



**Mediterranean Memorandum of Understanding on Port State Control
Alexandria/ Egypt**

To : Member Authorities of the Med MoU
Med MoU Information Centre CIMED

Subject : Concentrated Inspection Campaign (CIC) on ISM Code 2007

Dear Sir,

In accordance with the acceptance of our member states authorities, the concentrated inspection campaign (CIC) on the ISM Code will be conducted from 1st September to 30 November 2007. Attached, for your reference, are the Guidelines for PSCO's for CIC on the ISM Code Implementation and CIC Questionnaire. Guidelines provides CIC instructions and explanatory notes to the questions to be used when completing questionnaire.

During the CIC period, you are advised that:

- 1- CIC inspections are to be carried out in conjunction with the normal PSC inspections;
- 2- Each ships should be subject to the CIC inspection only once during the campaign period;
- 3- A copy of the CIC questionnaire is to be provided to the ship for informing the master or other port State that a CIC inspection has been conducted; and
- 4- Upon completion of the inspection, in addition to the normal inspection report (i.e. forms A & B) , PSC officers should also complete and submit the CIC questionnaire to the CIMED for later assessment and analysis.

For the purpose of collecting results of the CIC, the CIMED Manager will make arrangement of the electronic CIC form on the MEDISS on-line user interface and prepare related guidelines. Information regarding on-line input of CIC data to MEDISS will be circulated later when the electronic CIC form and the guidelines are ready.

Authorities are invited to distribute the information and materials provided in this letter to all PSC officers for their preparation and familiarization. This letter, together with the attachment, will also be available on the Med MoU internal web-site on internet in PDF format.

Thank you very much for your kind attention and co-operation.

Yours sincerely,

Adm. Sherin EL KADY
Secretary General
Med MoU on PSC Secretariat



**GUIDELINES FOR PORT STATE CONTROL OFFICERS
FOR CIC ON ISM CODE IMPLEMENTATION
1ST SEPTEMBER – 30TH NOVEMBER 2007**

I. CIC INSTRUCTIONS

The purpose with the campaign 2007 is to verify the effective implementation of the Safety Management System on board.

The campaign will only be applicable to ships covered by **SOLAS Ch. IX See Volume 1 Section B-6** of the PSC Manual for further guidance.

The questionnaire is divided in two parts. The first is to be completed when examining certificates and Safety Management documents, which includes records of different activities.

To complete **Part A** some questions will be asked to the Master and senior officers.

Explanatory notes for all questions included in the Questionnaire are provided herewith.

Further guidance may be found in the **Volume 1 Section B-6** of the PSC Manual.

Part B shall be completed after the full inspection of the ship. The PSCO will need to ask questions to crew members to verify the effective implementation of the SMS. There may be a need for a practical demonstration/ operational control.

A more detailed inspection shall be carried out if clear grounds are established. This shall be performed in accordance with guidance in the **Volume 1 Section B-6** of the PSC Manual.

An unsatisfactory answer in the questionnaire will not automatically be equal to a detention but the PSCO may consider it.

The column "N/A" shall be used when the question can not be answered.

Reporting in CIMED should be in accordance with normal procedures for a CIC in the prepared module.

The correct deficiency code is presented after each question.

The questionnaire shall be used at every inspection during the CIC.

The CIC will NOT be required if the vessel has already been subject to the CIC in the Med MoU region. The PSCO should initially ask the master if an ISM CIC has been undertaken elsewhere. If the answer is "Yes", the PSCO should ask to see the record, and the PSC Report. If the CIC was completed outside the Med MoU area, a comment should be made in the records to this effect unless there are clear grounds for justifying the necessity for a further CIC check.

II. EXPLANATORY NOTES TO THE QUESTIONS

1) **Is the Safety Management documentation on board?**
(Certificates and manuals)

Certificates:

Copy of Document of Compliance (DOC) and original of Safety Management Certificate (SMC).

Section 13 of the ISM – Code

13.1 The ship should be operated by a Company which has been issued with a Document Compliance or with an Interim Document of Compliance in accordance with paragraph 14.1, relevant to that ship.

