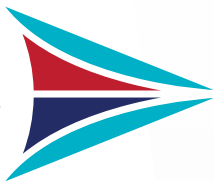# LIBERIAN REGISTRY

Welcome Aboard!

Your Guidebook to the Liberian Registry

ALL FLAGS ARE NOT ALIKE

LIBERIAN INTERNATIONAL SHIP & CORPORATE REGISTRY

Table of Contents

Worldwide Offices

Beijing china@liscr.com	Busan info@liscr.kr
Dubai infodubai@liscr.com	Guangzhou china@liscr.com
Hamburg hamburg@liscr.com	Hong Kong hongkong@liscr.com.hk
Imabari info@liscr-japan.com	Istanbul istanbul@liscr.com
Leer leer.operations@liscr.com	Limassol cyprus@liscr.com
Miami registrations@liscr.com	London info@liscr.co.uk
Mumbai india@liscr.com	Manila manila@liscr.com
Oslo norway@liscr.com	Monrovia corporate@liscr.com
Panama exams@liscr.com	Ningbo china@liscr.com
Qingdao china@liscr.com	Piraeus info@liscr.gr
Seoul info@liscr.kr	Rio de Janeiro infobrazil@liscr.com
Singapore info@liscr.sg	Shanghai china@liscr.com
Tokyo info@liscr-japan.com	Tianjin china@liscr.com
Zurich info@liscr.ch	Washington, DC info@liscr.com

Contacts List

Duty Officer: 24-hour Help Desk
+1 (703) 963-6216
dutyofficer@liscr.com
Duty Officer Video Call (DOVC): https://support.liscr.com

Vessel Registration: registrations@liscr.com	**Fleet Performance:** prevention@liscr.com
Flag State Inspection Follow Up: FSIFollowUp@liscr.com	**Port State Control Follow Up:** PSCfollowup@liscr.com
Vessel Inspections and Audits: audit@liscr.com	**Internal Audit Program:** internalaudits@liscr.com
Vessel Certification Services: vesselcertificates@liscr.com	**Publications Ordering:** publications@liscr.com
Fleet Security: security@liscr.com	**Marine Investigations:** investigations@liscr.com
Seafarer's Certification & Documentation: seafarers@liscr.com	**Update Contact Details:** contacts@liscr.com
Corporate Matters: corporate@liscr.com	**Accounting – Corporate:** acctg-corp@liscr.com
Accounting – Remittances & Payments: accounting@liscr.com	**Accounting – Statements and General Questions:** accounting-maritime@liscr.com
Accounting – Tonnage Tax Billing Inquiries: tonnagetax@liscr.com	**Accounting – Seafarers:** accounting-seafarers@liscr.com

Emergency Contact: Duty Officer Help Desk

DutyOfficer@liscr.com

The Duty Officer Technical Help Desk is manned 24 hours a day, every day of the year.

The Duty Officer can handle emergency situations
and urgent matters, including:
- Dispensations
- Advise DPAs on basic PSC situations
- Schedule late notice inspectors
- Conduct initial intake for marine casualties of vessels
- Initial reporting of personal injuries or death
- Pollution occurrence
- Security alerts
- Distress alerts
- Detention response
- INMARSAT activations

DOVC: Duty Officer Video Call

- Connect with one of our duty officers any time of day or night
- Provides immediate real-time solutions
- Live, high-quality service at the click of a button

Connect now with DOVC

The Liberian Registry's Client Portal: WayPoint

Waypoint.liscr.com

waypointsupport@liscr.com

Around-the-clock access to fleet details, certificates, and inspection schedules

Using our client portal, you can expedite the process and "*create a work order*" to:
- Schedule Audits and Inspections
- Reserve a Vessel Name
- Order Vessel Publications
- Submit plans for approval
- Request Civil Liability Convention Certificates
- Request Armed Guard Letter
- Submit applications for vessel certificates
- Submit requests to amend/extend/cancel/close/create technical dispensation
- Submit requests to amend/cancel/create exemptions
- Submit requests to amend/cancel/create equivalences

While accessing your vessel's profile, please verify that the correct contact details for your vessels have been inputted into Waypoint. Any changes needed to your contact details listed can be made by contacting our team at contacts@liscr.com.

