



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

CIRCULAR N° PSC 008

GUIDANCE FOR COMPLIANCE WITH ISM CODE

**TO: SHIPOWNERS & SHIPS' OPERATORS & MANAGERS
SURVEYORS TO FLAG STATE ADMINISTRATION**

Monaco, 08 April 2005.

The aim of this Circular is to support Shipowners, ship's Operators and Managers in preparedness to Port State Control Inspections (Paris MOU).

International Safety Management ("ISM") Code means the International Management Code for the Safe Operation of Ships and for Pollution Prevention.

Ships should have ISM certification on board, in accordance with the ISM Code: copy of the Document of Compliance ("DoC") issued to the Company and the safety Management Certificate ("SMC") issued to the ship. The SMC is not valid unless the operating Company holds a valid DoC for that ship.

The type of ship indicated on the SMC should be the same as indicated on the DoC.

The Company's particulars indicated on the DoC and the SMC should be the same.

If "clear grounds" are detected, the ship will be subject to a more detailed inspection. Clear grounds include missing or inaccurate ISM certification or detainable deficiencies in other areas.

Many non-detainable deficiencies may also be an evidence of a deficient management system.

The following list of questions is not a check-list, but contains examples of areas which could be inspected by the PSC Officer.

- Is the ISM Code applicable to the ship?
- Is ISM certification on board?
- Are certificates and particulars in order?
- Is there a Company safety and environmental protection policy and are the appropriate crew members familiar with it?
- Is the Safety Management documentation readily available on board?

- Is the relevant documentation on the SMS in a working language or a language understood by the ship's crew?
- Can senior officers identify the Company responsible for the operation of the ship and does this correspond with the entity specified on the ISM certificates?
- Can senior officers identify the "designated person"?
- Are procedures in place for establishing and maintaining contact with shore management in case of emergency?
- Are programs for drills and exercises to prepare for emergency actions available on board?
- How have new crew members been made familiar with their duties and are there instructions available which are essential prior to sailing ?
- Can the Master provide documented proof of his responsibility and authority, which should include his overriding authority?
- Does the ship have a routine maintenance and are there records available?
- Have non-conformities, accidents, incidents and hazardous situations been reported to the Company and has timely corrective actions been taken by the Company?
- Are there procedures in place to maintain the relevant documentation?
- Are there procedures in place intended to internal audits and have internal audits been carried out? (PSC Officer, normally, does not examine the contents of non-conformities resulting from internal audits).
- If detainable deficiencies and/or many deficiencies are detected, the PSC officer will use his professional judgement to decide if this means a failure of the Safety Management System.

The following items are major non-conformities and the ship will be liable to be detained. This list is not and cannot be considered as exhaustive.

Major non-conformity means an identifiable deviation which poses a serious threat to crew members or to the ship or is a serious risk to the environment and requires immediate action. In addition, the lack of effective and systematic implementation of an ISM requirement is considered as major non-conformity.

The ship should correct all the following major non-conformities prior to departure:

- The ISM certificates are not on board.
- The Company mentioned on the DoC is not the same as the Company mentioned on the SMC.
- The Safety Management documentation is not on board.
- Safety information is not in the working language or in the language understood by the crew.
- Senior officers are unable to identify the operator and designated person. (no communication ship/shore).
- There is no procedure to contact the Company in emergency situations.
- Drills have not been carried out according to the program.
- New crew-members are not familiar with their duties (within the SMS).

- Master's overriding authority is not documented and Master is unaware of his authority.
- No records of maintenance kept or no evidence of maintenance has been carried out as indicated in the records.