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**07 September 2022**

**MARINE OPERATIONS NOTE 05/2022**

(Supersedes Marine Operations Note 03/2019)

**Subject: Authorization of Service Providers for Maintenance, Thorough Examination, Operational Testing, Overhaul and Repair of Lifeboats and Rescue Boats, Launching Appliances and Release Gear**

**Reference:** a. [Resolution MSC.402\(96\)](#)  
b. [Resolution MSC.404\(96\)](#)

**Revisions:**

The following changes have been included:

- a. **Revised section on Fees and added authorization and reporting agreement to be signed with the Administration**

**Purpose:**

This Marine Operations Note promulgates the Liberian Administrations requirements and procedures for authorization of service providers for Maintenance, Thorough Examination, Operational Testing, Overhaul and Repair of Lifeboats and Rescue Boats, Launching Appliances and Release Gear on Liberian flagged vessels. Only service providers authorized in accordance with Resolution MSC.402(96) and the provisions of this Note will be authorized to carry out the aforementioned services on Liberian flagged vessels.

**Background**

Amendments to SOLAS regulations III/3 and III/20 for maintenance, thorough examination, operational testing, overhaul and repair of lifeboats and rescue boats, launching appliances and release gear were adopted through Resolution MSC.404(96). The Requirements for maintenance, thorough examination, operational testing, overhaul and repair of lifeboats and rescue boats, launching appliances and release gear were adopted through Resolution MSC.402(96) (**the Requirements**). Resolution MSC.404(96) and Resolution MSC.402(96) took effect on 1 January 2020. Resolution MSC.402(96) amalgamates Annex 1 of MSC.1/Circ.1206/Rev.1, Guidelines for periodic servicing and maintenance of lifeboats, launching appliances and on-load release gear, and MSC.1/Circ.1277, the Interim Recommendation on conditions for authorization of service providers for lifeboats, launching appliances and on-load release gear.

**The Requirements** establish a uniform and documented standard for maintenance, thorough examination, operational testing, overhaul and repair of the equipment.

## **Applicability:**

This Marine Operations Note applies to all service providers seeking authorization to carry out maintenance, thorough examination, operational testing, overhaul and repair of:

1. Lifeboats (including free-fall lifeboats), rescue boats and fast rescue boats; and
2. launching appliances and on-load and off-load release gear for lifeboats (including primary and secondary means of launching appliances for free-fall lifeboats), rescue boats, fast rescue boats and davit-launched life rafts.

## **Definitions:**

1. **Authorized service provider** means an entity authorized by the Administration to carryout maintenance, thorough examination, operational testing, overhaul and repair of the equipment listed in 1. and 2. under **Applicability.**
2. **Company** means 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 owner of the ship and who on assuming such responsibility has agreed to take over all the duties and responsibilities imposed by the International Safety Management Code.
3. **Equipment** means the equipment listed in 1. and 2. under **Applicability.**
4. **Manufacturer** means the original equipment manufacturer or any entity which has taken legal and legitimate responsibilities for equipment when the original equipment manufacturer no longer exists or supports the equipment.
5. **Off-load release mechanism** means a release mechanism which releases the survival craft/rescue boat/fast rescue boat when it is waterborne or when there is no load on the hooks.
6. **On-load release mechanism** means a release mechanism which releases the survival craft/rescue boat/fast rescue boat with load on the hooks.
7. **Overhaul** means a periodical activity defined by the manufacturer that proves continued fitness for purpose for a defined period subject to correct maintenance.
8. **Recognized Organization** means one of the vessel classification society's delegated authority by the Liberian Administration to conduct inspection, survey, audit, plan review, and certification of Liberian flagged ships and equipment and systems installed on those ships in accordance with the applicable international rules and regulations.
9. **Repair** means any activities requiring disassembly of equipment, or any other activities outside the scope of the instructions for on-board maintenance and for emergency repair of life-saving appliances prepared in accordance with SOLAS regulations III/36.2 and III/35.3.18, respectively.

## **Requirements**

All service providers seeking authorization to carry out maintenance, thorough examination, operational testing, overhaul and repair of lifeboats and rescue boats, and the associated launching appliances and release gear must apply to obtain a Lifeboat Authorized Service Provider Document from the Liberian Administration.

Upon completion of a review of the service provider's application, the Liberian Administration will issue an Authorization Document to service providers determined to comply with the Requirements as implemented by this Note. The Authorization Document shall be valid for a period of up to three years and will be subject to annual endorsements.