Client User Manual is available here.

Maximize your use of Waypoint and contact waypointsupport@liscr.com to schedule a guided tutorial.

Vessel Certification Services

Vesselcertificates@liscr.com

The Certification Services Department is responsible for issuing and validating documents and certificates that ensure the fleet's compliance with international regulations. The team assists clients in obtaining the following certificates:

- Radio Licenses
- Bunker Civil Liability Convention, 2001 (BCLC)
- Civil Liability Convention, 1992 (CLC)
- Wreck Removal Certificate (WRC)
- Continuous Synopsis Records (CSR)
- Minimum Safe Manning Certificates (MSMC)

Please note: Changes in vessel registration, including changing Recognized Organizations, ISM company, vessel name, may affect the validity of existing vessel documentation. To ensure regulatory compliance, please submit your application through our client portal, Waypoint, or directly by emailing vesselcertificates@liscr.com

The Liberian Registry is pleased to offer owners of ships registered in non-convention States the opportunity to obtain WRC, BCLC and/or CLC liability certificates through the Registry's online certification facility, WayPoint, or by directly emailing vesselcertificates@liscr.com

Inmarsat Activations

Inmarsatactivations@liscr.com

The Liberian Registry handles all Inmarsat service functions including activation and deactivation of Inmarsat mobile terminals and the issuance of Inmarsat mobile numbers.

A request for activation must be made when:
- A vessel changes flag
- A vessel first enters service (newbuilding)
- A change in equipment details, including ownership of equipment (vessel owner/operator/name change)

What is the procedure for requesting activation?
1. Appoint an Accounting Authority from Approved List
2. The AA will submit an Inmarsat Service Activation Form (SARF) on your behalf signed by both applicant and the Accounting Authority
   SARF must be signed by both application and the Accounting Authority
3. Ensure all equipment has been previously deactivated

The Inmarsat Activations Department is available 0700 to 1600 Monday through Friday (U.S. Eastern Time) but can be reached 24 hours a day, 7 days a week, via our after-hours contact* number and via email inmarsatactivations@liscr.com.

Phone: +1 703 564 7575
Fax: +1 703 790 5655
Email: inmarsatactivations@liscr.com
After-hours*: +1 703 217 0726

Please note additional fees apply when contacting Inmarsat Activations Department after-hours.

Iridium Global Maritime Distress Safety System Terminals

Iridium Services
iridiumservices@liscr.com

Approved Iridium Global Maritime Distress Safety System (GMDSS) terminals may be installed on Liberian flagged vessels for compliance of SOLAS Chapter IV.
The Administration must be notified of any Iridium terminals installed on board a Liberian vessel in compliance with International Telecommunication Union (ITU).

What is the procedure for Iridium activation?
1. A Liberian Registry approved Iridium GMDSS service provider must activate the terminal.
2. The recognized Iridium GMDSS service provider will forward to the Administration the Iridium GMDSS terminal information
3. The Administration will verify compliance with SOLAS Chapter IV requirements.
4. The Administration will log the details in our communication database.
5. An amended radio license will need to be issued to reflect all installed Iridium terminals.

Plan Approvals

Planapproval@liscr.com

The Regulations and Standards team reviews and approves the following plans:

- Ballast Water Management (BWM) Plans
- Liquefied Gas Carrier Cargo Operations Manual
- Oil Discharging Monitoring and Control Systems (ODMCS) operational manuals
- Ship energy efficiency management plans (SEEMP)
- Ship Structure Access Manual
- Ship to Ship (STS) Operations Plans
- Shipboard Marine Pollution Emergency Plan (SMPEP)
- Shipboard Oil Pollution Prevention Plan (SOPEP)
- Volatile Organic Compound (VOC) Management Plans

Ship Security Plans should be submitted to the Security team for review and approval at: security@liscr.com

