



REPUBLIC OF LIBERIA

Marine Notice

BUREAU OF MARITIME AFFAIRS

INS-001
Rev. 04/05

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF
MERCHANT SHIPS, AND AUTHORIZED CLASSIFICATION SOCIETIES**

SUBJECT: Safety Inspections of Liberian Ships.

**Reference: (a) Maritime Regulation 7.191
(b) Maritime Regulation 10.296.5**

**Annexes: (1) Guidance for Masters
(2) Specimen Copy of Report of Safety Inspection Form 252**

Supersedes: Marine Notice INS-001 dated 11/02

PURPOSE:

To inform all parties of the Administration's policy regarding flag state vessel safety inspections.

APPLICABILITY:

This Notice applies to all Liberian flag vessels and vessels entering the registry.

REQUIREMENTS:

1.0 Initial Safety Inspections

All Liberian vessels are required to undergo an initial safety inspection upon registration (if in lay-up upon reactivation), upon re-registration resulting in both change of ownership and management, prior to resuming service at the end of a lay-up period in excess of six months or following any substantial structural alteration.

2.0 Annual Safety Inspections

Pursuant to the requirements of Reference (a), all Liberian vessels are required to undergo an annual safety inspection with the following exceptions:

- .1 Unmanned barges;
- .2 Pleasure yachts not engaged in the carriage of passengers for hire;
- .3 Vessels fishing in waters within Liberian jurisdiction; and
- .4 Cargo vessels under 500 gross tons.

3.0 Quarterly Safety Inspections

Passenger vessels, including high speed passenger ferries, are required to undergo safety inspections at quarterly intervals.

4.0 Periodic Safety Inspections

Special purpose or uniquely constructed vessels may be required to undergo periodic inspection at assigned intervals of less than one year.

5.0 Special Safety Inspections

In addition to the above, a Liberian vessel may also be required to undergo a special or unscheduled safety inspection at any time.

6.0 Nautical Inspectors

Inspections are carried out under the direction of the Marine Inspection section of the Marine Safety Division, Office of the Deputy Commissioner, by duly appointed Nautical Inspectors.

7.0 Procedures

7.1 It is the responsibility of owners and Masters to present their vessels for timely inspection when a required inspection is due. The appropriate Division Chief (based on the vessel's trading pattern) should be advised as to the vessel's next available port, ETA and Agent information. The owner or Master of a vessel may also request inspection of his vessel by prior arrangement with a Nautical Inspector in the port where the vessel will be available for such purpose (See www.liscr.com for the names and locations of LISCR's Offices and Nautical Inspectors).

7.1.1 Owners or operators of vessels and offshore platforms engaged in the offshore seabed resource exploration, development and production industries operating in remote or hard to reach areas where a National Nautical Inspector is not available, and vessels not expressly covered by the Safety of Life at Sea Convention 1974 may have their vessels inspected in accordance with the Alternate Inspection Program defined in Marine Notice INS-002.

- 7.1.2 To more closely follow the requirements of SOLAS, the regulation requiring weekly fire and boat drills will be amended to require weekly fire and boat drills only for passenger vessels and the crew on cargo vessels to attend fire and boat drills once a month with weekly safety training sessions which should include training as outlined in SAF-004.
- 7.2 Vessels not inspected by the due date will be considered as "overdue" and follow up procedures will be initiated by the appropriate Office of the Marine Safety Division.

8.0 Annexes

The annexes hereto are provided as information for owners and Masters, to facilitate the conduct of safety inspections.

