

Commonwealth of Dominica**Office of the Maritime Administrator**

- TO:** ALL SHIPOWNERS, OPERATORS, MASTERS, OFFICERS, MARINE PERSONNEL, TRAINING INSTITUTIONS, FACILITIES AND TRAINING PROVIDERS, MANNING AGENCIES, AND RECOGNIZED ORGANIZATIONS
- SUBJECT:** Publications, Forms, Certificates, Documents and Marine Safety Circulars Notices: Numbering System
- PURPOSE:** This Circular explains the numbering and designation system adopted for use by Commonwealth of Dominica Maritime Administration and DMRI.
- APPLICATION:** All Shipowners, Operators, Masters, Officers, Marine Personnel, Training Institutions, Facilities and Training Providers, Manning Agencies, and Recognized Organizations

PUBLICATIONS, FORMS, CERTIFICATES, DOCUMENTS AND MARINE SAFETY CIRCULARS

Every document and publication issued is preceded by the initials 'CD' for "Commonwealth of Dominica."

Publications have the precursor 'CDP' (Commonwealth of Dominica Publication) and fall into the following general categories:

100	Legal and Regulatory
200	Vessel Registration & Mortgage Recordation
300	Marine Personnel
400	Casualty Investigations
500	Circulars and Directives
600	Operations

Established publications to date are:

CDP-100	Commonwealth of Dominica Combined Publications Folder
CDP-101	International Maritime Act 2000

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Inquiries concerning the subject of this Notice should be directed to the Deputy Maritime Administrator
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CDP-102	Commonwealth of Dominica Maritime Regulations
CDP-200	Vessel Registration & Mortgage Recordation Procedures
CDP-300	Requirements for Merchant Marine Personnel Certification
CDP-300A	Annexes to CDP-300
CDP-301	Familiarization with National Maritime Legislation
CDP-400	Rules & Procedures for Marine Investigations & Hearings
CDP-601	Oil Record Book
CDP-602	Cargo Record Book
CDP-603	Seafarer's Training and Record Book

FORMS, CERTIFICATES & DOCUMENTS fall into generic lettering categories:

- VR Vessel Registration
- MP Marine Personnel
- AD Administrative Document

The following numbering schemes apply to each of the above letter categories:

Series	Type/Subject
1000	Internal Administration
2000	Registration Documents
3000	Certificates
4000	Sample Documents
5000	Personnel Documents
6000	External Administration

For Example: CDMP-3025 is readily identified as a Commonwealth of Dominica Certificate that deals with Marine Personnel.

MARINE SAFETY CIRCULARS AND DIRECTIVES

All Circulars will be issued with the Precursor – CD-MSc followed by a sequential number and year of issue—CD-MSc 1-01; CD-MSc 2-01; CD-MSc 3-01; etc. For example, CD-MSc 1-01 is identified as Marine Safety Circular number 1, issued in the year 2001.