13.6 A copy of the Document of Compliance should be placed onboard in order that the master, if so requested, may produce it for verification by the Administration or by an organization recognized by the Administration or for the purpose of the control referred to in regulation IX/6.2 of the Convention. The copy of the document is not required to be authenticated or certified.

¹ IMO document MSC 69/2/1 – Annex 1 res. 6.1.

Recognized organizations may issue short term certificates. These certificates cover the period between completion of the audit and the issuance of the full term certificate by the recognized organization's competent office. This period is expected to be shorter and should not exceed five months. For this reason, should "Short Term Certificate" that approach the end of its validity, indicate the need for a more careful control of all implementation of the ISM Code on board the ship.

The vessel may have a copy of an interim DOC and hold an interim SMC or hold a copy of an interim DOC and a full term DOC and an interim SMC.

There is however nothing in the ISM Code or in SOLAS, as amended, which prevents an Administration from requiring ships entitled its flag to carry on board an authenticated or certified copy of the DOC. (MSC/Circ.927) Interim DOC may only be issued to:

- i. Facilitate initial implementation of the Code; and
- ii. Implementation when a Company is newly established;
- iii. Or new ship types added to existing DOC.

An Interim DOC is valid for a maximum of 12 months.

The company's Safety Management System (SMS) must at least meet part 1.2.3 of the Code but will not have been able to accumulate the 3 months objective evidence of the operation of the system required for a full certificate.

Existing companies of over 12 months maturity on 1 July 2002 should not have an Interim DOC issued under i. or ii. Above.

An example of iii. Would be a company operating/managing oil tankers who take on operating responsibility for a chemical tanker.

An interim SMC is used for:

- i. New ships on delivery; and
- ii. When the company takes on the management of a ship new to the company.
- iii. When a ship changes flag

An Interim SMC is valid for 6 months. In special cases the issuing body may extend the validity of the interim SMC for a further six month.

Before an interim SMC is issued the following must apply and can be checked by PSCO's:

- The DOC, or the Interim DOC, shall be relevant to that type of ship.
- SMS provided by the company which address the key elements of the Code. Written procedures and/or plans should be in place.
- Master and senior officers should be familiar with the SMS and implementation plans.
- Instructions essential prior to sailing * (Section 6.3 of the ISM Code) have been given.
- Plans for a Company audit of the system within 3 months should be in place.

Relevant information should be given in a working language or languages understood by the ship's personnel.

Interim certificates may be used inappropriately by some flag states. (See page 11- C. Follow up actions. MSC/Circ. 1059 contains more information)

Item to be considered as a major non-conformity; ISM-certificates not on board

Manuals

Section 1.4 of the Code every Company should develop, implement and maintain a safety-management system (SMS) which includes the following functional requirements:

- .1 a safety and environmental- protection policy;
- .2 Instructions and procedures to ensure safe operation of ships and protection of the environment in Compliance with relevant international and flag State legislation;
- .3 defined levels of authority and lines of communication between, and amongst, shore and shipboard personnel;
- .4 Procedures for reporting accidents and non-conformities with the provisions of this Code;
- .5 Procedures to prepare for and respond the emergency situations; and .6
- .6 procedures for internal audits and management reviews.

The PSCO should be able to ask for samples of the documented SMS. It should be easy accessed and could consist of manuals and/or material from a computer. Not all parts of the system have to be documented, however for practical reasons and for verification most companies will have documented all requirements of the Code.

Item to be considered as a major non-conformity; Safety Management documentation not on board

2) **Is there evidence that the master has carried out the review of the SMS?**

Section 5 of the Code

5.1 The Company should clearly define and document the master's responsibility with regard to:

- .1 implementing the safety and environmental-protection policy of the company;
- .2 motivating the crew in the observation of that policy;
- .3 issuing appropriate orders and instructions in a clear and simple manner;
- .4 verifying that specified requirements are observed; and
- .5 reviewing the SMS and reporting its deficiencies to the shore-based management

There should be some form of records of his own review of the system and if any deficiency has been reported to the Company. The present master may not have carried out a review so a PSCO may have to accept records made by previous masters.

