GOVERNMENT OF PAKISTAN
MINISTRY OF MARITIME AFFAIRS
DIRECTORATE GENERAL PORTS & SHIPPING
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Circular No. 004/2025 (N)

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Notice to all ship owners, Operators, Masters, Officers, and all those concerned

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SUBJECT: GUIDANCE ON PORT STATE CONTROL INSPECTIONS

(This circular replaces DGPS Circular SG 04 /2020 - Mandatory Guidelines and Procedures for FLAG STATE SURVEYORS / PORT STATE CONTROL OFFICER)

1. PREAMBLE

United Nations Convention on the Law of the Sea(*) allows States to take necessary steps to prevent any breach of condition to which a call at its ports may be subject, and permits sovereign States to take appropriate steps to prevent unsafe vessels from sailing from their ports.

Foreign ships calling national ports are inspected by the Port State Control Officer (PSCO) to verify that the condition of the ship and its equipment comply with the requirements of international regulations and that the ship is manned and operated in compliance with these instruments and ensure maritime safety and security and prevent pollution.

The fundamental objective of Port State Control is to eliminate non-compliance vessels in order to ensure safer ships and cleaner oceans. Any ship found non-compliant, can be detained till the rectification of the deficiency as required by the IMO Convention & MSO 2001.

2. PROVISION FOR PORT STATE CONTROL

2.1 SOLAS 1974 regulations I/19, IX/6.2, XI-1/4 and XI-2/9 , as modified by SOLAS PROT 1988; article 21 of LL 1966, as modified by LL PROT 1988; articles 5 and 6, regulation 11 of Annex I, regulation 16.9 of Annex II, regulation 9 of Annex III, regulation 14 of Annex IV, regulation 9 of Annex V and regulation 10 of Annex VI of MARPOL; article X of STCW 1978; article 12 of TONNAGE 1969, article 11 of AFS 2001 and article 9 of BWM 2004 provide for control procedures to be followed by a Party to a relevant convention with regard to foreign ships

visiting their ports. The authorities of port States should make effective use of these provisions for the purposes of identifying deficiencies, if any, in such ships which may render them substandard and ensuring that remedial measures are taken.

2.2 **No More Favorable Treatment:** Article I (3) of SOLAS PROT 1988, article I(3) of LL PROT 1988, article 5(4) of MARPOL, article X(5) of STCW 1978, article 3(3) of AFS 2001 and article 3(3) of BWM 2004 provide that no more favorable treatment is to be given to the ships of countries which are not Party to the relevant convention. All Parties should, as a matter of principle, apply these Procedures to ships of non-Parties in order to ensure that equivalent surveys and inspections are conducted and an equivalent level of safety and protection of the marine environment is ensured.

2.3 As ships of non-Parties are not provided with SOLAS, Load Lines, MARPOL, AFS or BWM certificates, as applicable, or the crew members may not hold STCW certificates, the port State control officer (PSCO), taking into account the principles established in these Procedures, should be satisfied that the ship and crew do not present a danger to those on board or an unreasonable threat of harm to the marine environment. If the ship or crew has some form of certification other than that required by a convention, the PSCO may take the form and content of this documentation into account in the evaluation of that ship. The conditions of and on such a ship and its equipment and the certification of the crew and the flag State's minimum manning standard should be compatible with the aims of the provisions of the conventions; otherwise, the ship should be subject to such restrictions as are necessary to obtain a comparable level of safety and protection of the marine environment.

In the exercise of their functions, PSCOs should be guided by any certificates and other documents issued by or on behalf of the flag State Administration. In such cases, the PSCOs should limit the scope of inspection to the verification of compliance with those certificates and documents.

2.4 To the extent a relevant instrument is not applicable to a ship below convention size, the PSCO's task should be to assess whether the ship is of an acceptable standard in regard to safety and the environment. In making that assessment, the PSCO should take due account of such factors as the length and nature of the intended voyage or service, the size and type of the ship, the equipment provided and the nature of the cargo.

3. Professional Profile and Qualifications of Port State Control Officers (PSCOs)

3.1 Professional Profile of PSCOs

- Port State Control inspections must be conducted exclusively by qualified PSCOs who meet the qualifications and training requirements outlined in section 1.9.
- If a PSCO does not possess the necessary professional expertise for a specific inspection, they may be assisted by an expert approved by the port State.
- PSCOs and any assisting personnel must operate free from any commercial, financial, or other pressures. They must have no commercial interest in the port of inspection, the inspected ships, ship repair facilities, or any associated services. Furthermore, PSCOs

must not be employed by or conduct work on behalf of Recognized Organizations (ROs) or classification societies.

PSCOs must carry a personal identity document issued by the port State, which verifies their authorization to conduct Port State Control inspections.

3.2 Training Requirements for PSCOs

- A PSCO must be an experienced officer qualified as a flag State surveyor.
- PSCOs should be proficient in English to effectively communicate with key ship personnel.
- Comprehensive training must be provided to PSCOs to ensure they possess thorough knowledge of relevant international conventions applicable to Port State Control. This training should consider the latest IMO model courses for PSCOs.
- In establishing the qualifications and training for PSCOs, the Administration should account for the internationally agreed instruments relevant to Port State Control and the variety of ship types visiting the port.

3.3 Qualification Requirements for PSC

PSCOs tasked with inspecting operational requirements should possess one of the following qualifications:

- Be a master or chief engineer with relevant seagoing experience.
- Hold qualifications from a maritime-related institution recognized by the Administration, alongside specialized training to ensure adequate competence.
- Be a qualified officer of the Administration with equivalent experience and training for inspecting operational requirements.

The Administration should conduct periodic seminars to keep PSCOs updated on changes and developments in instruments and procedures related to Port State Control.

4. GENERAL

4.1 During a PSC inspection, the Inspector will first conduct an "**initial inspection"**, which includes examination of the ship and crew certificates, an inspection of critical areas and equipment which will probably involve a fire and abandon ship drill. If the inspector is of the opinion that the vessel is substantially in compliance after the initial inspection, then no further inspection should be necessary.

4.2 However, if there are "clear grounds" for believing that the condition of the ship or its equipment does not correspond substantially with the particulars of the certificates or that the master or crew is not familiar with essential shipboard procedures, a more detailed inspection should be carried out.

For the purpose of control on compliance with on-board operational requirements, specific “clear grounds” are the following:

1) Required certificates or documentation are missing, invalid, or falsified;
2) The ship's condition, its equipment, or crew does not substantially correspond with the particulars of the certificates or documentation;
3) The master or crew members are not familiar with essential shipboard procedures relating to the safety of ships or the prevention of pollution;
4) The ship has been involved in any of the following:

- A collision, grounding, or stranding
- An illegal discharge of substances while underway, at anchor, or at berth
- Erratic or unsafe maneuvering
- Operating in a manner that poses a danger to persons, property, or the environment
- Operating in a way that compromises maritime security
- The ship's certificates have been falsified or the ship is carrying false certificates
- Other factors constituting clear grounds as determined by the PSCO

5) Reliable information or evidence that the ship has:

- Defective equipment or hull damage that compromises safety or environmental protection
- Missing critical safety or pollution prevention equipment
- Non-compliant manning levels or crew certification
- Unsafe operational practices or procedures
- Significant deficiencies in working and living conditions

6) Information received from:

- Another Administration
- Other crew members
- A professional body
- A professional association
- A trade union
- Any other individual with an interest in the safety of the ship, its crew and passengers, or the protection of the marine environment

7) Information from ship inspection targeting systems indicating risk factors or abnormal behavior
8) Evidence that communication between crew members, or between crew members and shore-based facilities, is not satisfactory due to language barriers or other reasons.

4.3 A more “**detailed inspection”** will include an in-depth examination in:

- If the ship does not carry valid certificates, or if the PSCO, from general impressions or observations on board, has clear grounds for believing that the condition of the ship or its equipment does not correspond substantially with the particulars of the certificates or that

the master or crew is not familiar with essential shipboard procedures, a more detailed inspection, as described in this chapter, should be carried out, utilizing relevant appendices.

- Support during the more detailed inspection could be found in the documents mentioned in appendix 1, part B, where applicable.
- It is not envisaged that all of the equipment and procedures outlined in this chapter would be checked during a single port State control inspection, unless the condition of the ship or the familiarity of the master or crew with essential shipboard procedures necessitates such a detailed inspection.
- In general, a ship is regarded as substandard if the hull, machinery, equipment or operational safety and the protection of the environment is substantially below the standards required by the relevant conventions or if the crew is not in conformity with the safe manning document, owing to, inter alia:

    1. The absence of principal equipment or arrangement required by the conventions, unless exempted by vessel flag administration.
    2. Non-compliance of equipment or arrangement with relevant specifications of the conventions, unless exempted by vessel flag administration.
    3. Substantial deterioration of the ship or its equipment.
    4. Insufficiency of operational proficiency, or unfamiliarity with essential operational procedures by the crew. and
    5. Insufficiency of manning or insufficiency of certification of seafarers.

- If these evident factors as a whole or individually pose a danger to the ship or persons on board or present an unreasonable threat of harm to the marine environment if it were allowed to proceed to sea, it should be regarded as a substandard ship. The PSCO should also take into account the guidelines herein.

If evident factors as a whole or individually make the ship unseaworthy and put at risk the ship or the life of persons on board or present an unreasonable threat of harm to the marine environment if it were allowed to proceed to sea, it should be regarded as a substandard ship and "**detained"**.

5. SELECTION OF SHIP FOR INSPECTION

5.1 In selecting ships for inspection, the MMD shall give priority to the following ships:

- Ships visiting a port of Pakistan for the first time or after an absence of 12 months or more.
- Ships which have been permitted to leave the port of Pakistan on the condition that the deficiencies noted must be rectified within a specified period, upon expiry of such period.
- Ships which have been reported by pilots or port authorities as having deficiencies which may prejudice their safe navigation.
- Ships whose statutory certificates on the ship's construction and equipment, have not been issued in accordance with. the relevant instruments.
- Ships carrying dangerous or polluting goods, which have failed to report all relevant information concerning the ship's particulars, the ship's movements and concerning the dangerous or polluting goods being carried to the MMD.

- Ships which have been suspended from their class for safety reasons in the course of the preceding six months.

5.2 Inspection of ships which have been inspected within the previous 6 months may be avoided unless there are clear grounds for inspection. These procedures are not applicable to ships listed under para 2.2 which may be inspected whenever the PO MMD deems appropriate.

6. CONDUCT OF INSPECTIONS

6.1 Inspections shall be carried out only by a person, duly authorized by Principal Officer, Mercantile Marine Department (POMMD).

6.2 The PSCOs carrying out Port State Control shall have no personal or commercial interest either in the port of inspection or in the ships inspected, nor shall they be employed to undertake work on behalf of non-governmental organizations which issue statutory and classification certificates or which carry out the surveys necessary for the issue of those certificates to ships.

6.3 Each PSCO shall carry a personal document in the form of an identity card issued by PO MMD indicating that the PSCO is authorized to carry out inspections.

6.4 On completion of an inspection the master of ship shall be provided by the PSCO with a document in the form specified in appendix 2, giving the results of the inspection and details of any decision taker by the PSCO and of the corrective action to be taken by the master, owner or operator.

6.5 The PSCO shall be satisfied that any deficiencies confirmed or revealed by the inspection are rectified.

6.6 ln the case of deficiencies which are clearly hazardous to safety, health or the environment. The PSCO may detain the ship as per defined procedure or stop the operation in relation to which the deficiencies have been revealed and update to the PO MMD. The detention order (appendix 8) or the stoppage of the operation shall not be lifted until the hazard is removed, except under the conditions provided for in 5.8 below.

6.7 When exercising his professional judgment as to whether or not a ship should be detained, PSCO shall be guided by the criteria set out in section 7 (Detainable deficiencies).

6.8 Where deficiencies cannot be remedied in the port of inspection, the PO MMD may allow the ship to proceed to another port, or the nearest repair yard subject to any appropriate conditions determined by him with a view to ensuring that the ship-can so proceed without danger to safety, health or the environment.

6.9 The PO MMD will take measures to ensure that ships referred to in the above paragraph which either proceed to sea without complying with the conditions determined by him or which do not call into the agreed port or yard to undertake repairs, is refused access to any port until the owner or operator and the flag State notify the PO MMD.

6.10 Notwithstanding provisions contained in 6.9 above, in exceptional circumstances, recognized by the PO MMD, access to specific port may be permitted to minimize the risk of loss of life or of pollution.

6.11 In case the master, owner or agent of the ship notifies the MMD prior to, upon arrival or whilst the vessel is in the port, of any damage, breakdown or deficiency to the ship, its machinery and equipment, which is intended to be repaired or rectified before the ship sails from that port, the detention should be issued only if deficiencies justifying detentions are found after the master has given notification that the ship was ready for inspection The same procedure applies when the MMD is notified that the ship is scheduled to be surveyed at the port with respect to flag, statutory or class requirements.

6.12 In exceptional circumstances, when a ship on its way to a specified repair yard needs to call at a port for temporary repairs for safety reasons, it may be allowed into that port. All commercial operations are forbidden except the unloading of its cargo if required for safety reasons. The ship may be allowed to proceed to the specified repair yard only if the flag State of the ship has issued statutory certificate' to the ship restricting their validity to that specific voyage, and. the MMD is satisfied that such ship shall not pose undue risk to safety of ship, or to the environment or cause undue hardship to the crew.

6.13 Deal with any disagreement over the conduct or findings of the inspection calmly and patiently. Advise the master of the complaint's procedure in place if the disagreement cannot be resolved within a reasonable time. Advise the Master of the appeal procedure as well as the national right of appeal in the case of detention.

SEE APPENDIX 10 to 14 FOR GUIDANCE ON SPECIFIC INSPECTION ACTIVITIES

(The Guideline under appendix 10 to 14 are for the purpose of providing assistance to the PSCO in performing a PSC inspection. These guidelines do not restrict the PSCO in his professional judgement while performing the PSC inspection.)

7. DETAINABLE DEFICIENCIES

To assist the PSCO in the use of these Guidelines, there follows a list of deficiencies, grouped under relevant conventions and/or codes, which are considered to be of such a serious nature that they may warrant the detention of the ship involved.

This list is not considered exhaustive, but is intended to give examples of relevant items.

Areas under the SOLAS Convention

1. Failure of proper operation of propulsion and other essential machinery, as well as electrical installations.
2. Insufficient cleanliness of engine-room, excess amount of oily-water mixture in bilges, insulation of piping including exhaust pipes in engine-room contaminated by oil, and improper operation of bilge pumping arrangements.

3. Failure of the proper operation of emergency generator, lighting, batteries and switches.
4. Failure of proper operation of the main and auxiliary steering gear.
5. Absence, failure, insufficient capacity or serious deterioration of personal life-saving appliances, survival craft and launching and recovery arrangements (see also MSC.1/Circ.1490/Rev.1).
6. Absence, non-compliance or substantial deterioration to the extent that it cannot comply with its intended use of fire detection system, fire alarms, fire-fighting equipment, fixed fire-extinguishing installation, ventilation valves, fire dampers and quick-closing devices.
7. Absence, substantial deterioration or failure of proper operation of the cargo deck area fire protection on tankers.
8. Absence, non-compliance or serious deterioration of lights, shapes or sound signals.
9. Absence or failure of the proper operation of the radio equipment for distress and safety communication.
10. Absence or failure of the proper operation of navigation equipment, taking the relevant provisions of SOLAS 1974 regulation V/16.2 into account.
11. Absence of corrected navigational charts, and/or all other relevant nautical publications necessary for the intended voyage, taking into account that electronic charts may be used as a substitute for the charts.
12. Absence of non-sparking exhaust ventilation for cargo pump-rooms.
13. Serious deficiency in the operational requirements listed under Resolution A. 1155(32) (appendix 7)

1. Number, composition or certification of crew not corresponding with safe manning document.
2. Non-implementation or failure to carry out the enhanced survey programme in accordance with SOLAS 1974 regulation XI-1/2 and the International Code on the Enhanced Programme of Inspections during Surveys of Bulk Carriers and Oil Tankers, 2011 (2011 ESP Code), as amended.
3. Absence or failure of a voyage data recorder (VDR), when its use is compulsory.

