 500GT.

4.7.2 **S.I. No.147 of 1991**, Regulations of IMMARBE for vessels under 500 GT as amended by **S.I. No.82 of 1997**.

4.8 APPLICABLE REGULATIONS

Note: The vessels registered under Panama and Bolivia are issued with one single Cargo Ship Safety Certificate for vessels under 500GT.
The vessels registered under Belize, are issued with separated certificates of Cargo Ship Safety Equipment for vessels under 500GT and Cargo Ship Safety Construction for vessels under 500GT.

4.8.1 Safety surveys will be carried out to any Cargo Ship with gross tonnage over 100 (Panama) and 150 (Belize) and under 500 and length over 24 meters (79 feet) in accordance with Decree 45 (Panama) and **S.I. No.147 of 1991** as amended by **S.I. No.82 of 1997** (Belize).

4.8.2 Safety Surveys for vessels under 500GT will be carried out to determine that the ship complies with the applicable regulations of Decree 45 (Panama) and **S.I. No.147 of 1991** as amended by **S.I. No.82 of 1997** (Belize), as well as with the International Regulations for Preventing Collision at Sea, 1972 (COLREG).

4.8.3 Initial surveys for Cargo Ship Safety for vessels under 500GT will be carried out according to Article 7 of each Regulations.

4.8.4 Intermediate surveys for Cargo Ship Safety (Panama) and Safety Equipment (Belize) for vessels under 500GT, will be carried out according to Article 6(f) of each Regulations.

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- 4.8.5 Annual survey for Cargo Ship Safety Construction (Belize)(only), will be carried out according to Article 6(g) of S.I. No.147 of 1991 as amended by S.I. No.82 of 1997.
- 4.8.6 To the Surveys of Cargo Ship Safety (initial or renewal) that reflects compliance with the requirements of each Regulations and its amendments, PMDS will procedure a Cargo Ship Safety for vessels under 500GT according to the Regulations, as follows:
 - 4.8.6.1 Cargo Ship Safety for vessels under 500GT, CSS (Panama and Bolivia)
 - 4.8.6.2 Cargo Ship Safety Equipment for vessels under 500GT, CSSE<500 (Belize).
 - 4.8.6.3 Cargo Ship Safety Construction for vessels under 500GT, CSSC<500 (Belize).
- 4.8.7 The validity of the statutory Cargo Ship Safety Certificate for vessels under 500GT is in accordance to the each Regulations as follows:
 - 4.8.7.1 Cargo Ship Safety Certificate for vessels under 500GT, CSS (Panama and Bolivia), according to Article 6(f) of Decree 45 of 1981, valid for two (2) years.
 - 4.8.7.2 Cargo Ship Safety Equipment Certificate for vessels under 500GT, CSSE<500 (Belize), according to article 6(f) of **S.I. No.147 of 1991 / S.I. No.82 of 1997**, valid for two (2) years.
 - 4.8.7.3 Cargo Ship Safety Construction Certificate for vessels under 500GT, CSSC<500 (Belize), according to Article 6(g) of **S.I. No.147 of 1991 / S.I. No.82 of 1997**, valid for three (3) years.

4.9 TYPES OF SURVEYS

- 4.9.1 Initial survey, is carried out to new building ship, that is to say the first survey for Cargo Ship Safety Certificate for vessels under 500GT, CSS (Panama); CSSE<500 and CSSC<500 (Belize).
- 4.9.2. Intermediate surveys for CSS (Panama) and CSSE<500 (Belize) and annual surveys CSSC<500 (Belize), are carried out within the period of validity of the statutory Cargo Ship Safety Certificate for vessels under 500GT, to verify that the ship and its equipment are maintained satisfactory in all aspects for the service to which it has

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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 Certificate for vessels under 500GT, the one which must be endorsed by the surveyor after having completed satisfactorily the survey.

- 4.9.3 Surveys for renewal, should be carried out without exception at the expiration of the statutory Cargo Ship Safety Certificate for vessels under 500GT.
- 4.9.4 Additional surveys should be carried out either partial or general according to the circumstances and always after a major accident, repairs, alterations, modifications, etc.

4.10 TYPE AND VALIDITY OF CERTIFICATES:

- 4.10.1 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 Cargo Ship Safety CSS (Panama), CSSE<500 and CSSC<500 (Belize) to his criteria, complies with all the requirements.
- 4.10.2 Conditional Certificate: (Short Term), is issued by the surveyor for no more than two (2) months upon proving in the renewal survey carried out for the Cargo Ship Safety, CSS (Panama), CSSE<500 and CSSC<500 (Belize), that the ship does not complies with some arrangements or requirements of the Decree 45 of 1981 (Panama) and **S.I. No.147 of 1991 / S.I. No.82 of 1997** (Belize) 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)
- 4.10.3 Statutory Cargo Ship Safety Certificate (FULL-TERM), CSS (Panama), CSSE<500 and CSSC<500 (Belize) with a maximum validity according with items 4.8.7.1, 4.8.7.2 and 4.8.7.3 of this instructive, is issued exclusively by the Head Office of PMDS, to ship whose inspection and survey demonstrates a satisfactory result.

