

ISM Technical Notice

No. 27/2018

Dated: 08.11.2018

Subject:

St. Vincent and the Grenadines - Circular PSC-032
Actions to be taken on St. Vincent and the Grenadines' vessels in view of Port State Control inspections.

St. Vincent and the Grenadines Administration has issued the attached circular (PSC-032) in order to provide managing companies and ships' officers with a tool intended to keep their ships ready for Port State Control Inspections and avoid an eventual detention together with administrative measures.

The following tools have been developed:

- Record of PSC most common deficiencies;
- Pre-arrival checklist to be filled in prior the arrival in port; and
- A monthly Self-Verification checklist.

PRE-ARRIVAL CHECKLIST.

The on-board personnel should fill in the Pre-arrival Checklist prior the arrival in port. All Pre-arrival checklists and their results should be recorded in the ship's Log Book.

SELF-VERIFICATION CHECKLIST.

The on-board personnel should fill in the **Self-verification Checklist** on a monthly basis. All Self-verification checklists and their results should be recorded in the ship's Log Book. The correspondence to the Managers and their written instructions relating to the deficiencies should be attached to the checklist.

Managing Companies may use similar checklists drawn by their own Recognized Organization.

If a vessel is **detained** by a Port State Control, the **Administration will request** a copy of the last Self-verification checklist, a copy of the pre-arrival checklist items rectified and, if applicable, the entry in the ship's logbook.

During the Annual **Flag State Inspection and ISM audits** (DOC and SMC) **implementation** of this Circular shall be **verified**.

Copies of the Pre-arrival checklist and Self-Verification checklists should be kept on board for eighteen (18) months.

P. Klavdianos
Marine Management
Systems Certification Division

Attachment

St. Vincent and the Grenadines
[CIRCULAR No PSC 032 - Rev.1](#)
[ACTIONS TO BE TAKEN ON ST VINCENT AND THE GRENADINES' VESSELS IN VIEW OF PORT STATE CONTROL INSPECTIONS](#)



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

CIRCULAR N° PSC 032 - Rev.1

ACTIONS TO BE TAKEN ON ST VINCENT AND THE GRENADINES' VESSELS IN VIEW OF PORT STATE CONTROL INSPECTIONS

Instructions to Managing Companies, Superintendents and vessel's Officers

TO: **SHIPOWNERS, SHIPS' OPERATORS AND MANAGERS, MASTERS, OFFICERS FLAG STATE'S INSPECTORS AND RECOGNIZED ORGANIZATIONS**

APPLICABLE TO: All vessels subject to Port State Control Inspections
Pre-Arrival checklist is not applicable for the vessels engaged on voyages in the Caribbean Region.

EFFECTIVE AS FROM: Date of this Circular

07th November 2018

The analysis of the evolution of detentions of ships flying St Vincent and The Grenadines Flag inside the Paris MOU Region show an improving situation from 2005. This complies with this Administration's policy to improve ship's safety and enforce the application of International Conventions. However, the last few months show a certain laxity in the ships' maintenance.

Port State Administrations have undertaken concentrated inspection campaigns. Stricter criteria in order to evaluate and target individual ships and managing companies have been adopted. Assessment of the ship's performance and company's profile has been evaluated by the result of PSC inspections.

The aim of the present Circular is to provide managing companies and ships' officers with a tool intended to keep their ships ready for Port State Control Inspections and avoid an eventual detention together with administrative measures.

The following tools have been developed:

- Record of PSC most common deficiencies;
- Pre-arrival checklist to be filled in prior the arrival in port; and
- A monthly Self-Verification checklist.

This Administration draws the attention of the **Managing Companies, Superintendents and ship's Officers** on the below "*Instructions for use*" of the Pre-arrival checklist and Self-Verification checklist.

Managing Companies may use similar checklists drawn by their own Recognized Organization (recognized by this Administration).

“Instructions for use” of the Pre-arrival checklist.

The on-board personnel should fill in the Pre-arrival Checklist prior the arrival in port. Furthermore, any unsatisfactory item should be immediately rectified by the on-board personnel. If the on-board personnel are unable to rectify an unsatisfactory item, the relevant “N” box in the check list should be crossed. All Pre-arrival checklists and their results should be recorded in the ship’s Log Book. If an item is found defective due to voyage damage, it should be explicitly indicated in the checklist. The Managers should be immediately informed in writing. The correspondence to the Managers and their written instructions relating to the deficiencies should be attached to the checklist.

Instructions for use” of the Self-Verification checklist.

The on-board personnel should fill in the Self-verification Checklist on a monthly basis. All Self-verification checklists and their results should be recorded in the ship’s Log Book. Any unsatisfactory item should be immediately rectified. If the on-board personnel are unable to rectify an unsatisfactory item, the relevant “N” box in the check list should be crossed. For each “N” box crossed, a comment on the relevant action taken should be included in Section 11 of the checklist. If an item is found defective due to voyage damage, it should be explicitly indicated in the checklist. The Managers should be immediately informed in writing. The correspondence to the Managers and their written instructions relating to the deficiencies should be attached to the checklist.

If a vessel is detained by a Port State Control, this Administration will request a copy of the last Self-verification checklist, a copy of the pre-arrival checklist items rectified and, if applicable, the entry in the ship’s logbook.

During the Annual Flag State Inspection, Flag State Inspectors, are required to check the implementation of this Circular on board and to mention it in their Inspection Report.

ROs are required to verify the implementation of this Circular during the ISM audits (DOC and SMC).

Copies of the Pre-arrival checklist and Self-Verification checklists should be kept on board for eighteen (18) months.