ANNEX I - Guidance for Masters (Safety Inspection of Ships)


ANNEX II - Sample Report of Safety Inspection Forms (Form 252, Revised 03/05)

ANNEX I

SAFETY INSPECTION OF SHIPS: GUIDANCE FOR MASTERS

1. Documents, certificates and publications referred to in Parts A & B of the Inspection Form must be readily available, preferably in a central location, for examination and verification by the Nautical Inspector.
2. Publications referred to in Part B are obtainable from the sources listed in Marine Notice ADM-002. Publications obviously not applicable to a vessel need not be produced; e.g., dry cargo vessels need not obtain tanker safety publications, but OBO type ships should obtain them.
3. The official Minimum Safe Manning Certificate and the original Liberian license of competence (or Certificate of Receipt of Application) of each officer serving on board must be publicly posted in or near the chart room. Particulars of any foreign licenses held must be readily available as such data may be required by the Nautical Inspector. The Liberian' Seafarer's Identification and Record Book of each crewmember must be presented to the Nautical Inspector for examination. In the case of passenger ships the certificates of all survival craft/rescue boat crewmen in particular must be available to the Inspector. In all cases, the Inspector must be given a copy of the current crew list and, if possible, the ship's emergency station bill.
4. Navigation records, publications, charts, log books, Oil Record Book, Cargo Record Book, training records (to include fire and abandon ship drills, weekly safety training exercises and security drills) and all similar material must be available for inspection, preferably in one location, such as the chart room.
5. Nautical Inspectors have the authority, and have been instructed accordingly, to make a spot check of lifesaving, fire fighting and general safety conditions covered by the SOLAS Certificate. The Master will be instructed to call in the Classification Society for examination and/or verification as may be necessary.
6. The Master should have lifeboats uncovered and vessel's firefighting equipment and appliances in their normally stowed positions ready for the Nautical Inspector's examination. Sufficient crew should be on board and shall be prepared to conduct such emergency drills as circumstances may dictate and permit.
7. The pilot ladder and associated gear such as gunwale steps, lights, manropes, etc. should be accessible and in conformance with Regulation 23 of Chapter V of SOLAS.
8. To facilitate the efficient conduct of safety inspections, one of the ship's deck officers should be available to accompany the Nautical Inspector.

ANNEX II

	MARITIME OPERATIONS DEPARTMENT	INSPECTION PORT		
	MARINE SAFETY DIVISION	DATE INSPECTED		
	<input type="checkbox"/> INITIAL	<input type="checkbox"/> QUARTERLY PASSENGER		
	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> SPECIAL		

PART A. SHIP DOCUMENTS -- STATUTORY CERTIFICATES					
CLASS SOCIETY _____		RECOGNIZED ORGANIZATION _____		RECOGNIZED SECURITY ORGANIZATION: _____	
NAME OF CERTIFICATE	ISSUE	EXPIRY DATE	NAME OF CERTIFICATE	ISSUE	EXPIRY DATE
	MONTH/ YEAR	MONTH/ YEAR		MONTH/ YEAR	MONTH/ YEAR
1. Passenger Ship Safety Certificate			8. International Ship Security Certificate		
2. Cargo Ship Safety Equipment Certificate			9. Civil Liability Convention (CLC)		
3. Cargo Ship Safety Radio Certificate			10. Radio Station License-(or TA)		
4. Cargo Ship Safety Construction Certificate			11. Fitness for Carriage of Chemicals in bulk		
5. Load Line Certificate			12. Fitness for Carriage of Liquefied Gas in bulk		
6. International Oil Pollution Prevention			13. DOC Authorization for the Carriage of Grain		
7. SMC Certificate			14. International Air Pollution Prevention Certificate		
15. For bulkers and oil tankers, is the Hull Survey Report file maintained on board (See IMO Res A.744(18)?) <input type="checkbox"/> YES <input type="checkbox"/> NO					
COMMENTS:					

