

Panama Maritime Documentation Services, I nc. <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-15(I) Revisión: 3 Fecha: 28/05/03 Pág. 1 de 7
<b>QUALITY SYSTEM 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 CARGO GEAR RECORD BOOKLET**

**2.0 OBJECTIVE**

To establish an appropriate mechanism to accomplish and control systematically the surveys and completion of reports and the Cargo Gear Booklet.

**3.0 RESPONSIBILITY**

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

**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. It is a specialized an agency of the United Nations dedicated to labor matters.
- 4.4 **ILO CONVENTION NO. 32**, related to the protection against accidents of the workers dedicated to the loading and unloading of the ship (1932).

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**4.5 ILO CONVENTION NO. 152**, in reference to the protection against accidents of the personnel engaged in the loading & unloading of the ships (1979).

**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.

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 cover those aspects or areas not envisaged by International Conventions.

**4.8 APPLICABLE REGULATIONS**

4.8.1 The surveys for the test loading certificates and endorsement of the Cargo Gear Booklet will be carried out to ships according to ILO Regulations, specially the ILO Convention NO. 32.

4.8.2 PMDS will issue a Cargo Gear Booklet to cargo ships in order that the Captain can show the same to the authorities, including the surveyors of this company when requested.

4.8.5 To the surveys that reflects compliance with the requirements of the ILO Conventions, PMDS will issue a corresponding Cargo Gear Certificates.

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#### 4.9 TYPES OF SURVEYS

4.9.1 Initial survey, will be carried out in any of the following cases.

4.9.1.1 For the issuance of Load Test certificate CG2, for derricks, winches and its accessories before they are taken into service.

4.9.1.2 For the issuance of Load Test certificate CG3, for cranes or hoists and its accessories before they are taken into service.

4.9.1.3 For the issuance of the Load Test certificate CG4 for accessories before they are taken into service.

4.9.1.4 For the issuance of the Load Test certificate CG5 for wire ropes, before they are taken into service.

4.9.1.5 For the issuance of the Load Test certificate CG6 of heat treatment of chains, shackles, that require heat treatment.

4.9.1.6 For the issuance of the Load Test certificate CG7, for annual throughout surveys of accessories not requiring heat treatment.

4.9.2 Annual Survey, are carried out after the initial survey during the three (3) years following to the initial survey of the derricks and permanent attachments (including supporting chains) to derricks, masts and decks (see part I of the Register of ship's cargo gear CG1).

4.9.3 Quadrennial throughout survey will be carried out to equipment listed in 4.9.1.1 to 4.9.1.6.

4.9.4 Annual throughout inspection will be carried out to winches, lifts and their accessories different to those mentioned in 4.9.1.2 (see part II of Cargo Gear Booklet CG1).

4.9.5 Annual throughout inspection of Cargo Gear exempted of heat treatment different to those mentioned in 4.9.1.2 and 4.9.1.4 (see part III of Cargo Gear Booklet CG1).

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- 4.9.6 Periodical inspection of six (6) or twelve (12) months, or every two (2) years to equipment or accessories subject to heat treatment, different to those mentioned in 4.9.1.2, 4.9.1.4 and 4.9.1.5 (see part IV of Cargo Gear Booklet CG1).

#### **4.10 TYPE AND VALIDITY OF THE CERTIFICATES:**

- 4.10.1 Interim Load Test certificate, with a maximum validity of five (5) months counted from the date of inspection, is issued by the surveyor to the ship whose survey to the equipment listed in 4.9.1 to his criteria complies with the requirements.
- 4.10.2 Statutory Load Test certificate (FULL TERM), has an indefinite validity, it is issued by the Head Office of PMDS, to the ships whose survey and recognition of the equipment listed in 4.9.1 demonstrates a satisfactory result.

#### **4.11 SCOPE OF APPLICATION**

The content of this Instructive is applied to all cargo gear of cargo ships.

### **5.0 ACTIVITIES**

#### **5.1 PROCEDURE OF SURVEYS FOR LOAD TEST 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 Ships with Deficiencies P-RS-02(I) and will be governed by the specifics detailed in this Instructive in all inspections for Load Test Certificate.
- 5.1.2 Verifies that all tests are carried out and instructions for each type of equipment and material are complied with, before being taken into service in conformity with the indications of the Cargo Gear Booklet CG1.
- 5.1.3 Obtains when proceeds, copy or certification and Load Test from manufacturer.
- 5.1.4 Carries out visual inspection or tests required for annual or quadrennial endorsement.

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- 5.1.5 Completes the from Cargo Gear Survey Report CG/SR in which will be noted the actual condition of the equipment and accessory inspected.
- 5.1.6 Writes down the deficiencies in the Cargo Gear Booklet.
- 5.1.7 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).
- 5.1.8 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 OF CERTIFICATION AND ENDORSEMENT OF CARGO GEAR BOOKLET.**

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|-----------------------|-------|--|
| Surveyor              | 5.2.1 | Adjusts the certification of Cargo Gear Booklet 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 CG2, CG3, CG4, CG5, CG6 or CG7 whose validity in no case will exceed five (5) months counted from the date of the inspection upon concluding the initial survey and satisfies the requirements of the ILO Convention NO. 32. |
|                       | 5.2.3 | Endorses the Cargo Gear Booklet CG1 to the inspection of the Cargo Gear and its accessories (annual or quadrennial) with a satisfactory result.  |
| Operations Management | 5.2.4 | Issues a statutory Load Test certificate of Cargo Gear with indefinite validity to all surveys that satisfies the general procedures and what is indicated in this Instructive.  |
|                       | 5.2.5 | Provides a Register of Ship's Cargo Gear CG1 to attach The Load Equipment Test Certificates and for the recording of endorsements of annual survey, annual throughout survey or quadrennial throughout survey of the cargo gear.                           |

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Surveyor                    5.2.6        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 of the Cargo Gear Record Book CG.1.

## 6.0        RECORD OF INFORMATION

- 6.1        Request of survey.
- 6.2        Quotation.
- 6.3        Approval acceptance of survey.
- 6.4        Authorization of survey.
- 6.5        Survey report of Cargo Gear, CG/SR
- 6.6        Interim Certificate CG2, CG3, CG4, CG5, CG6, CG7.
- 6.7        Control of Documentation Sent and Received.
- 6.8        Statutory Certificate CG2, CG3, CG4, CG5, CG6, CG7.
- 6.9        Cargo Gear Booklet, CG1.

## 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.