

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-22(I) Revisión: 1 Fecha: 23/05/03 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 CERTIFICATION FOR THE PREVENTION OF POLLUTION BY GARBAGE FROM SHIPS

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 Prevention of Pollution by Garbage from Ships Certification.
- 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 Prevention of Pollution by Garbage from Ships Certification.
- 3.3 Is responsibility of the surveyors to comply with the procedure contained in this Instructive when carrying out the surveys for the Prevention of Pollution by Garbage from Ships Certification.

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 **MARPOL 73/78**, International Convention for the Prevention of Pollution from ships, 1973 as amended and modified by the Protocol of 1978 relating thereto.
- 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.

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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.

4.7 Applicable Regulations

4.7.1 The surveys of Prevention of Pollution by Garbage from Ships will be carried out to determine that the ship complies with the applicable regulations of Annex V to MARPOL 73/78 and its amendments.

4.7.2 To the Surveys of Prevention of Pollution by Garbage from Ships that reflects compliance with the requirements of Annex V to MARPOL 73/78 and its amendments, PMDS will process a Pollution Prevention by Garbage from Ships Certification.

4.8 TYPES OF SURVEYS

4.8.1 Initial survey, is carried out to all ships, that is to say the first survey for Pollution Prevention by Garbage from Ships Certification.

4.9 TYPE AND VALIDITY OF CERTIFICATES:

4.9.1 Interim Certificate , with maximum validity of five (5) months counted from the date of survey, is issued by the surveyor to ship whose survey of Prevention of Pollution by Garbage from Ships to his criteria, complies with all the requirements.

4.9.2 Conditional Certificate: (Short Term), is issued by the surveyor for no more than two (2) months upon proving in the survey carried out for the Prevention of Pollution by Garbage from Ships, that the ship does not complies with some arrangements or requirements of the Annex V to MARPOL 73/78 and its amendments, and not affecting the safety of its crew and the ship itself, and will

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proceeds according to item 5.3 of the Procedure for Cases of Ships with Deficiencies P-RS-02(I)

- 4.9.3 Statutory Pollution Prevention by Garbage from Ships Certification (FULL-TERM), 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 ships according to Rule 2 of Annex V to MARPOL 73/78, on international, national or coastal voyages.

5.0 ACTIVITIES

5.1 PROCEDURE OF SURVEY FOR POLLUTION PREVENTION BY GARBAGE FROM SHIPS CERTIFICATION

- 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 Surveys for Prevention of Pollution by Garbage from Ships.
- 5.1.2 Carries out the survey for Prevention of Pollution by Garbage from Ships as extensive as possible on arrangements and means to prevent the pollution by garbage and associated systems as required by Rule 9 to Annex V to MARPOL 73/78.
- 5.1.3 Additionally must verify that the ship complies with the following:
- 5.1.3.1 The display of placards (written in languages understood by all persons onboard) notifying the requirements for disposal of garbage within and outside special areas.
 - 5.1.3.2 Training of the crew for management of garbage onboard.
 - 5.1.3.3 That the ship is provided with Garbage Management Plan, including Procedure for collecting, storage, treatment and disposal, use of equipments and responsible Designated Person for the execution of the Plan.
 - 5.1.3.4 That equipment for the treatment and disposal of garbage are working properly.
 - 5.1.3.5 Keep appropriate records of disposal and discharges into the sea or to reception facilities including respective receipt of discharges.

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5.1.4 On the cases of detecting or been reported that a ship is found with deficiencies of any type during surveys 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 FOR POLLUTION PREVENTION BY GARBAGE FROM SHIPS CERTIFICATION

Surveyor 5.2.1 Adjusts the certification of Prevention of Pollution by Garbage from Ships 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 PPG/IC (10/02) whose validity in no case will exceed five (5) months counted from the date of concluding the Prevention of Pollution by Garbage from Ships survey and satisfies the requirements of Annex V to MARPOL 73/78 on the contrary will proceed with item 5.2.3.

5.2.3 Issues a conditional certificate PPG/IC (10/02) (Short Term) whose validity will not exceed two (2) months from the date of the survey to ships with deficiency remarks that do not affect the safety of the ship or potential risk of pollution by garbage and according with the Procedure for Cases of 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 PPG/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 PPG/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.

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| Operation Management | 5.2.7 Issues a Pollution Prevention by Garbage from Ships Certification PPG/FTC (10/02) and a Garbage Record Book GRB (10/02), to all Prevention of Pollution by Garbage from Ships surveys that satisfies the general procedures and what is indicated in this instructive.

5.2.8 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. |
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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 Garbage Record Book GRB (10/02)
- 6.6 Interim Prevention of Pollution by Garbage from Ships Certification PPG/IC (10/02)
- 6.7 Control of Documents Sent and Received
- 6.8 Statutory Prevention of Pollution by Garbage from Ships PPG/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).

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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.