



Office of  
Deputy Commissioner  
of Maritime Affairs

**THE REPUBLIC OF LIBERIA**  
LIBERIA MARITIME AUTHORITY

**Marine Notice**

**ISM-003**  
**Rev. 06/12**

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**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF  
MERCHANT SHIPS AND LIBERIAN AUDITORS**

**SUBJECT: Harmonized International Safety Management (ISM) and International Ship  
and Port Facility Security (ISPS) Audits**

**References:** (a) [Marine Notice ISM-001](#)  
(b) [Marine Notice ISP-001](#)

**Supersedes: Marine Notice ISM-003, dated 10/05**

**PURPOSE:**

This Notice provides guidance concerning the Administration's program for harmonized certification audits for compliance with International Safety Management and International Ship and Port Facility Security (ISM/ISPS). The guidance describes how companies operating Liberian registered ships seeking harmonized ISM/ISPS certification can receive a Safety Management Certificate and International Ship Security Certificate through a single harmonized audit.

This Notice should be read in connection with Marine Notices [ISM-001](#) and [ISP-001](#).

Questions regarding the harmonized ISM/ISPS audit program should be referred to the Office of the Deputy Commissioner of Maritime Affairs, Republic of Liberia, Audit Department, Liberian International Ship & Corporate Registry, 8619 Westwood Center Drive, Suite 300, Vienna, Virginia 22182, USA; Tel +1 703 790 3434, Fax: +1 703 790 5655, e-mail: [audit@lisr.com](mailto:audit@lisr.com).

**APPLICABILITY:**

All Liberian registered vessels that are required to comply with the ISM and ISPS Codes may participate in the Administration's harmonized ISM/ISPS audit program.

**DESCRIPTION:**

The harmonized ISM/ISPS audit program was developed to help reduce the administrative, physical and practical burdens on both ship crews and shore staff, resulting from shorter port visits, the growing number of port state and third party inspections and increasing reporting and record keeping requirements.

The harmonized ISM/ISPS audit program reduces the number of auditor/inspector visits onboard which saves valuable time and personnel resources while still ensuring regulatory compliance. The required annual safety inspection (ASI) has also been incorporated in the harmonized audit program. By combining the redundant and overlapping aspects of the ISM and ISPS Codes, as well as the ASI, all three verifications can be conducted by a specially trained Liberian auditor during a single more convenient, efficient and cost-effective ship visit.

Upon completion of a successful harmonized audit a new SMC and ISSC will be issued. These certificates will be valid for five years from the date of the audit with an intermediate audit due between the second and third anniversary of the audit. The ship will also be credited as having completed an annual safety inspection. The ship will be due for another annual safety inspection one year from the date of any audit.

## **PROGRAM REQUIREMENTS:**

### **1.0 How to achieve a harmonized ISM/ISPS Audit:**

#### **1.1 The application process:**

1.1.1 When the SMC or ISSC are nearing the due date for any audit contact the Administration's Audit Section at [audit@liscr.com](mailto:audit@liscr.com).

1.1.2 The Administration will provide an application form to be completed and returned with information regarding the company and the vessel or vessels that will participate in the harmonized audits.

1.1.3 The Administration will use the application to prepare a quotation, which will be sent to the company.

1.1.4 Once accepted the Administration will send the company a contract to sign.

#### **1.2 The harmonized audit process:**

1.2.1 The company will complete an application, form Audit-201, for Harmonized ISM and ISPS Audit and email it to: [audit@liscr.com](mailto:audit@liscr.com). Form is available on the Administration's website: [www.liscr.com](http://www.liscr.com).

1.2.2 The Administration will provide the company with confirmation on the availability and appointment of a Liberian auditor using form Audit-202.

1.2.3 The Administration will coordinate with the vessel agent and Company Security Officer and/or Designated Person Ashore to make arrangements prior to the Liberian auditor boarding the ship to conduct the audit.

1.2.4 Upon successful completion of the harmonized audit, the SMC and ISSC will be issued with the same issue and expiration dates.

1.2.5 A summary of the audit report will be left onboard with the Master and/or the company's representative.

1.2.6 Annual safety inspection will be credited during the harmonized audit.

## **2.0 Halted Audits - Special Circumstances**

2.1 When a shipboard audit must be stopped due to a change of the ship's operations schedule, we will initiate one of the following procedures:

2.1.1 Audit to continue with the same Auditor:

- 2.1.1.1 The audit shall be continued at another port where the auditor can reach the ship,
- 2.1.1.2 Should the ship visit the same port within one month, provided the same officers remain onboard, or
- 2.1.1.3 The auditor will continue the audit at sea sailing with the ship to the next port.

2.1.2 Audit to continue with another auditor:

- 2.1.2.1 The audit may be continued in another port with a new auditor provided:
  - 2.1.2.1.1 The company completes a new application,
  - 2.1.2.1.2 The full audit is completed within one month,
  - 2.1.2.1.3 The same officers remain onboard, and
  - 2.1.2.1.4 The audit report and records made by the first auditor are received by the second auditor.

## **3.0 Additional Audit**

3.1 Additional audits shall be conducted in the following cases:

- 3.1.1 To verify effective corrective actions were taken regarding any Major Non-conformity.
- 3.1.2 When substantial modifications have been made to the Shipboard SMS or SSP.
- 3.1.3 When the Administration considers it necessary to request an additional audit in view of the nature of any Non-conformity regarding the SMS of the Company or Ship(s) or the SSP.
- 3.1.4 When the Administration considers it is necessary for following reasons:
  - 3.1.4.1 PSC or flag state detention,
  - 3.1.4.2 When major deficiencies are raised during any external inspection by any source, or
  - 3.1.4.3 There is an indication of a history of noncompliance on the part of the ship or the company.
- 3.1.5 When the Company requests reinstatement of an invalidated SMC.

**4.0** The Administration will continue to accept and recognize DOCs, SMCs and ISSCs issued by the Recognized Organizations and Recognized Security Organizations. A list of the Administration's authorized RO's is available on Administration's website [www.liscr.com](http://www.liscr.com).

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