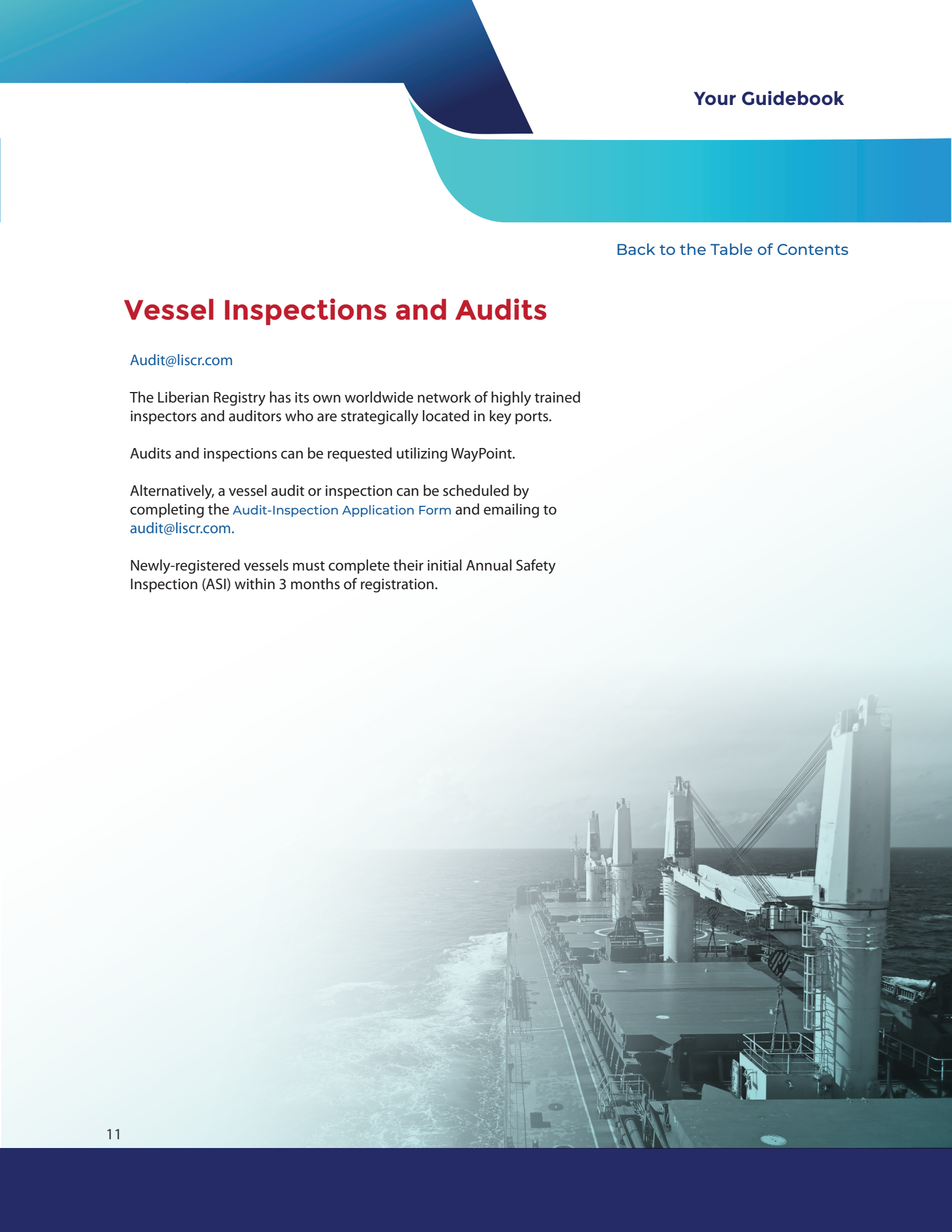Back to the Table of Contents

Vessel Inspections and Audits

Audit@liscr.com

The Liberian Registry has its own worldwide network of highly trained inspectors and auditors who are strategically located in key ports.

Audits and inspections can be requested utilizing WayPoint.

Alternatively, a vessel audit or inspection can be scheduled by completing the Audit-Inspection Application Form and emailing to audit@liscr.com.

Newly-registered vessels must complete their initial Annual Safety Inspection (ASI) within 3 months of registration.

