

CDP 501

Flag State Inspection Program



**Commonwealth of Dominica
Maritime Administration**

Office of Maritime Affairs

32 Washington Street
Fairhaven, MA 02719 USA

Phone: (508) 992-7170

Fax: (508) 992-7120

E-mail: inspection@dominica-registry.com

Table of Contents

DEFINITIONS..... 5

Part I GENERAL..... 6

1. PURPOSE 6

2. AUTHORIZED OFFICIALS 6

 2.1 Office of the Commonwealth of Dominica Deputy Maritime Administrator (DMA) 6

 2.2 FLAG STATE INSPECTORS 6

3. CONFLICT OF INTEREST 7

4. TYPES OF INSPECTIONS 7

5. OWNER/OPERATOR RESPONSIBILITIES 8

6. FLAG STATE INSPECTION CERTIFICATE 8

7. PENALTIES & FINES 9

8. FEES..... 9

Part II INSPECTIONS 10

1. PRE-REGISTRATION INSPECTION 10

 1.1 PURPOSE 10

 1.2 APPLICATION 10

 1.3 SCHEDULING OF INSPECTIONS 11

 1.4 SCOPE 11

 1.5 PROCEDURES 11

 1.6 CERTIFICATE 12

 1.7 SPECIAL CIRCUMSTANCES 12

2. INITIAL SAFETY INSPECTION 12

 2.1 PURPOSE 12

 2.2 APPLICATION 13

 2.3 SCHEDULING OF INSPECTIONS 13

 2.4 SCOPE 13

 2.5 PROCEDURES 14

 2.6 CERTIFICATE 14

 2.7 SPECIAL CIRCUMSTANCES 14

3. ANNUAL SAFETY INSPECTION 15

 3.1 PURPOSE 15

 3.2 APPLICATION 15

 3.3 SCHEDULING OF INSPECTIONS 15

 3.4 SCOPE 16

 3.5 PROCEDURES 16

 3.6 CERTIFICATE 16

 3.7 SPECIAL CIRCUMSTANCES 17

4. SEMI-ANNUAL SAFETY INSPECTIONS 17

 4.1 PURPOSE 17

 4.2 APPLICATION 17

 4.3 SCHEDULING OF INSPECTIONS 17

 4.4 SCOPE 18

 4.5 PROCEDURES 18

 4.6 CERTIFICATE 19

 4.7 SPECIAL CIRCUMSTANCES 19

5. PERIODIC SAFETY INSPECTIONS 19

 5.1 PURPOSE 19

 5.2 APPLICATION 19

 5.3 SCHEDULING OF INSPECTIONS 20

 5.4 SCOPE 20

 5.5 PROCEDURES 21

 5.6 CERTIFICATE 21

 5.7 SPECIAL CIRCUMSTANCES 21

6. DETENTION PREVENTION INSPECTION 22

 6.1 PURPOSE 22

 6.2 APPLICATION 22

 6.3 SCHEDULING OF INSPECTIONS 22

 6.4 SCOPE 23

 6.5 PROCEDURES 23

6.6	CERTIFICATE	23
6.7	SPECIAL CIRCUMSTANCES	24
7	POST DETENTION INSPECTION	24
7.1	PURPOSE	24
7.2	APPLICATION	24
7.3	NOTIFICATION AFTER A DETENTION OCCURS	24
7.4	SCHEDULING OF INSPECTIONS	24
7.5	SCOPE	25
7.6	PROCEDURES	25
7.7	SPECIAL CIRCUMSTANCES	26
8	COMPLIANCE VERIFICATION INSPECTIONS	26
8.1	PURPOSE	26
8.2	APPLICATION	26
8.3	SCHEDULING OF INSPECTIONS	26
8.4	SCOPE	27
8.5	PROCEDURES	27
8.6	CERTIFICATE	27
8.7	SPECIAL CIRCUMSTANCES	28
9	ALTERNATIVE INSPECTIONS	28
9.1	PURPOSE	28
9.2	APPLICATION	28
9.3	SCHEDULING OF INSPECTIONS	28
9.4	SCOPE	29
9.5	PROCEDURES	29
9.6	CERTIFICATE	29
9.7	SPECIAL CIRCUMSTANCES	29
10	SELF-INSPECTIONS	29
10.1	PURPOSE	29
10.2	APPLICATION	30
10.3	SCHEDULING OF INSPECTIONS	30
10.4	SCOPE	30
10.5	PROCEDURES	31
10.6	CERTIFICATE	31
10.7	SPECIAL CIRCUMSTANCES	31
11.	POST MARINE CASUALTY INSPECTIONS	31
11.1	REPORTING OF A MARINE CASUALTY TO THE ADMINISTRATION	31
11.2	PURPOSE	32
11.3	APPLICATION	32
11.4	SCHEDULING OF INSPECTIONS	32
11.5	SCOPE	32
11.6	PROCEDURES	33
11.7	CERTIFICATE	33
11.8	SPECIAL CIRCUMSTANCES	33
12	ISM AUDITS	34
12.1	PURPOSE	34
12.2	APPLICATION	34
12.3	SCHEDULING OF AUDITS	34
12.4	SCOPE	35
12.5	PROCEDURES	35
12.6	CERTIFICATE	35
12.7	SPECIAL CIRCUMSTANCES	35
13	ISPS AUDITS	36
13.1	PURPOSE	36
13.2	APPLICATION	36
13.3	SCHEDULING	36
13.4	SCOPE	36
13.5	PROCEDURES	37
13.6	CERTIFICATE	37
13.7	SPECIAL CIRCUMSTANCES	37
14	MARITIME LABOUR COMPLIANCE INSPECTION	37

14.1	PURPOSE	37
14.2	APPLICATION	38
14.3	SCHEDULING OF INSPECTION.....	38
14.4	SCOPE	38
14.5	PROCEDURES	38
14.6	CERTIFICATE	39
14.7	SPECIAL CIRCUMSTANCES.....	39
15.	SPECIAL SAFETY INSPECTION	39
15.1	PURPOSE	39
15.2	APPLICATION	39
15.3	SCHEDULING OF INSPECTION.....	39
15.4	SCOPE	40
15.5	PROCEDURES	40
15.6	CERTIFICATE	41
15.7	SPECIAL CIRCUMSTANCES.....	41
Part III	REPORTING REQUIREMENTS	42
1.	OPERATOR / OWNERS	42
2.	INSPECTORS	42
3.	CONTACT DETAILS	42

