

Panama Maritime Documentation Services, Inc. INTERNATIONAL MARITIME BUREAU		Código: I-SSC-16(I) Revisión: 3 Fecha: 30/04/03 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 COMPLIANCE OF THE SAFETY REGULATIONS FOR PLEASURE VESSELS OF 6 METRES LENGTH AND ABOVE (L>6m)

2.0 OBJECTIVE

To establish an adequate 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 the processes contained in this INSTRUCTIVE are fulfilled for the surveys and issuance of the Certificate of Compliance for the Safety Regulations of Pleasure Vessels (L>6m).
- 3.2 Is responsibility of the personnel of the Operations Management to support in the monitoring for compliance of the mechanisms for surveys and issuance of the Certificate of Compliance for the Safety Regulations of Pleasure Vessels (L>6m).
- 3.3 Is responsibility of the surveyors to comply with to the procedures contained in this instructive when carrying out the surveys for the Certificate of Compliance for the Safety Regulations of Pleasure Vessels (L>6m).

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 **REGULATION**: Is the Safety Regulation for Pleasure Vessel established by each Maritime Administration to Regulate this Type of Vessel.
- 4.4 **MARITIME ADMINISTRATION**.

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- 4.4.1 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.
- 4.4.2 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.
- 4.4.3 The Maritime Administration of Bolivia, is the Registro Internacional Boliviano de Buques (RIBB).

4.5 NATIONAL REGULATIONS

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

- 4.5.1 Decree No.18
Is the Safety Regulations for Pleasure Vessels, by the Panama Maritime Administration on May 30, 1984.
- 4.5.2 Statutory Instrument No.148
Is the Safety Regulations for Pleasure Vessels, by the International Merchant Marine Registry of Belize on November 16, 1991.

4.6 APPLICABLE REGULATIONS

- 4.6.1 The surveys of pleasure vessels will be carried out to ships according to Articles VIII of the Safety Regulations for pleasure vessels.
- 4.6.2 The surveys of pleasure vessel safety surveys will be carried out to determine that the ship complies with the applicable regulations of Articles IX, X, XI, XII, XIII AND XIV of the Safety Regulations for Pleasure Vessels.
- 4.6.3 To the surveys under the Safety Regulations for Pleasure vessels that reflects compliance with the requirements, PMDS will issue a Certificate of Compliance of the Safety Regulations for Pleasure Vessels in accordance to Article VIII (a).

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- 4.6.4 The validity of the statutory Certificate of Compliance for the Safety Regulations of Pleasure Vessels is in accordance to Article VIII (a) of the Regulations.

4.7 TYPES OF SURVEYS

- 4.7.1 Initial surveys, is carried out new construction, that is to say the first survey for Certificate of Compliance of the Safety Regulations for Pleasure Vessels.
- 4.7.2 After the ship has suffered structural alterations or modifications.
- 4.7.2 Survey for renewal, should be carried out without exception at the expiration of the statutory Certificate of Compliance for Pleasure Vessel.

4.8 TYPE AND VALIDITY OF THE CERTIFICATES:

- 4.8.1 Interim certificate, with a maximum validity of five (5) months counted from the surveys date, is issued by the surveyor to the ship whose Safety Regulations for Pleasure Vessels survey, to his criteria complies with all the requirements.
- 4.8.2 Conditional certificate: (Short Term), is issued by the surveyor for a period not exceeding two (2) months when at the Pleasure Vessel safety surveys carried out, the ship does not complies with some arrangements of the requirements of the Safety Regulations for pleasure vessels.
- 4.8.3 Statutory Certificate of Compliance of the Safety Regulations for Pleasure Vessels (FULL TERM), has a maximum validity of one (1) year, is issued by the Head Office of PMDS to ships whose survey and recognition demonstrates a satisfactory result.

4.9 SCOPE AND APPLICATION

The content of this instructive is applied to all Pleasure vessels with 6.0 metres a length and above, in accordance to Article III of the Regulation.

5.0 ACTIVITIES

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5.1 PROCEDURE OF SURVEY FOR CERTIFICATE OF COMPLIANCE OF THE SAFETY REGULATIONS FOR PLEASURE VESSELS.

- 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 Pleasure Vessel Safety Survey.
- 5.1.2 Carries out a survey as extensive as possible on the materials and structure dispositions, hull; steering arrangement including associated control systems, electrical installations and other equipment in the pleasure vessel safety surveys.
- 5.1.3 Completes the form Survey Report/Check list for pleasure vessels PV/SR (10/02) in which will be noted the actual condition of the surveyed items, as required by the Regulations when carrying out the initial or renewal survey.
Shall pay special attention to the expiration dates of equipments and respective certificates of surveys of Life-Saving appliances, fire control and the compliance with all applicable requirements according to the Regulations.
- 5.1.4 On the cases of detecting or been reported that a ship is found with deficiencies of any type during initial 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).
- 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 OF PLEASURE VESSELS SAFETY CERTIFICATION.

- Surveyor
- 5.2.1 Adjusts the Certification of Compliance for Pleasure Vessel to the Procedure for the Survey and Interim Certification P-SSC-03 and will include the specific instructions of this Instructive.
- Surveyor
- 5.2.2 Issues an interim certificate PV/IC (10/02) whose validity in no case will exceed five (5) months counted from the date of the surveys upon concluding the initial or

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renewal pleasure vessel safety surveys and satisfies the requirements of the Regulations otherwise, proceeds with item 5.2.3.

5.2.3 Issues a conditional certificate PV/STC (10/02) (Short Term) whose validity will not exceed two (2) months from the date of the pleasure vessel safety surveys to vessels with deficiency remarks that do not affect its safety and in accordance with the Procedure for Cases of Ships with Deficiencies P-RS-02(I).

Technical Management 5.2.4 Contacts the ship owner/operator when notified by the inspector that the ship is 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 PV/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 PV/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.

Operations management 5.2.7 Issues a Certificate of Compliance for Pleasure Vessels PV/FTC (10/02), whose validity will not exceed the period indicated in item 4.8.3 of this Instructive to all pleasure vessel safety surveys that satisfies the general procedures and what is indicated in this Instructive.

Surveyor 5.2.8 Complies with what is established in the item 5.7.1 and 5.7.2 of the Procedure for the Survey and Interim Certification P-SSC-03 concerning notification via fax to the Operations Management of the issued interim 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

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- 6.5 Surveys Report for Pleasure Vessel PV//IC (10/02)
- 6.6 Interim Certificate PV//IC (10/02)
- 6.7 Control of Documentation Sent and Received
- 6.8 Statutory Certificate of Compliance for Pleasure Vessel PV/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.