3) **Can senior officers identify the "designated person" responsible for the operation of the ship and the means to contact that person?**

Section 4 of the Code

To ensure the safe operation of each ship and to provide a link between the Company and those on board, every Company, as appropriate, should designate a person or persons ashore having direct access to the highest level of management. The responsibility and authority of the designated person or persons should include monitoring the safety and pollution-prevention aspects of the operation of each ship and ensuring that adequate resources and shore-based support are applied, as required.

The Master must know his identity and be aware of the role of the DP. Other senior officers should be aware of the identity and role of the DP. The DP does not have to be directly contactable and may not even have any role to play in an emergency. The Master should be able to explain the means of contact, including the route of non-conformities that the DP will be seeing.

Item to be considered as a major non-conformity; Senior officers unable to identify the designated person, responsible for that ship.

4) **Have the procedures for establishing and maintaining contact with shore management in an emergency been tested?**

Section 8.3 of the Code

The SMS should provide for measures ensuring that the Company's organization can respond at any time to hazards, accidents and emergency situations involving its ships.

Example; A reference to the company contacts in the SOPEP could be sufficient if so stated in the SMS.

PSCOs cannot expect to see a neat list posted in the radio room although many ships will have this type of list.

Records from drills and exercises may provide evidence that the means of contact has been tested. If not the PSCO may ask for this to be demonstrated.

Item to be considered as a major non-conformity; No procedure to contact the company in the emergency situations

5) **Have the procedures to report non-conformities, accidents and hazardous occurrences been followed?**

Section 9 of the Code

9.1 The SMS should include procedures ensuring that non-conformities, accidents and hazardous occurrences are reported to the Company, investigated and analyzed with the objective of improving safety and pollution prevention.

The PSCO may ask the crew on how to report non-conformities, accidents and hazardous situations to the Company. For Example, have deficiencies from previous PSC inspections been reported. If reports have been issued the PSCO may ask for records. A PSCO may have to accept that the need to report has not yet occurred. If this is the case it will be recorded in the form as "N/A".

6) **Does the ship's SMS have a maintenance routine which includes the testing of stand by equipment and critical equipment/ systems and are records available?**

Section 10.3 of the Code

The Company should establish procedures in its safety management system to identify equipment and technical systems the sudden operational failure of which may result in hazardous situations. The safety management system should provide for specific measures aimed at promoting the reliability of such equipment or systems. These measures should include the regular testing of stand-by arrangements or technical systems that are not in continuous use.

The System should include routines the testing of standby equipment and critical equipment/ systems.

Records of these tests should be available.

Item to be considered as a major non-conformity; Stand by equipment or critical equipment not in the maintenance routine or tested.

7) **Is relevant documentation regarding the SMS in a working language or languages understood by the ship's personnel?**

Section 6.6 of the Code

The Company should establish procedures by which the ship's personnel receive relevant information on the SMS in a working language or languages understood by them.

The documented SMS does not need to be in a particular language. It is for the company to decide on the "working language" of the ship and then provide pertinent and relevant information to the ship's personnel in a language understood by them.

It is not a requirement for the SMS to be in a language understood by the PSCO. The PSCO may ask for parts of the SMS to be explained verbally. In doubt as to the completeness of the SMS the PSCO may ask for drills to be conducted or witness the operation of machinery and systems.

Item to be considered as a major non-conformity; Relevant safety management information not in a working language or a language understood by the crew members.

8) Are programmes for drills and exercises to prepare for emergency actions available on board and are records available?

Section 8 of the Code

8.1 The Company should establish procedures to identify describe and respond to potential emergency shipboard situations.

8.2 The Company should establish programmes for drills and exercises to prepare for emergency actions.

The programme should cover statutory requirements (SOLAS, Chapter III – Regulation 19), and other emergency situations identified in the approved Safety Management System. The crew's responses to potential emergencies should be practiced in drills. These drills should cover all documented responses to critical and emergency situation. Records of all emergency drills and exercises onboard should be maintained and be available for verification.

Item to be considered as a major non-conformity; Drills have not been carried out according to programme.

9) Is there evidence of an effective maintenance system?