DEFINITIONS

ANNIVERSARY DATE: Anniversary date shall mean the day and month of initial registration with the Commonwealth of Dominica

ANNUAL WINDOW: A period beginning three (3) months prior to the anniversary date which shall end on the anniversary date

AUDIT: closely focused on record keeping and compliance with procedures, but encompassing aspects of both surveys and inspections

COMPANY: Company as defined in SOLAS, Chapter IX, Regulation 1, paragraph 2

DEPARTMENT OF INSPECTIONS: The inspection office located at the Head Office as defined under "DMA"

DMA: Dominica Maritime Administration, Commonwealth of Dominica Office of the Deputy Maritime Administrator, Head Office (Fairhaven, MA, USA)

DMA SALES AND FILING AGENT: Any DMA office outside of DMA duly appointed as a Dominica Sales and Filing Agent

DOMINICA INSPECTION: Any inspection within the Flag State Inspection Program, as amended

FLAG STATE INSPECTOR: Inspector appointed and duly authorized by the Maritime Administrator to carry out Flag State Inspections of Dominica vessels registered under the International Maritime Act, 2002, as amended

FSI: Flag State Inspection

INSPECTION: a more broadly focused general examination of an area with less attention to specifics than that required of a survey

OPERATOR: Company as defined in the ISM Code

OWNER: As per the certificate of registry

PSC: Port State Control

REQUEST FOR INSPECTION: A form (CDFSI-5008) submitted to the Department of Inspections with relevant information in order to schedule an inspection or audit

SATISFACTORY COMPLETION OF INSPECTION: Is determined when a vessel is found with no deficiencies during Dominica Inspection; or when a vessel is found with deficiencies during Dominica Inspection, but confirmation of rectification are provided by the operator or Class of the vessel (within agreed time period)

SURVEY: a narrowly focused, detailed examination of a specific area

Part I GENERAL

1. PURPOSE

The purpose of these instructions and guidelines is to direct and assist authorized Inspectors, Commonwealth of Dominica Office of the Deputy Maritime Administrator (DMA) Sales and Filing Agents, Operators and Owners at the time that a Dominica Inspection (as defined in Chapter 1, Part III, paragraph 22 of the Commonwealth of Dominica Maritime Act, 2002) is planned, carried out and reported.

The FLAG STATE INSPECTION PROGRAM has been created to incorporate different types of inspections that are necessary to efficiently assist owners and operators in the reduction of deficiencies and detentions as well as to increase the level of safety onboard their vessel.

The Program is not intended to replace surveys for the issuance of Class or statutory certificates. Such activities will continue to be performed by duly recognized organizations.

Each inspection has a different purpose and procedure, but the final goal is to assist the ship owner with the application of international standards prescribed by a host of treaties and conventions such as the Safety of Life at Sea Convention (SOLAS), Marine Pollution Convention (MARPOL), etc. and national regulations to demonstrate that the Flag Administration provides the service and programs for owners to operate their vessels safely, efficiently and cost-effectively.

2. AUTHORIZED OFFICIALS

2.1 Office of the Commonwealth of Dominica Deputy Maritime Administrator (DMA)

The Head Office of maritime activities for this program is the Office of the Commonwealth of Dominica Deputy Maritime Administrator, Fairhaven, MA.

DMA has the ultimate responsibility for all Dominica inspections and the Flag State Inspection Program.

2.2 FLAG STATE INSPECTORS

Flag State Inspectors acting on behalf of DMA are authorized to attend and inspect Dominica flag vessels in accordance with the procedures below.

The Department of Inspections at the Dominica Maritime Administration Head Office in Fairhaven, MA, USA is in charge of selecting all inspectors for the Flag State Inspection Program in accordance with the Commonwealth of Dominica Maritime Regulations, Policy Letters, and Marine Safety Circulars. A Letter of Appointment, stamp, and Inspector Identification Card (Inspector ID Card) shall be issued by DMA. The Inspector ID card is the identification document that confirms the Flag State Inspector is duly authorized to act on behalf of the Dominica Maritime Administration.

A provisional appointment period, for a duration of six (6) months, will be in effect by DMA to all newly appointed inspectors, providing the opportunity to assess the performance of their inspections. If, within this time, no inspection is carried out, an extension of (6) six months will be granted in order to provide the opportunity to file at least one inspection report.

The inspector ID card, valid for (5) five years, will be issued by DMA to all appointed Flag State Inspectors.

Each inspector will be assigned to a main port, or region of operation. The inspector may inspect vessels outside his/her operational area only in special cases, with prior authorization by DMA.

In special situations, DMA can issue a case-by-case authorization to an Inspector. This authorization will include detailed inspection requirements for the said vessel to be performed by the inspector.

3. CONFLICT OF INTEREST

The Commonwealth of Dominica Maritime Administration follows a policy not to authorize the inspection of a vessel to an inspector working for the same Recognized Organization or any affiliated Organization which surveyed the ship and issued the relevant safety certificates. Inspectors should refrain from requesting authorization to carry out an inspection for a vessel certified by his/her organization.

All inspections carried out for this Administration should be completely impartial. An inspector should declare beforehand if there is any conflict of interest. If, after being assigned to work for this Administration, an Inspector takes up new employment which presents a conflict of interest, (i.e. working for a Class Society, even on a “non-exclusive” basis), which presents a conflict of interest to the effective and impartial carrying out of the inspection, the Administration should be notified immediately.

The primary point of contact for all Flag State Inspectors is the Department of Inspection located at the Office of Maritime Affairs (Fairhaven, MA, USA).

4. TYPES OF INSPECTIONS

The types of inspections covered within the Flag State Inspection Program are:

1. Pre-registration Inspections;
2. Initial Safety Inspections;
3. Annual Safety Inspections;
4. Semi-Annual Safety Inspections;
5. Periodic Safety Inspections;
6. Detention Prevention inspection;
7. Post Detention Inspections;
8. Compliance Verification Inspections;
9. Alternative Safety Inspections;

10. Self-Inspections;
11. Post Marine Casualty Inspection;
12. ISM Audits;
13. ISPS Audits;
14. Maritime Labour Compliance Inspections; and
15. Special Safety Inspections.