Areas under the IBC Code (To be implemented once Ratified by Pakistan)

1. Certificate of Fitness for Chemical Tankers, is containment system as per IBC standards.
2. Check Cargo Record Book
3. Check Operations Manual
4. Check Emergency response procedure is available.
5. Check Personal protective equipment availability as required.
6. Cargo tank venting systems
7. Is temperature control systems available and functioning?
8. Verify Cargo transfer equipment is functional.
9. Verify Tank cleaning procedures are available.
10. Verify Cargo compatibility documentation is available.
11. Is the ship equipped with containment systems as per IBC standards?
12. Are there records of chemical cargo inspections and handling procedures?
13. Is crew training and awareness documentation for handling dangerous chemicals available?
14. Is the ventilation and gas detection system operational and certified?

Areas under the IGC Code

1. Is Certificate of Fitness for Gas Carriers is valid and compliant with IGC standard?
2. Is Cargo Record Book is available and complaint.
3. Is Cargo Operations Manual available?
4. Is Emergency shutdown systems (ESD) is functional and tested regularly?
5. Is the Gas detection equipment is functional and tested regularly?
6. Is Temperature, pressure and level monitoring systems function and tested regularly?
7. Is Cargo containment systems certified and complaint with IGC standards?
8. Is there a cargo-specific firefighting plan and appropriate training records?
9. Is sufficient Personal protective equipment for gas handling available and calibrated?

Areas under LL 1966 and LL PROT 1988

1. Significant areas of damage or corrosion or pitting of plating and associated stiffening in decks and hull affecting seaworthiness or strength to take local loads, unless properly authorized temporary repairs for a voyage to a port for permanent repairs have been carried out.
2. A recognized case of insufficient stability.
3. The absence of sufficient and reliable information, in an approved form, which by rapid and simple means enables the master to arrange for the loading and ballasting of the ship in such a way that a safe margin of stability is maintained at all stages and at varying conditions of the voyage, and that the creation of any unacceptable stresses in the ship's structure is avoided.
4. Absence, substantial deterioration or defective closing devices, hatch closing arrangements and watertight/weathertight doors.
5. Overloading.
6. Absence of, or impossibility to read, draught marks and/or Load Line Marks.
7. The means of freeing water from the deck not in satisfactory or operational condition.

Areas under MARPOL Annex I

1. Absence, serious deterioration or failure of proper operation of the oily-water filtering
2. equipment, the oil discharge monitoring and control system or the 15 ppm alarm arrangements.
3. Remaining capacity of slop and/or sludge tank insufficient for the intended voyage.
4. Oil Record Book not available.
5. Unauthorized discharge bypass fitted.
6. Failure to meet the requirements of regulation 20.4 or alternative requirements specified in regulation 20.7.
7. Oily bilge water and/or oil residue accumulated in machinery spaces

Areas under MARPOL Annex II

1. Absence of Procedures and Arrangements Manual (P and A Manual).
2. Cargo is not categorized.
3. No Cargo Record Book available.
4. Unauthorized discharge bypass fitted.

(Note: Report for discharged oil or noxious liquid substances in violation of the provisions of MARPOL by a ship to be submitted to the flag State as set out in appendix 6.)

Areas under MARPOL Annex III and dangerous goods carriage requirements

1. Absence of a valid Document of Compliance for carriage of dangerous goods (if required).
2. Absence of a Dangerous Cargo Manifest or detailed stowage plan before departure of the ship.
3. Stowage and segregation provisions of the IMDG Code chapters 7.1, 7.2, 7.4, 7.5 and 7.6 are not met.
4. Ship is carrying dangerous goods not in compliance with the Document of Compliance for carriage of dangerous goods of the ship.
5. Ship is carrying damaged or leaking dangerous goods packages.
6. Ship's personnel assigned to specific duties related to the cargo are not familiar with those duties, any dangers posed by the cargo and with the measures to be taken in such a context.

Areas under MARPOL Annex IV

1. Absence of valid International Sewage Pollution Prevention Certificate.
2. Sewage treatment plant not approved and certified by the Administration.
3. Failure of sewage treatment plant.
4. Ship's personnel not familiar with disposal/discharge requirements of sewage.

Areas under MARPOL Annex V

1. Absence of garbage management plan.
2. No garbage record book available.
3. Ship's personnel not familiar with disposal/discharge requirements of garbage management plan.

Areas under MARPOL Annex VI

1. Absence of valid International Air Pollution Prevention Certificate (IAPP Certificate) and where relevant Engine International Air Pollution Prevention Certificates (EIAPP Certificates) and Technical Files.
2. A marine diesel engine with a power output of more than 130 kW which is installed on board a ship constructed on or after 1 January 2000, or a marine diesel engine having undergone a major conversion on or after 1 January 2000 which does not comply with the NOx Technical Code 2008, as amended.
3. The Sulphur content of any fuel oil used on board ships exceeds the limit of 0.5% m/m on and after 1 January 2020.
4. The Sulphur content of any fuel used on board exceeds 0.1% m/m while operating within a SOX emission control area as per the provisions of regulation 14.
5. Emission reduction by equivalent arrangements is not met.

6. An incinerator installed on board the ship on or after 1 January 2000 does not comply with requirements contained in appendix IV to the Annex, or the standard specifications for shipboard incinerators developed by the Organization (resolution MEPC.244(66)).
7. Ship's personnel are not familiar with essential procedures regarding the operation of air pollution prevention equipment.
8. Absence of valid IEEC (International Energy Efficiency Certificate).
9. Absence of a Statement of Compliance related to fuel oil consumption reporting on board.
10. Energy Efficiency and Carbon Intensity Requirements
    - Ship Energy Efficiency Management Plan (SEEMP)
      Amend guidance to reflect MEPC.346(78) requirements, emphasizing the SEEMP verification protocols for energy efficiency.
        - PSCOs should verify that ships maintain an updated SEEMP onboard that complies with MEPC.346(78), ensuring energy management procedures are actively followed.
    - Energy Efficiency Existing Ship Index (EEXI) Compliance
      Detail EEXI evaluation for compliance, focusing on the attained index calculation as per MEPC.350(78).
        - The PSCO should confirm that all relevant data supporting EEXI compliance are available and accurately recorded as per MEPC.350(78) guidelines."
11. Fuel Oil Consumption Reporting and Environmental Standards

Fuel Oil Reporting Requirements
Specify administrative steps for fuel oil reporting verification per MEPC.348(78).

> The PSCO must ensure that the vessel's fuel oil consumption aligns with reporting standards in MEPC.348(78), checking the validity and accuracy of documentation.

Sulphur Content Compliance
Integrate the 0.50% sulphur content regulation for MARPOL Annex VI, noting MEPC.320(74) specifics for sulphur limit checks.

> Inspectors should verify fuel sulphur content, ensuring compliance with the 0.50% sulphur limit, with fuel samples or records as evidence.

12. Contingency Measures for Non-Compliant Fuel Oil
    - Non-Compliant Fuel Oil Protocol (MEPC.1/Circ.881)
    - Detail contingency steps for vessels reporting the non-availability of compliant fuel oil, specifying documentation and reporting requirements for PSC officers.
    - In cases of non-compliant fuel oil, PSCOs should follow MEPC.1/Circ.881, reviewing all presented evidence to determine the appropriate regulatory response without detaining vessels unnecessarily.

Areas under Ballast Water Management (BWM) Convention

1. Ballast Water Management System (BWMS):

- Confirm the presence of a compliant ballast water treatment system that meets the standards of the BWM Convention.
- Ensure that the BWMS is operational and crew members are trained in its usage.

2. Testing and Calibration Records:
    - Check records of periodic tests, inspections, and maintenance of the BWMS to ensure ongoing functionality.
3. Sampling and Analysis
    - Collect and analyze ballast water samples following standardized methods (as per BWM.2/Circ.42/Rev.2) to confirm compliance with discharge standards for organisms and pathogens.
    - Effluent Quality: Ensure the treated ballast water meets the D-2 discharge standard, which sets limits on viable organisms and pathogens in discharged ballast water.
4. Crew Familiarity and Training
    - Crew Training Records: Review documentation showing that crew members are trained in ballast water management operations.
    - Crew Familiarity: Interview crew members to assess their understanding of the BWMP and the operation of the BWMS.
5. Exemptions and Special Areas
    - Exemption Documentation: If the vessel operates in waters with specific exemptions, verify the exemption certificate and associated documentation.
    - Special Area Compliance: Ensure that ballast water operations comply with additional measures in designated special areas if applicable.

Areas under STCW 1978

1. Failure of seafarers to hold a certificate, to have an appropriate certificate, to have a valid dispensation or to provide documentary proof that an application for an endorsement has been submitted to the Administration.
2. Failure to comply with the applicable safe manning requirements of the Administration.
3. Failure of navigational or engineering watch arrangements to conform to the requirements specified for the ship by the Administration.
4. Absence in a watch of a person qualified to operate equipment essential to safe navigation, safety radiocommunications or the prevention of marine pollution.
5. Inability to provide for the first watch at the commencement of a voyage and for subsequent relieving watches persons who are sufficiently rested and otherwise fit for duty.
6. Security and Environmental Training Updates (STCW.7/Circ.22): PSCO should verify security and environmental training certifications, ensuring all seafarers meet new standards for safety and operational preparedness

Areas under AFS 2001 (To be implemented once Ratified by Pakistan)

1. Certification and Documentation
    - International Anti-Fouling System Certificate: Verify that the vessel has a valid International AFS Certificate, which is required for ships of 400 gross tonnage and above engaged in international voyages.
    - Declaration on Anti-Fouling System: For ships below 400 gross tonnage that engage in international voyages but are not required to have an AFS Certificate, confirm the presence of a Declaration on Anti-Fouling System. This document should be signed by the owner or authorized agent, confirming compliance with the AFS Convention.
2. Anti-Fouling System Type and Compliance
    - System Compliance: Confirm that the anti-fouling system used on the vessel does not contain organotin compounds (e.g., tributyltin (TBT)) or other prohibited substances, as these are banned under the AFS Convention.
    - Documentation of Anti-Fouling Coatings: Check records or documents specifying the type and composition of the anti-fouling system applied to the hull. This helps ensure compliance with regulations prohibiting certain harmful compounds.
3. Visual Inspection of Hull Condition
    - Hull Condition: Conduct a visual inspection of the ship's hull to check for visible signs of non-compliant anti-fouling coatings, like excessive biofouling, which may indicate an ineffective or non-compliant AFS.
    - Sampling for Laboratory Testing: If there is suspicion of non-compliance, the PSCO may collect samples from the hull's anti-fouling coating for laboratory analysis to verify the absence of banned substances.
4. Crew Awareness and Record-Keeping
    - Crew Knowledge: Interview crew members to assess their familiarity with the AFS Convention requirements and their understanding of maintenance practices for the anti-fouling system.
    - Maintenance and Application Records: Check for records of the application, maintenance, and renewal of anti-fouling systems on the ship, verifying that these records align with the requirements of the AFS Convention.
5. Exemptions and Special Conditions
    - Exemption Verification: If the vessel claims an exemption under the AFS Convention, verify that appropriate documentation is available and consistent with exemption criteria.
    - Special Area Considerations: Ensure compliance with any additional measures required if operating in regions that may have specific anti-fouling regulations or restrictions.

Areas under IMSBC (To be implemented once Ratified by Pakistan)

1. Document of Compliance for Solid Bulk Cargoes
2. Cargo Declaration Form
3. Cargo loading/unloading plan.
4. Are loading/unloading procedures aligned with IMSBC requirements?
5. Are there provisions for cargo moisture control and temperature monitoring?
6. Is there an emergency response plan for hazardous bulk cargo?

7. Proper cargo information including.
8. Transport document details
9. Group classification (A, B, or C)
10. Moisture content and transportable moisture limit (TML) certificates for Group A cargoes.
11. Cargo handling equipment certification
12. Ventilation requirements compliance
13. Segregation requirements.

Areas under HSC

1. High-Speed Craft Safety Certificate
2. Permit to Operate High-Speed Craft
3. Route Operational Manual
4. Training Manual and are crew members trained for HSC-specific emergency scenarios?
5. Safety equipment certification
6. Damage control plans
7. Fire safety systems
8. Life-saving appliances
9. Navigation equipment meet HSC Code standards for high speed operation.
10. Manning documentation and crew qualifications

Areas which may not warrant a detention, but where, for example, cargo operations have to be suspended

Failure of the proper operation (or maintenance) of inert gas systems, cargo-related gear or machinery should be considered sufficient grounds to stop cargo operation.

- **DETENTION OF THE VESSEL**

Detentions (**) shall be approved by DG Port & Shipping via telephone followed up through a mail in the next working time.

Following shall be observed;

- PSC inspector will inform Principal Officer MMD the reason for detaining the vessel.
- Principal Officer MMD will pass on these details to DG Port & Shipping via phone followed by an email.
- DG Port & Shipping will consult with competent authority and revert back with their decision via phone, followed up with an email.
- Principal Officer MMD will inform the PSC inspector on site of decision.
- PSC inspector will fill up the required form (appendix 2, 3) and take signature from Master.
- Principal Officer MMD will inform detention details to Ports and PMSA through a letter.
- Harbour Master will nominate a safe location for detention.
- Principal Officer shall immediately notify the Flag State concerned and it's Consul or, in his absence, its nearest diplomatic representative of the action taken. Where relevant, the Recognised organization responsible for the issue of the certificate(s) shall also be informed.

7.1 The owner or the operator of a ship will have the right of appeal against a detention decision (appendix 8) in accordance with provision of MS0-2001 Sec 394(1)(e). However, an application for appeal shall not cause the detention to be suspended.

7.2 All Charges and delays arising due to detention shall be on vessel account.

8. PROCEDURES FOR RECTIFICATION OF DEFICIENCIES.

8.1 The PSCO should endeavor to secure the rectification of all deficiencies detected.

8.2 In the case of deficiencies which are clearly hazardous to safety or the environment, the PSCO should, except as provided in paragraph 8.3, ensure that the hazard is removed before the ship is allowed to proceed to sea. For this purpose, appropriate action should be taken, which may include detention or a formal prohibition of a ship to continue an operation due to established deficiencies which, individually or together, would render the continued operation hazardous.

8.3 Where deficiencies which caused a detention, as referred to in paragraph 8.2, cannot be remedied in the port of inspection, the port State authority may allow the ship concerned to proceed to the nearest appropriate repair yard available, as chosen by the master and agreed to by that authority, provided that the conditions agreed between the port State authority and the flag State are complied with. Such conditions will ensure that the ship should not sail until it can proceed without risk to the safety of the passengers or crew, or risk to other ships, or without presenting an unreasonable threat of harm to the marine environment. Such conditions may include confirmation from the flag State that remedial action has been taken on the ship in question. In such circumstances the port State authority should notify the authority of the ship's next port of call, the parties mentioned in paragraph 8.5 and any other authority as appropriate. Notification to authorities should be made in the form shown in appendix 4. The authority receiving such notification should inform the notifying authority of action taken and may use the form shown in appendix 5.

8.4 On the condition that all possible efforts have been made to rectify all other deficiencies, except those referred to in paragraphs 8.2 and 8.3, the ship may be allowed to proceed to a port where any such deficiencies can be rectified.

8.5 If the ship has been allowed to sail with known deficiencies, the authorities of the port State should communicate all the facts to the authorities of the country of the next appropriate port of call, to the flag State, and to the RO, where appropriate.

8.6 If a ship referred to in paragraph 8.3 proceeds to sea without complying with the conditions agreed to by the authority of the port of inspection, that port State authority should immediately alert the next port, if known, the flag State and all other authorities it considers appropriate.

8.7 If a ship referred to in paragraph 8.3 does not call at the nominated repair port, the port State authority of the repair port should immediately alert the flag State and detaining port State, which may take appropriate action, and notify any other authority it considers appropriate.

9. RELEASE OF THE VESSEL

9.1 PSCO will re-inspect the vessel to confirm closeout of detainable deficiencies and submit his report (form A & B) to the PO MMD.

9.2 PO MMD once satisfied, will pass on these details to DG Port & Shipping via phone followed by an email.

9.3 DG Port & Shipping will consult competent persons and revert back with their decision via phone, followed up with an email.