Only service providers holding a valid Authorization Document issued by this Administration in accordance with the provisions of this Note will be accepted to carry out the following services on Liberian flagged vessels regardless of approvals from other flag States.

1. Weekly and monthly inspections and routine maintenance as specified in the equipment maintenance manual(s). It should be noted that shipboard personnel under the direction of a senior ship's officer may carry out the weekly and monthly inspections and routine maintenance in accordance with the maintenance manual(s) without the need to utilize an authorized service provider.
2. Annual thorough examinations and operational tests described in section 6.2 of [the Requirements](#). The aforementioned annual thorough examinations and operational tests shall be conducted by certified personnel of either a manufacturer or an authorized service provider in accordance with [the Requirements](#) and SOLAS regulation III/20. The service provider may be the ship operator if the operator is authorized in accordance with this Marine Operations Note.
3. Five-year thorough examination, any overhaul, overload operational tests, as described in section 6.3, of [the Requirements](#) and repair shall be conducted by certified personnel of either the manufacturer or a service provider authorized by the Administration. The five-year thorough examination, overhauls, overload operational tests should be done in the presence of an authorized classification society surveyor.

In cases where a manufacturer is no longer in business or no longer provides technical support, the Administration may, on a case by case basis, authorize a service provider to service the equipment if the service provider had prior authorization for the equipment and/or long-term experience and demonstrated expertise as an authorized service provider can be provided.

## **Application for Authorization as an Authorized Service Provider**

All entities, including Manufacturers that service equipment other than its own or for which it has taken legal and legitimate responsibility, requesting to be authorized to provide services for Liberian flagged vessels must complete and submit to the Office of the Deputy Commissioner of Maritime Affairs,

Republic of Liberia the application form provided in [ANNEX I](#) to this Marine Operations Note. A copy of the application may also be obtained by sending an e-mail request to the Regulations and Standards Department, LISCR: email: [RegsandStandards@liscr.com](mailto:RegsandStandards@liscr.com). All applicants for authorization as an Authorized Lifeboat Service Provider shall:

1. Submit one signed copy of the form.
  - a. The application shall be signed by the individual, partner or primary officer of a corporation who is legally able to obligate the entity for which he or she is a representative.
  - b. Applications should be sent to: [RegsandStandards@liscr.com](mailto:RegsandStandards@liscr.com).
  - c. If the application is approved a Liberian Lifeboat Service Provider Authorization Document will be issued to the applicant valid for up to three (3) years at which time a new Application must be submitted to renew the Document.
2. In cases, where an applicant owns or operates several service providers and such service providers are not included under the applicant's ISO quality system:
  - a. Each such service provider must be approved and authorized separately.
  - b. An application form must be completed as per item 1 above and submitted separately for each of these service providers along with all applicable quality system certification and RO approval certificates.
  - c. An individual Authorization Document will be issued to each of these service providers.
3. In cases where an applicant owns or operates several service providers and:
  - a. the applicant has a quality system certified to the current ISO9000 standard;
  - b. all of the service providers are included under the applicant's ISO quality system;
  - c. all of the service providers are included on the applicant's RO Lifeboat Service Provider/Supplier approval certificate, and
  - d. the details of the owning/operating arrangements are indicated on the applicant's application form;
  - e. only one application should be submitted by the applicant;
  - f. An individual Authorization Document will be issued to each of these service providers based on the applicant's ISO certification and the applicant's RO certification.

### **Initial Issuance of the Authorization Document**

Upon satisfactory completion of the review of an application the Administration will:

1. Issue an Authorization Document valid for up to three years. The Authorization Document will be subject to annual endorsement by the Liberian Administration.

2. When a service provider's ISO 9000 certification document includes subsidiary service providers, the subsidiaries will each be issued an individual Authorization Document.
3. Authorized service providers are also required to enter into an authorization and reporting agreement with the Administration.
4. A list of authorized service providers may be obtained on the Liberian Registry website [www.lisr.com](http://www.lisr.com) under 'the "Maritime", "Regulations and Standards Department" tab and "Authorized Lifeboat Service Providers"'.

### **Issuance of Provisional Authorization Document**

Shipowners/Operators intending to use a service provider which is not authorized by the Administration will require that the service provider apply for an authorization using the procedure described above. Upon receipt and pending assessment of the application, the Administration may agree to provide provisional authorization to the service provider for a single service only to be completed within 30 days from the authorization.