5. OWNER/OPERATOR RESPONSIBILITIES

It is the responsibility of owners and operators to present their vessels for timely inspection when a required inspection is due. In order to do so, the owners or operators shall make a request to DMA for the Dominica Inspection, if one or more are applicable. Vessels not inspected by the due date will be considered as "overdue" and follow up procedures will be initiated. Failure to pay for the inspection and/or other services within thirty (30) days of the inspection or other services may result in a fine and/or a prohibition to sail being applied to the vessel.

DMA should be advised as to the vessel's next available port, ETA and Agent information. DMA will appoint a Flag State Inspector to attend the vessel for the Dominica Inspection and coordinate all necessary details with operator. To ensure adequate time for notifying all interested parties of the planned inspection, the above information should be made available at least 3 business days prior to the vessel's arrival at the intended port of inspection. The Owner/operator shall ensure that the vessel will be available in port for an adequate period of time to complete the inspection.

It is also the responsibility of the Master to present their vessel for the scheduled inspection and cooperate with the Dominica Flag State Inspector accordingly. A Dominica Flag State Inspector has the right of access to the vessel.

All Dominica vessels which were subject to Port State Control inspections are required to submit to DMA copies of PSC inspection reports carried out on these vessels. The PSC reports, referred to above, shall be submitted to DMA directly via the Department of Inspections.

6. FLAG STATE INSPECTION CERTIFICATE

Upon satisfactory completion of a vessel's initial annual safety inspection, or the Pre-Registration Inspection, if applicable, DMA will issue a Flag State Inspection Certificate, which will be appropriately endorsed by the attending inspector and placed on board. This certificate is reissued every five (5) years.

The vessel's Flag State Inspection Certificate will be endorsed annually upon completion of the Annual Safety Inspection. The inspector shall endorse the certificate, as appropriate, in order to confirm attendance of the ship, irrespective whether recommendations, remarks, etc., have been imposed during that visit. Additional endorsements may be made in the event of subsequent inspections.

7. PENALTIES & FINES

Any breach of the Flag State Inspection Program requirements may be subject to actions against the operator and owner of the vessel in accordance with the Dominica Maritime Act, Regulations, and Policies. In addition, penalties and fines can be imposed in accordance with the Dominica International Maritime Act, 2002. As amended, and Dominica Maritime Regulations.

8. FEES

Base inspection fees as per the Commonwealth of Dominica Fee Schedule (CD-PL 01-10) are invoiced prior to the inspection and should be paid prior to the inspection being conducted. An estimate of travel, accommodation, food and other related expenses is included in the initial invoice for inspection. In the event additional, unanticipated fees are applicable, a second invoice will be sent following completion of the inspection. Should the total expense of the inspection result in lower fees than the initial invoice, a credit will be added toward the vessel's account or a refund may be transferred upon request from the owner.

Part II INSPECTIONS

1. PRE-REGISTRATION INSPECTION

1.1 PURPOSE

The purpose of the Pre-Registration Inspection is to adequately assess the condition and acceptability of vessels of twenty (15) years of age and older, or those vessels with substandard performance during port State control inspections prior to registration under the Commonwealth of Dominica Flag. Pre-Registration Inspections may be required as deemed necessary by the Deputy Maritime Administrator or an official who is authorized to act for and on behalf of the Deputy Maritime Administrator. The Pre-Registration Inspection report shall be strictly confidential between the inspector and DMA and accordingly shall not be shared with the buyer, seller, shipmaster or other entity without the written authority of the Deputy Maritime Administrator.

The inspection report does not constitute certification, warranty or other representation as to seaworthiness of the vessel inspected, nor does it relieve any person or organisation from their respective responsibilities and obligations to ensure that the vessel is maintained in a seaworthy condition.

1.2 APPLICATION

Vessels that are required to undergo a Pre-Registration Inspection are as follows:

1.2.1 Vessels of the age of 15 years or more, but less than 20 years, when they meet one or more criteria below:

1. have at least one detention within the last 12 months;
2. have incurred a casualty or very serious casualty within the last 12 months;
3. is changing Flag from a Black listed flag administration as defined by the port State control MOU annual reports;
4. have 5 or more ISM related deficiencies reported by PSC within the last 12 months
5. have 10 or more deficiencies (non ISM related) reported by PSC within the last 12 months.

1.2.2 Vessels of the age of 20 years or more.

Vessels which fall under Section 1.2.1 must complete the Pre-Registration Inspection within 30 days from the date of initial registration or prior to acceptance for registration at the discretion of the Deputy Maritime Administrator or an individual authorized to act on behalf of the Deputy Maritime Administrator. Vessels which fall under Section 1.2.2 must complete the Pre-Registration Inspection before acceptance into the Commonwealth of Dominica Maritime Registry.

1.3 SCHEDULING OF INSPECTIONS

Vessels which meet the Pre-Registration Inspection requirements and intend to be registered under the Commonwealth Dominica Flag, the operator shall apply for the Pre-Registration Inspection by contacting the Department of Inspections at the Head Office (inspection@dominica-registry.com).

The minimum information provided should include:

1. vessel's name;
2. IMO number;
3. proposed ports of call;
4. the estimated time of arrival (ETA) for each port; and
5. local agent information.

An inspection may be requested by using the Inspection Request Form (CDFSI-5008).

1.4 SCOPE

During the Pre-Registration Inspection, Flag State Inspectors shall, as a minimum, check:

1. external hull structure;
2. weather decks;
3. cargo holds;
4. ballast tanks, coatings, piping & structure;
5. machinery items;
6. safety equipment;
7. navigation equipment;
8. overall safety management;
9. crew accommodation;
10. crew documentation; and
11. ship's documentation.

1.5 PROCEDURES

1.5.1 The Pre-Registration Inspection, as defined in Section 1.2.1 for vessels of the age of 15 years or more, but less than 20 years, shall be carried out with the vessel in operation and flying the Commonwealth of Dominica Flag.