9.4 PO MMD will inform release (appendix 9) details to Harbour Master and PMSA decision to release the vessel on phone followed by an email.

10. UPDATING KNOWLEDGE

DG Port & Shipping shall arrange trainings for PSCO inspectors to update their technical knowledge regularly.

11. REPORTING REQUIREMENTS

10.10. Reporting at Conclusion of Inspection

- At the end of each PSC inspection, the PSCO must provide the master of the ship with a summary document of the inspection results, which must include:

- A list of deficiencies found and actions to be taken (documented in Form A and/or Form B).
- Any detainable deficiencies with specific reasons for detention, if applicable.
- Corrective actions required for non-detainable deficiencies and the timeframe for rectification.

11.11 Notification to Flag State and Recognized Organizations (ROs)

In cases where a vessel is detained or serious deficiencies are noted:

- Immediate Notification: Notify the flag State and relevant Recognized Organizations (ROs) responsible for issuing certificates. This notification should include the vessel's IMO number, deficiencies, corrective actions, and required follow-ups.
- Reporting Format: Use detention Form B and append detailed descriptions to flag States, ensuring compliance with the format in Appendix 7 of the PSC guidelines.

11.12 Reporting of Vessels with Allowed Deficiencies

- For vessels allowed to proceed with certain non-critical deficiencies:
- Forwarding Information: Share all relevant information with the authorities at the next port of call, the flag State, and the RO, if applicable.
- Follow-Up Inspection: Request confirmation from the next port authority regarding the ship's compliance with the conditions specified.

11.13 Reporting Detainable Deficiencies and Violations

- In the event of detentions or serious non-compliance:

- GISIS Reporting: Enter all detention details into the Global Integrated Shipping Information System (GISIS) within 24 hours of the inspection. Include comprehensive information on deficiencies and corrective actions.
- Supporting Evidence: Attach supporting documents, including photographic evidence, detailed inspection notes, and certification details to the report for review by IMO and the flag State.
- According to IMO Resolution A.1185(33) need to report the non-detainable deficiencies to the GISIS.

11.14 Annual Reporting Requirements

- Submit an annual summary report of all PSC inspections, deficiencies, detentions, and relevant corrective actions undertaken by the Pakistan Maritime Administration to the IMO, as part of the GISIS platform:
- Inspection Summaries: Include the total number of inspections, average deficiency ratio, and detention rate.
- Flag State Feedback: Record feedback received from flag States on corrective measures implemented.

11.15 Record Retention and Access

- Retention Period: All inspection records, including Forms A and B, communication logs, and notification records, shall be retained for a minimum of five years.
- Access for Review: Make these records accessible for any internal reviews, audits, or IMO audits as needed.

11. EVALUATION OF PERFORMANCE

Performance evaluation shall be carried out periodically in respect of Port State to exercise its rights and meet its obligations under the applicable instruments of the Organization.

12.1 For establishing Flag State performance two parameters are considered viz;

1. Flag Performance based on Deficiency and
2. Detention Ratio and Flag Audit.

12.2 Flag Performance based on Deficiency & Detention Ratio.

This takes into account deficiency and detention history of all ships under the flag. The calculations are made daily on the basis of a running 36~month period.

$$\textbf{Flag Deficiency Ratio:} \quad \frac{\text{No. of Deficiencies (Flag)}}{\text{No. of Inspections (Flag)}}$$

$$\textbf{Flag Detention Ratio:} \quad \frac{\text{No. of Detentions (Flag)}}{\text{No. of Inspections (Flag)}}$$

12.3 Comparing flag ratios with other regional MOU Average

Deficiency Ratio (Flag)	Deficiency points per inspection
Above Average	> 10%
Average	= 10% Average
Below Average	< 10%

12.4 Flag Performance Matrix

Detention Ratio (Flag)	Deficiency Ratio (Flag)	Flag, Performance
Above Average	Above Average	Very Low
Above Average	Average	Very Low
Above Average	Below Average	Very Low
Average	Above Average	Very Low
Below Average	Above Average	Medium
Average	Average	Medium
Average	Below Average	Medium
Below Average	Average	Medium
Below Average	Below Average	High

12. **CONTACT DETILS**

Principal Officer Mercantile Marine Department will be the point of contact till revised and can be reached on

Email: info@mercantilemarine.gov.pk, po@mercantilemarine.gov.pk

Tel: +92 21 99263014-17

* UNCLOS - Article 25 & 219
** MSO Section 394

Appendix 1

LIST OF CERTIFICATES AND DOCUMENTS

PART A

List of certificates and documents which to the extent applicable should be checked as a minimum during the inspection referred to in paragraph 3.2 (as appropriate):

1. International Tonnage Certificate (TONNAGE 1969 article 7);
2. Reports of previous port State control inspections;
3. Passenger Ship Safety Certificate (SOLAS 1974 regulation I/12);
4. Cargo Ship Safety Construction Certificate (SOLAS 1974 regulation I/12);
5. Cargo Ship Safety Equipment Certificate (SOLAS 1974 regulation I/12);
6. Cargo Ship Safety Radio Certificate (SOLAS 1974 regulation I/12);
7. Cargo Ship Safety Certificate (SOLAS 1974 regulation I/12);
8. Exemption Certificate (SOLAS 1974 regulation I/12);
9. Minimum safe manning document (SOLAS 1974 regulation V/14.2);
10. International Load Line Certificate (1966) (LL 1966/LL PROT 1988 article 16.1);
11. International Load Line Exemption Certificate (LL 1966/LL PROT 1988 article 16.2);
12. International Oil Pollution Prevention Certificate (MARPOL Annex I regulation 7.1);
13. International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS) (MARPOL Annex II regulation 9.1);
14. International Sewage Pollution Prevention Certificate (MARPOL Annex IV regulation 5.1 and MEPC.1/Circ.408);
15. International Air Pollution Prevention Certificate (MARPOL Annex VI regulation 6.1);
16. International Energy Efficiency Certificate (MARPOL Annex VI regulation 6);
17. International Ballast Water Management Certificate (BWM 2004 article 9.1(a) and regulation E-2);
18. International Anti-Fouling System Certificate (AFS 2001 annex 4 regulation 2);
19. Declaration on AFS (AFS 2001 annex 4 regulation 5);
20. International Ship Security Certificate or Interim
21. Certificates for masters, officers or ratings (STCW 1978 article VI and regulation I/2, and STCW Code section A-I/2);
22. Copy of Document of Compliance or a copy of the Interim Document of Compliance (SOLAS 1974 regulation IX/4.2 and ISM Code paragraphs 13 and 14);
23. Safety Management Certificate or an Interim Safety Management Certificate (SOLAS 1974 regulation IX/4.3 and ISM Code paragraphs 13 and 14);
24. International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk, or the Certificate of Fitness for the Carriage of Liquefied Gases in Bulk, whichever is appropriate (IGC Code section 1.4 or GC Code section 1.6);
25. International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk, or the Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk, whichever is appropriate (IBC Code section 1.5 or BCH Code section 1.6);
26. International Certificate of Fitness for the Carriage of INF Cargo (SOLAS 1974 regulation VII/16 and INF Code section 1.3);

27. Certificate of insurance or other financial security in respect of civil liability for oil pollution damage (CLC 69/92 article VII.2);
28. Certificate of insurance or other financial security in respect of civil liability for bunker oil pollution damage (BUNKERS 2001 article 7.2);
29. Certificate of insurance or other financial security in respect of liability for the removal of wrecks (Nairobi WRC 2007 article 12);
30. High-Speed Craft Safety Certificate and Permit to Operate High-Speed Craft (SOLAS 1974 regulation X/3.2 and 1994/2000 HSC Code paragraph 1.8.1 and section 1.9);
31. Document of Compliance with the special requirements for ships carrying dangerous goods (SOLAS 1974 regulation II-2/19.4);
32. Document of authorization for the carriage of grain and grain loading manual (SOLAS 1974 regulation VI/9 and Grain Code section 3);
33. Condition Assessment Scheme (CAS) Statement of Compliance, CAS Final Report and Review Record (MARPOL Annex I regulations 20 and 21; resolution MEPC.94(46), as amended by resolutions MEPC.99(48), MEPC.112(50), MEPC.131(53), MEPC.155(55) and MEPC.236(65));
34. Continuous Synopsis Record (SOLAS 1974 regulation XI-1/5);
35. Oil Record Book, parts I and II (MARPOL Annex I regulations 17 and 36);
36. Cargo Record Book (MARPOL Annex II regulation 15);
37. Garbage Record Book (MARPOL Annex V regulation 10);
38. Garbage Management Plan (MARPOL Annex V regulation 10 and resolution MEPC.220(63));
39. Logbook and the recordings of the tier and on/off status of marine diesel engines (MARPOL Annex VI regulation 13.5.3);
40. Logbook for fuel oil changeover (MARPOL Annex VI regulation 14.6);
41. Ozone-depleting Substances Record Book (MARPOL Annex VI regulation 12.6);
42. Ballast Water Record Book (BWM 2004 article9.1 (b) and regulation B-2);
43. Fixed gas fire-extinguishing systems – cargo spaces Exemption Certificate and any list of cargoes (SOLAS 1974 regulation II-2/10.7.1.4);
44. Dangerous goods manifest or stowage plan (SOLAS 1974 regulations VII/4 and VII/7-2 and MARPOL Annex III regulation 5);
45. For oil tankers, the record of oil discharge monitoring and control system for the last ballast voyage (MARPOL Annex I regulation 31.2);
46. Search and rescue cooperation plan for passenger ships trading on fixed routes (SOLAS 1974 regulation V/7.3);
47. For passenger ships, List of operational limitations (SOLAS 1974 regulation V/30.2);
48. Nautical charts and nautical publications (SOLAS 1974 regulations V/19.2.1.4 and V/27);
49. Records of hours of rest and table of shipboard working arrangements (STCW Code section A-VIII/1.5 and 1.7, ILO Convention No.180 articles 5.7 and 8.1 and MLC 2006 Standards A.2.3.10 and A.2.3.12); and
50. Unattended machinery spaces (UMS) evidence (SOLAS 1974 regulation II-I/46.3).

Part B

Newly Emphasized Items for PSC Focus in accordance with IMO Resolution A.1185(33), 2nd January 2024.

1. Ship Energy Efficiency Management Plan (SEEMP) – MARPOL Annex VI regulation 22, MEPC.1/Circ.795
    - Recent amendments make SEEMP compliance crucial, including requirements for the Energy Efficiency Existing Ship Index (EEXI) and Carbon Intensity Indicator (CII).
2. Ballast Water Management Plan (BWMP) – BWM 2004 regulation B-1; MEPC.127(53), as amended
    - Ballast water sampling and discharge standards have been updated, with a focus on compliance with the D-2 discharge standard.
3. Fuel Oil Changeover Procedure – MARPOL Annex VI regulation 14.6
    - Ensures vessels comply with the 0.50% sulphur content limit, a high-priority check for environmental compliance under MARPOL Annex VI.
4. Anti-Fouling System (AFS) Record – AFS 2001 annex 4 regulation 2
    - As per recent updates, PSCOs emphasize compliance with anti-fouling standards to ensure no prohibited substances, such as organotin compounds, are present.
5. Bunker Delivery Notes and Representative Sample – MARPOL Annex VI regulations 18.6, 18.8.1
    - Bunker delivery notes verify that vessels are using compliant fuel; this is critical for monitoring compliance with sulphur limits.
6. Shipboard Oil Pollution Emergency Plan (SOPEP) – MARPOL Annex I regulation 37.1; MEPC.54(32), as amended by MEPC.86(44)
    - An essential part of the PSC focus to ensure ships have emergency response procedures for oil pollution, especially for high-risk routes.
    -

Complete List with Emphasis in accordance Resolution A.1185(33).

1. Construction Drawings – SOLAS 1974 regulation II-1/3-7
2. Ship Construction File – SOLAS 1974 regulation II-1/3-10
3. Maneuvering Booklet and Information – SOLAS 1974 regulation II-1/28
4. Stability Information – SOLAS 1974 regulations II-1/5, II-1/5-1; LL 1966/LL PROT 1988 regulation 10
5. Subdivision and Stability Information – MARPOL Annex I regulation 28
6. Damage Control Plans and Booklets – SOLAS 1974 regulation II-1/19; MSC.1/Circ.1245, as amended
7. Ship Structure Access Manual – SOLAS 1974 regulation II-1/3-6
8. Enhanced Survey Report Files (Bulk Carriers/Oil Tankers) – SOLAS 1974 regulation XI-1/2; 2011 ESP Code
9. Cargo Securing Manual – SOLAS 1974 regulations VI/5.6, VII/5; MSC.1/Circ.1353/Rev.1
10. Bulk Carrier Booklet – SOLAS 1974 regulations VI/7.2, XII/8; BLU Code
11. Loading/Unloading Plan for Bulk Cargoes – SOLAS 1974 regulation VI/7.3
12. Cargo Information – SOLAS 1974 regulations VI/2, XII/10; MSC/Circ.663
13. Fire-Control Plan/Booklet – SOLAS 1974 regulations II-2/15.2.4, II-2/15.3.2
14. Fire Safety Operational Booklet – SOLAS 1974 regulation II-2/16.2

15. Fire Safety Training Manual – SOLAS 1974 regulation II-2/15.2.3
16. Training Manual – SOLAS 1974 regulation III/35
17. Onboard Training, Drills, and Maintenance Records – SOLAS 1974 regulations II-2/15.2.2.5, III/19.3, III/19.5, III/20.6, III/20.7
18. Plans and Procedures for Recovery of Persons from Water – SOLAS 1974 regulation III/17-1; MSC.346(91), MSC.1/Circ.1447
19. Decision Support System for Masters (Passenger Ships) – SOLAS 1974 regulation III/29
20. International Code of Signals and IAMSAR Manual Volume III – SOLAS 1974 regulation V/21
21. Records of Navigational Activities – SOLAS 1974 regulations V/26, V/28.1
22. Ship Security Plan and Associated Records – SOLAS 1974 regulation XI-2/9; ISPS Code parts A/9, A/10
23. Engine International Air Pollution Prevention Certificate (EIAPP) – NOX Technical Code 2008, paragraph 2.1.1.1
24. EEDI Technical File – MARPOL Annex VI regulation 20
25. Technical Files – NOX Technical Code 2008, paragraph 2.3.4
26. Record Book of Engine Parameters – NOX Technical Code paragraph 2.3.7
27. Type Approval Certificate of Incinerator – MARPOL Annex VI regulation 16.6
28. Incinerator Operating Manual – MARPOL Annex VI regulation 16.7
29. Fuel Oil Changeover Procedure – MARPOL Annex VI regulation 14.6
30. Bunker Delivery Notes and Representative Sample – MARPOL Annex VI regulations 18.6, 18.8.1
31. Shipboard Oil Pollution Emergency Plan (SOPEP) – MARPOL Annex I regulation 37.1; MEPC.54(32), as amended by MEPC.86(44)
32. Shipboard Marine Pollution Emergency Plan for Noxious Liquid Substances – MARPOL Annex II regulation 17
33. Ship Energy Efficiency Management Plan (SEEMP) – MARPOL Annex VI regulation 22; MEPC.1/Circ.795
34. STS Operation Plan and Records – MARPOL Annex I regulation 41
35. Procedures and Arrangements Manual (Chemical Tankers) – MARPOL Annex II regulation 14.1; MEPC.18(22), MEPC.62(35)
36. 3OC Management Plan – MARPOL Annex VI regulation 15.6
37. Ballast Water Management Plan (BWMP) – BWM 2004 regulation B-1; MEPC.127(53), as amended
38. LRIT Conformance Test Report – SOLAS 1974 regulation V/19-1.6; MSC.1/Circ.1307
39. VDR Compliance Certificate – SOLAS 1974 regulation V/18.8
40. AIS Test Report – SOLAS 1974 regulation V/18.9; MSC.1/Circ.1252
41. Noise Survey Report – SOLAS 1974 regulation II-1/3-12
42. Oil Discharge Monitoring and Control (ODMC) Operational Manual – MARPOL Annex I regulation 31; A.496(XII), A.586(14); MEPC.24(22), MEPC.240(65)
43. Crude Oil Washing Operation and Equipment Manual – MARPOL Annex I regulation 35; MEPC.81(43)
44. Material Safety Data Sheets (MSDS) – SOLAS 1974 regulation VI/5-1; MSC.286(86)
45. Record of Anti-Fouling System (AFS) – AFS 2001 annex 4 regulation 2
46. Coating Technical File – SOLAS 1974 regulation II-1/3-2
47. Maintenance Plans – SOLAS 1974 regulations II-2/14.2.2, II-2/14.3, II-2/14.4