### **Issuance of One Time Authorizations:**

In cases where a lifeboat, rescue boat, launching appliance, or releasing gear manufacturer is no longer in business or no longer provides technical support, the Administration may, on a case by case basis, authorize one of the Authorized Service Providers to service the equipment for a single specific inspection, audit, or maintenance procedure, if the service provider had prior authorization for the equipment and/or long-term experience and demonstrated expertise as an authorized service provider for similar equipment can be provided.

### **Renewal of an Authorization Document**

To ensure continuity of an authorized service provider authorization, the application for renewal of the Authorization Document may be submitted up to three months prior to the expiration of the existing Authorization Document. The renewed Authorization Document shall be valid for up to three years from the expiration date of the existing Authorization Document.

The application form provided in [ANNEX I](#) to this Marine Operations Note should be completed and submitted following the guidance provided under the section "Application for Authorization as An Authorized Service Provider." A copy of the application may also be obtained by sending an e-mail request to the Regulations and Standards Department, LISCR: email: [RegsandStandards@lisr.com](mailto:RegsandStandards@lisr.com).

### **Annual Endorsement**

Within three months before to three months after the anniversary date of the Authorization Document, the authorized service provider shall undergo an annual reassessment consisting of an onsite audit conducted by a Recognized Organization (RO) auditor.

Upon successful completion of the onsite audit a copy of the audit report and/or the endorsed RO Service Provider/Supplier Certificate should be forwarded to the Administration. After review of the submitted information the Administration will issue an endorsement to the Authorization Document.

## **Certification of Personnel**

All authorized service provider personnel who will carry out the maintenance, annual and five-year thorough examinations, operational tests of lifeboats and rescue boats, launching appliances and release gear, any overhaul, overload operational tests, and repairs of the equipment shall:

1. Be trained and certified by the manufacturer of the equipment or by an authorized service provider's competent person trained and certified by the manufacturer. The training and certification shall comply, at a minimum, with the education, training, and competency requirements of Section 8.2 of [the Requirements](#)
2. Upon successful completion of the requirements of Section 8.2 of [the Requirements](#), each person shall be issued a certificate defining the level of qualification and the scope of the certification (i.e. makes and types of equipment and specifically state which activities are covered by the certification).
3. All authorized service providers that use a competent person to carry out in-house training and certification of their personnel must have a quality system documented to the current ISO 9000 standards. The quality system must include procedures for the training of personnel. The procedures should incorporate the guidelines and standards in Parts 1 thru 4 of ISO Public Available Specification on the training of service personnel (ISO/PAS 23678:2019).

The expiry date of the certificate shall clearly be written on the certificate and shall not exceed three years from the date of issue. The validity of any certificate shall be suspended in the event of any shortfall in performance and only revalidated after a further competency assessment.

For renewal of the training certification a competency assessment shall be conducted by the manufacturer of the equipment or by an authorized service provider's competent person trained and certified by the manufacturer. In cases where refresher training is found necessary a further assessment shall be carried out after completion of such training.

## **Fees**

The Administration will assess administrative and documentation fees for the review of the application for authorization as a service provider and for the issuance of initial Authorization Document, and the subsequent annual endorsements and renewal of the Document as specified in the authorization and reporting agreement with the Administration.

If you have any questions on this Marine Operations Note please contact [RegsandStandards@lisr.com](mailto:RegsandStandards@lisr.com) or call: 703 790 3434 and ask for the Regulations and Standards Department.

## **Privacy Policy**

Any personal data collected by the Liberia Maritime Authority and its Agent in the course its operations shall be handled in accordance with data protection standards. You can learn more about the Privacy Policy here [\\* LINK \\*](#).

## ANNEX I

### **Application for Authorization as a Lifeboat Authorized Service Provider (LASP)**

**INSTRUCTIONS:** This application is to be used to apply to be authorized as a Lifeboat Authorized Service Provider (LASP) in accordance with the provisions of Liberian Marine Operations Note 05/2022, Authorization of Service Providers for Maintenance, Thorough Examination, Operational Testing, Overhaul and Repair of Lifeboats and Rescue Boats, Launching Appliances and Release Gear on Liberian flagged vessels, and the provisions of [Resolution MSC.402\(96\)](#).

The completed application should be sent together with a copy of the service provider's Articles of Incorporation and/or Bylaws, as applicable, to:

REPUBLIC OF LIBERIA  
OFFICE OF DEPUTY COMMISSIONER for MARITIME AFFAIRS (DCO)  
c/o Regulations and Standards Department  
Liberian International Ship & Corporate Registry 22980 Indian Creek Drive  
Suite 200  
Dulles, Virginia, 20166 USA

Email: [regsandstandards@liscr.com](mailto:regsandstandards@liscr.com)

Upon receipt of the application, a service agreement will be provided to the applicant for signature and acceptance. Upon completion of the review of the application and receipt by the Administration of the service agreement signed by the applicant and the processing fee as required by the service agreement a Certificate of Authorization valid for three years will be issued to the Service Provider.