The inspection shall be carried out within 30 days from the date of initial registration. Upon satisfactory completion of the inspection, the permanent status of the registration may be achieved, in accordance with the provisions the Commonwealth of Dominica Maritime Act.

1.5.2 The Pre-Registration Inspection as defined in section 1.2.2., for vessels of the age of 20 years or more, shall be carried out before acceptance of the vessel within the registry.

In addition to the preceding paragraph, vessels falling under section 1.2.2 shall be Classed with a member of the International Association of Classification Societies (IACS). Upon satisfactory completion of the Pre-Registration Inspection, DMA will make its decision regarding acceptance of the vessel into the Commonwealth of Dominica Maritime Registry.

1.6 CERTIFICATE

Upon acceptance and registration under the Commonwealth of Dominica Flag, the Dominica Maritime Administration may, based upon the results of the Pre-Registration Inspection, issue a Flag State Inspection Certificate which will be sent to the owners in order to be placed on board the vessel or delivered to the vessel by the attending inspector.

The certificate, when shipped, will be sent to the mailing address stated on the DPA Statement of Compliance, unless another address is provided by the owner or operator.

If recommendations, observations, remarks, or findings are imposed (and not closed out) during the Pre-Registration Inspection, the above mentioned certificate will be issued upon confirmation from the owner, operator, Class or Dominica Flag State Inspector that all remarks have been satisfactorily closed out by the relevant due date(s).

1.7 SPECIAL CIRCUMSTANCES

When a vessel of the age of 20 years or more is in dry-dock undergoing repairs and cannot complete the required Pre-registration Inspection, Dominica Maritime Administration may grant special authorization to start the registration process.

In such cases the Administration may provisionally register the vessel (DMA will assign official number, MMSI and Call Sign), but all registration documents will be noted as being not for navigational purposes until the Pre-Registration Inspection is completed and the vessel is found to be in satisfactory condition for registration.

To be granted with this provisional registration authorization the operator shall:

1. submit the Dry-Dock Working Plan, most recent statutory certificates and one recent picture of the vessel (not older than 3 months); or
2. arrange a Special Safety Inspection to be carried out by a Flag State Inspector in order to review the Dry Dock Plan (in situ) and the existing Statutory Certificates (in situ) and to determine overall condition of the vessel.

2. INITIAL SAFETY INSPECTION

2.1 PURPOSE

The purpose of the Initial Safety Inspection is to perform a general evaluation of the vessels condition and compliance with applicable instruments. Initial Safety

Inspections are completed for vessels less than 15 years of age that do not meet any of the criteria for a Pre-Registration Inspection, or vessels that have been waived from the requirements of a Pre-Registration Inspection. The Initial Safety Inspection is considered the first Annual Safety Inspection and shall be the baseline appraisal of the vessel and company condition in regards to maintenance, structure, management, and overall safety.

2.2 APPLICATION

All vessels that do not meet the requirements of a Pre-Registration Inspection shall be required to undergo an Initial Safety Inspection:

1. within 30 days of initial registration and issuance of a Provisional Certificate of registry;
2. within 30 days of re-registration where a change of ownership and/or management has taken place;
3. after any substantial structural alteration; or
4. prior to resuming service at the end of an official lay-up period.

2.3 SCHEDULING OF INSPECTIONS

Vessels which meet the Initial Safety Inspection requirements and intend to be permanently registered under the Dominica Flag or resume normal operations from a lay-up period, the operator shall apply for the Initial Inspection by getting in contact with the Department of Inspections at the Head Office (inspection@dominica-registry.com).

The minimum information provided to the Department of Inspections should include:

1. vessel's name;
2. IMO number;
3. proposed ports of call;
4. the estimated time of arrival (ETA) for each port; and
5. local agent information.

Inspections may be requested by using the Inspection Request Form (CDFSI-5008)

2.4 SCOPE

During the Initial Safety Inspection, Flag State Inspectors shall, as a minimum, check:

1. external hull structure;
2. weather decks;
3. cargo holds;
4. ballast tanks, coatings, piping & structure;
5. machinery items;
6. safety equipment;
7. navigation equipment;
8. overall safety management;

9. crew accommodation;
10. crew documentation; and
11. ship's documentation.

2.5 PROCEDURES

The Initial Safety Inspection, as defined in Section 2.1 shall be carried out with the vessel in operation and flying the Commonwealth of Dominica Flag as required in section 2.2.

Vessels must complete an Initial Safety Inspection prior to receiving permanent registration certificates. Any vessel failing to complete an Initial Safety Inspection before expiry or extension of its Provisional Registration Certificates will be Prohibited to Sail from its location, or next port of call in the event the vessel is underway when the Provisional Certificate(s) expire.

2.6 CERTIFICATE

Upon completion of the Initial Safety Inspection the Flag State Inspector may issue the vessel a Flag State Inspection Certificate. The anniversary date will be the day and month of initial registration of the vessel.

The Flag State Inspection Certificate must be kept on board and remain available for the inspection of all flag, State, port State, and coastal State authorities. The Certificate shall remain valid for a period of five years from the date of initial registration subject to annual endorsement and rectification of any and all deficiencies noted by authorized individuals and not later than the respective due date(s).

Failure to maintain a valid Flag State Inspection Certificate is grounds for a Prohibition to Sail and/or fines.

2.7 SPECIAL CIRCUMSTANCES

If a vessel that is provisionally registered is in dry-dock undergoing repairs and cannot complete the required Initial Safety Inspection during the period of provisional registration, Dominica Maritime Administration may grant special authorization to postpone the date of the Initial Safety Inspection.

In such cases the Administration will issue a Prohibition to Sail to the vessel until all dry-dock repairs and maintenance are completed and the vessel is inspected and found fit to depart.

To be granted an Initial Safety Inspection extension the operator shall:

1. submit the Dry-Dock Working Plan, most recent statutory certificates and one recent picture of the vessel (not older than 3 months); or

2. arrange a Special Safety Inspection to be carried out by a Flag State Inspector in order to review the Dry Dock Plan on site and the existing Statutory Certificates on site and to determine overall condition of the vessel.