Section 10.1 of the Code

The Company should establish procedures to ensure that the ship is maintained in conformity with the provisions with of the relevant rules and regulations and with any additional requirement which may be establish by the Company.

To evaluate the effectiveness of the maintenance the PSCO should consider the overall condition of the ship. For example severe corrosion to the hull or structure, inoperable critical equipment, repetitive deficiencies from PSC inspections or multiple technical deficiencies will be considered as evidence that the system is not effective.

Item to be considered as a major non-conformity; All detainable deficiencies related to hull, structure or equipment.

10) Are introductions/familiarizations for crew members carried out in accordance with documented procedures?

Section 6.3 of the Code

6.3 The Company should establish procedures to ensure that the new personnel and personnel transferred to new assignments related to safety and protection of the environment are given proper familiarization with their duties. Instructions which are essential to be provided prior to sailing should be identified, documented and given.

Crew members may be asked during the inspection of the ship if and how they were introduced to the SMS. Some of the introduction may have been carried out before coming on board. The PSCO may ask for documented records of the introduction/familiarization of some crew member.

Item to be considered as a major non-conformity; Crew members are not familiar with their duties within the SMS.

11) **Are introductions/familiarizations for crew members carried out in accordance with documented procedures?**

Section 6.7 of the Code

The Company should ensure that the ship's personnel are able to communicate effectively in the execution of their duties related to the safety management system.

The PSCO may test the crew's ability to communicate effectively with each other during all work relating to the SMS the crew should be able to communicate without translators (meaning other crew members).

Item to be considered as a major non-conformity; Crew members can not communicate with each other.

12) **Is there evidence of repetitive deficiencies from previous PSC-inspections?**

Section 9.1 of the Code

The safety management system should include procedures ensuring that non-conformities, accidents and hazardous situations are reported to the Company, investigated and analyzed with the objective of improving safety and pollution prevention.

The PSCO should examine the last two inspection reports to identify any repeated deficiencies.

When repeated deficiencies have been identified the PSCO shall seek what corrective action has been reported to the company in accordance with the SMS and what action has been taken by the company to avoid such a recurrence.

MEDITERRANEAN MEMORANDUM
OF UNDERSTANDING ON PORT
STATE CONTROL



QUESTIONNAIRE
CONCENTRATED INSPECTION
CAMPAIGN ON ISM CODE 2007

Inspection Authority :
Port of inspection :
Date of inspection :/...../.....

Name of ship : IMO Number :
Ship type : Name of Company :
Flag of ship : Auditing body if not Flag State: (DOC)
(SMS)

Part A-Before physical inspection

- | | A | B | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1 Is the Safety Management documentation on board?
(Certificates, manuals) (2555) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 Is there evidence that the master has carried out the review of the SMS?
(2525) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 Can senior officers identify the "designated person" responsible for the
Operation of the ship and the means to contact that person? (2520) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 Have the procedures for establishing and maintaining contact with
shore management in an emergency been tested? (2540) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 Have the procedures to report non-conformities, accidents and hazardous
Occurrences been followed? (2545) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Does the ship's SMS have a maintenance routine which includes the testing of stand
by equipment and critical equipment/ systems and are records available? (2550) | <input type="checkbox"/> | <input type="checkbox"/> | |

Part B-After physical inspection / practical demonstrations

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 7 Is relevant documentation regarding the SMS in a working language or
languages understood by the ship's personnel? (2530) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8 Are programmes for drills and exercises to prepare for emergency actions available
on board and are records available? (2540) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9 Is there evidence of an effective maintenance system? (2550) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10 Are introduction/ familiarization procedures for crew members carried out in accordance
with documented procedures? (2530) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11 Are the crew members able to communicate effectively in the execution of their duties
Related to the SMS? (2530) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12 Is there evidence of repetitive deficiencies from previous PSC-inspections? (2445) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

A= Satisfactory; B= Unsatisfactory N/A= Not Applicable

NOTE:

If "B" is ticked off and conjunction with reference to the information after each explanatory note of the attached "Guidelines for PSCOs for CIC on ISM Code Implementation" the ship may be considered for detention. The detail of any detention should be appropriately entered on the PSC Report Forms.