PART B. PUBLICATIONS (Indicate if on board)							
NAME OF PUBLICATION	Y	N	EDITION YEAR	NAME OF PUBLICATION	Y	N	EDITION YEAR
1. Combined Publication Folder	<input type="checkbox"/>	<input type="checkbox"/>		10. IMO Code of Safe Practice for Timber Deck Cargos, 1991 Edition	<input type="checkbox"/>	<input type="checkbox"/>	
2. Articles of Agreement	<input type="checkbox"/>	<input type="checkbox"/>		11. Int. Code of Signals – Current Edition	<input type="checkbox"/>	<input type="checkbox"/>	
3. Int. Safety Guide for Oil Tankers & Terminals	<input type="checkbox"/>	<input type="checkbox"/>		12. ICS Tanker Safety Guide (Gas) - 1995 Edition	<input type="checkbox"/>	<input type="checkbox"/>	
4. ICS Tanker Safety Guide (Chemicals)	<input type="checkbox"/>	<input type="checkbox"/>		13. SOPEP or SMPEP	<input type="checkbox"/>	<input type="checkbox"/>	
5. Cargo Record Book for Chemical Carriers	<input type="checkbox"/>	<input type="checkbox"/>		14. Cargo Securing Manual (CSM)	<input type="checkbox"/>	<input type="checkbox"/>	
6. Oil Record Book	<input type="checkbox"/>	<input type="checkbox"/>		15. Garbage Mgt Plan and Record Book	<input type="checkbox"/>	<input type="checkbox"/>	
7. IMO International Maritime Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>		16. SOLAS Consolidated 2004 edition	<input type="checkbox"/>	<input type="checkbox"/>	
8. MARPOL 1973/78	<input type="checkbox"/>	<input type="checkbox"/>		17. Ballast Water Management Plans	<input type="checkbox"/>	<input type="checkbox"/>	
9. Vol III of IAMSAR Manual	<input type="checkbox"/>	<input type="checkbox"/>		18. Ship Security Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:							

PART C – ISM	
1. Does the Master understand and perform his safety management system responsibilities:	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. SMS manual on board?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Are there records of internal audits?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Are there records of external audits?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Record any outstanding nonconformities:	

PART D – ISPS	
1. Does the Master understand and perform his security responsibilities:	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Did the crew check your ID when boarding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Are the restricted areas identified?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Are the restricted areas they controlled?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Record any observations:	

PART E. MANNING - Minimum Safe Manning Certificates in Vessel's Present Name: Yes No Application Submitted

SHIP'S COMPLEMENT

OFFICERS	Manning Requirements	Actual Number
Deck		
Engine		
Others		
CREW		
Deck		
Engine		
Others		

Comments:

PART F. Officer's List	NAME	Liberian Number	List Nat. Lic. when Liberian not available	Grade	Issue Date
MASTER					
CHIEF MATE					
CHIEF ENGINEER					

Note: List only the information for the Master, Chief Mate and Chief Engineer and for any other officer whose license has expired or who does not have a Liberian license.

GMDSS - One GMDSS Radio Electronic Operator or two (2) deck/navigation officers with GMDSS General Operator certificates required.

GMDSS - Valid Certificates sighted? Yes No

Security Officer Designated in writing (Required by July 2004)? Yes No

Comments:

PART G. SEAFARER'S IDENTIFICATION AND RECORD BOOK

- Are all crew members holding valid Seafarer's Identification Books? Yes No
Identify crew members without Liberian Seaman's books on crew list, and attach crew list to this report
- Are there on board the minimum number of persons holding valid Liberian Special Qualifications as required by the Minimum Safe Manning Certificate and type of vessel? Yes No
- Crew received security training on board? Yes No

CHECK BELOW

ABLE SEAMAN	SURVIVAL CRAFT CREWMAN/RESCUE BOAT	TANKERMAN OIL PERSON IN CHARGE	TANKERMAN CHEMICALS PERSON IN CHARGE	TANKERMAN LIQUID GAS PERSON IN CHARGE
ORDINARY SEAMAN	OILER/MOTORMAN	TANKERMAN OIL ASSISTANT	TANKERMAN LIQUID CHEMICALS ASSISTANT	TANKERMAN LIQUID GAS ASSISTANT
GP-1	DESIGNATED MEDICAL CARE PROVIDER	TANKERMAN OIL CRUDE OIL WASHING INERT GAS (COW)		