The Administration may consider requests to waive the requirement of an Initial Safety Inspection within thirty days of initial registration on a case-by-case basis at the request of the owner providing reasons for the exemption.

3 ANNUAL SAFETY INSPECTION

3.1 PURPOSE

The purpose of the Annual Safety Inspection is to confirm compliance of the ship and its crew with Dominica requirements and mandatory international instruments. The Annual Safety Inspection is also to verify the general safety condition of the vessel in order to reduce the number of deficiencies and detentions of Commonwealth of Dominica flagged vessels.

3.2 APPLICATION

All Dominica vessels are required to undergo an Annual Safety Inspection with the following exceptions:

1. Unmanned barges;
2. Private yachts of any gross tonnage;
3. Yachts subject to Compliance Verification;
4. Cargo vessels under 100 gross tonnage;
5. Vessels under construction; and
6. Vessels during an official lay-up period.

3.3 SCHEDULING OF INSPECTIONS

The operator shall apply for an Annual Safety Inspection by contacting their relevant Commonwealth of Dominica Regional Office or Commonwealth of Dominica Department of Inspections within 3 months before the anniversary date of the Flag State Inspection Certificate. Anniversary date of the vessel for the purpose of this Program means the day and month on which the vessel initially registered.

The minimum information provided to the Department of Inspections should include:

1. vessel's name;
2. call sign;
3. IMO number;
4. proposed ports of call;
5. the estimated time of arrival (ETA) for each port; and
6. agent information.

The Department of Inspections will appoint a Flag State Inspector to attend the vessel and coordinate all necessary details with the operator.

It is the responsibility of the Master to present their vessel for the scheduled inspection and cooperate with the Dominica Flag State Inspector accordingly. An inspection may be requested by using the Inspection Request Form (CDFSI-5008).

3.4 SCOPE

The Flag State Inspector conducting an Annual Safety Inspection shall, as a minimum, check and confirm that the following are in order:

1. ships documents;
2. publications, charts and manuals;
3. seafarers certificates;
4. safety management system;
5. drills and records;
6. navigation equipment;
7. crew accommodation, hospital and medicine chest;
8. general safety;
9. security;
10. lifesaving appliances;
11. fire-fighting equipment;
12. emergency preparedness;
13. hull, machinery and electrical; and
14. steering.

3.5 PROCEDURES

Upon receipt of authorization to carry out the inspection, the Flag State Inspector should immediately liaise with the vessel's agent, who should advise the Master of the vessel of the intended inspection. To ensure that the vessel is not subjected to undue delay, the inspection should be commenced immediately upon the vessel's arrival. If the vessel is in port or in dry-dock undergoing repairs, then the inspection should be conducted towards the end or upon completion of repairs, and definitely completed with the vessel afloat in order to carry out a lifeboat drill, test the Emergency Fire Pump, etc. All crewmembers should be on board with their original certificates.

When the vessel is undergoing surveys during her stay in port, particularly surveys concerning safety and pollution prevention or ISM audits, every effort should be made to liaise with the attending RO surveyor with a view to conduct the relevant parts of the inspection in conjunction with the survey, in order to avoid duplication of work.

3.6 CERTIFICATE

Upon satisfactory completion of a vessel's Annual Safety Inspection, the Flag State Inspector on behalf of the Commonwealth of Dominica Maritime Administration will endorse the Flag State Inspection Certificate, which should have been provided to the vessel during the initial inspection process.

In the even the vessel has not already received a Flag State Inspection Certificate, the attending flag State inspector will notify the Administration and a Certificate shall be provided to the vessel.

The vessel's Flag State Inspection Certificate will be endorsed annually upon completion of the Annual Safety Inspection. The inspector shall endorse the certificate (as appropriate), in order to confirm attendance of the ship, irrespective whether recommendations, remarks, etc. have been imposed during that visit.

3.7 SPECIAL CIRCUMSTANCES

If a vessel that is due for an Annual Safety Inspection is under dry dock repairs and cannot complete the required Annual Safety Inspection during the annual window, Dominica Maritime Administration may grant special authorization to postpone the date of the Annual Safety Inspection.

In such cases the Administration will issue a Prohibition to Sail to the vessel until all dry-dock repairs and maintenance are completed and the vessel is inspected and found fit to resume operations.

To be granted with this Annual Safety Inspection extension the operator shall:

1. Submit a request in writing to the Department of Inspections indicating the location of the vessel and the repairs/maintenance that are in progress. An estimated time of completion must be provided in the request to extend the window period in order to schedule an inspector to attend without delays.

4 SEMI-ANNUAL SAFETY INSPECTIONS

4.1 PURPOSE

Passenger vessels, including high speed passenger ferries, shall be required to undergo safety inspections at six (6) month intervals.

4.2 APPLICATION

Passenger vessels, including commercial yachts carrying more than 12 persons for hire, are required to be inspected two (2) times during the annual window. The first inspection shall be completed not more than six (6) months after the anniversary date each year. The second inspection shall be completed within three (3) months before the anniversary date each year.

4.3 SCHEDULING OF INSPECTIONS

The operator shall apply for the Semi-Annual Safety Inspection by contacting their relevant Commonwealth of Dominica Regional Office or Commonwealth of Dominica Department of Inspections within six (6) months after the anniversary date or three (3) months before the anniversary date for the respective inspection. Anniversary date of the vessel for the purpose of this Program means the day and month on which the vessel initially registered.

The minimum information provided to the Department of Inspections should include:

1. vessel's name;
2. call sign;
3. IMO number;
4. proposed ports of call;
5. the estimated time of arrival (ETA) for each port; and
6. agent information.

The Department of Inspections will appoint a Flag State Inspector to attend the vessel and coordinate all necessary details with the operator.

It is the responsibility of the Master to present their vessel for the scheduled inspection and cooperate with the Dominica Flag State Inspector accordingly. An inspection may be requested by using the Inspection Request Form (CDFSI-5008).

