

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-17(I) Revisión: 3 Fecha: 30/04/03 Pág. 1 de 5
QUALITY SYSTEM INSTRUCTIVE		
PREPARED BY: TA	REVISED AND APPROVED BY: TM	

1.0 TITLE

INSTRUCTIVE FOR THE SURVEY AND ISSUANCE OF THE CERTIFICATION OF INVENTORY OF SAFETY RADIO AND SAFETY EQUIPMENT TO NON CONVENTION VESSELS

2.0 OBJECTIVE

To establish an adequate mechanism to accomplish and control systematically the inspections 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 survey and issuance of the Certificate of Inventory of Safety Radio and Equipment to Non Convention Vessels.
- 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 Certification of Inventory of Safety Radio and Safety Equipment to Non Convention Vessels.
- 3.3 Is responsibility of the surveyors to comply with to the procedures contained in this instructive when carrying out the surveys for the Certification of Inventory for Safety Radio and Safety Equipment to non-convention vessels..

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 **MARITIME ADMINISTRATION.**
 - 4.3.1 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.
 - 4.3.2 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.

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QUALITY SYSTEM INSTRUCTIVE		
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4.3.3 The Maritime Administration of Bolivia, is the Registro Internacional Boliviano de Buques (RIBB).

4.4 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.

4.5 APPLICABLE REGULATIONS

4.5.1 The surveys for the issuance of the Certification of Inventory of Safety Radio and Safety Equipment to Non Convention vessels will be carried out to describe the arrangements onboard in regards to Safety Equipment, Life Saving Appliances and Radio Communications equipment.

4.5.2 The surveys for the issuance of the Certification of Inventory of Safety Radio and Safety Equipment to Non Convention Vessels will be carried out to determine that the ship is in good condition for the service it was designed.

4.5.3 To the surveys for the issuance of the Certification of Inventory of Safety Radio and Safety Equipment to Non Convention Vessels that reflects acceptable conditions. PMDS will issue a Certification of Inventory of Safety Radio and Safety Equipment to Non Convention Vessels.

4.6 TYPES OF SURVEYS

4.6.1 Initial surveys, is carried out the first time the ship undergo survey for Certification of Inventory of Safety Radio and Safety Equipment to Non Convention Vessels

4.6.2 After the ship has suffered structural alterations or modifications.

4.6.3 Surveys for renewal, should be carried out without exception at the expiration of the statutory Certification of Inventory of Safety Radio and Safety Equipment to Non Convention Vessels.

4.7 TYPE AND VALIDITY OF THE CERTIFICATES:

4.7.1 Interim certification, with a maximum validity of five (5) months counted from the survey date, it is issued by the surveyor to the ship whose inspection for the Certification of Inventory of Safety Radio and Safety Equipment to Non Convention Vessels, to his criteria complies with all the requirements.

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-17(I) Revisión: 3 Fecha: 30/04/03 Pág. 3 de 5
QUALITY SYSTEM INSTRUCTIVE		
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4.7.2 Statutory Certification of Inventory of Safety Radio and Safety Equipment to Non Convention Vessels (FULL TERM), has a maximum validity of one (1) year, and is issued by the Head Office of PMDS, to ships whose survey and recognition demonstrates a satisfactory result.

4.8 SCOPE OF APPLICATION

The content of this instructive is applied to ships of less than 24 meters in length, less than 100 Gross Tons (GT) and non self propelled vessels.

5.0 ACTIVITIES

5.1 PROCEDURE OF SURVEY FOR THE CERTIFICATION OF INVENTORY OF SAFETY RADIO AND SAFETY EQUIPMENT TO NON CONVENTION 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 Certification of Inventory of Safety Radio and Safety Equipment to Non Convention Vessels.
 - 5.1.2 Carries out a survey as extensive as possible on the safety equipment and radio arrangements.
 - 5.1.3 Completes the form "Survey Report for Certification of Inventory of Safety Radio and Safety Equipment to Non Convention Vessels", (Certification/SR (10/02)) in which will be noted the actual condition of the surveyed items when carrying out an initial or renewal survey.
 - 5.1.4 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 inspection and certification of the ship.

5.2 PROCEDURE FOR THE CERTIFICATION OF INVENTORY OF SAFETY RADIO AND SAFETY EQUIPMENT TO NON CONVENTION VESSELS

- Surveyor
- 5.2.1 Adjusts the Certification of Inventory of Safety Radio and Safety Equipment to Non Convention Vessels to the Procedure for the Survey and Interim Certification P-SSC-03 and will include the specific instructions of this Instructive.
 - 5.2.2 Issues an interim Certificate/IC (10/02) whose validity in no case will exceed five (5) months counted from the date of the survey upon concluding the initial or

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QUALITY SYSTEM INSTRUCTIVE		
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renewal Certification of Inventory of Safety Radio and Safety Equipment to Non Convention Vessels.

Operations management 5.2.3 Issues a Certification of Inventory of Safety Radio and Safety Equipment to Non Convention Vessels/FTC (10/02), whose validity will not exceed the period indicated in item 4.6.2 of this Instructive to all Certification of Inventory of Safety Radio and Safety Equipment to Non Convention Vessels that satisfies the general procedures and what is indicated in this Instructive.

Surveyor 5.2.4 Complies with what is established in the items 5.7.1 and 5.7.2 of the Procedure for Survey and Interim Certification P-SSC-03(I) concerning the 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
- 6.5 Surveys Report, Certification/SR (10/02)
- 6.6 Interim Certification Certification/IC (10/02)
- 6.7 Control of Documentation Sent and Received
- 6.8 Statutory Certification, Certification/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

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QUALITY SYSTEM INSTRUCTIVE		
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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.