Appendix 2

FORM A

Name of Reporting Authority:	Mercantile Marine Department Government of Pakistan Ministry of Maritime Affairs	Plot No.58, 3rd Floor,(KDLB) Building 58-West Wharf Road, Karachi	Tel: +92 21 99263014-17 Email: po@mercantilemarine.gov.pk

01	Date of Inspection		02	Place of Inspection	
03	Name of Ship		04	Flag of Ship	
05	Type of Ship		06	Port of Registry	
07	IMO No		08	Call Sign	
09	Year of Build		10	Deadweight	
11	Gross Tonnage		12	Net Tonnage	
13	Classification		14	Class No	
15	Company (Managers)			IMO No	
	Address				
16	Date of detention†		17	Date of Release†	
18	Name and Signature of Master to verify that information under 15 is correct:				
Name of Master			Signature:		

† To be completed in the event of a detention

Relevant Certificates:

		Full term Certificate			Annual / Intermediate	
S.N	**Title**	**Issuing Authority**	**Date of Issue**	**Date of Expiry**	**Surveying Authority**	**Last done Date**
1	Certificate of Registry					
2	Continuous Synopsis Record					
3	Tonnage Certificate					
4	Minimum Safe Manning Document					

5	Load Line Certificate					
6	Safety Equipment Certificate					
7	Safety Radio Certificate					
8	Safety Construction Certificate					
9	Oil Pollution Prevention Certificate (IOPP)					
10	Sewage Pollution Prevention Certificate					
11	Air Pollution Prevention Certificate					
12	Energy Efficiency Certificate					
13	Certificate of Fitness for the Carriage of Chemicals or Gas					
14	Noxious Liquid Substances (NLS) Certificate					
15	Ballast Water Management Certificate					
16	Energy Efficiency Existing Ship Index (EEXI)					
17	Carbon Intensity Indicator (CII) certificate.					
18	International Anti-fouling System					
19	High Speed Craft Certificate. (HS Code)					
20	Permit for the operation of High Speed Craft.					
21	Route Operational Manual (HS Code)					
22	Document of Compliance (DOC)					
23	Safety Management Certificate (SMC).					
24	Maritime Labour Convention Certificate					
25	Ship Security Certificate					
26	Document of compliance with the special requirements for ships carrying dangerous goods					
27	CLC Oil					
28	CLC Bunker					
29	CLC Wreck					
30	Exemption Certificate (if any)					
31	Any other document					

2. IMSBC Code (International Maritime Solid Bulk Cargoes Code) (If Applicable)

a	Is the cargo handling plan available and compliant?	**Yes**			**No**	
b	re loading/unloading procedures aligned with IMSBC requirements?	**Yes**			**No**	
c	Are there provisions for cargo moisture control and temperature monitoring?	**Yes**			**No**	
d	Is there an emergency response plan for hazardous bulk cargo?	**Yes**			**No**	

3. IBC Code (If Applicable)

a	Is the ship equipped with containment systems as per IBC standards?	**Yes**		**No**	
b	Are there records of chemical cargo inspections and handling procedures?	**Yes**		**No**	
c	Is crew training and awareness documentation for handling dangerous chemicals available?	**Yes**		**No**	
d	Is the ventilation and gas detection system operational and certified?	**Yes**		**No**	

4. HSC Code (High-Speed Craft Codes 1994 & 2000) (If Applicable)

a	Is there a high-speed craft safety certificate on board?	**Yes**		**No**	
b	Are all life-saving appliances (LSA) and fire-fighting equipment compliant with HSC requirements?	**Yes**		**No**	
c	Does the navigation system meet HSC Code standards for high-speed operations?	**Yes**		**No**	
d	Are crew members trained for HSC-specific emergency scenarios?	**Yes**		**No**	

5. IGC Code (If Applicable)

a	Is the gas carrier’s containment system certified and compliant with IGC standards?	**Yes**		**No**	
b	Are emergency shutdown systems functional and tested regularly?	**Yes**		**No**	
c	Is there proper monitoring of tank pressure, temperature, and gas levels?	**Yes**		**No**	
d	Is there a cargo-specific firefighting plan and appropriate training records?	**Yes**		**No**	

6. Additional Safety and Compliance Checks

CHECK ITEM		Yes		No	
a	Proper Stowage and segregation of Cargo.	**Yes**		**No**	
b	Vessel's stability records and stability book available.	**Yes**		**No**	
c	Oil spill response plan Available and crew trained on implementation.	**Yes**		**No**	
d	SEEMP and CII tracking in line with MEPC.346 and MEPC.352.	**Yes**		**No**	
e	Confirm FO sulphur content adheres to MEPC.320(74).	**Yes**		**No**	
f	Electronic Record Books: MARPOL and fuel reporting, confirm presence and accuracy.	**Yes**		**No**	
g	Emergency Drill conducted and documented.	**Yes**		**No**	
h	Communication Equipment operational and checked.	**Yes**		**No**	
i	Security and access control measure in place.	**Yes**		**No**	

19	Supporting Documents	Yes	☐	No	☐
20	Deficiencies	Yes	☐	No	☐
21	Vessel Detained	Yes	☐	No	☐
22	Penalty Imposed	Yes	☐	No	☐

Amount: ……

Date	**Place**	**Name (Duly authorized PSCO of Reporting Authority)**	**Signature PSCO**

This inspection report has been issued solely for the purposes of informing the Master and other Port States that an inspection by the Port state, mentioned in the heading, has taken place. This inspection report cannot be constructed as a seaworthiness certificate in excess of the ship is required to carry. This report must be retained on board for a period of two years and must be available for consultation by Port State Control Officers at all times

Master, Ship owners and / or Operators are advised that detailed information may be subject to future publication

Original: Master If detained:

Copy: Head Office / PSCO Copy to Flag State / IMO / Vessel

Appendix 3

REPORT OF INSPECTION IN ACCORDANCE WITH IMO PORT STATE CONTROL PROCEDURES

FORM B

Name of Reporting Authority:	Mercantile Marine Department Government of Pakistan Ministry of Maritime Affairs	Plot No.58, 3rd Floor, (KDLB) Building 58-West Wharf Road, Karachi	Tel: +92 21 99263014-17 Email: po@mercantilemarine.gov.pk

Name of Ship		IMO No		Flag of Ship	
Port of Registry		Date of Inspection		Place of Inspection	

S.N	Defects	Nature of Deficiencies	Convention†	Action Taken

Date	Place	Name of PSCO	Signature of PSCO	Master's Acknowledgement

This inspection was not a full survey and deficiencies listed may not be exhaustive. In the event of a detention, it is recommended that full survey is carried out and all deficiencies are rectified before an inspection for re-inspection is made.

Appendix 4

REPORT OF DEFICIENCIES NOT FULLY RECTIFIED OR ONLY PROVISIONALLY RECTIFIED

In accordance with the provision of paragraph 3.7.3 of Procedures for port State control (resolution A.1155(32))
(Copy to maritime authority of next port of call, flag Administration, or other certifying authority as appropriate)

FORM C

Name of Reporting Authority:	Mercantile Marine Department Government of Pakistan Ministry of Maritime Affairs	Plot No.58, 3rd Floor,(KDLB) Building 58-West Wharf Road, Karachi	Tel: +92 21 99263014-17 Email: po@mercantilemarine.gov.pk

01	From (country/region)		02	Port	
03	To (country/region)		04	Port	
05	Date departed		06	ETA next port	
07	Name of Ship		08	Flag of Ship	
09	Type of Ship		10	Port of Registry	
11	IMO No		12	Call Sign	
13	Gross Tonnage		14	Net Tonnage	
15	Classification		16	Class No	
Name of Master				Signature:	

† To be completed in the event of a detention

Relevant Certificates:

17	Nature of deficiencies to be rectified	18	Suggested action (Including action at next port of call)

19	Action taken

Reporting authority		Office	
Name of PSCO		email	po@mercantilemarine.gov.pk
Signature		Date	

Appendix 5

REPORT OF ACTION TAKEN TO THE NOTIFYING AUTHORITY

In accordance with the provision of paragraph 3.7.3 of Procedures for port State control (resolution A.1155(32))

FORM D

Name of Reporting Authority:	Mercantile Marine Department Government of Pakistan Ministry of Maritime Affairs	Plot No.58, 3rd Floor,(KDLB) Building 58-West Wharf Road, Karachi	Tel: +92 21 99263014-17 Email: po@mercantilemarine.gov.pk

01	To: (Name)	
	Position	
	Authority	
	Telephone	
	Telexfax / email	
	Date	

02	From: (Name)	
	Position	
	Authority	
	Telephone	
	Telexfax / email	
	Date	

03	Port of Inspection		04	Date of Inspection	

05	Name of Ship		06	IMO No	
07	Call Sign				

† To be completed in the event of a detention

Action Taken:

08	Deficiencies	09	Action Taken

Next port			Date	
Supporting documents	**Yes**	**No**	(See attached)	

Signature		Date	

Appendix 6

FORMAT FOR THE REPORT OF CONTRAVENTION OF MARPOL (article 6) PROCEDURES FOR PORT STATE CONTROL (resolution A.1155(32))

FORM E

Name of Reporting Authority:	Mercantile Marine Department Government of Pakistan Ministry of Maritime Affairs	Plot No.58, 3rd Floor,(KDLB) Building 58-West Wharf Road, Karachi	Tel: +92 21 99263014-17 Email: po@mercantilemarine.gov.pk

01	Reporting country				
02	Name of Ship		03	Flag of Ship	
04	Type of Ship		05	Port of Registry	
06	IMO No		07	Call Sign	
08	Year of build		09	Deadweight	
10	Gross Tonnage		11	Net Tonnage	
12	Classification		13	Class No	
14	Date of Incident		15	Place of Incident	
16	Date of Investigation				

In case of contravention of discharge provisions, a report may be completed in addition to a port State report on deficiencies. This report should be in accordance with parts 2 and 3 of appendix 3 and/or parts 2 and 3 of appendix 4, as applicable, and should be supplemented by documents such as:

17	a statement by the observer of the pollution;	
18	the appropriate information listed under section 1 of part 3 of appendices 3 and 4 to the Procedures; the statement should include considerations which lead the observer to conclude that none of any other possible pollution sources is in fact the source;	
19	statements concerning the sampling procedures both of the slick and on board; these should include location where and time when samples were taken, identity of person(s) taking the samples and receipts identifying the persons having custody and receiving transfer of the samples;	
20	reports of analyses of samples taken of the slick and on board; the reports should include the results of the analyses, a description of the method employed, reference to or copies of scientific documentation attesting to the accuracy and validity of the method employed and names of persons performing the analyses and their experience;	
21	if applicable, a statement by the PSCO on board together with the PSCO's rank and organization;	
22	statements by persons being questioned;	
23	statements by witnesses;	
24	photographs of the slick; and	
25	copies or printouts of relevant pages of Oil/Cargo Record Books, logbooks, discharge recordings, etc.	
26	Name and title (duly authorized contravention investigation official)	
27	Signature:	

Appendix 7

COMMENTS BY FLAG STATE ON DETENTION REPORT

FORM F

Name of Reporting Authority:	Mercantile Marine Department Government of Pakistan Ministry of Maritime Affairs	Plot No.58, 3rd Floor,(KDLB) Building 58-West Wharf Road, Karachi	Tel: +92 21 99263014-17 Email: po@mercantilemarine.gov.pk

01	Name of Ship		02	Flag of Ship	
03	Type of Ship		04	Port of Registry	
05	IMO No		06	Call Sign	
07	Year of build		08	Deadweight	
09	Gross Tonnage		10	Net Tonnage	
11	Classification		12	Class No	
13	Report by		14	Recognized organization involved	

Did you receive the notification of detention? (tick the box if the answer is "yes") ☐

Action taken		
Deficiencies	Cause	Action taken

Additional Information:

Appendix 8

DETENTION ORDER

FORM G

To the Master,

I PSCO ……. duly authorized by DG Port & Shipping herewith notifies you that your ship;

01	Name of Ship		02	Flag of Ship	
03	Type of Ship		04	Port of Registry	
05	IMO No		06	Call Sign	
07	Year of build		08	Deadweight	
09	Gross Tonnage		10	Net Tonnage	
11	Classification		12	Class No	
13	Berthed at				
14	Local Agent				

has been detained on ……at ……. hour in accordance with the guidelines provided under section 5 Resolution A. 1155(32) until released.

Deficiencies highlighted, individually or together, are clearly hazardous to safety, health or environment. Report of Inspection forms A & B is enclosed for the master.

Ship is prohibited to shift to another berth without the prior consent of the Principal Officer Mercantile Marine Department, or to proceed to sea without a proper Release Notice.

Principal Officer
Mercantile Marine Department

Appendix 9

RELEASE ORDER

FORM H

Dear Sir,

The Mercantile Marine Department authorized PCSO has carried out a re-inspection of the below ship at berth No: ……. Port: ……..

The ship was released on …… at ……. hours. Attached please find a copy of the inspection report (forms A & B).

01	Name of Ship		02	Flag of Ship	
03	Type of Ship		04	Port of Registry	
05	IMO No		06	Call Sign	
07	Year of build		08	Deadweight	
09	Gross Tonnage		10	Net Tonnage	
11	Classification		12	Class No	
13	Berth at				
14	Local Agent				

Principal Officer
Mercantile Marine Department

Appendix 10

GUIDANCE ON SPECIFIC INSPECTION ACTIVITIES

1 Introduction

This section provides detailed guidance on specific inspection activities described in part 1 with respect to the assessment of compliance with operation requirements in relation to day-to-day activities.

1.1 Bridge operation

1.1.1 The PSCO may determine if officers in charge of a navigational watch are familiar with bridge control and navigational equipment, changing the steering mode from automatic to manual and vice versa, and the ship's manoeuvring characteristics.

1.1.2 All officers in charge of a navigational watch should have knowledge of the location and operation of all safety and navigational equipment. Moreover, this officer(s) should be familiar with procedures which apply to the navigation of the ship in all circumstances and should be aware of all information available.

1.1.3 The PSCO may also verify the familiarity of the officers with all the information available to them such as manoeuvring characteristics of the ship, life-saving signals, up-to-date nautical publications, checklists concerning bridge procedures, instructions and manuals.

1.1.4 The Permit to Operate High-Speed Craft (HSC) includes limitations of the maximum significant wave height (and wind force for hovercraft) within which the craft may operate. When carrying out inspections of HSC, PSCOs may verify by the logbook and the weather records whether these limitations have been respected. PSCOs may find that a voyage had to be completed when worse weather conditions than permitted were encountered and not expected according to the weather forecast, but a new voyage should not commence in such conditions.

1.1.5 The PSCO may verify the familiarity of the officers with procedures such as periodic tests and checks of equipment, preparations for arrival and departure, changeover of steering modes, signalling, communications, alarm system, manoeuvring, emergencies and logbook entries.

1.2 Cargo operation

1.2.1 The PSCO may determine if ship's personnel assigned to specific duties related to the cargo and cargo equipment are familiar with those duties, any dangers posed by the cargo and with the measures to be taken in such a context. This will require the availability of all relevant cargo information as required by SOLAS 1974 regulation VI/2.

1.2.2 With respect to the carriage of solid bulk cargoes, the PSCO should verify, as appropriate, that cargo loading is performed in accordance with a ship's loading plan and unloading in accordance with a ship's unloading plan agreed by the ship and the terminal, taking into account the information provided by the loading instrument, where fitted.

1.2.3 The PSCO, when appropriate, may determine whether the responsible crew members are familiar with the relevant provisions of the International Maritime Solid Bulk Cargoes Code (IMSBC Code), particularly those concerning moisture limits and trimming of the cargo. Additionally, it is expected that the responsible crew members have appropriate knowledge of the recommendatory IMO Code of Safe

Practice for Ships Carrying Timber Deck Cargoes (2011 TDC Code) and the Code of Safe Practice for Cargo Stowage and Securing (CSS Code) (non-mandatory, except mandatory sub-chapter 1.9), as amended.