Comments:

PART H. LOG BOOKS – Bridge and Engine Room Log Book/Logs and Records

- 1. Language _____
- 2. Date lifeboats last lowered into water _____
- 3. Security Drills conducted quarterly? YES NO
Date of last drill: _____
- 4. Boat and Fire Drills attended by crew monthly? YES NO
Date of last drill: _____
- 5. Safety Training held weekly? YES NO
Last 3 sessions: _____

Comments:

PART I. NAVIGATION, CHARTS, PUBLICATIONS AND RECORDS

- 1. Electronic Charts (Specify) _____ Last Update _____
Chart List or Catalog (Specify _____
- 2. Publisher) _____ Year of Issue _____
- 3. Navigational Charts _____ Last Correction _____
- 4. Pilot Books/Sailing Directions _____ Date _____
- 5. Notices to Mariners _____ Latest Issues _____
- 6. List of Lights/Radio Aids _____ Last Correction _____
- 7. Tide Tables _____ Year of Issue _____
- 8. Nautical Almanac _____ Year of Issue _____
- 9. Voyage or Passage Planning regularly used? YES NO

Comments:

PART J. NAVIGATIONAL AIDS/EMERGENCY COMMUNICATIONS

					SART	<input type="checkbox"/> YES	<input type="checkbox"/> NO
					EPIRB	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	ONBOARD		OPERABLE		VHF/PORTABLES	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Y	N	Y	N	NAVTEX	<input type="checkbox"/> YES	<input type="checkbox"/> NO
1. Radar No. 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2. Radar No. 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3. ARPA/Radar Plotting Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4. AIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5. Magnetic compass/Error Book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last Adjustment		Last Entry
6. Gyro Compass Master, Repeaters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7. Echo Sounding Device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8. Suitable electronic navigation system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9. Course Recorder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10. VDR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11. Rate of Turn Indicator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12. Speed and Distance Indicator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13. Steering Gear Test (Arrival/Departure)					Date last tested		
14. Emergency Steering Drills (Qrtly)					Date last drill		

Comments:

PART K GENERAL SAFETY – It is recommended Nautical Inspectors follow instructions in Guide to Nautical Inspectors

1. Pilot boarding arrangements. Satisfactory Unsatisfactory

2. Boat and Fire Drills carried out by Inspector YES NO
 Was performance of crew during drills satisfactory? YES NO

3. Are lifesaving and firefighting equipment maintenance manuals and instructions available to the crew?

Comment on need for further training with respect to Fire and Boat Drills:

4. Inflatable life rafts comments Give date of last servicing of rafts and hydrostatic releases:

5. Check condition of Lifesaving Equipment, including:
 Satisfactory?
 Yes No
 Life boat/Rescue boat davits-foundations
 Lifeboat/Rescue boat- structural
 Properly outfitted - equipment serviceable
 Lifejackets/TPA's/immersion suits -
 Lights/whistles/retro material - serviceable
 Pyrotechnics
 Line throwing equipment
 Man overboard signals –
 Muster List and Emergency Instructions checked

Comments:

6. Check condition of Fire Fighting Equipment, including:
 Satisfactory?
 Yes No
 Fixed and portable extinguishers - servicing annual
 Emergency Fire Pump
 Foam analysis
 Vent closures
 Emergency escapes
 Emergency generator
 EEBDs
 Fireman's Outfits
 International Connection
 Fire control Plan checked

Comments:

PART L. MEDICINE CHEST AND MEDICAL PUBLICATIONS

1. Fully stocked with instructions
 2. Medical Guide up-to-date
 3. Medical Log book
 4. Emergency Response Supplement to International Maritime Dangerous Goods Code – or equivalent
 5. Accident Prevention Guide

PART M. CREW ACCOMMODATIONS - Visual observation in accordance with ILO Conventions

