



Office of
Deputy Commissioner
of Maritime Affairs

THE REPUBLIC OF LIBERIA
LIBERIA MARITIME AUTHORITY

Marine Notice

INS-001
Rev. 10/21

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(6)

Supersedes: Marine Notice INS-001, dated 06/12

The following changes have been included:

- (a) Item 3.0 requires bi-annual in lieu of quarterly inspections**
- (b) MLC 252 Revision 08/2021 was included as Annex II**

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 under the jurisdiction of Liberia; and
- .4 Cargo vessels under 500 gross tons.

3.0 Bi-annual Safety Inspections

Passenger vessels, including high speed passenger ferries, are required to undergo safety inspections at least every six months and more frequently if there are issues concerning passenger safety or security found during one of these inspections.

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 flagged 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 Audit and Inspection Coordination 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 the required inspection is due by contacting the Audit and Inspection Coordination Division at email: audit@liscr.com. This Division 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. The names and locations of the Administration's Offices and Nautical Inspectors are available on the Administration's website: www.liscr.com. Note: The Audit and Inspection Coordination Division must be informed anytime the inspector is contacted, preferably by keeping the Division (email: audit@liscr.com) copied in all emails to prevent a duplication of effort and to ensure follow up when needed.

7.1.1 Owners or operators of vessels and MODU's engaged in the offshore seabed resource exploration, development and production industries operating in remote or hard to reach areas where a Nautical Inspector is not available, as confirmed by Audit and Inspection Division (email: audit@liscr.com) and vessels not expressly covered by the Safety of Life at Sea Convention (SOLAS) 1974, as amended, 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 Fleet Performance Department. This may include an additional DOC and/or SMS verification audit.

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 08/21)

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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 following should be made ready for the inspector:
 - a) The official Minimum Safe Manning Certificate,
 - b) The original National Certificate of Competence (C.O.C), Liberian Certificate of Competency, Endorsement or Certificate of Receipt of Application for same for each officer.
 - c) For each crewmember: a Liberian' Seafarer's Identification Record Book with appropriate Special Qualification Stickers,
 - d) In the case of passenger ships the certificates of all survival craft/rescue boat crewmen in particular, and
 - e) A copy of the current crew list and the ship's emergency station bill.
4. Navigation records, publications, charts, log books, Oil Record Book, Cargo Record Book, Ballast Water 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 engine room must be clean and free of oil leaks before any inspection. Additionally, documentation such as the Statement of Compliance for the Consumption of Oil, the SEEMP, BDNs and records related to energy efficiency of the ship must be up to date.
8. The pilot ladder and associated gear such as gunwale steps, lights, manropes, etc. should be accessible and in conformance with the latest requirements in SOLAS Regulation V/23.
9. To facilitate the efficient conduct of safety inspections, one of the ship's staff shall be available to accompany the Nautical Inspector at all times during the safety inspection.
10. If safe to do so, the inspector will take at least the following photographs of the ship:

- a) From the Shore: bow, quarter, and stern,
- b) On Board: Bridge/Wheel House, Weather Deck from both the Bow and Bridge, Lifeboats and Launching Apparatus, and any damage, defect, or area of concern.