Combined Block Fee Agreement (C-BFA)

bfa@liscr.com

Save time, money, and personnel resources by enrolling in our combined block fee agreement (C-BFA)

The C-BFA is a 5-year agreement that includes the following during the first 5-year cycle:
- Issuance of Declaration of Maritime Labour Compliance (DMLC) Part I
- Review and acceptance of DMLC Part II
- Initial and Intermediate Inspection for a Maritime Labour Certificate
- Intermediate Inspection for certification with MLC 2006
- Unlimited amendments to the DMLC Part I, DMLC Part II, and Maritime Labour Certificate
- Initial and Intermediate Audit for an International Ship Security Certificate (ISSC)
- Unlimited amendments to the ISSC Certificate
- Initial and Intermediate Audit for a Safety Management Certificate (SMC)
- Unlimited amendments to the SMC Certificate

The Liberian Registry also offers the following additional services at discounted rates for vessels enrolled in a C-BFA:
- Interim ISM/ISPS/MLC audit and inspection
- Company Document of Compliance audits
- Shipboard plan review
- Additional MLC inspection or ISM/ISPS audit
- Ship Security Alert System initial or replacement installation verification

Contact bfa@liscr.com for additional information and details on how to enroll.

SeaNet Verification Services

InternalAudits@liscr.com

The Liberian Registry is partnered with SeaNet Verification Services to offer an internal audit service that connects clients with professional auditors available to conduct internal ISM/ISPS audits.

Benefits to the internal audit program:
- Receive a quality audit conducted by a professional training and experienced ISM/ISPS auditor
- Global network of available auditors provides flexibility around the location of the internal audit
- Reduces company travel expenses
- Save time and meet deadlines by reducing technical staff workload

For additional information or to schedule an audit, please contact internalaudits@liscr.com
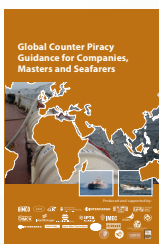
Maritime Security

security@liscr.com

The Maritime Security team has developed comprehensive procedures for implementation and adherence to the International Ship and Port Security (ISPS) Code to help reduce the threat of crimes and attacks against Liberian vessels and their crew.

Ship Security Plans should be submitted to the Security team for review and approval at security@liscr.com

As stated in Marine Notice 01/2022, shipowners and operators of Liberian-flagged vessels employing privately contracted armed or unarmed security personnel must exclusively use an authorized Private Maritime Security Company (PMSC).

Before entering High-Risk areas as defined by Marine Security Advisory 01/2023, please complete and submit the Anti-Piracy Checklist. Experience shows that applying the recommendations on this checklist will assist ships to detect, avoid, deter, or delay piracy or armed robbery attacks.

LRIT

lrit@liscr.com

The Maritime Security Team manages the conformance test results of LRIT data and issues Conformance Certificates. An annual conformance test is required for all shipborne LRIT equipment to confirm compliance with the provisions of SOLAS.

Conformance Tests:

For security reasons, all conformance tests shall be conducted directly by the Liberian Administration Authorized Testing Application Service Provider (Testing ASP), Pole Star Space Application Ltd.

Shipborne equipment is required to undergo a new conformance test and a new Conformance Certificate is required to be issued when:
- changes are made to LRIT shipborne equipment
- LRIT shipborne equipment becomes unserviceable
- the Administration has been notified by Polestar that the shipborne equipment is not operating within the parameters of the conformance test report and/or in accordance with the LRIT performance standards
- the affected ship has transferred to the Liberian flag or re-registered under the Liberian flag
- the ship is intended to operate outside the sea area noted on the Conformance Test
- at twelve month intervals, on or before the anniversary date of the conformance test

In the event of ship renaming, a request for an amended conformance certificate can be sent to LRIT@liscr.com

Approved Service Providers

Lifeboat Authorized Service Providers:

The Liberian Registry has authorized service providers to carry out maintenance, through examination, operational testing, overhaul and repair of equipment. A list of currently approved lifeboat authorized service providers can be found on our website at Lifeboat Service Providers.

Inventory of Hazardous Material (IHM) Expert Companies:

In accordance with the guidelines of the Hong Kong International Convention, a valid International Certificate on Inventory of Hazardous Materials (ICIHM) is required to be maintained onboard vessels. Vessels desiring to obtain the International Certificate on IHM must use an IHM Expert Company approved by the Administration. A list of approved IHM Expert companies is maintained on our website at Inventory of Hazardous Materials (IHM) Expert Companies.