4.4 SCOPE

The Flag State Inspector conducting an Annual Safety Inspection shall, as a minimum, check and confirm that the following are in order:

1. ships documents;
2. publications, charts and manuals;
3. seafarers certificates;
4. safety management system;
5. drills and records;
6. navigation equipment;
7. crew accommodation, hospital and medicine chest;
8. general safety;
9. security;
10. lifesaving appliances;
11. fire-fighting equipment;
12. emergency preparedness;
13. hull, machinery and electrical; and
14. steering.

4.5 PROCEDURES

Upon receipt of authorization to carry out the inspection, the Flag State Inspector should immediately liaise with the vessel's agent, who should advise the Master of the vessel of the intended inspection. To ensure that the vessel is not subjected to undue delay, the inspection should be commenced immediately upon the vessel's arrival. If the vessel is in port or in dry-dock undergoing repairs, then the inspection should be conducted towards the end or upon completion of repairs, and definitely completed with the vessel afloat in order to carry out a lifeboat drill, test the Emergency Fire Pump, etc. All crewmembers should be on board with their original certificates.

When the vessel is undergoing surveys during her stay in port, particularly surveys concerning safety and pollution prevention or ISM audits, every effort should be made to liaise with the attending RO surveyor with a view to conducting the relevant part of the inspection in conjunction with the survey, thereby avoiding duplication of work.

4.6 CERTIFICATE

Upon satisfactory completion of a vessel's Semi-Annual Safety Inspection, the flag State inspector on behalf of the Commonwealth of Dominica Maritime Administration will endorse the Flag State Inspection Certificate, which should have been provided to the vessel during the initial inspection process.

In the event the vessel has not already received a Flag State Inspection Certificate, the attending flag State inspector will notify the Administration and a Certificate shall be provided to the vessel.

The vessel's Flag State Inspection Certificate will be endorsed upon completion of the Semi-Annual Safety Inspection. The inspector shall endorse the certificate (as appropriate), in order to confirm attendance of the ship, irrespective whether recommendations, remarks, etc. have been imposed during that visit.

4.7 SPECIAL CIRCUMSTANCES

If a vessel that is due for a Semi-Annual Safety Inspection is under dry-dock repairs and cannot complete the required Semi-Annual Safety Inspection during one of the semi-annual windows, Dominica Maritime Administration may grant special authorization to postpone the date of the Semi-Annual Safety Inspection.

In such cases the Administration will issue a Prohibition to Sail to the vessel until all dry-dock repairs and maintenance are completed and the vessel is inspected and found fit to depart.

5 PERIODIC SAFETY INSPECTIONS

5.1 PURPOSE

The Commonwealth of Dominica Deputy Maritime Administrator, or a duly Authorized Agent, when deemed appropriate, may require special purpose or uniquely constructed vessels and vessels subject to corrective action to undergo periodic inspection at assigned intervals of less than one (1) year to ensure and verify maintained safety and compliance.

5.2 APPLICATION

Vessels that are found in need of special attendance due to the specific nature, construction, or trade, or those vessels found in need of corrective action may be subjected to additional Periodic Safety Inspections in addition to the Annual Safety Inspection. Any such requirement and applicable intervals shall be made known to the operator of the vessel in the form of a formal Notice of Periodic Inspection. The

Notice of Periodic Inspection will provide the reasons for and intervals required for Periodic Safety Inspections.

5.3 SCHEDULING OF INSPECTIONS

The operator shall apply for Periodic Safety Inspections by contacting their relevant Commonwealth of Dominica Regional Office or Commonwealth of Dominica Department of Inspections in accordance with the schedule imposed by the Administration.

The minimum information provided to the Department of Inspections should include:

1. vessel's name;
2. call sign;
3. IMO number;
4. proposed ports of call;
5. the estimated time of arrival (ETA) for each port; and
6. agent information.

The Department of Inspections will appoint a Flag State Inspector to attend the vessel and coordinate all necessary details with the operator.

It is the responsibility of the Master to present their vessel for the scheduled inspection and cooperate with the Dominica Flag State Inspector accordingly. An inspection may be requested by using the Inspection Request Form (CDFSI-5008).

5.4 SCOPE

The Flag State Inspector conducting a Periodic Safety Inspection shall as a minimum check and confirm that the following are in order:

1. ships documents;
2. publications, charts and manuals;
3. seafarers certificates;
4. safety management system;
5. drills and records;
6. navigation equipment;
7. crew accommodation, hospital and medicine chest;
8. general safety;
9. security;
10. lifesaving appliances;
11. fire-fighting equipment;
12. emergency preparedness;
13. hull, machinery and electrical;
14. steering;
15. class survey reports (conditions, recommendations, etc.); and
16. port state control inspection reports.

5.5 PROCEDURES

A Periodic Safety Inspection shall be carried out with the vessel in operation and flying the Commonwealth of Dominica Flag.

Upon receipt of authorization to carry out the inspection, the Flag State Inspector should immediately liaise with the vessel's agent, who should advise the Master of the vessel of the intended inspection. To ensure that the vessel is not subjected to undue delay, the inspection should be commenced immediately upon the vessel's arrival. If the vessel is in port or in dry-dock undergoing repairs, then the inspection should be conducted towards the end or upon completion of repairs, and definitely completed with the vessel afloat in order to carry out a lifeboat drill, test the Emergency Fire Pump, etc. All crewmembers should be on board with their original certificates.

When the vessel is undergoing surveys during her stay in port, particularly surveys concerning safety and pollution prevention or ISM audits, every effort should be made to liaise with the attending RO surveyor with a view to conducting the relevant part of the inspection in conjunction with the survey, thereby avoiding duplication of work.

5.6 CERTIFICATE

Upon satisfactory completion of a vessel's Periodic Safety Inspection, the Flag State Inspector on behalf of the Commonwealth of Dominica Maritime Administration will endorse the Flag State Inspection Certificate, which should have been provided to the vessel during the initial inspection process.

In the event the vessel has not already received a Flag State Inspection Certificate, the attending Flag State Inspector will notify the Administration and a Certificate shall be provided to the vessel.

The vessel's Flag State Inspection Certificate will be endorsed upon completion of the Periodic Safety Inspection. The inspector shall endorse the certificate (as appropriate), in order to confirm attendance of the ship, irrespective whether recommendations, remarks, etc. have been imposed during that visit.