ANNEX II

	MARITIME OPERATIONS DEPARTMENT MARINE SAFETY	LISCR, LLC Attn: Audit Department 22980 Indian Creek Dr. Dulles, VA 20166 - USA Phone: +1-703-790-3434 Fax: +1- 703-790-5655 Email: audit@liscr.com
LETTER REGARDING OPERATIONAL SAFETY INSPECTION		
This Inspection is intended to assist owners in maintaining vessels at all times in compliance with the applicable safety & pollution prevention provisions of SOLAS, MARPOL, STCW, MLC and the Liberian Maritime Regulations. NOTE: The Nautical Inspector will complete this report after each inspection. The names of both the Nautical Inspector and the Masters shall be entered in the bottom of the report. The original report will be retained on board and the nautical inspector will send a copy to Audit at LISCR, Dulles, Virginia, USA as an attachment to an email sent to audit@liscr.com . If serious deficiencies are found, the inspector shall immediately notify the Prevention Department at prevention@liscr.com or 703-790- 3434. After hours, please contact the Duty Officer at dutyofficer@liscr.com or 703-963-6216		
NAME OF VESSEL:		GROSS TONS:
IMO NUMBER:	MANAGING OWNER/OPERATOR OR BAREBOAT CHARTERER	
SHIP TYPE:	NAME:	
YEAR BUILT:	ADDRESS:	
DATE INSPECTED:	Tel:	E-Mail:
PLACE INSPECTED:		
PREV. INSPECTION PLACE:		PREV. INSPECTION DATE:
INSPECTION TYPE:	Initial	Annual
		Special
		Quarterly
		Other:
PURPOSE:	Regular	PSC Pre-Emptive
		PSC Follow-Up
		Special Inspection Program
REMOTE:	YES	NO
Summary:		
	A. The inspector did not find any deficiencies. We wish to commend you, the vessel's master, and crew for maintaining a high standard of safety on board this vessel.	
	B. The inspector did not find any deficiencies but does have some recommendations. Please see the list on the next page. We encourage you to follow the recommendations.	
	C. The Inspector's list of deficiencies, recommendations, and recommended corrective actions are listed on the next page. Please send your Corrective Action Report regarding the listed deficiencies to the Administration at Prevention@liscr.com within thirty days.	
	D. The inspector found serious deficiencies which must be corrected before the vessel is allowed to sail. The serious deficiencies are noted on the list on the next page. This ship may also be required to have a Special Inspection; the Administration will contact you to schedule it if necessary.	
1. The Master shall read the report carefully, and if there are any disagreements he should discuss them with the auditor.		
2. The Company designated Person Ashore should also read the report, and if he has any disagreement with the findings he is to contact the Prevention department. An email should be sent to prevention@liscr.com with the DPA's comments.		
3. Inspectors shall include photographs of the following:		
a) From the Shore: Bow Quarter and Stern		
b) On Board: Bridge/Wheel House, Weather Deck from both the Bow and Bridge, Lifeboats and Launching Apparatus		
c) Any damage, defect, or area of concern		
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.		
Name of Inspector/MID number	Name of the Master or Representative	

