

<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-23(I) Revisión: 1 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 CERTIFICATION OF CONDITIONAL SURVEY**

**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 Certification of Conditional Survey.
- 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 Certification of Conditional Survey.
- 3.3 Is responsibility of the surveyors to comply with the procedure contained in this instructive when carrying out the surveys for the Certification of Conditional Survey.

**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 **SOLAS 74/78**, International Convention for the Safety of Life at Sea, as amended and modified by its Protocol of 1978, and 1988.
- 4.5 **MARPOL 73/78**, International Convention for the Prevention of Pollution from Ships, 1973 as amended and modified by the Protocol of 1978 relating thereto.

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#### 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 adopt standards not envisaged in International Conventions.

#### 4.8 Applicable Regulations

- 4.8.1 The surveys for the issuance of Certification of Conditional Survey are carried out at the request of interested party, taking into account that this survey is not mandatory for any Maritime Administration nor by International Conventions. Nevertheless the PMDS'S surveyor will be guided and referenced by the Rules of International Conventions and or National Regulations as applicable to the general characteristics of the ship.

#### 4.9 TYPES OF SURVEYS

- 4.9.1 Initial survey, is carried out the first time the ship undergo survey for Conditional Survey.

#### 4.10 TYPE AND VALIDITY OF CERTIFICATES:

- 4.10.1 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 Conditional Survey to his criteria, demonstrates standard conditions for the type of service it is designed and compliance with measures for the Prevention of Pollution of marine environment.

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4.10.2 Conditional Certificate: (Short Term), is issued by the surveyor for no more than two (2) months upon proving in the survey carried out for Conditional Survey, that the ship does not complies with some arrangements or safety requirements as well for the Prevention of Pollution, 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)

4.10.3 Statutory Certification of Conditional Survey (FULL-TERM), with maximum validity of one (1) year, is issued exclusively by the Head Office of PMDS, to ship whose inspection and survey demonstrates a satisfactory result.

#### 4.11 SCOPE OF APPLICATION:

The content of this instructive will be applied to all ships whose owner/operator or concerned maritime administration request it to verify the ship status at moment of survey.

## 5.0 ACTIVITIES

### 5.1 PROCEDURE OF SURVEY FOR CERTIFICATION OF CONDITIONAL SURVEY

- 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 Conditional Surveys.
- 5.1.2 Carries out the survey for conditional Survey as extensive as possible on the general condition of the ship including measures for preventing pollution of marine environment..
- 5.1.3 Must verify in addition that the ship comply with the following:
- 5.1.3.1 The ship has been dry docked within the last 30 months and in no case more than 36 months. If possible to provide a copy of works of the hull, machinery, thickness measurement of hull plates, and clearance measurements of rudder and tail shaft.
  - 5.1.3.2 The ship is provided with necessary documentation of her general characteristics such as ship's particulars, IMO No., call signs, valid statutory certificates, and any other documents applicable for the type of ship.
  - 5.1.3.3 The ship is maintained the personal safety equipment in accordance with SOLAS Chapter III as applicable.

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- 5.1.3.4 The good working and satisfactory conditions of engine room, main and auxiliary machinery, boilers, steering gear, pressure vessels and not represent a potential danger to the crew or ship's structure.
- 5.1.3.5 The keeping of appropriate records of discharges into the sea or to shore reception facilities including by garbage, oil or any other refuse which may cause a pollution to the marine environment.
- 5.1.3.6 The crew as per the Minimum Safety Manning Certificate with appropriate and valid certificates of competency in compliance with National Regulations and the STCW-Code 95.
- 5.1.3.7 The shipborne navigational equipments and radiocommunications and those used in life saving crafts are in accordance with applicable regulations for the type of ship and sea area of navigation.

5.1.4 On the cases of detecting or been reported that a ship is found with deficiencies of any type 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 CERTIFICATION OF CONDITIONAL SURVEY

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| Surveyor             | 5.2.1 Adjusts the certification of Conditional Survey 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 a Report of General Conditional Survey RGCS/IC (10/02) and interim certificate CS/IC (10/02) whose validity in no case will exceed five (5) months counted from the date of concluding the conditional survey and he is satisfied with the ship's conditions on the contrary will proceed with item 5.2.3. |
|                      | 5.2.3 Issues a conditional certificate CS/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 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.     |

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| Surveyor             | 5.2.5 | Only upon receiving authorization from PMDS Technical Management proceeds when applied item 5.2.3 to issue an interim certificate CS/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. |
| Operation Management | 5.2.6 | Issues a Certification of Conditional Survey CS/FTC (10/02), whose validity will not exceed one (1) year to all conditional surveys that satisfies the general procedures and what is indicated in this instructive.  |
| Surveyor             | 5.2.7 | 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.   |

## 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 General Condition Survey RGCS/IC (10/02)
- 6.6 Interim Certificate CS/IC (10/02)
- 6.7 Control of Documents Sent and Received
- 6.8 Statutory Certification of Conditional Survey CS/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

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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.