

<b>Panama Maritime Documentation Services, I nc.</b> <b>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</b>		Código: I-SSC-10(I) Revisión: 3 Fecha: 30/04/03 Pág. 1 de 6
<b>QUALITY SYSTEM</b> <b>INSTRUCTIVE</b>		
<b>PREPARED BY:</b> TA		<b>REVISED AND APPROVED BY:</b> TM

**1.0 TITLE**

**INSTRUCTIVE FOR THE SURVEY AND ISSUANCE OF THE FISSHING VESSEL SAFETY CERTIFICATE (FOR VESSELS OF 24 METRES LENGTH AND ABOVE)**

**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 Fishing Vessel Safety Certificate (of 24 metres length and above).
- 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 Fishing Vessel Safety Certificate.
- 3.3 Is responsibility of the surveyors to comply with the procedure contained in this instructive when carrying out the surveys for the Fishing Vessel Safety 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 **REGULATIONS**, Safety Regulations for Fishing Vessels of 24 metres length and above, established by means of Resolution No.603-04-118-ALCN of October 28<sup>th</sup> , 1988 by the Panamanian Maritime Administration, and by means of Statutory Instrument No.113 of 1995 by the Maritime Administration of Belize.

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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.
- 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.

- 4.6.1 Safety Regulations for Fishing Vessel of 24 metres length and above established by Resolution No.603-04-118-ALCN of October 28<sup>th</sup>, 1988, Republic of Panama.
- 4.6.2 Statutory instrument No.113, Safety Regulations for Fishing Vessel of 24 metres length and above, Belize.

4.7 Applicable Regulations

- 4.7.1 The fishing vessel safety inspection will be carried out to ships according to Article 7 of the Rules for fishing vessels of 24 metres length and above.
- 4.7.2 The fishing vessel safety inspection will be carried out to determine that the ship complies with the applicable regulations of Rules for fishing vessels of 24 metres length and above, in regards its construction, machinery and electrical installations, anchoring equipment and mooring equipment, lifesaving and fire fighting arrangements, emergency procedures, radio installations and shipborne navigational equipment.
- 4.7.3 To the fishing vessel safety inspection that reflects compliance with the requirements of the Rules for fishing vessels of 24 metres length and above, PMDS will issue a Fishing Vessel Safety Certificate for vessels of 24 metres length and above, in compliance to Article 7.

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#### **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 Fishing Vessel Safety Certificate.
- 4.8.2. Annual surveys, are carried out in accordance to Article 6(e) of the Regulations, within the period of validity of the Fishing Vessel Safety Certificate for vessels of 24 metres length and above.
- 4.8.3 Surveys for renewal, should be carried out without exception at the expiration of the statutory Fishing Vessel Safety Certificate for vessels of 24 metres length and above.

#### **4.9 TYPE AND VALIDITY OF CERTIFICATES:**

- 4.9.1 Interim Certificate FVS/IC (10/02) , with maximum validity of five (5) months counted from the date of initial or renewal survey, is issued by the surveyor to ship whose Fishing Vessel Safety Survey to his criteria, complies with all the requirements of the Regulations..
- 4.9.2 Conditional Certificate FVS/IC (10/02) (Short Term), is issued by the surveyor for no more than two (2) months upon proving in the survey carried out for the Fishing Vessel Safety, that the ship does not complies with some arrangements or requirements of the Regulations, 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 Fishing Vessel Safety Certificate FVS/FTC (10/02) (FULL-TERM), with a maximum validity of five (5) years, 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 Fishing Vessels of 24 metres Lenght and above., on international, national or coastal voyages.

#### **5.0 ACTIVITIES**

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## 5.1 PROCEDURE OF SURVEY FOR FISHING VESSEL SAFETY CERTIFICATE .

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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 Fishing Vessel Safety Surveys.</p> <p>5.1.2 Carries out an initial, periodical or renewal fishing vessel safety inspection as extensive as possible on materials, scantling, the structural strength of the hull, boilers, main and auxiliary machinery including steering arrangements and its associated control systems, electrical installations and other life saving appliances, radiocommunications and navigational equipment.</p> <p>5.1.3. When carrying out the initial or renewal fishing vessel safety inspection, completes the form “Survey report for the issue of a Fishing Vessel Safety Certificate” FVS/SR (10/02) in which will be noted the actual condition of the surveyed items, as required by the Rules for fishing vessels of 24 metres length and above. Shall pay special attention to expiration dates of certificates of inspection of life saving appliances, fire fighting and compliance with all applicable requirements.</p> <p>5.1.4 Completes the form Survey Report for Fishing Vessels Safety Certificate, FVS/SR (10/02), when carrying out an annual fishing vessel safety inspection.</p> <p>5.1.5 On the cases of detecting or been reported that the ship is found with deficiencies of any type during initial, annual or renewal survey 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>5.1.6 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 FISHING VESSEL SAFETY

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| Surveyor | <p>5.2.1 Adjusts the certification of Fishing Vessel Safety to the Procedure for the Survey and Interim Certification P-SSC-03(I) and will include the specific instructions of this Instructive.</p> |
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|                      | 5.2.2 | Issues an interim certificate FVS/IC (10/02) whose validity in no case will exceed five (5) months counted from the date of concluding the initial or renewal Fishing Vessel Safety survey and satisfies the requirements of the Rules for fishing vessels of 24 metres length and above on the contrary will proceed with item 5.2.3. |
|                      | 5.2.3 | Issues a conditional certificate FVS/IC (10/02) (Short Term) whose validity will not exceed two (2) months from the date of the survey of Fishing Vessel 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 FVS/IC (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 FVS/IC (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 Fishing Vessel Safety Certificate FVS/FTC (10/02), whose validity will not exceed the established period in items 4.9.3 of this Instructive to all Fishing Vessel Safety surveys that satisfies the general procedures and what is indicated in this Instructive.   |
| Surveyor             | 5.2.8 | Endorses the Fishing Vessel Safety Certificate FVS/FTC (10/02) in the section Annual Survey to a satisfactory annual Fishing Vessel 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 Fishing Vessel Safety Certificate.                                      |

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## 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 of surveys for Fishing Vessel Safety FVS/SR (10/02)
- 6.6 Interim Certificate FVS/IC (10/02)
- 6.7 Control of Documents Sent and Received
- 6.8 Statutory Fishing Vessel Safety Certificate FVS/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.