Signature _____

Signature _____

No.	Deficiency Code	<u>Deficiencies</u>	Recommended Action	Date to be completed

No.	Code	<u>Observations/Recommendations</u>	Remarks

PART A. STATUTORY CERTIFICATES - SHIP DOCUMENTS - PUBLICATIONS <i>(Primary Deficiency Codes - 1100s, 1300s)</i>											
Class Society		RO		RSO		ILO RO		YES	NO	N/A	
Applicable Statutory Certificates are Valid/Present and have been properly endorsed? (Job Aid: Inspector Letter-04-2021)											
International Ballast Water Management Certificate on board?											
CSR: All versions are onboard and the latest version contains up to date information? SOLAS XI-1/5											
For Bulk Carriers and Oil Tankers, Hull Survey Report (See ESP Code - A.1049(27), a as amended)											
Dangerous Goods Manifest and Stowage Plan (SOLAS VII/4,5 and 7.2; MARPOL Annex III/4)											
Liberian Maritime Legislation available on board (RLM 300)?											
Required Publications up to date?											
Approved Ballast Water Management Plan (BWMP)											
Evidence of financial security under MLC Regulations 2.5.2 and 4.2											
Approved SEEMP Part II and CoC issued to the ship (Cargo Ships ≥ 5000 GT)?											
Statement of Compliance related to FO Consumption Reported (IMO DCS)/(EU MRV)?											
Statement of Compliance on Inventory of Hazardous Materials (IHM) (EU 1257/2013) – Vessels calling at a port or anchorage of an EU member											
Comments:											
PART B. ISM/ISPS CODE <i>(Primary Deficiency Codes - 15000s, 16000s)</i>											
Copy of the current editions of the ISM and ISPS codes on board and guidance from Liberia?											
Does the Master understand and perform his safety management system responsibilities?											
Is the Ship's Safety Officer and/or Ship's Safety Committee designated by the Master											
Are there records of Safety Meetings?						Date of last meeting:					
SMS manual on board?											
Did the crew check and record your ID on boarding?											
Are restricted areas identified?											
Are there records of internal audits?						Date of last audit:					
Are there records of external audits?						Date of last audit:					
Records of communication for inoperable equipment/requisitions											
Annual Security Exercise											
Record any outstanding nonconformities ISPS or ISM:											
PART C. MANNING <i>(Primary Deficiency Codes - 1200s)</i>											
Note: On the attached crew list, identify any officer whose CoC or Liberian Endorsement has expired, or who does not have a Liberian Endorsement, COC, or Certificate of Receipt of Application (CRA). This is a major nonconformity & must be corrected before departure											
Is there at least the minimum crew as required by Minimum Safe Manning Certificate?											
Table of shipboard working arrangements is posted as required											
Official record of hours rested/worked? (Check random sampling)											
Record of watches											
GMDSS - One Radio Electronic Operator or 2 Deck/Nav Officers w/ General Operator certificates											
ECDIS- Generic Training Certificates + Type Specific Training Certificates (See 6.18 of RLM118)											
Security Officer Designated in writing has Liberian special qualification endorsement											
Master/Chief Engineer Handover Forms											
Is there a copy of the Seafarer's Employment Agreement on board?											
All crew members holding valid Seafarer's Identification Books?											
All crew members holding valid Medical Examination Certificates (MLC 1.2)?											
Min. number of persons holding valid Special Qualifications as required by MSMC/type of vessel											
Crew received safety and security awareness training when they came on board?											
Common language in use on board											
Master, officers and crew able to communicate effectively w/ each other, visitors, & passengers											
Ship's documents and manuals compatible with the language used on board											
All plans/signs in the common language used on board or in English in accordance w/SOLAS V/14											
Comments:											

PART D. LOG BOOKS – Bridge, Engine Room and Radio Log Book and Records (Primary Deficiency Codes - 1300s, 4000s)

Note: Free fall lifeboats are only required to be dropped once every six months and a 1 year period

Lessons Learned/Comments:

Language
Date port lifeboat last lowered into water
Date stbd lifeboat last lowered into water
Boat and Fire Drills attended by crew monthly (SOLAS III/19.3)
Lifeboat moved from stowed (once a week) (SOLAS III/20.6.3)
L/B turned out from stowage (once a month) (SOLAS III/20.7.1)
LSA weekly & monthly inspections: (SOLAS III/20.6 and 20.7)
Fast Rescue Boat Started Weekly
Safety Training held: Weekly/Monthly
Bridge/Engine Room Official Log Books properly maintained
Enclosed space entry drill
Security Drills conducted quarterly (ISPS Code)
Ship's articles: Name, rank, port and date of on-signers and off-signers
Steering Gear Test (Arrival/Departure)
Emergency Steering Drills (Quarterly)
Company annual drill schedule followed
Ballast Water Record Book - Appropriate entries recorded
Garbage Record Book – Appropriate categories and entries recorded
Passenger Vessels: Damage Control Drills (Quarterly)

PART E. RADIO COMMUNICATIONS EQUIPMENT SOLAS IV (Primary Deficiency Codes - 5000s)

Which radio sea areas:	A1	A2	A3	A4	Comments:
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GMDSS equipment operational/testing requirements (SOLAS IV/7 to 11 and IMO Resolution A.702 (17))					Comments:
Reserve sources of energy for radio and navigation equipment in good order					
Is the radio station in working order?					
Valid Radio Station License displayed?					
	A1	A2	A3-Satellite Service	A3-HF	
VHF with DSC	X	X	X	X	
DSC with receiver channel 70	X	X	X	X	
MF telephony with MF DSC		X	X		
DSC watch receiver MF 2187,5 kHz		X	X		
Recognized Mobile Satellite Service with EGC			X		
MF/HF telephony with DSC and NBDP				X	
DSC watch receiver MF/HF				X	
Duplicated VHF with DSC			X	X	
Duplicated Recognized Mobile Satellite Service			X	X	
NAVTEX received 518 kHz		X	X		
EGC receiver	X (1)	X (1)		X	
Float-free satellite EPIRB	X	X	X	X	
Search and Rescue Locating Devices	X (2)	X (2)	X (2)	X (2)	
Hand Held GMDSS VHF Receivers	X (3)	X (3)	X (3)	X (3)	

