



# THE REPUBLIC OF LIBERIA

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Office of Deputy Commissioner of Maritime Affairs

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## **OFFICIAL LAY-UP TO ACTIVE**

### **A. LIST OF REQUIREMENTS**

- 1. OWNER'S LETTER OF REQUEST to change vessel's status;
- 2. PAYMENT of fees.

### **B. LIST OF TECHNICAL REQUIREMENTS**

- 1. CONVENTIONS COMPLIANCE: STCW, ISM and ISPS
- 2. LIABILITY INSURANCE compliance
- 3. SAFETY INSPECTION

SEE EXPLANATION OF REQUIREMENTS ON THE NEXT PAGE

In case of any questions please contact [Registration@lisr.com](mailto:Registration@lisr.com) or any of LISCR offices.

**A. EXPLANATION OF REQUIREMENTS**

1. A copy of a duly executed letter from Owner requesting the Flag Administration to set the vessel's status to "active". The letter must include the vessel's Owner, the name and official number of the vessel and the estimated date the vessel will enter active status;

**B. EXPLANATION OF TECHNICAL REQUIREMENTS**

**1. . CONVENTIONS COMPLIANCE**

- a. STCW: a copy of Application for Minimum Safe Manning Certificate.
- b. ISM: a copy of ISM Declaration of Company and Person/DPA -Form RLM-297 (2 pages)
- c. ISPS: a copy of CSO declaration and Ship Security Plan if applicable

**2. . LIABILITY INSURANCE**

- a. **Bunker Civil Liability Convention for Oil Pollution Damage, 2001 (Bunker Spill):** a copy of Bunker CLC Blue Card (vessels of more than 1,000 gross tons)
- b. **Nairobi International Convention on the Removal of Wrecks 2007 (Wreck Removal):** a copy of WRC Blue Card (vessel of more than 300 gross tons)
- c. **Convention on Civil Liability for Oil Pollution Damage (CLC – Oil Pollution):** a copy of CLC Blue Card (tankers or other cargo ships carrying more than 2,000 net tons of oil in bulk as cargo).

**3. . SAFETY INSPECTION**

Safety Inspection of the vessel to be conducted by a Liberian Nautical Inspector under the instructions of an Operational Control Office of LISCR (please contact LISCR's Safety Department at [audit@liscr.com](mailto:audit@liscr.com) for such arrangements).