1.2.4 Some solid materials transported in bulk can present a hazard during transport because of their chemical nature or physical properties. Section 2 of the IMSBC Code gives general precautions. Section 4 of the IMSBC Code contains the obligation imposed on the shipper to provide all necessary information to ensure safe transport of the cargo. The PSCO may determine whether all relevant details, including all relevant certificates of tests, have been provided to the master by the shipper.

1.2.5 For some cargoes, such as cargoes which are subject to liquefaction, special precautions are given (see section 7 of the IMSBC Code). The PSCO may determine whether all precautions are met with special attention to the stability of those ships engaged in the transport of cargoes subject to liquefaction and solid hazardous waste in bulk.

1.2.6 Officers responsible for cargo handling and operation and key crew members of oil tankers, chemical tankers and liquefied gas carriers should be familiar with the cargo and cargo equipment and with the safety measures as stipulated in the relevant sections of the IBC and IGC Codes.

1.2.7 For the carriage of grain in bulk, reference is made to part C of chapter VI of SOLAS 1974 and the mandatory International Code for the Safe Carriage of Grain in Bulk (Grain Code).

1.2.8 The PSCO may determine whether the operations and loading manuals include all the relevant information for safe loading and unloading operations in port as well as in transit conditions.

1.3 Operation of machinery

1.3.1 The PSCO may determine if responsible ship's personnel are familiar with their duties related to operating essential machinery, such as:

.1 emergency and standby sources of electrical power;
.2 auxiliary steering gear;
.3 bilge and fire pumps; and
.4 any other equipment essential in emergency situations.

1.3.2 The PSCO may verify whether the responsible ship's personnel are familiar with, inter alia:

.1 emergency generator:
  .1 actions which are necessary before the engine can be started;
  .2 different possibilities to start the engine in combination with the source of starting energy; and
  .3 procedures when the first attempts to start the engine fail; and
.2 standby generator engine:
  .1 possibilities to start the standby engine, automatic or by hand;
  .2 blackout procedures; and
  .3 load-sharing system.

1.3.3 The PSCO may verify whether the responsible ship's personnel are familiar with, inter alia:

.1 which type of auxiliary steering gear system applies to the ship;
.2 how it is indicated which steering gear unit is in operation; and
.3 what action is needed to bring the auxiliary steering gear into operation.

1.3.4 The PSCO may verify whether the responsible ship's personnel are familiar with, inter alia:

.1 bilge pumps:

.1 number and location of bilge pumps installed on board the ship (including emergency bilge pumps);
.2 starting procedures for all these bilge pumps;
.3 appropriate valves to operate; and
.4 most likely causes of failure of bilge pump operation and their possible remedies; and
.2 fire pumps:
.1 number and location of fire pumps installed on board the ship (including the emergency fire pump);
.2 starting procedures for all these pumps; and
.3 appropriate valves to operate.

1.3.5 The PSCO may verify whether the responsible ship's personnel are familiar with, inter alia:
.1 starting and maintenance of lifeboat engine and/or rescue boat engine;
.2 local control procedures for those systems which are normally controlled from the navigating bridge;
.3 use of the emergency and fully independent sources of electrical power of radio installations;
.4 maintenance procedures for batteries;
.5 emergency stops, fire detection system and alarm system operation of watertight and fire doors (stored energy systems); and

.6 change of control from automatic to manual for cooling water and lube oil systems for main and auxiliary engines.

1.4 Manuals, instructions, etc.

1.4.1 The PSCO may determine if the appropriate crew members are able to understand the information given in manuals, instructions, etc. relevant to the safe condition and operation of the ship and its equipment, and if they are aware of the requirements for maintenance, periodic testing, training, drills and recording of logbook entries.

1.4.2 The following information, inter alia, should be provided on board and PSCOs may determine whether it is in a language or languages understood by the crew and whether crew members concerned are aware of the contents and are able to respond accordingly:
.1 instructions concerning the maintenance and operation of all the equipment and installations on board for the fighting and containment of fire should be kept under one cover, readily available in an accessible position;
.2 clear instructions to be followed in the event of an emergency should be provided for every person on board;
.3 illustrations and instructions in appropriate languages should be posted in passenger cabins and be conspicuously displayed at muster stations and other passenger spaces to inform passengers of their muster station, the essential action they must take in an emergency and the method of donning lifejackets;
.4 posters and signs should be provided on or in the vicinity of survival craft and their launching controls and shall illustrate the purpose of controls and the procedures for operating the appliance and give relevant instructions or warnings;
.5 instructions for onboard maintenance of life-saving appliances;
.6 training manuals should be provided in each crew mess room and recreation room or in each crew cabin; the training manual, which may comprise several volumes, should contain instructions and information, in easily understood terms illustrated wherever possible, on the life-saving appliances provided in the ship and on the best method of survival; and
.7 SOPEP in accordance with regulation 37 of MARPOL Annex I, or SMPEP for noxious liquid substances in accordance with regulation 17 of MARPOL Annex II, where applicable; and.8 stability booklet, associated stability plans, stability information and approved stability instrument for tankers.

1.5 Oil and oily mixtures from machinery spaces

1.5.1 The PSCO may determine if all operational requirements of MARPOL Annex I have been met, taking into account:

.1 the quantity of oil residues generated;
.2 the capacity of the sludge and bilge water holding tank; and
.3 the capacity of the oily-water separator.

1.5.2 An inspection of the ORB should be made. The PSCO may determine if reception facilities have been used and note any alleged inadequacy of such facilities.

1.5.3 The PSCO may determine whether the responsible officer is familiar with the handling of sludge and bilge water. The relevant items from the guidelines for systems for handling oily wastes in machinery spaces of ships may be used as guidance. Taking into account the above, the PSCO may determine if the ullage of the sludge tank is sufficient for the expected generated sludge during the next intended voyage. The PSCO may verify that, in respect of ships for which the Administration has waived the requirements of regulations 14(1) and (2) of MARPOL Annex I, all oily bilge water is retained on board for subsequent discharge to a reception facility.

1.5.4 When reception facilities in other ports have not been used because of inadequacy, the PSCO should advise the master to report the inadequacy of the reception facility to the ship's flag State, in conformity with the *Format for reporting alleged inadequacies of port reception facilities* (MEPC.1/Circ.834/Rev.1, appendix 1 of the annex), as may be amended.

1.6 Loading, unloading and cleaning procedures for cargo spaces of tankers

1.6.1 The PSCO may determine if all operational requirements of MARPOL Annexes I or II have been met, taking into account the type of tanker and the type of cargo carried, including the inspection of the ORB and/or CRB. The PSCO may determine if the reception facilities have been used and note any alleged inadequacy of such facilities.

1.6.2 For the control on loading, unloading and cleaning procedures for tankers carrying oil, reference is made to paragraphs 3.1 to 3.4 of appendix 5 where guidance is given for the inspection of crude oil washing (COW) operations. In appendix 3, the PSCO may find detailed guidelines for in-port inspection of crude oil washing procedures.

1.6.3 For the control on loading, unloading and cleaning procedures for tankers carrying noxious liquid substances, reference is made to paragraphs 4.1 to 4.9 of appendix 5 where guidance is given for the inspection of unloading, stripping and prewash operations. More detailed guidelines for these inspections are given in appendix 4.

1.6.4 When reception facilities in other ports have not been used because of inadequacy, the PSCO should advise the master to report the inadequacy of the reception facility to the ship's flag State, in conformity with MEPC.1/Circ.834/Rev.1, as may be amended.

1.6.5 The Garbage Record Book may be presented in an electronic format. A declaration from the Administration should be viewed in order to accept this electronic record book. If a declaration cannot be provided, a hard copy record book will need to be presented for examination.

1.6.6 When a ship is permitted to proceed to the next port with residues of noxious liquid substances on board in excess of those permitted to be discharged into the sea during the ship's passage, it should be ascertained that the residues can be received by that port. At the same time, that port should be informed, if practicable.

1.7 Dangerous goods and harmful substances in packaged form

1.7.1 The PSCO may determine if the required shipping documents for the carriage of dangerous goods and harmful substances carried in packaged form are provided on board and whether the dangerous goods and harmful substances are properly stowed and segregated and the crew members are familiar with the essential action to be taken in an emergency involving such packaged cargo (see SOLAS 1974 regulation VII/3).

1.7.2 Ship types and cargo spaces of ships of over 500 gross tonnage built on or after 1 September 1984 and ship types and cargo spaces of ships of less than 500 gross tonnage built on or after 1 February 1992 are to fully comply with the requirements of SOLAS 1974 chapter II-2. Administrations may reduce the requirements for cargo ships of less than 500 gross tonnage but such reductions shall be recorded in the Document of Compliance. A Document of Compliance is not required for ships which only carry class 6.2, class 7 or dangerous goods in limited quantities and excepted quantities.

1.7.3 MARPOL Annex III contains requirements for the carriage of harmful substances in packaged form which are identified in the IMDG Code as marine pollutants. Cargoes which are determined to be marine pollutants should be labelled and stowed in accordance with MARPOL Annex III.

1.7.4 The PSCO may determine whether a Document of Compliance is on board and whether the ship's personnel are familiar with this document provided by the Administration as evidence of compliance of construction and equipment with the requirements. Additional control may consist of:

.1 checking whether the dangerous goods have been stowed on board in conformity with the Document of Compliance, using the dangerous goods manifest or the stowage plan, required by SOLAS 1974 chapter VII; this manifest or stowage plan may be combined with the one required under MARPOL Annex III;

.2 checking whether inadvertent pumping of leaking flammable or toxic liquids is not possible in case these substances are carried in under-deck cargo spaces; or

.3 determining whether the ship's personnel are familiar with the relevant provisions of the Medical First Aid Guide and Emergency Procedures for Ships Carrying Dangerous Goods.

1.8 Garbage

1.8.1 The PSCO may determine if all operational requirements of MARPOL Annex V have been met. The PSCO may determine if the reception facilities have been used and note any alleged inadequacy of such facilities.

1.8.2 The *2017 Guidelines for the implementation of MARPOL Annex V* (resolution MEPC.295(71)), as may be amended, are to assist ship operators complying with the requirements set forth in Annex V and domestic laws.

1.8.3 The PSCO may determine whether:

.1 ship's personnel are aware of these Guidelines, in particular section 2 on "Garbage management"; and

.2 ship's personnel are familiar with the disposal and discharge requirements under MARPOL Annex V inside and outside a special area and are aware of the areas determined as special areas under MARPOL Annex V.

1.8.4 When reception facilities in other ports have not been used because of inadequacy, the PSCO should advise the master to report the inadequacy of the reception facility to the ship's flag State, in conformity with MEPC.1/Circ.834/Rev.1, as may be amended.

1.9 Sewage

1.9.1 The PSCO may determine:

.1 if all operational requirements of MARPOL Annex IV have been met; the PSCO may determine if the sewage treatment system, comminuting and disinfecting system or holding tank has been used and note any alleged inadequacy of the system or holding tank; and

.2 that appropriate ship's personnel are familiar with the correct operation of the sewage treatment system, comminuting and disinfecting system or holding tank.

1.9.2 The PSCO may determine whether appropriate ship's personnel are familiar with the discharge requirements of regulation 11 of MARPOL Annex IV.

1.9.3 When reception facilities in other ports have not been used because of inadequacy, the PSCO should advise the master to report the inadequacy of the reception facility to the ship's flag State, in conformity with the waste reception facility reporting requirements (MEPC.1/Circ.834/Rev.1, as may be amended).

1.10 Air pollution prevention

The PSCO may determine whether:

.1 the master or crew is familiar with the procedures to prevent emissions of ozone-depleting substances and sulphur when equivalent arrangements are in place;

.2 the master or crew is familiar with the proper operation and maintenance of diesel engines, in accordance with their Technical Files;

.3 the master or crew has undertaken the necessary fuel changeover procedures or equivalent, associated with demonstrating compliance within a SOx emission control area;

.4 the master or crew is familiar with the garbage screening procedure to ensure that prohibited garbage is not incinerated;

.5 the master or crew is familiar with the operation of the shipboard incinerator, as required by regulation

.6 the master or crew recognizes the regulation of emissions of volatile organic compounds (VOCs), when the ship is in ports or terminals under the jurisdiction of a Party to the 1997 Protocol to MARPOL in which VOCs emissions are to be regulated, and is familiar with the proper operation of a vapour collection system approved by the Administration (in case the ship is a tanker as defined in regulation 2.27 of MARPOL Annex VI); and

.7 the master or crew is familiar with bunker delivery procedures in respect of bunker delivery notes and retained samples as required by regulation 18 of MARPOL Annex VI.

2 Introduction

This section provides detailed guidance on specific inspection activities described in part 1 with respect to the assessment of preparedness for emergencies and drills.

2.1 Muster list

2.1.1 The PSCO may determine if the crew members are aware of their duties indicated in the muster list and that they are familiar with the duties assigned to them and are aware of the locations where they should perform their duties, this is done by asking the crew relevant questions. This could be done prior to the drill or during the drill, for instance questioning of stairway guides on a passenger ship.

2.1.2 To determine whether the muster list is up to date, the PSCO(s) may require an up-to-date crew list.

2.1.3 The PSCO may ensure that muster lists are exhibited in conspicuous places throughout the ship, including the navigational bridge, the engine-room and the crew accommodation spaces. When determining if the muster list is in accordance with the regulations, the PSCO may verify whether:

.1 the muster list shows the duties assigned to the different members of the crew;

.2 the muster list specifies which officers are assigned to ensure that life-saving and fire appliances are maintained in good condition and are ready for immediate use;

.3 the muster list specifies the substitutes for key persons who may become disabled, taking into account that different emergencies may call for different actions;

.4 the muster list shows the duties assigned to crew members in relation to passengers in case of emergency; and

.5 the format of the muster list used on passenger ships is approved and is drawn up in the language or languages required by the ship's flag State and in the English language.

2.1.4 To determine whether the muster list is up to date, the PSCO may require an up-to-date crew list, if available, to verify this.

2.1.5 The PSCO may determine whether the duties assigned to crew members manning the survival craft (lifeboats or liferafts) are in accordance with the regulations and verify that a deck officer or certificated person is placed in charge of each survival craft to be used. However, the Administration (of the flag State), having due regard to the nature of the voyage, the number of persons on board and the characteristics of the ship, may permit persons practised in the handling and operation of liferafts to be placed in charge of liferafts in lieu of persons qualified as above. A second-in-command shall also be nominated in the case of lifeboats.

2.1.6 Every motorized survival craft shall have a person assigned who is capable of operating the engine and carrying out minor adjustments.

2.2 Communication during drills

2.2.1 The PSCO(s) may determine if the key crew members are able to communicate with each other, and with passengers, as appropriate, in such a way that the safe operation of the ship is not impaired, especially in emergency situations.

2.2.2 For drills, key crew members could be but are not limited to:

.1 bridge team including GMDSS operators who must also be able to communicate with the shore and other vessels;

.2 fire parties;

.3 damage control parties;

.4 boat preparation parties; or

.5 passenger muster personnel on passenger ships.

2.2.3 The PSCO(s) should verify the working language of the vessel. The crew members assigned to assist passengers should be able to give the necessary information to the passengers in case of an emergency.
2.2.4 The PSCO(s) should determine, if UHF or VHF handheld radios are being used for drills, that the crew are familiar with the equipment, that they are aware of reception dead zones/areas and what alternative communication methods are available.

2.2.5 When drills are being conducted the PSCO(s) should establish that there are sufficient personnel on the bridge to make decisions, navigate the ship as necessary and deal with the considerable amount of communication that is likely.

2.2.6 When a ship is in difficulty it is likely that shore-based organizations, such as the operator of the ship and regional rescue coordination centers, will need to be involved. The PSCO should confirm the master and crew are aware of procedures where shore-based communication is required and how such communication can be established.

2.3 Search and rescue plan
For passenger ships, the PSCO may verify that there is on board an approved plan for cooperation with appropriate search and rescue services in the event of an emergency.

