

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-09(I) Revisión: 2 Fecha: 21/04/03 Pág. 1 de 6
QUALITY SYSTEM INSTRUCTIVE		
PREPARED BY: TA		REVISED AND APPROVED BY: TM

1.0 TITLE

INSTRUCTIVE FOR THE SURVEY AND ISSUANCE OF THE CERTIFICATE OF INSPECTION OF CREW ACCOMMODATIONS

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 Certificate of Inspection of Crew Accommodations.
- 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 Certificate of Inspection of Crew Accommodations.
- 3.3 Is responsibility of the surveyors to comply with the procedure contained in this instructive when carrying out the surveys for the Certificate of Inspection of Crew Accommodations.

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 **ILO**, International Labor Organization. Is an agency of the United Nations dedicated to labor matter.
- 4.4 **ILO CONVENTION No.68**, concerning food and catering for crews on board ships.
- 4.5 **ILO CONVENTION No.92**, concerning crew accommodation on board ships.
- 4.6 **ILO CONVENTION NO.126**, concerning crew accommodation on board fishing vessels.
- 4.7 **REGULATION**, Resolution 614-257-ALCN of August 31st, 1984, containing the requirements of ILO Conventions No.68, 92, 126 on crew accommodation.

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4.8 Maritime Administration.

4.8.1 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.

4.8.2 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.

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

4.9 National Regulations

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

4.9.1 Resolution No.614-257-ALCN of August 31st, 1984 for ships registered under Panama Flag.

4.10 Applicable Regulations

4.10.1 The surveys of crew accommodations will be carried out to ships according to following articles of the related ILO Conventions.

4.10.1.1 Article 2(b) of ILO Convention No.68.

4.10.1.2 Article 5 of ILO Convention No.92.

4.10.1.3 Article 5 of ILO Convention No.126

4.10.1.4 Article second of Resolution No.614-257-ALCN of August 31, of 1984 (for ships registered under Panama Flag).

4.10.2 To the Surveys of crew accommodations (initial or renewal) that reflects compliance with the requirements of ILO Conventions and Resolution No.614-257-ALCN of August 31, 1984 (for ships Registered under Panama Flag), PMDS will procedure a Certificate of Inspection of Crew Accommodations.

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4.10.3 The validity of the statutory Certificate of Inspection of Crew Accommodations will be four (4) years for ships registered under Panama, Belize and Bolivia flags.

4.11 TYPES OF SURVEYS

- 4.11.1 Initial survey for Certificate of Inspection of Crew Accommodation, is carried out in any of the following cases.
 - 4.11.1.1 New construction, that is to say the first survey for Certificate of Inspection of Crew Accommodations.
 - 4.11.1.2 The first time the ship is attended by PMDS for the Certificate of Inspection of Crew Accommodations.
 - 4.11.1.3 After the ship has suffered alterations or modifications to the crew accommodations.
- 4.11.2 Surveys for renewal, should be carried out without exception at the expiration of the statutory Certificate of Inspection of Crew Accommodation.
- 4.11.3 Additional surveys should be carried out always after alterations or modifications to the crew accommodations, every change of name and or flag, etc.

4.12 TYPE AND VALIDITY OF CERTIFICATES:

- 4.12.1 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 crew accommodations to his criteria, complies with all the requirements.
- 4.12.2 Statutory Certificate of Inspection of Crew Accommodations (FULL-TERM), with a maximum validity according with item 4.10.3 of this instructive, is issued exclusively by the Head Office of PMDS, to ship whose inspection and survey demonstrates a satisfactory result.

4.13 SCOPE OF APPLICATION:

The content of this instructive will be applied to all cargo ship of 500 Gross Tons (GT) and above and to fishing vessels of 75 Gross Tons (GT) and above, engaged in international, national or coastal voyages.

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5.0 ACTIVITIES

5.1 PROCEDURE OF SURVEY FOR CERTIFICATE OF INSPECTION OF CREW ACCOMMODATION

- 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 crew accommodation surveys.
 - 5.1.2 Carries out the initial, renewal or additional survey for crew accommodations as extensive as possible including: cabins, messrooms, galley, bathrooms, provision stores, refrigerators, availability of potable water, heating/air conditioning.
 - 5.1.3 Must complete the following forms:
 - 5.1.3.1 The form Record of Approved Crew Accommodations Details, RACAD (10/02).
 - 5.1.3.2 The form Survey Report for the issue of Certificate of Inspection of Crew Accommodations, CICA/SR (10/02) in which will be noted the actual condition of the surveyed items required by ILO Conventions . Shall pay special attention to the information requested in page 5 of RACAD, without this information would not be possible the issuance of Full Term CICA, it shall also be necessary a copy of valid patent of navigation.
 - 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.

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5.2 PROCEDURE CREW ACCOMMODATION CERTIFICATION

Surveyor	5.2.1	Adjusts the certification of crew accommodations 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 CICA/IC (10/02)(Interim) whose validity in no case will exceed five (5) months counted from the date of concluding crew accommodations survey and satisfies the requirements of the ILO Conventions.
Operation Management	5.2.3	Issues a Certificate of Inspection of Crew Accommodation CICA/FTC (10/02), whose validity will not exceed the established period in items 4.10.3 of this instructive to all initial or renewal crew accommodations surveys that satisfies the general procedures and what is indicated in this instructive.
Surveyor	5.2.4	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 of Inspection of Crew Accommodations.

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 Crew Accommodations CICA/SR (10/02), RACAD (10/02)
- 6.6 Interim Certificate CICA/IC (10/02)
- 6.7 Control of Documents Sent and Received
- 6.8 Statutory Certificate of Inspection of Crew Accommodations, CICA/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.

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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.