4.11 SCOPE OF APPLICATION:

The content of this instructive will be applied to all Cargo Ships with gross tonnage over 100 (Panama) and 150 (Belize) and under 500 and length over 24 meters (79 feet) on international, national or coastal voyages.

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5.0 ACTIVITIES

5.1 PROCEDURE OF SURVEY FOR CARGO SHIP SAFETY CERTIFICATES FOR VESSELS UNDER 500 GT.

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| Surveyor | <p>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 Cargo Ship Safety surveys for vessels under 500GT.</p> <p>5.1.2 Carries out the initial, annual, intermediate, or renewal survey for Cargo Ship Safety as extensive as possible on life saving appliances, fire safety system, nautical equipment and associated systems, structure, steering system, main and auxiliary machinery, propulsion system, etc.</p> <p>5.1.3 Must complete the following forms:</p> <p style="padding-left: 40px;">5.1.3.1 The form Record of Approved Cargo Ship Safety Details CSS/RA/P (10/02)(Panama), CSSE<500/RA/B (10/02)(Belize).</p> <p style="padding-left: 40px;">5.1.3.2 The form Survey Report for the issue of Cargo Ship Safety Certificate CSS/SR (10/02)(Panama), CSSE<500/SR/B (10/02), CSSC<500/SR/B (10/02) in which will be noted the actual condition of the surveyed items required by Decree 45 (Panama) and S.I. No.147 of 1991 as amended by S.I. No.82 of 1997 (Belize).
Shall pay special attention to the expiration dates of equipments and certificates of services of Life Saving appliances, fire control systems and compliances with all applicable rules according to each Regulations.</p> <p>5.1.4 On the cases of detecting or been reported that a ship is found with deficiencies of any type during initial, annual, intermediate, 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).</p> <p>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.</p> |
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5.2 PROCEDURE FOR CERTIFICATION OF CARGO SHIP SAFETY

Surveyor	5.2.1	Adjusts the certification of Cargo Ship Safety for vessels under 500GT 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 CSS/IC (10/02), CSSE<500/IC/B (10/02) and CSSC<500/IC/B (10/02) whose validity in no case will exceed five (5) months counted from the date of concluding the initial or renewal Cargo Ship Safety survey and satisfies the requirements of Decree 45 of 1981, S.I. No.147 of 1991 as amended by S.I. No.82 of 1997 on the contrary will proceed with item 5.2.3.
	5.2.3	Issues a conditional certificate CSS/IC (10/02), CSSE<500/IC/B (10/02), CSSC<500/IC/B (10/02) (Short Term) whose validity will not exceed two (2) months from the date of the survey of Cargo Ship Safety 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 CSS/IC (10/02), CSSE<500/IC/B (10/02), CSSC<500/IC/B (10/02) with validity of an additional period to complete the five (5) months from the survey date if the noted deficiencies were rectified.
Technical Management	5.2.6	Coordinates with the concerned Maritime Administration the possibility for extending the validity of the CSS/IC (10/02), CSSE<500/IC/B (10/02), CSSC<500/IC/B (10/02) (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 Full Term Cargo Ship Safety Certificate CSS/FTC (10/02), CSSE<500/FTC/B (10/02), CSSC<500/FTC/B (10/02) whose validity will not exceed the established period in items 4.8.7.1, 4.8.7.2 or 4.8.7.3 of this instructive to all Cargo Ship Safety surveys that satisfies the general procedures and what is indicated in this instructive.

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| Surveyor | 5.2.8 | Endorses the Cargo Ship Safety Certificate CSS/FTC (10/02), CSSE<500/FTC/B (10/02), CSSC<500/FTC/B (10/02) in the section intermediate or annual survey to a satisfactory annual or intermediate Cargo Ship Safety survey. |
| | 5.2.9 | 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 Certificate for vessels under 500GT. |

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 Cargo Ship Safety CSS/SR (10/02), CSSE<500/SR/B (10/02), CSSC<500/SR/B (10/02), CSS/RA (10/02), CSSE<500/RA/B (10/02)
- 6.6 Interim Certificate CSS/IC (10/02), CSSE<500/IC/B (10/02), CSSC<500/IC/B (10/02).
- 6.7 Control of Documents Sent and Received
- 6.8 Statutory Cargo Ship Safety Certificate CSS/FTC (10/02), CSSE<500/FTC/B (10/02), CSSC<500/FTC/B (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).

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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.