2.4 Fire and abandon ship drills

2.4.1 The PSCO witnessing a fire and abandon ship drill should ensure that the crew members are familiar with their duties and the proper use of the ship's installations and equipment.

2.4.2 When setting a drill scenario, witnessing the drill and finally assessing the standard of the drill, it is important to emphasize that the PSCO is not looking for an exceptional drill, particularly on cargo ships. The main points for the PSCO to be satisfied are:

.1 In the event of a shipboard emergency can the crew organize themselves into an effective team to tackle the emergency?
.2 Can the crew communicate effectively?
.3 Is the master in control and is information flowing to/from the command center?
.4 In the event of the situation getting out of hand can the crew safely abandon the ship?

2.4.3 It is important that when setting the scenario, the PSCO clearly explains to the master exactly what is required and expected during the drill, bearing in mind there may be language difficulties. PSCOs should not be intimidating, not interfere during the drill nor offer advice. The PSCO should stand back and observe only, making appropriate notes. It is important to emphasize that the PSCO's role is not to teach or train but to witness.

2.4.4 Drills should be carried out at a safe speed. PSCOs should not expect to see operational drills conducted in real time. During drills, care should be taken to ensure that everybody familiarizes themself with their duties and with the equipment. If necessary, drills should be stopped if the PSCO considers that the crew are carrying out unsafe practices or if there is a real emergency.

2.5 Fire drills

2.5.1 The PSCO may witness a fire drill carried out by the crew assigned to these duties on the muster list. After consultation with the master of the vessel, one or more specific locations of the ship may be selected for a simulated fire. A crew member may be sent to the location(s) and activate a fire alarm system or use other means to give the alarm.

2.5.2 At the location the PSCO can describe the fire indication to the crew member and observe how the report of fire is relayed to the bridge or damage control center. At this point most ships will sound the crew alarm to summon the fire-fighting parties to their stations. The PSCO should observe the fire-fighting party arriving on the scene, breaking out their equipment and fighting the simulated fire. Team leaders should be giving orders as appropriate to their crews and passing the word back to the bridge or damage control center on the conditions. The fire-fighting crews should be observed for proper donning and use of their equipment. The PSCO should make sure that all the gear is complete. Merely mustering the crew with their gear is not acceptable. Crew response to personnel injuries can be checked by selecting a crew member as a simulated casualty. The PSCO should observe how the word is passed and the response of stretcher and medical teams. Handling a stretcher properly through narrow passageways, doors and stairways is difficult and takes practice.

2.5.3 The drill should, as far as practicable, be conducted as if there were an actual emergency.

2.5.4 Those crew members assigned to other duties related to a fire drill, such as the manning of the emergency generators, the CO2 room, the sprinkler and emergency fire pumps, should also be involved in the drill. The PSCO may ask these crew members to explain their duties and, if possible, to demonstrate their familiarity.

2.5.5 On passenger ships, special attention should be paid to the duties of those crew members assigned to the closing of manually operated doors and fire dampers. These closing devices should be operated by the responsible persons in the areas of the simulated fire(s) during the drill. Crew members not assigned to the fire-fighting teams are generally assigned to locations throughout the passenger accommodations to assist in passenger evacuation. These crew members should be asked to explain their duties and the meaning of the various emergency signals and asked to point out the two means of escape from the area, and where the passengers are to report. Crew members assigned to assist passengers should be able to communicate at least enough information to direct a passenger to the proper muster and embarkation stations.

2.6 Abandon ship drills

2.6.1 After consultation with the master, the PSCO may require an abandon ship drill for one or more survival craft. The essence of this drill is that the survival craft are manned and operated by the crew members assigned to them on the muster list. If possible, the PSCO should include the rescue boat(s) in this drill. SOLAS 1974 chapter III gives specific requirements on abandon ship training and drills, of which the following principles are particularly relevant.

2.6.2 The drill should, as far as practicable, be conducted as if there were an actual emergency.

2.6.3 The abandon ship drill should include:

.1 summoning crew, and passengers where applicable, to the muster station(s) with the required alarm and ensuring that they are aware of the order to abandon ship as specified in the muster list;
.2 reporting to the stations and preparing for the duties described in the muster list;
.3 checking that crew, and passengers where applicable, are suitably dressed;
.4 checking that lifejackets are correctly donned;
.5 lowering at least one lifeboat after the necessary preparation for launching;
.6 starting and operating the lifeboat engine;
.7 operating the davits used for launching liferafts;
.8 conducting a mock search and rescue of passenger trapped in their staterooms (if applicable);
.9 giving instructions in the use of radio life-saving appliances;

.10 testing emergency lighting and low location lights if applicable for mustering and abandonment; and

.11 if the ship is fitted with marine evacuation systems, exercising the procedures required for the deployment of such systems up to the point immediately preceding actual deployment.

2.6.4 If the lifeboat lowered during the drill is not the rescue boat, the rescue boat should be lowered as well, taking into account that it is boarded and launched in the shortest possible time. The PSCO should ensure that crew members are familiar with the duties assigned to them during abandon ship operations and that the crew member in charge of the survival craft has complete knowledge of the operation and equipment of the survival craft. Care needs to be taken when requiring a ship to lower lifeboats. The number of persons inside the lifeboats during launching for the purpose of a drill should be at the master's discretion, noting that SOLAS 1974 does not require persons in the lifeboat during lowering and recovery. The purpose of this is to reduce the risk of accidents during launching and recovery; however, this must be balanced out with the risk of embarking/disembarking while the boat is still in the water, if the boat is to be taken away and run.

2.6.5 Each survival craft should be stowed in a state of continuous readiness so that two crew members can carry out preparations for embarking and launching in less than five minutes.

2.7 Enclosed space entry and rescue drills

2.7.1 After consultation with the master, the PSCO may require an enclosed space entry and rescue drill. The essence of this drill is to confirm that crew members are familiar with the procedure to enter an enclosed space and to rescue personnel safely, can demonstrate an enclosed space entry and rescue drill, and can communicate effectively when entering an enclosed space in case of planned entry and/or an emergency situation.

2.7.2 The place of the drill can be selected at an assumed enclosed space; it is not necessary to select an actual enclosed space.

2.7.3 The PSCO should check the structure of the enclosed space, the scenarios of the drills and the responsible officers listed on the muster list where applicable.

2.7.4 The enclosed space entry and rescue drill should include:

.1 checking and use of personal protective equipment required for entry;

.2 checking and use of communication equipment and procedures;

.3 checking and use of instruments for measuring the atmosphere in enclosed spaces;

.4 checking and use of rescue equipment and procedures; and

.5 instructions in first aid and resuscitation techniques.

2.8 Emergency steering drills

2.8.1 After consultation with the master, the PSCO may require an emergency steering drill. The essence of this drill is to confirm crew members are familiar with the procedure for emergency steering.

2.8.2 The PSCO may check the procedure and means of communication at both the navigation bridge and the steering gear room.

2.8.3 The emergency steering drills should include:

.1 direct control within the steering gear compartment;

.2 communication procedure with the navigational bridge; and
.3 operation of alternative power supplies where applicable.

2.9 Damage control plan and shipboard oil pollution emergency plan (SOPEP) or shipboard marine pollution emergency plan (SMPEP)

2.9.1 The PSCO may determine if a damage control plan is provided on a passenger ship and whether the crew members are familiar with their duties and the proper use of the ship's installations and equipment for damage control purposes. The same applies with regard to SOPEPs on all ships and SMPEPs where applicable.

2.9.2 The PSCO may determine if the officers of the ship are aware of the contents of the damage control booklet, which should be available to them, or of the damage control plan.

2.9.3 The officers may be asked to explain the action to be taken in various damage conditions.

2.9.4 The officers may also be asked to explain about the boundaries of the watertight compartments, the openings therein with the means of closure and position of any controls thereof and the arrangements for the correction of any list due to flooding.

2.9.5 The officers should have a sound knowledge of the effect of trim and stability of their ship in the event of damage to and consequent flooding of a compartment and countermeasures to be taken.

2.10 Fire-control plan

2.10.1 The PSCO may determine if a fire-control plan or booklet is provided, whether the crew members are familiar with the information given in the fire-control plan or booklet, and whether, for tankers, crew members are familiar with the approved stability instrument.

2.10.2 The PSCO may verify that fire-control plans are permanently exhibited for the guidance of the ship's officers. Alternatively, booklets containing the information about the fire-control plan may be supplied to each officer, and one copy should at all times be available on board in an accessible position. Plans and booklets should be kept up to date, any alterations being recorded therein as soon as possible.

2.10.3 The PSCO may determine that the responsible officers, especially those who are assigned to related duties on the muster list, are aware of the information provided by the fire-control plan or booklet and how to act in case of a fire.

2.10.4 The PSCO may ensure that the officers in charge of the ship are familiar with the principal structural members which form part of the various fire sections and the means of access to the different compartments.

Appendix 11

GUIDELINES FOR PORT STATE CONTROL OFFICERS ON THE ISM CODE

1 GENERAL

1.1 The International Safety Management Code (ISM Code) was adopted by the Assembly at its eighteenth session by resolution A.741(18) and was amended by resolutions MSC.104(73), MSC.179(79), MSC.195(80), MSC.273(85) and MSC.353(92). The ISM Code has been made mandatory through SOLAS 1974 regulation IX/3.

1.2 The Administration is responsible for verifying compliance with the requirements of the ISM Code and issuing Documents of Compliance to companies and Safety Management Certificates to ships. This verification is carried out by the Administration or a recognized organization (RO).

1.3 Port State control officers (PSCOs) do not perform safety management audits. ISM auditing is the responsibility of the flag State and the company and does not fall under the scope of port State control. PSCOs conduct inspections of ships, which are a sampling process and give a snapshot of the vessel on a particular day.

1.4 The SMS documentation is in the ship's working language, which may not be understood by the PSCO. The procedure may not be harmonized if the PSCO is only able to review the SMS documentation on those ships where they can understand the language.

2 GOALS AND PURPOSE

2.1 The Guidelines provide guidance to PSCOs for the harmonized application of related technical or operational deficiencies found in relation to the ISM Code during a PSC inspection.

3 APPLICATIONS

3.1 The ISM Code applies to the following types of ships engaged in international voyages:

.1 all passenger ships including passenger high-speed craft;

.2 oil tankers, chemical tankers, gas carriers, bulk carriers and cargo high-speed craft of 500 gross tonnage and above; and

.3 other cargo ships and self-propelled mobile offshore drilling units (MODUs) of 500 gross tonnage and above.

3.2 For establishing the applicability SOLAS 1974 chapter IX and the ISM Code, "gross tonnage" means the gross tonnage of the ship as determined under the provisions of TONNAGE 1969, and as stated on the International Tonnage Certificate of the ship.

3.3 The ISM Code does not apply to government-operated ships used for non-commercial purposes.

4 RELEVANT DOCUMENTATIONS

4.1 Applicable documentation for these Guidelines is as follows:

.1 SOLAS 1974;

.2 ISM Code;

.3 Copy of the Interim DOC or copy of the DOC;

.4 Interim SMC or SMC; and
.5 MSC/Circ.1059-MEPC/Circ.401, as may be amended.

5 DEFINITIONS AND ABBREVIATIONS

SOLAS:	International Convention for the Safety of Life at Sea, 1974, as amended
ISM Code:	International Safety Management Code *"The International Management Code for the Safe Operation of Ships and for Pollution Prevention", as* adopted by resolution A.741(18), as amended
Procedures for PSC:	*Procedures for port State control, 2021*, as adopted by resolution port State A.1155(32) as may be amended control:
Company:	The owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the shipowner and who, on assuming such responsibility, has agreed to take over all duties and responsibility imposed by the Code
Administration:	The Government of the State whose flag the ship is entitled to fly
DOC:	Document of Compliance. A document issued to a company which complies with the requirements of the ISM Code
SMC:	Safety management certificate. A document issued to a ship which signifies that the company and its shipboard management operate in accordance with the approved safety management system
SMS:	Safety management system. A structured and documented system enabling company personnel to implement effectively the company safety and environmental protection policy
Objective Evidence;	Quantitative or qualitative information, records or statements of fact pertaining to safety or to the existence and implementation of a safety management system element, which is based on observation, measurement or test and which can be verified
Valid certificate:	A certificate that has been issued, electronically or on paper, directly by a Party to a relevant convention or on its behalf by a recognized organization, and contains accurate and effective dates, meets the provisions of the relevant convention, and with which the particulars of the ship, its crew and its equipment correspond
PSC:	Port State control
PSCO:	Port State control officer
RO:	Recognized organization. An organization recognized by the Administration
MODU:	Mobile offshore drilling unit
ISM-related:	A technical and/or operational deficiency which has been assessed by the PSCO to be objective evidence of a failure, or lack of effectiveness, of the implementation of the ISM Code, and which is marked as "ISM-related" in the inspection report
ISM deficiency:	A deficiency that is cited against the ISM Code

6 INSPECTIONS OF SHIP

6.1 Initial inspection

6.1.1 Initial inspection should be carried out in accordance with the *Procedures for port State control*.

6.1.2 During the initial PSC inspection, the PSCO should verify that the ship carries the ISM certificates according to the provisions of chapter IX of SOLAS 1974 and the ISM Code by examining the copy of the DOC and the SMC, for which the following points are to be considered:

.1 A copy of the DOC should be on board. However, according to the provisions of SOLAS 1974, the copy of the DOC is not required to be authenticated or certified. The copy of the DOC should have the required endorsements.
.2 The SMC is not valid unless the operating company holds a valid DOC for that ship type. The ship type in the SMC should be included in the DOC and the company's particulars should be the same on both the DOC and the SMC. The SMC should have the required endorsements.
.3 The validity of an Interim DOC should not exceed a period of 12 months. The validity of an Interim SMC should not exceed a period of six months. In special cases, the Administration, or at the request of the Administration another Government, may extend the validity of the Interim SMC for a period which should not exceed six months from the date of expiry.
.4 ROs may issue a short-term DOC or SMC not exceeding five months, while the full-term certificate is being prepared in accordance with their internal procedures. If a renewal verification has been completed and a new SMC cannot be issued or placed on board the ship before the expiry date of the existing certificate, the Administration or RO may endorse the existing certificate. Such a certificate should be accepted as valid for a further period which should not exceed five months from the expiry date.
.5 If a ship at the time when an SMC expires is not in a port in which SMC verification is to be carried out, the Administration may extend the period of validity of the SMC but this extension should be granted only for the purpose of allowing the ship to complete its voyage to the port in which SMC verification is to be carried out, and then only in cases where it appears proper and reasonable to do so.
.6 No SMC should be extended for a period of longer than three months, and the ship to which an extension is granted should not, on its arrival in the port in which SMC verification is to be carried out, be entitled by virtue of such extension to leave that port without having a new SMC. When the renewal verification is completed, the new SMC should be valid until a date not exceeding five years from the expiry date of the existing SMC before the extension was granted.
.7 If no technical or operational-related deficiencies are found during an initial inspection carried out in accordance with the *Procedures for port State control* and guidelines, there is no need to consider the ISM aspect.

6.2 Since the PSCO is not carrying out a safety management audit of the SMS during a PSC inspection, the term "clear grounds" is not applicable in this context.
6.2.1 Clear grounds and the subsequent more detailed inspection only exist for technical or operational deficiencies.

6.3 More detailed inspection

6.3.1 If a more detailed inspection for technical or operational-related deficiencies is carried out, this should be done in accordance with the *Procedures for port State control*. Any technical and/or operational deficiencies found during this inspection should be individually or collectively considered by the PSCO, using their professional judgement, to indicate that either:

.1 these do not show a failure, or lack of effectiveness, of the implementation of the ISM Code; or
.2 there is a failure, or lack of effectiveness, of the implementation of the ISM Code.

6.3.2 If an outstanding ISM-related deficiency from a previous PSC inspection exists and the current PSC inspection is more than three months later, the PSCO will verify, during the present PSC inspection, the effectiveness of any corrective action taken by the company by examining the areas of the technical and/or operational deficiencies of the previous PSC inspection report which led to the issuance of the ISM deficiency.

7 FOLLOW-UP ACTION

7.1 Technical, operational and ISM Code deficiencies

7.1.1 The principles outlined in the *Procedures for port State control* with regard to reporting and rectification of technical or operational deficiencies, and detention and release of the ship are applicable.