PART F. NAVIGATION, CHARTS, PUBLICATIONS AND RECORDS (Primary Deficiency Codes - 10000s)

Navigation Charts:	Publications
Electronic Charts Last update:	Pilot Books/ Sailing Directions
Backup Electronic Charts Last update:	List of Lights/Radio Aids
Paper Charts Last update:	Tide Tables
Chart List or Catalog	Nautical Almanac
Notices to Mariners	

Voyage or Passage Planning (berth to berth)
Completed
Security considered as part of the voyage planning
Pollution included in passage plan if vessel transits No Discharge/ECA/Special areas

Comments:

PART G. NAVIGATIONAL AIDS (SOLAS V/19 & 20) (Primary Deficiency Codes - 1000s)								
Requirements for	All Ships	>or = 500GT	>or = 3000GT	>or = 10,000	>or = 50,000G	Operational	Comments:	
						“Y” for Yes, “N” for No or N/A for Not Applicable		
Standard Magnetic Compass	X	X	X	X	X			
Spare Magnetic Compass		X	X	X	X			
Pelorus	X	X	X	X	X			
Means of correcting Bearings to true	X	X	X	X	X			
ECDIS with Back up	X	X	X	X	X			
Nautical publications with backup, if applicable	X	X	X	X	X			
GPS/GNSSreceiver	X	X	X	X	X			
Sound reception system (enclosed bridge)	X	X	X	X	X			
Telephone to emergency steering	X	X	X	X	X			
Daylight Signal Lamp		X	X	X	X			
Bridge Navigational Watch Alarm System (BNWAS)		X	X	X	X			
Automatic Identification System (AIS)		X	X	X	X			
Echo Sounder			X	X	X			
Gyro Compass		X	X	X	X			
Gyro repeater at emergency steering		X	X	X	X			
Rudder Angle Indicator		X	X	X	X			
Indicators of propeller, pitch, & revolution								
Speed and Distance Measuring Device through water		X	X	X	X			
9 GHz Radar		X	X	X	X			
3 GHz Radar or second 9 GHz			X	X	X			
Electronic Plotting Aid		X	X	X	X			
Automatic Radar Plotting Aid				X	X			
Automatic Tracking Aid (ATA)			X	X	X			
Second ATA				X	X			
Rate of turn indicator					X			
Speed and Distance Measuring Device over ground					X			
Heading or track control system.				X	X			
LRIT	VerifyBroadcasting:LRIT@liscr.com							
VDR								
Navigation light indicator display								
Maneuvering data on bridge	YES	NO						
SSAS	Verify Confirmation Email from Administration							

PART H. GENERAL SAFETY – (SOLAS II-2; III; the LSA, and FSS Codes) (Primary Deficiency Codes - 7000s & 11000s)									
<input type="checkbox"/>	Pilot boarding arrangements.						Comments:		
<input type="checkbox"/>	Abandoned Ship Drill (During Inspection)								
<input type="checkbox"/>	Fire Drill (During Inspection)								
<input type="checkbox"/>	Equipment maintenance and training manuals								
<input type="checkbox"/>	Equipment maintenance and training manuals								
Lifeboat(s)		Fast Rescue Boat							
<input type="checkbox"/>	Condition	<input type="checkbox"/>	<input type="checkbox"/>	Condition	<input type="checkbox"/>				
<input type="checkbox"/>	Inventory	<input type="checkbox"/>	<input type="checkbox"/>	Inventory	<input type="checkbox"/>				
<input type="checkbox"/>	Operation	<input type="checkbox"/>	<input type="checkbox"/>	Operation	<input type="checkbox"/>				
<input type="checkbox"/>	Davits	<input type="checkbox"/>	<input type="checkbox"/>	Davits	<input type="checkbox"/>				
<input type="checkbox"/>	Annual Thorough Examination and Testing								
<input type="checkbox"/>	5 year operational testing of on-load release gear								
Liferafts									
<input type="checkbox"/>	Stowage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Hydrostatic Rls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Davits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other LSA Equipment									
<input type="checkbox"/>	Lifejackets/TPA's								
<input type="checkbox"/>	Immersion suits								
<input type="checkbox"/>	Lifebuoys								
<input type="checkbox"/>	Pyrotechnics								
<input type="checkbox"/>	Line throwing equipment								
<input type="checkbox"/>	Muster List and Emergency Instructions								

