



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

CIRCULAR N° ISM 009

Internal safety audits in accordance with the ISM Code (ISM Code Clause 12.1)

TO: SHIPOWNERS, SHIPS' OPERATORS & MANAGERS, DESIGNATED PERSONS, MASTERS, FLAG STATE SURVEYORS AND RECOGNIZED ORGANIZATIONS

APPLICABLE TO: All ships to which ISM Code applies

ENTRY INTO FORCE: Date of this Circular

Monaco, 29th March 2011

The purpose of this Circular is to inform all interested parties on the procedure for performing internal audits on board of ships flying St. Vincent and The Grenadines Flag and ashore in Companies holding St. Vincent and The Grenadines Document of Compliance (DOC).

Clause 12.1 of the ISM Code requires that the Company should conduct internal safety audits on board and ashore at intervals not exceeding twelve (12) months. In exceptional circumstances, this interval may be exceeded by not more than three months.

The term 'exceptional circumstances' is not specified and the Company should justify it in order to meet the provisions of the ISM Code Clause 12.1.

The Company is requested to schedule their internal office and shipboard audits at intervals not exceeding twelve (12) months.

If, due to exceptional circumstances, the respective audit cannot be conducted as scheduled, the Company should sufficiently document the fact, which will cause the postponement, and should ensure that the overdue audit will be conducted within the timeframe of fifteen (15) months from the last internal audit.

Objective evidence (documentation) regarding the postponement should be kept readily available onboard and ashore. Retention time of such documentation is five years.

An authorization by this Administration for the exceeding of the twelve (12) months interval is not required.