7.1.2 If there are technical or operational deficiencies reported:

.1 which, whether detainable or non-detainable, do not show a failure, or lack of effectiveness, of the implementation of the ISM Code, no ISM deficiency should be reported in the PSC inspection report;

.2 of which at least one non-detainable deficiency indicates a failure, or lack of effectiveness, of the implementation of the ISM Code, a non-detainable ISM deficiency will be reported in the PSC inspection report with the requirement of corrective action within three months;

.3 which individually do not lead to a detention but collectively warrant the detention of the ship indicating a serious failure, or lack of effectiveness, of the implementation of the ISM Code, ISM deficiency will be reported in the PSC inspection report with the requirement that a safety management audit has to be carried out by the Administration or the RO before the ship may be released from its detention; and

.4 of which at least one detainable deficiency indicates a serious failure, or lack of effectiveness, of the implementation of the ISM Code, a detainable ISM deficiency will be reported in the PSC inspection report with the requirement that a safety management audit has to be carried out by the Administration or the RO before the ship may be released from detention.

Note: Where the PSCO considers that one or more technical and/or operational deficiencies are related to the ISM Code, this should be recorded as only one ISM deficiency.

7.1.3 The PSCO will verify the effectiveness of any corrective action as described in section 6.3.2. If examination of the areas in relation to an ISM deficiency with the requirement corrective action within three months is found not satisfactory, a new detainable ISM deficiency with the requirement that a safety management audit has to be carried out by the Administration or the RO will be raised. In this case the PSCO should apply the following procedure:

.1 record one or more technical/operational deficiencies, detainable or not, in the same area(s) which led to the issuance of the previous ISM deficiency;

.2 mark the deficiency or deficiencies "ISM-related" and add in the additional comments the following text: "This deficiency shows non-effective implementation of the ISM Code in the areas where the ISM deficiency or deficiencies were found during the PSC inspection on _____"; and

.3 record a new detainable ISM deficiency with the requirement that a safety management audit has to be conducted by the Administration or the RO before the ship may be released from detention.

7.2 Deficiencies not warranting detention

Minor typing errors in the DOC, the Interim DOC, the SMC, or Interim SMC should be recorded in the PSC inspection report as a technical deficiency with the certificates and no ISM deficiency should be recorded.

7.3 Deficiencies warranting detention

The following are deficiencies which may warrant detention:

.1 deficiencies of a technical and/or operational nature which individually or collectively provide objective evidence of a serious failure, or lack of effectiveness, of the implementation of the ISM Code;
.2 there is no SMC, Interim SMC and/or copy of the DOC or Interim DOC on board the ship;
.3 there is no valid SMC or Interim SMC on board;
.4 the SMC intermediate verification is overdue;
.5 the SMC has expired and there is no objective evidence of an extension issued by the Administration; or the SMC has been withdrawn by the Administration;
.6 the DOC or Interim DOC has expired or been withdrawn;
.7 the ship type as indicated on the SMC or Interim SMC is not listed on the DOC or Interim DOC;
.8 evidence of the DOC annual verification is not available on board;
.9 the certificate number on the copy of the DOC and the endorsement pages are not the same; and
.10 the company name, the company address or the issuing Government authority on the DOC or Interim DOC is not the same as on the SMC or Interim SMC.

8 REPORTING

8.1 Technical and operational-related deficiencies

8.1.1 All technical and/or operational deficiencies should be recorded as an individual deficiency in the PSC inspection report according to the *Procedures for port State control*.

8.1.2 A technical deficiency with the defective item DOC/SMC or Interim DOC/SMC should be recorded in the PSC inspection report under the deficiency code addressing the DOC or SMC respectively.

8.2 ISM deficiency

Where the PSCO has considered the technical and/or operational deficiencies found and concluded these provide objective evidence of a failure, serious failure or lack of effectiveness of the implementation of the ISM Code, an ISM deficiency should be recorded in the PSC inspection report.

Appendix 12

GUIDELINES FOR PORT STATE CONTROL RELATED TO LRIT

1 PURPOSE

These Guidelines are intended to provide basic guidance to port State control officers (PSCOs) to verify compliance with the requirements of SOLAS 1974 for Long-Range Identification and Tracking (LRIT).

2 APPLICATIONS

2.1 LRIT equipment is required by the provisions of SOLAS 1974 regulation V/19-1, and the Revised performance standards and functional requirements for the Long-Range Identification and Tracking of ships (resolution MSC.263(84)), as amended, and requires all passenger ships, cargo ships (including high-speed craft) over 300 gross tonnage and mobile offshore drilling units (MODUs) to send LRIT position information at least every six hours. Ships fitted with an automatic identification system (AIS) and operated exclusively within sea area A1 are not required to comply with LRIT. Sea area A1 is defined by SOLAS 1974 regulation IV/2.1.12 as "an area within the radiotelephone coverage of at least one VHF coast station in which continuous DSC alerting is available, as may be defined by a Contracting Government".

2.2 SOLAS Contracting Governments are expected to maintain an LRIT data centre, either on a national basis, or on a regional or cooperative basis with other flag States, and notify IMO of it. In turn, these LRIT data centres will forward, upon request, LRIT information from ships entitled to fly their flags, to other SOLAS Contracting Governments through the International LRIT Data Exchange. Port States are entitled to request LRIT information from foreign ships that have indicated their intention to enter a port, port facility or place under its jurisdiction.

2.3 In most cases a stand-alone Inmarsat C or Inmarsat mini-C terminal used for GMDSS or ship security alert system will function as the LRIT terminal, but other equipment may be employed for the LRIT function (example, Inmarsat D+ or Iridium).

3 INSPECTIONS OF SHIPS REQUIRED TO CARRY LRIT EQUIPMENT

3.1 Initial inspection

3.1.1 The PSCO should first establish the sea area the ship is certified to operate in. This verification should ensure that the ship is subject to the LRIT regulation in relation to its ship type and tonnage. After the certificate check, the PSCO should verify that:

.1 the Record of Equipment (Form E, P or C) indicates LRIT as required, if applicable; and*

.2 the equipment identified by the ship's representative as the designated LRIT terminal is switched on.

3.1.2 In case of recent transfer of flag, the PSCO may further ensure that:

.1 a conformance test report has been re-issued if the new flag State does not recognize the issuing body of the existing conformance test report; or

.2 a new conformance test has been carried out by the application service provider (ASP) on behalf of the Administration before issuance of a new test report and certificate.

3.2. Conditions which may warrant a more detailed inspection of equipment used for LRIT may comprise the following:

.1 defective main or emergency source of energy;
.2 information or indication that LRIT equipment is not functioning properly;
.3 ship does not hold conformance test report; and
.4 the "record of navigational activities" indicates that the LRIT installation has been switched off and that this has not been reported to the flag Administration as required by SOLAS 1974 regulation V/19-1.7.2.

3.3 More detailed inspection

3.3.1 In case of doubt or reports of malfunctioning of the LRIT installation, the flag Administration may be contacted to determine if the ship's LRIT information has been reliably relayed to the LRIT data centre.

3.3.2 If any issues are identified at the initial inspection, a more detailed inspection of equipment used for LRIT may comprise the following:
.1 verification of the power supply, which should be connected to the main source of energy and the emergency source of energy – there is no requirement for an uninterrupted power source; if LRIT is part of the GMDSS radio-installation, the power supply should conform to GMDSS regulations;
.2 inspection of the "record of navigational activities" log to establish if and when the installation has been switched off and if this has been reported to the flag Administration (SOLAS 1974 regulation V/19-1.7.2 and resolution MSC.263(84), paragraph 4.4.1); and
.3 ensuring that any conformance test report is issued on behalf of the flag State, even by itself or by an authorized application service provider (see MSC.1/Circ.1377/Rev.11 and updated versions as shown in GISIS), available for a ship that has an LRIT installation

4 Deficiencies warranting detention

4.1 A PSCO should use professional judgement to determine whether to detain the ship until any noted deficiencies are corrected or to permit a vessel to sail with deficiencies.*

4.2 In order to assist the PSCO in the use of these Guidelines, the following deficiencies should be considered to be of such nature that they may warrant the detention of a ship:
.1 absence of a valid LRIT conformance test report; and
.2 the master or the responsible officer is not familiar with essential shipboard operational procedures relating to LRIT.

4.3 Taking into account the guidance found in the *Guidance on the implementation of the LRIT system* (MSC.1/Circ.1298), PSCOs are also advised that ships should not be detained if the LRIT installation on board works but the shoreside installation or organization is not able to receive, relay or process the information.

4.4 PSCOs are advised that a flag State may issue a short-term certificate; this could happen if, following a successful inspection for the issuance of a conformance test report, the ASP has not been able to issue a document yet, or if the ASP is not able to perform a conformance test in due time upon the request of the shipowner.

Appendix 13

GUIDELINES FOR PORT STATE CONTROL UNDER TONNAGE 1969

1 The International Convention on Tonnage Measurement of Ships, 1969 (TONNAGE 1969), which came into force on 18 July 1982, applies to:

.1 new ships, i.e. ships the keels of which were laid on or after 18 July 1982; and

.2 existing ships, i.e. ships the keels of which were laid before 18 July 1982, as from 18 July 1994, except that for the purpose of application of SOLAS 1974, MARPOL and STCW 1978, the following interim schemes indicated in paragraph 2 may apply.

2 In accordance with the interim schemes adopted by the Organization,* the Administration may, at the request of the shipowner, use the gross tonnage determined in accordance with national rules prior to the coming into force of TONNAGE 1969 for the following ships:

.1 for the purpose of SOLAS 1974:

.1 ships the keels of which were laid before 1 January 1986;

.2 in respect of SOLAS 1974 regulation IV/3, ships the keels of which were laid on or after 1 January 1986 but before 18 July 1994; and

.3 cargo ships of less than 1,600 tons gross tonnage (as determined under the national tonnage rules) the keels of which were laid on or after 1 January 1986 but before 18 July 1994; and

.2 for the purpose of MARPOL, ships of less than 400 tons gross tonnage (as determined under the national tonnage rules) the keels of which were laid before 18 July 1994.

3 For ships to which the above interim schemes apply, a statement to the effect that the gross tonnage has been measured in accordance with the national tonnage rules should be included in the "REMARKS" column of the International Tonnage Certificate and in the footnote to the figure of the gross tonnage in the relevant SOLAS 1974 and MARPOL certificates.

4 The port State control officer (PSCO) should take the following actions as appropriate when deficiencies are found in relation to TONNAGE 1969:

.1 if a ship does not hold a valid International Tonnage Certificate, the ship loses all privileges of TONNAGE 1969, and the flag State should be informed without delay;

.2 if the required remarks and footnote are not included in the relevant certificates on ships to which the interim schemes apply, this deficiency should be notified to the master; and

.3 if the main characteristics of the ship differ from those entered on the International Tonnage Certificate, so as to lead to an increase in the gross tonnage or net tonnage, the flag State should be informed without delay.

5 The control provisions of article 12 of TONNAGE 1969 do not include the provision for detention of a ship holding a valid International Tonnage Certificate.

Appendix 14

GUIDELINES FOR PORT STATE CONTROL OFFICERS ON CERTIFICATION OF SEAFARERS, MANNING AND HOURS OF REST

1 GENERAL

The International Convention for the Safety of Life at Sea (SOLAS 1974) was adopted in 1974 and entered into force in 1980. Similarly, the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW 1978) was adopted in 1978 and entered into force in 1984. Both have been amended several times since their entry into force.

2 GOALS AND PURPOSE

These Guidelines are intended to provide guidance for a harmonized approach to port State control (PSC) inspections in compliance with SOLAS 1974 regulation V/14 (manning) and STCW 1978 regulation I/2 (seafarer certification) and chapter VIII (hours of rest).

3 APPLICATIONS

3.1 SOLAS 1974 regulation V/14.2 only applies to ships covered by chapter I of SOLAS 1974. STCW 1978, as amended, applies to seafarers serving on board seagoing ships. The STCW Code is divided into a mandatory part A and a non-mandatory part B. Part B of the STCW Code is not applicable during the inspection.

3.2 All passenger ships regardless of size and all other ships of 500 gross tonnage or more should have a minimum safe manning document or equivalent on board issued by the flag State.

3.3 Any new or single deficiency which is either a deficiency related to SOLAS 1974, STCW 1978 or other IMO conventions, should preferably be registered with these conventions' references.

4 RELEVANT DOCUMENTATIONS

The documentation required for the inspection referred to in these Guidelines consists of:
Seafarer certification
- .1 certificate of competency;
- .2 certificate of proficiency;
- .3 endorsement attesting the recognition of a certificate (flag State endorsement);
- .4 documentary evidence (passenger ships only);
- .5 medical certificate;

Manning
- .6 minimum safe manning document;
- .7 muster list;

Hours of rest
- .8 table of ship working arrangements and/or watch schedule; and
- .9 records of daily hours of rest.

5 DEFINITIONS AND ABBREVIATIONS

5.1 Certificate of Competency means a certificate issued and endorsed for masters, officers and Global Maritime Distress and Safety System (GMDSS) radio operators in accordance with the provisions of chapters II, III, IV or VII of STCW 1978 and entitling the lawful holder thereof to serve in the capacity and perform the functions involved at the level of responsibility specified therein.

5.2 Certificate of Proficiency means a certificate, other than a certificate of competency issued to a seafarer, stating that the relevant requirements of training, competencies or seagoing service in STCW 1978 have been met.

5.3 Documentary evidence means documentation, other than a Certificate of Competency or Certificate of Proficiency, used to establish that the relevant requirements of STCW 1978, as amended, have been met. The only documentary evidence required under STCW 1978, as amended, is issued to personnel meeting the mandatory minimum requirements for the training and qualifications of masters, officers, ratings and other personnel on passenger ships (regulation V/2).

5.4 The following abbreviations have been used:
.1 CoC (Certificate of Competency);
.2 CoP (Certificate of Proficiency); and
.3 MSMD (minimum safe manning document).

6 INSPECTIONS OF SHIP

6.1 Pre-boarding preparation

6.1.1 Taking into account the type, size, engine power and other particulars of the ship, the port State control officer (PSCO) should be aware of the relevant requirements of SOLAS 1974 regulation V/14 and STCW 1978.

6.1.2 The PSCO should be aware that resolutions are non-mandatory documents and not applicable during a PSC inspection.

6.1.3 The PSCO should also identify if the flag State is a Party to STCW 1978, as amended. If the flag State is not a Party to the Convention or is a Party but not listed in MSC.1/Circ.1163, as amended, a more detailed inspection should be carried out.

6.2 Initial inspection

Seafarer certificates and documents

6.2.1 The PSCO should examine the applicable documents, found in section 4.

6.2.2 The inspection should be limited to verification that seafarers serving on board, who are required to be certificated, hold the appropriate CoC, CoP and documentary evidence issued in accordance with chapters II, III, IV, V, VI and VII of STCW 1978, as amended, as well as their relevant flag State endorsement, valid dispensation, or documentary proof that an application for an endorsement has been submitted to the flag State Administration, where applicable. These documents are evidence of having successfully completed all required training and that the required standard of competence has been achieved.

6.2.3 During the verification of the seafarers' certificates and documents, the PSCO should confirm that they are applicable to the ship's characteristics, operation and their position on board.

6.2.4 In accordance with the provision of article VI, paragraph 2 of STCW 1978, certificates for masters and officers should be endorsed by the issuing Administration in the form prescribed in regulation I/2 of the annex to the Convention.

6.2.5 The certificates may be issued as one certificate with the required endorsement incorporated. If so incorporated, the form used should be that set forth in section A-I/2, paragraph 1 of the STCW Code.

6.2.6 The endorsement may also be issued as a separate document. If so, the form used should be that set out in section A-I/2, paragraph 2 of the STCW Code.

6.2.7 However, Administrations may use a format for certificates and endorsements different from those given in section A-I/2 of the STCW Code, provided that, at a minimum, the required information is provided in Roman characters and Arabic figures. Permitted variations to the format are set out in section A-I/2, paragraph 4 of the STCW Code.

6.2.8 Certificates and endorsements issued as separate documents should each be assigned a unique number, except that endorsements attesting the issuance of a certificate may be assigned the same number as the certificate concerned, provided that number is unique.