Satisfactory?
 Yes No

1. Interior finishing or decoration
 2. Ventilation (efficiency-obstructions)
 3. Lighting efficiency
 4. Access and emergency escape markings
 5. Sanitary Conditions (check toilets, crew common areas and food storage preparation areas)
 6. Drinking Water (supply & arrangements) Volume on board _____, Volume supplied by evaporator _____.
 7. Galley (cleanliness/grease traps/range hoods)
 8. Crew Spaces clear of ship's stores or equipment

Comments:

PART N. GENERAL; General remarks on overall condition of vessel, including condition of engine room spaces/bilges:

<p>1. Check condition of decks and superstructure: Satisfactory? Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/> Weather Deck including forecastle <input type="checkbox"/> <input type="checkbox"/> Cargo gear /cargo manifold <input type="checkbox"/> <input type="checkbox"/> Line handling equipment <input type="checkbox"/> <input type="checkbox"/> Anchors and anchor windlass - <input type="checkbox"/> <input type="checkbox"/> Electrical fixtures, alarms and lighting <input type="checkbox"/> <input type="checkbox"/> Deck openings; hatches, doors, pipe penetrations, vents <input type="checkbox"/> <input type="checkbox"/> Tank gauging equipment <input type="checkbox"/> <input type="checkbox"/> Upper decks including bridge <input type="checkbox"/> <input type="checkbox"/> Pump room or Cargo room if applicable</p>	<p>Comments :</p>
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<p>2. Check condition of Engineroom, and steering gear space: Satisfactory? Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/> Lighting <input type="checkbox"/> <input type="checkbox"/> Ventilation <input type="checkbox"/> <input type="checkbox"/> Alarms <input type="checkbox"/> <input type="checkbox"/> Guards - <input type="checkbox"/> <input type="checkbox"/> Main engine & Auxiliaries <input type="checkbox"/> <input type="checkbox"/> Pumps <input type="checkbox"/> <input type="checkbox"/> Sea chest <input type="checkbox"/> <input type="checkbox"/> Oil Water Separator, alarms, and monitor <input type="checkbox"/> <input type="checkbox"/> Steering Gear Room</p>	<p>Comments:</p>
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Additional Comments:

IMPORTANT NOTICE

THE INSPECTION REPORT DOES NOT CONSTITUTE CERTIFICATION, WARRANTY OR OTHER REPRESENTATION AS TO THE SEAWORTHINESS OF THE VESSEL DESCRIBED HEREIN, NOR DOES IT RELIEVE ANY PERSON OR ORGANIZATION FROM THEIR RESPECTIVE RESPONSIBILITIES AND OBLIGATIONS TO ENSURE THAT THE VESSEL IS MAINTAINED IN A SEAWORTHY CONDITION.

<p>Sincerely,</p> <p style="text-align: center;">INSPECTOR</p>	<p style="text-align: center;">MASTER (OR REPRESENTATIVE)</p>
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NOTICE TO MASTER: Masters must review all entries in this Report before acknowledging it. It is recommended that they discuss with nautical Inspector any findings, which do not agree with actual conditions prevailing on board at the time of inspection.

NOTICE TO COMPANY: If you disagree with the inspector's comments or recommendations please contact the Administration.

LIST OF DEFFICIENCIES and/ or RECOMMENDATIONS REGARDING OPERATIONAL SAFETY INSPECTION

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Summary:

- The inspector did not find any deficiencies, we wish to commend you, and the vessel's master and crew for your professionalism and for maintaining a high standard of safety on board this vessel.
- The inspector did not find any deficiencies but does have some recommendations. Please see the list below.
- The Inspector's list of deficiencies, recommendations and recommended corrective actions are listed below. Please send your response regarding this listed deficiencies and the Corrective Action to the Administration within thirty days.
- The vessel had deficiencies, which had to be corrected before the vessel would be allowed to sail. The serious deficiencies are noted on the list below. You will be contacted to schedule the vessel for an additional inspection if needed.

No.	Description	Required or Recommended Action	Close Out Date