Approved Lifeboat Service Providers are required to renew their Certificate every three (3) years. A processing fee as specified in the authorization and reporting agreement with the Administration must be submitted with each request for renewal application

All applicants for renewal of a LASP Authorization Document must settle any unpaid invoices that are 30 days or more overdue (measured from the date of the invoice for the fees) prior to approval of the application for renewal.

Failure to provide all items requested in the application may result in your application being returned or rejected. Please review the application and all submitted documents carefully and ensure that the application is signed by the appropriate official(s) and that all required information and documents are provided.

**TYPE OF APPLICATION**

**INITIAL** \_\_\_\_\_ **PROVISIONAL** \_\_\_\_\_ **RENEWAL** \_\_\_\_\_

**NAME OF APPLICANT – (CORPORATION):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**COUNTRY:** \_\_\_\_\_

**TELEPHONE NUMBER (include area code):** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**Is the Applicant owned or operated by another Lifeboat Service Provider and include in that Service Providers ISO Certification? \_\_\_\_ Yes \_\_\_\_ No. If yes please provide the name of the primary entity:** \_\_\_\_\_

**The following documents must be provided with the application for review by the DCO.**

1. A copy of any type approval or service provider/supplier certificate for the servicing and inspection of lifeboats and rescue boats, launching appliances and release gear, including any overhaul, overload operational tests, and repairs of the equipment issued by a Recognized Organization (RO) to the applicant.
2. A report of the most recent audit of the applicant by a RO demonstrating compliance with the Requirements promulgated by [Resolution MSC.402\(96\)](#).
3. A list of all equipment manufacturers for whom the applicant is authorized or licensed to service their equipment shall also be provided.
4. A list of all of the applicant’s personnel who will carry out the maintenance, annual and five-year thorough examinations and operational tests of lifeboats and rescue boats, launching appliances and release gear, any overhaul, overload operational tests, and repairs of the equipment. A copy of each person’s training certification shall also be provided person.
5. A certificate or report verifying that the applicant has a documented quality system that has at least the following:
  - a. code of conduct for personnel involved in the relevant activity;
  - b. maintenance and calibration of measuring tools and gauges;
  - c. training programs for personnel;
  - d. supervision and verification to ensure compliance with operational procedures;
  - e. recording and reporting of information;
  - f. quality management of subsidiaries and agents;
  - g. job preparation; and
  - h. periodic review of work process procedures, complaints, corrective actions and issuance, maintenance and control of documents.
6. A copy of any authorization issued by or on behalf of another flag stated in accordance with [Resolution MSC.402\(96\)](#).

## **ACKNOWLEDGEMENT**

By virtue of my signature below, I hereby make application to the Republic of Liberia to become an Authorized Lifeboat Service Providers (LASP). I have responded to all items on this application honestly and completely. I understand that should I be approved to be an LASP, I must adhere to all applicable Liberian Maritime rules and regulations, and the requirements and guidelines of [Resolution MSC.402\(96\)](#).as adopted by Liberian in Liberian Marine Operations Note 05/2022, other rules, regulations, agreements, as may be promulgated by the Office of the Deputy Commissioner.

I also acknowledge that upon request I will submit to the Office of the Deputy Commissioner (DCO) all required information reports and fees regarding the servicing and inspection of lifeboats and rescue boats, launching appliances and release gear, including any overhaul, overload operational tests, and repairs of the equipment in a timely manner. I acknowledge that failure to abide by the requirements of Liberian Marine Operations Note 05/2022 may result in the suspension or revocation of my LASP authorization.

I further acknowledge that I may not trade, reassign, sell or otherwise transfer my authority to act as an LASP without the express approval of the DCO. I agree to notify the DCO of any changes in my company's name, address, and/or other contact information. Should I cease to function as a Lifeboat Service Provider I agree to notify the DCO immediately.

I acknowledge that I am familiar with the Liberia rules and regulations (Liberian Marine Operations Note 05/2022) concerning regarding the servicing and inspection of lifeboats and rescue boats, launching appliances and release gear, including any overhaul, overload operational tests, and repairs of the equipment and that failure to abide by these rules may result in the suspension or revocation of my Lifeboat Authorized Service Provider certification.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_