5.7 SPECIAL CIRCUMSTANCES

If a vessel that is due for a Periodic Safety Inspection is under dry dock repairs and cannot complete the required Periodic Safety Inspection by the required due date(s) determined by the Administration, Dominica Maritime Administration may grant special authorization to postpone the date of the Periodic Safety Inspection.

In such cases the Administration will issue a Prohibition to Sail to the vessel until all dry-dock repairs and maintenance are completed and the vessel is inspected and found fit to resume operations.

6. DETENTION PREVENTION INSPECTION

6.1 PURPOSE

The purpose of the Detention Prevention Inspection is to confirm and clear all the deficiencies found by the port State control officer or flag State inspector, as well as uncover and rectify any other problems that might be revealed during further port State or flag State inspections. Additionally, the purpose of this inspection is to assist the Master / Operator / Crew Members in any technical concerns which arose during any previous port State control inspections, flag State inspections or external/internal audits.

6.2 APPLICATION

The operator shall apply for a Detention Prevention Inspection, when its vessel underwent PSC or FSI inspection(s):

1. resulting in 10 deficiencies without being detained (not Class or ISM Related);
or
2. as a result of 20 or more deficiencies (not Class-Related) within one year;
3. Resulting in 5 or more ISM related deficiencies (an additional ISM audit may be required); or
4. as part of the Detention Prevention Program that any vessel having a detention under the Commonwealth of Dominica flag must participate in until inspection performance is improved to the satisfaction of the Administration.

A Detention Prevention Inspection must be carried out within 30 days from the inspection that resulted in the vessel meeting one of the above criteria for entry into the Detention Prevention Program.

Vessels meeting the above requirements will be provided with a formal notice of entry into the Detention Prevention Program. Vessels entered into this program will be required to undergo two (2) safety inspections within each year at six (6) month intervals from the anniversary date. The initial Detention Prevention Inspection carried out within 30 days of the inspection that caused the vessel to be entered into the program is not considered one of these six-monthly inspections.

Vessels in the Detention Prevention Program shall remain in the program for a minimum of one year or until flag and port State performance is enhanced to the satisfaction of the Administration.

6.3 SCHEDULING OF INSPECTIONS

The owner/operator shall contact DMA as soon as its vessel meets the above criteria in order to schedule an initial Detention Prevention Inspection.

The minimum information provided to the Department of Inspections should include:

1. vessel's name;
2. call sign;

3. IMO number;
4. proposed ports of call;
5. the estimated time of arrival (ETA) for each port; and
6. agent information.

The Department of Inspections will appoint a Flag State Inspector to attend the vessel and coordinate all necessary details with the operator.

It is the responsibility of the Master to present their vessel for the scheduled inspection and cooperate with the Dominica Flag State Inspector accordingly. An inspection may be requested by using the Inspection Request Form (CDFSI-5008).

6.4 SCOPE

The scope of the inspection is to confirm and clear all the deficiencies already found by the PSC Officer or Flag State Inspector, as well as uncover and rectify any other problems that might be revealed during further PSC or FSI inspections.

In addition, the inspector may carry out an expanded inspection in areas found with deficiencies.

6.5 PROCEDURES

Upon completion of an inspection that results in the vessel meeting the criteria for a Detention Prevention Inspection, the Department of Inspection at the Head Office should be notified as soon as possible in accordance with section 6.3.

The Administration will appoint an inspector to attend the vessel to ensure continued compliance with all relevant mandatory instruments and that no hazards to the safety of the crew, cargo, ship or environment exist. The Flag State Inspector and the Administration will liaise with all port State officials that may need knowledge of Detention Prevention Inspections that may be carried out in their State.

The Administration may consult with any concerned RO regarding any of the deficiencies noted by the Flag State Inspector in order to ensure continued compliance and improved performance. Detention Prevention Inspections are conducted at six (6) month intervals until inspection performance is improved and maintained to the satisfaction of the Administration.

6.6 CERTIFICATE

Upon completion of the Detention Prevention Inspection, the flag State inspector shall endorse the Flag State Inspection Certificate, in order to confirm attendance of the ship; irrespective whether recommendations, remarks, etc. have been imposed during his visit.

If recommendations or remarks are imposed by the inspector and not closed out during the boarding, the operator may confirm satisfactory completion of the Inspection within the time agreed between the inspector, the Master, and the Administration.

6.7 SPECIAL CIRCUMSTANCES

In no cases shall a Detention Prevention Inspection be postponed except in the case where a vessel is undergoing repairs in dry-dock. The Detention Prevention Inspection shall be required to be completed upon conclusion of the repairs and is ready to resume operations.

7 POST DETENTION INSPECTION

7.1 PURPOSE

The purpose of the Post Detention Inspection is to assist in the rectification of reported deficiencies. In the case of an ISM related detention, a review of the proposed action with respect to the Safety Management System shall be completed. An additional ISM audit may be required within three months of the detention which may be conducted by an approved RO or an authorized Flag State Inspector.

7.2 APPLICATION

Each vessel which was detained by a PSC Officer is obliged to undergo a Post Detention Inspection as soon as possible, before departure from the port of detention unless arrangements are made with the concerned Class Society, local port State control and the Administration for the vessel to proceed to a dry-dock for repairs.

Vessels that are inspected by the Administration as part of any other inspection within the Flag State Inspection program that result in the identification of detainable deficiencies or other substantial risk to safety or environment are required to rectify the deficiencies prior to departure. Such vessels shall be issued a Prohibition to Sail until verifiable evidence is provided to close any detainable deficiencies or other issues that inhibit the safe operation of the ship. Local port State authorities may be notified in an effort to prevent detention of the vessel by port State control.

7.3 NOTIFICATION AFTER A DETENTION OCCURS

The owner shall notify the Commonwealth of Dominica Maritime Administration immediately regarding the detention of their vessel. In cases where the Administration is delayed in being informed of a detention and the vessel is released from the detention, the inspection shall be scheduled as soon as possible, but not later than the next port of call. In cases where the vessel is authorized to proceed to a port for repairs following a detention, an inspection may be scheduled following completion of the repairs before departure from the agreed upon yard.