6.2.9 Certificates and endorsements issued as separate documents should include a date of expiry. The date of expiry on an endorsement issued as a separate document should not exceed five years from the date of issue and may never exceed the date of expiry on the certificate.

6.2.10 A CoP issued to a master or an officer in accordance with regulation V/1-1 or V/1-2, as well as a CoC that has been issued by a State other than the flag State of the ship in which the seafarer is engaged, is required to be recognized by the ship's flag State. If the PSCO identifies that the flag State has recognized a CoC or CoP from a Party not listed in MSC.1/Circ.1163, as amended, clarification should be sought from the flag Administration. According to regulation I/10, paragraph 4 of STCW 1978, certificates issued by or under the authority of a non-Party shall not be recognized by the ship's flag State Administration.

6.2.11 An Administration which recognizes under regulation I/10 a CoC or CoP issued to masters and officers should endorse that certificate to attest to its recognition. The form of the endorsement should be that found in section A-I/2, paragraph 3 of the STCW Code.

6.2.12 Incorrect wording or missing information may be a cause for suspicion regarding fraudulent certificates or endorsements.

6.2.13 Endorsements attesting to the recognition of a certificate should each be assigned a unique number; however, they may be assigned the same number as the certificate concerned, provided that number is unique

6.2.14 Endorsements attesting to the recognition of a certificate should include a date of expiry. The date of expiry on an endorsement attesting to the recognition may never exceed the date of expiry on the certificate being recognized.

6.2.15 The capacity in which the holder of a certificate is authorized to serve should be identified in the form of endorsement in terms identical to those used in the applicable safe manning requirements of the Administration. This may result in slight variations of terminology between the original CoC and the endorsement to the recognition.

6.2.16 Seafarers must have their original CoC on board as well as any original endorsements to the recognition. An endorsement attesting the recognition of a certificate should not entitle a seafarer to serve in a higher capacity than the original CoC.

6.2.17 If circumstances require it, a flag State Administration may permit a seafarer to serve for a period not exceeding three months on ships entitled to fly its flag while holding a valid CoC issued by another party and valid for service on that party's ships. If such a situation exists, documentary proof must be readily available that an application for endorsement has been made to the Administration of the flag State. This is often referred to as the confirmation of receipt of application (CRA). This provision allows Administrations to permit seafarers to serve on their ships while the application for recognition is being processed.

6.2.18 If an endorsement to attest recognition or certificate of competency has expired or has not been issued or documentary proof of application for endorsement is not readily available, the PSCO should consider whether or not the ship can comply with STCW 1978 regulation I/4.1.2 regarding the numbers and certificates on board being in compliance with the applicable safe manning requirements of the flag State. This may be considered a deficiency in accordance with regulation I/4.2.4 and rectified before departure or detention may be applied. The officer carrying out the control should forthwith inform, in writing, the master of the ship and the Consul or, in his absence, the nearest diplomatic representative or the maritime authority of the State whose flag the ship is entitled to fly, so that appropriate action may be taken.

6.2.19 In cases of suspected intoxication of masters, officers and/or other seafarers while performing designated safety, security and marine environmental protection duties, the appropriate authorities of the port and flag State should be notified in accordance with chapters 3 and 4 of the *Procedures for port State control*.

6.2.20 Seafarers should have a valid medical certificate and have completed applicable familiarization on board the ship. If such crew members are assigned to any designated safety, security or pollution prevention duties, they must be trained and qualified for such duties in accordance with the applicable chapter of the STCW Code.

6.2.21 In accordance with section A-VI/1, paragraph 5 of the STCW Code, the flag State Administration may exempt the seafarers engaged on ships other than passenger ships of more than 500 gross tonnage on international voyages and tankers from some of the requirements of that section.

Manning

6.2.22 The PSCO should examine the applicable documents, found in section 4.

6.2.23 The guiding principles for port State control of the manning of a foreign ship should be:

.1 verification that the numbers and certificates of the seafarers serving on board are in conformity with the applicable safe manning requirements of the flag State; and

.2 verification that the vessel and its personnel conform to the international provisions as laid down in SOLAS 1974 and STCW 1978.

6.2.24 If a ship is manned in accordance with an MSMD or equivalent document issued by the flag State, the PSCO should accept that the ship is safely manned unless the document has clearly been issued without regard to the principles contained in the relevant instruments, in which case the PSCO should consult the flag State Administration.

6.2.25 If the flag State Administration has not issued a safe manning document or equivalent due to the ship's size the PSCO should examine the CoC, CoP and their relevant flag State endorsement for the crew and compare with the requirements of STCW 1978. Regarding the number of seafarers, the PSCO should then use his or her professional judgement, taking into account chapter VIII of STCW 1978 and the STCW Code and the duration and area of the next voyage, to determine if it can be undertaken safely. The PSCO should note the number of seafarers on board during the previous voyage as another indicator of standard manning levels for the ship. The PSCO should consult the flag State Administration if additional information is necessary.

6.2.26 If an endorsement to attest recognition has expired or has not been issued or documentary proof of application for endorsement (CRA) is not readily available, the PSCO should consider whether the ship can comply with the applicable safe manning requirements of the flag State Administration. In cases where the PSCO finds that additional information is necessary, the flag State Administration should be consulted.

6.2.27 If the flag State does not respond to the request, this should be considered as clear grounds for a more detailed inspection to ensure that the number and composition of the crew are in accordance with the principles laid down in paragraph 6.2.23 above. The ship should only be allowed to proceed to sea if it is safe to do so, taking into account the criteria for detention indicated in section 7.3. In any such case, the minimum standards to be applied should be no more stringent than those applied to ships flying the flag of the port State.

Hours of rest

6.2.28 All persons who are assigned duty as officer in charge of a watch or as a rating forming part of a watch and those whose duties involve designated safety, security and environmental protection duties shall be provided with a rest period of not less than:

.1 a minimum of 10 hours of rest in any 24-hour period; and

.2 77 hours in any seven-day period.

6.2.29 The hours of rest may be divided into no more than two periods, one of which shall be at least 6 hours in length, and the intervals between consecutive periods of rest shall not exceed 14 hours.

6.2.30 The PSCO should examine the applicable documents, found in section 4, specifically the watch schedule and the records of daily hours of rest. The PSCO may inspect the seafarer's personal copy of his or her records pertaining to the hours of rest being held by the seafarer on board in order to verify that the records are accurate.

6.2.31 The watch schedule shall be in a standardized format, easily accessible to the crew and posted in the working language or languages of the ship and in English.

6.2.32 Daily hours of rest shall be maintained in a standardized format,* in the working language or languages of the ship and in English.

6.2.33 The PSCO should consider that seafarers who are on call, such as when a machinery space is unattended, are to be provided with an adequate compensatory rest period if the normal period is disturbed by call-outs to work.

6.2.34 While assessing hours of rest, the PSCO should take into account any emergency conditions encountered which required a seafarer to perform additional hours of work for the immediate safety of the

ship. In such cases, the master should be consulted for an explanation of the events and how impacted seafarers were provided with an adequate period of rest.

6.2.35 lag State Administrations may provide exceptions to the requirements of paragraphs 6.2.28.2 and

6.3 In addition to the general examples of clear grounds in section 2.4 of the Procedures, the specific occurrences below, as outlined in paragraph 1.3 of regulation I/4 of STCW 1978, are considered as factors leading to a more detailed inspection:

.1 the ship has been involved in a collision, grounding or stranding; or

.2 there has been a discharge of substances from the ship when under way, at anchor or at berth which is illegal under any international convention; or

.3 the ship has been manoeuvred in an erratic or unsafe manner whereby routeing measures adopted by IMO or safe navigation practices and procedures have not been followed; or

.4 the ship is otherwise being operated in such a manner as to pose a danger to persons, property or the environment, or a compromise to security.

6.4 More detailed inspection

6.4.1 The PSCO should:

.1 verify that seafarers are sufficiently rested and otherwise fit for duty for the first watch at the commencement of the intended voyage and for subsequent relieving watches; this may be done by comparing records of daily hours of rest with the requirements in STCW 1978 for an appropriate period, which should at least include, whenever possible, the seven-day period immediately prior to departure; the rest period must reflect actual hours worked;

.2 verify a sufficient number of certificates from all departments to demonstrate that the vessel and the composition of the crew complies with the MSMD and requirements of STCW 1978; and

.3 verify that navigational or engineering watch arrangements conform to the requirements specified for the ship in the MSMD by the flag State and the requirements of STCW 1978 regulation VIII/2 and STCW Code section A-VIII/2.

6.4.2 An assessment of seafarers can only be conducted by the port State if there are clear grounds for believing that the ability of the seafarers of the ship to maintain watchkeeping and security standards, as appropriate, as required by STCW 1978 is not being maintained because any of the situations mentioned in paragraphs 6.3.2.1 to 6.3.2.4 have occurred:

.1 the assessment procedure provided in STCW 1978 regulation I/4, paragraph 1.3, should take the form of a verification that members of the crew who are required to be competent do in fact possess the necessary skills related to the occurrence;

.2 it should be borne in mind when making this assessment that onboard procedures are relevant to the International Safety Management (ISM) Code and that the provisions of STCW 1978 are confined to the competence to safely execute those procedures;

.3 control procedures under STCW 1978 should be confined to the standards of competence of the individual seafarers on board and their skills related to watchkeeping as defined in part A of the STCW Code. Onboard assessment of competency should commence with verification of the certificates of the seafarers;

.4 notwithstanding verification of the certificate, the assessment under STCW 1978 regulation I/4, paragraph 1.3 can require the seafarer to demonstrate the related competency at the place of duty. Such demonstration may include verification that operational requirements in respect of watchkeeping standards have been met and that there is a proper response to emergency situations within the seafarer's level of competence;

.5 in the assessment, only the methods for demonstrating competence together with the criteria for its evaluation and the scope of the standards given in part A of the STCW Code should be used. In cases where there is doubt about knowledge of operational use of equipment, the relevant officer or crew member should be asked to perform a functional test. Failure to perform a functional test could indicate the lack of familiarization or competency; and

.6 assessment of competency related to security should be conducted for those seafarers with specific security duties only in case of clear grounds, as provided for in chapter XI-2 of SOLAS 1974, by the competent security authority. In all other cases, it should be confined to the verification of the certificates and/or endorsements of the seafarers. T

7 FOLLOW-UP ACTION

7.1 Possible action

Possible action to be considered by the PSCO for the control in compliance with SOLAS 1974 or STCW 1978 may be dealt with in the following ways:

.1 exercise of control with regard to the documentation concerning the ship; and

.2 exercise of control with regard to the documentation for individual seafarers on board.

7.2 Possible deficiencies

The following is a non-exhaustive list of possible deficiencies:

Seafarers' documentation:

.1 no CoC, CoP, flag State endorsements or proof that an application for an endorsement has been submitted (STCW 1978 regulations I/4.2.1 and I/10);

.2 special training requirements: mandatory basic or advanced training or endorsement not presented;

.3 no evidence of basic training, or other certificate of proficiency, if not included in a qualification certificate held (STCW 1978 regulations VI/1, VI/1.2, VI/3, VI/4 and VI/6); and

.4 information or evidence that the master or crew is not familiar with essential shipboard operations relating to the safety of ships or the prevention of pollution, or that such operations have not been carried out;

Manning:

.5 no MSMD or the manning (number or qualification) not in accordance with the MSMD (SOLAS 1974 regulation V/14 and STCW 1978 regulation I/4.2.2); and

.6 unqualified person on duty (STCW 1978 regulation I/4.2.4);

Hours of rest:

.7 watch schedule not posted or not being followed (STCW 1978 regulations I/4.2.3 and I/4.2.5 and STCW Code A-VIII/1.5);

.8 the absence of a table of shipboard working arrangements or of records of rest of seafarers (STCW Code A-VIII/1.7);

.9 the records of hours of rest are inaccurate or incomplete (STCW Code A-VIII/1.7); and .10 the watchkeeper is receiving less than 10 hours rest in any 24-hour period (i.e. working in excess of 14 hours) or 77 hours rest in any seven-day period (STCW Code A-VIII/1).

7.3 Deficiencies that may warrant detention

7.3.1 Deficiencies which may be deemed to pose a danger to persons, property or the environment, as specified in paragraph 2 of regulation I/4 of STCW 1978, as amended:

.1 failure of seafarers to hold a certificate, to have an appropriate certificate, to have a valid dispensation or to provide documentary proof that an application for an endorsement has been submitted to the Administration in accordance with regulation I/10, paragraph 5;
.2 failure to comply with the applicable safe manning requirement of the Administration;
.3 failure of navigational or engineering watch arrangements to conform to the requirements specified for the ship by the Administration;
.4 absence in a watch of a person qualified to operate equipment essential to safe navigation, safety radiocommunications or the prevention of marine pollution; and
.5 inability to provide, for the first watch at the commencement of a voyage and for subsequent relieving watches, persons who are sufficiently rested and otherwise fit for duty.

7.3.2 Failure to correct any of the deficiencies, insofar as it has been determined by the PSCO that they pose a danger to persons, property or the environment, shall be the only grounds under STCW 1978, as amended, on which a ship may be detained.

7.3.3 Examples of detainable deficiencies according to SOLAS 1974 and STCW 1978 are listed below:
Ship-related:
.1 MSMD or equivalent not presented (SOLAS 1974 regulation V/14.2); and
.2 records of daily hours of rest are not on board (STCW Code A-VIII/1.7); and
Seafarers' documentation:
.3 not available or serious discrepancy in the CoC (STCW 1978 regulation I/4.2.1);
.4 absence in watch of a radio operator (general/restricted GMDSS); certificates and endorsement not available (STCW 1978 regulations I/4.2.1, I/4.2.2, I/4.2.3, I/4.2.4 and II/1.2.1);
.5 documentation for personnel with designated safety, security and marine environmental duties not available (STCW 1978 regulations I/4.2.1, I/4.2.2, I/4.2.3 and I/4.2.4);
.6 expired certificates (STCW 1978 regulation I/4.2.1), and for medical certificates also refer to STCW 1978 regulations I/9.6 and I/9.7; and
.7 evidence that a certificate has been fraudulently obtained or the holder of a certificate is not the person to whom that certificate was originally issued.

7.4 Actions to be considered

Ship-related

7.4.1 If the actual number of crew or composition does not conform to the manning document, the port State should request the flag State for advice as to whether or not the ship should be allowed to sail with the actual number of crew and composition of crew. Such a request and response should be by the most expedient means and either party may request the communication in writing. If the actual crew number or composition is not brought into compliance with the MSMD or the flag State does not advise that the ship may sail, the ship may be considered for detention after the criteria set out in section 7.3 have been taken into account.

7.4.2 Before detaining the ship the PSCO should consider the following:
.1 length and nature of the intended voyage or service;
.2 whether or not the deficiency poses a danger to ships, persons on board or the environment;
.3 whether or not appropriate rest periods of the crew can be observed;
.4 size and type of ship and equipment provided; and
.5 nature of cargo.

Deficiency-related

7.4.3 When the manning is not in accordance with the MSMD and no flag State endorsements or no "documentary proof of application" can be presented, the port State should consult the flag State whenever possible, taking into account time differences or other conditions. However, if it is not possible to establish contact with the flag State, the port State should forthwith inform, in writing, the master of the ship and the Consul or, in their absence, the nearest diplomatic representative or the maritime authority of the State whose flag the ship is entitled to fly, so that appropriate action may be taken.

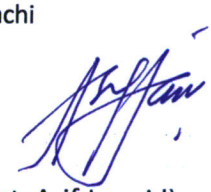
7.4.4 In cases where an unqualified seafarer has been on duty and/or the watch schedule has not been followed, the flag State should be informed and this could be considered as an ISM deficiency.

7.4.5 In cases where there is a seafarer on duty who is not qualified to carry out an operation, that particular operation should be stopped immediately.

8 NOTE ON REPORTING DEFICIENCIES

The PSCO should be aware that, in addition to SOLAS 1974 and STCW 1978, there may be other applicable international instruments. The PSCO should decide which one is the most appropriate.

This Circular is issued with the approval of Director General Port & shipping, Karachi



(Capt. Arif Jawaid)
Chief Nautical Surveyor

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