Approved Service Providers

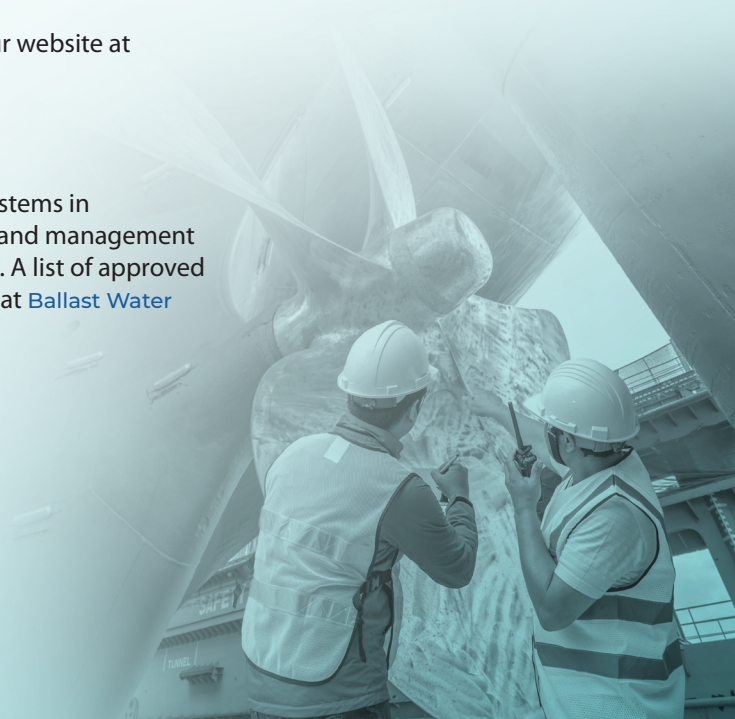**Approved Electronic Record Books (ERBs):**

The Liberian Registry allows the usage of ERB to satisfy the mandatory regulatory requirements for:

1. Oil Record Book, Parts I and II (MAROL Annex I, regulations 17.1 and 36.1)
2. Cargo Record Book (MARPOL Annex II, regulation 15.1)
3. Garbage Record Book, Parts I and II (MARPOL Annex V, regulation 10.3)
4. Ozone-Depleting Substances Record Book (MARPOL Annex VI, regulation 12.6)
5. Recording of the tier and on/off status of marine diesel engines
6. Record of Fuel Oil Changeover
7. Record Book of Engine Parameters
8. Record of Navigational Activities ((Navigation Log Book) – SOLAS Chapter V, regulation 28)
9. Record of Engine Room Activities and Parameters (Engine Room Log Book)
10. Record of Radiocommunication Services (GMDSS Radio Log) – SOLAS Chapter IV, regulation 17)
11. Other logs such as Medical Log, Compass Deviation Log
12. Record of Ballast Water Operations (Ballast Water Record Book) – BWM Convention, regulation B-2e

A list of approved electronic record books is maintained on our website at Electronic Record Books (ERBs).

Ballast Water Treatment Systems:

The Liberian Registry has approved ballast water treatment systems in compliance with the International Convention for the control and management of ship's ballast water and sediments, 2004 (BWM Convention). A list of approved ballast water treatment systems is maintained on our website at Ballast Water Management – Approved Ballast Water Treatment System.

Publications

publications@liscr.com

As stated in Marine Advisory 29/2023 the following record books and logbooks shall be officially issued by the Administration in paper format or as an electronic record book (ERB) approved by the Administration:

- Oil Records Book Part I and II
- Cargo Record Book – NLS
- Garbage Records Book Parts I and II
- Ballast Water Record Book
- GMDSS Radio Logbook

Additional record books and logbooks can be purchased through the registry. For a full list of available publications, please visit our website.
To order record books and logbooks, please complete this publications order form and email publications@liscr.com or you can place your order online through our client portal, WayPoint.

Additionally, the Administration maintains a list of approved Electronic Record Books on our website: Approved Electronic Record Books

We greatly value your trust as our client, and we would like to express our sincere gratitude for your business.

LIBERIAN REGISTRY