Checked condition of Fire Fighting Equipment, including:		Comments:
Fixed and portable extinguishers		
Emergency Fire Pump		
EEBDs		
Firefighter's Outfits		
Foam analysis		
Vent closures/Dampers		
Emergency escapes		
Smoke/Flame Detectors		
Fire Alarm Panels Operational		
Installed Fire Extinguishing System (<i>water mist operational, etc.</i>)		
International Shore Connection		
Two-way portable VHF explosion proof or intrinsically safe		

PART I. MEDICINE CHEST AND MEDICAL PUBLICATIONS (<i>Primary Deficiency Codes - 18400s</i>)		Comments:
Fully stocked with instructions/Medical Chest Certificate		
International Medical Guide Third Edition or equivalent		
Medical Log Book		
Supplement to IMDG Code or equivalent publication		
Hospital room		

PART J. CREW ACCOMMODATIONS - (<i>Primary Deficiency Codes - 18000s</i>)		Comments:
Checked condition of:		
Ventilation		
Lighting		
Access and emergency escape markings		
Toilets		
Drinking Water (sufficient supply of clean waters)		
Galley (cleanliness/grease traps/range hoods)		
Provisions adequate and properly stored		
Crew Spaces clear of ship's stores or equipment		
Record of weekly inspections		

PART K. GENERAL; Overall condition of vessel (*PLEASE PHOTOGRAPH GENERAL CONDITION & ALL CONCERNS*)

Checked condition of decks and superstructure: (<i>Primary Deficiency Codes - 2000s, 3000s, 7000s, 9000s, 18200s</i>) (<i>Cargo - 6000s</i>)		Comments:
Weather Deck including forecastle		
Cargo gear /cargo manifold		
Mooring equipment		
Winch brakes		
Anchors and anchor windlass		
Electrical fixtures, alarms and lighting		
Rubber mats provided where needed		
Openings; hatches, doors, pipe penetrations, vents		
Watertight Doors		
Fire dampers clearly marked and open/closed properly		
Fire door(s) clearly marked and working properly		
Quick closing valves operational (fuel oil-lube oil)		
Upper decks including bridge		
Pump room or Cargo room as applicable		
Water Ingress detectors & remote pumping (SOLAS XII/12)		
Portable gas detecting equipment tested (SOLAS XI-1/7)		
TANKERS ONLY		
Tank gauging equipment		
Oil tankers of 150 GRT: approved/operable ODME properly maintained		
ORB Part II/or Cargo Record book		
Approved stability instrument for intact and damage stability (Oil, Chemical & Gas Carriers)		
Inert Gas System		
Crude Oil Washing (COW)		

Checked condition of engine room and engineering spaces: (<i>Primary Deficiency Codes - 13000s, 14000s</i>)		Comments:
Control Room		
Electrical Systems (outlets, fittings, junction boxes)		
Lighting		
Ventilation		
Alarms		
Protective guards around moving parts		

	Main engine	
	Auxiliary Engines	
	Fuel lines	
	Purifier Space	
	Pumps	
	Piping for fresh and salt water systems	
	Sea chest	
	Bilges	
	Excessive oil and/or water leaks	
	Engine Log up to date	
	Low sulfur fuel change over for ECA recorded (MARPOL Annex VI)	
	Bunker Delivery Notes showing Sulphur limit value	
	Insulation	
	Emergency Generator	
	Overdue maintenance items?	
	Oil Water Separator (OWS)	
	Steering Gear Space	
	Incinerator	
	Marine Sanitation Device	
General Comments:		