7.4 SCHEDULING OF INSPECTIONS

As soon as the Administration is informed of a detention of a Dominica flagged vessel, owners are notified as soon as possible that the vessel is to be inspected without delay.

The minimum information provided to the Department of Inspections should include:

1. vessel's name;
2. call sign;
3. IMO number;
4. port where the detention occurred;
5. a copy of the inspection report and detention notice; and
6. agent information.

The Department of Inspections will appoint a Flag State Inspector to attend the vessel and coordinate all necessary details with the operator and local port State officials.

It is the responsibility of the Master to present their vessel for the inspection and to cooperate with the Dominica Flag State Inspector accordingly. An inspection may be requested by using the Inspection Request Form (CDFSI-5008).

7.5 SCOPE

The Post-Detention Inspection shall confirm and clear all of the deficiencies found by the PSC Officer or Flag State Inspector, as well as uncover and rectify any other problems that might be revealed during the follow-up PSC inspection. In case of class-related deficiencies, Class is required to attend the vessel and rectify them or liaise with the Administration for further clarification.

An expanded inspection shall be completed following any detention regardless of ship type or history.

7.6 PROCEDURES

In case of Flag related detentions and when there are objections about imposed PSC deficiencies, DMA directly or in co-ordination with the attending surveyor may contact the local PSC Authorities with comments on each deficiency in dispute, in order to determine whether the deficiency is viable.

All communications with authorities such as PSC, etc. regarding PSC Inspections, detentions or appeals for non-applicable deficiency items shall be addressed from DMA.

In any case of detention the attending flag State inspector and Class surveyor / auditor should maintain a close cooperation with PSC officials about the correction of deficiencies and, in case of dispute, he will require further assistance from DMA regarding previous surveys, recommendations, certification and specific instructions.

Upon completion of the inspection and/or survey an attestation / declaration will be addressed in the inspection report issued by appointed Class surveyor/auditor and handed to PSC Authorities, if requested, stating the action taken for the rectification of deficiencies.

The flag State inspector and/or surveyor should also submit to DMA the detention notice and release reports together with the Post Detention Inspection report, stating item by item action taken (deficiencies / non-conformities or observations rectified

immediately and those that have to be rectified within a certain period or next port of call).

In case of prompt notification of detention, concurrently with notification of release of ship from PSC it is taken under consideration the nature of deficiencies in order to be decided the time of attendance.

7.7 SPECIAL CIRCUMSTANCES

In no cases shall a vessel be exempted or delayed in the completion of a Post Detention Inspection.

8 COMPLIANCE VERIFICATION INSPECTIONS

8.1 PURPOSE

An initial, annual and renewal Compliance Verification Inspection of commercial yachts and private yachts limited charter shall be conducted by the Administration or a duly Authorized Agent to verify that the qualifications and certification of the crew and the actual condition of the yacht and the certificates issued to it are in compliance with the requirements of the Yacht Code (CDP-502) and any international conventions, as applicable.

8.2 APPLICATION

All commercial yachts and private yachts participating in the Private Yacht Limited Charter Program are required to undergo an initial Compliance Verification Inspection within 30 days of initial registration and annually thereafter within three (3) months before the anniversary date. A renewal Compliance Verification Inspection shall be completed not later than the date of expiry of the Certificate of Compliance.

8.3 SCHEDULING OF INSPECTIONS

It is the obligation of the owner or manager of the yacht to submit a request for the Compliance Verification Inspection by the date(s) required.

The minimum information provided to the Department of Inspections should include:

1. vessel's name;
2. call sign;
3. official number;
4. proposed ports of call;
5. the estimated time of arrival (ETA) for each port; and
6. agent information (if any).

The Department of Inspections will appoint a Flag State Inspector to attend the vessel and coordinate all necessary details with the operator.

It is the responsibility of the Master to present their vessel for the scheduled inspection and cooperate with the Dominica Flag State Inspector accordingly. An inspection may be requested by using the Inspection Request Form (CDFSI-5008).

8.4 SCOPE

The Flag State Inspector conducting a Compliance Verification Inspection shall as a minimum check and confirm that the following are in order:

1. ships documents;
2. publications, charts and manuals;
3. seafarers certificates;
4. safety management system;
5. drills and records;
6. navigation equipment;
7. crew accommodation and medical stores;
8. general safety;
9. lifesaving appliances;
10. fire-fighting equipment;
11. emergency preparedness;
12. hull, machinery and electrical; and
13. steering.

8.5 PROCEDURES

Upon receipt of authorization to carry out the inspection, the Flag State Inspector should immediately liaise with the vessel's agent, who should advise the Master of the vessel of the intended inspection. To ensure that the vessel is not subjected to undue delay, the inspection should be commenced immediately upon the vessel's arrival. If the vessel is in port or in dry-dock undergoing repairs, then the inspection should be conducted towards the end or upon completion of repairs, and definitely completed with the vessel afloat in order to carry out a lifeboat drill, test the Emergency Fire Pump, etc. All crewmembers should be on board with their original certificates.

If the vessel is undergoing surveys during her stay in port, particularly surveys concerning safety and pollution prevention or ISM audits, every effort should be made to liaise with the attending RO surveyor with a view to conducting the relevant part of the inspection in conjunction with the survey, thereby avoiding duplication of work.

8.6 CERTIFICATE

Upon completion of the initial Compliance Verification Inspection the Flag State Inspector will issue the vessel a Flag State Inspection Certificate for yachts. The anniversary date on which the certificate is based will be the day and month of initial registration of the yacht.

The Flag State Inspection Certificate must be kept on board and remain available for the inspection of all Flag, State, Port State, and Coastal State authorities. The Certificate shall remain valid for a period of five years from the date of completion of the Initial Safety Inspection subject to annual endorsement and rectification of any and all deficiencies noted by authorized individuals and note later than the respective due date(s).

Failure to maintain a valid Flag State Inspection Certificate for yachts is grounds for a Prohibition to Sail and/or fines.

8.7 SPECIAL CIRCUMSTANCES

If a yacht that is due for a Compliance Verification Inspection is under dry dock repairs and cannot complete the required Compliance Verification Inspection by the required due date(s), Dominica Maritime Administration may grant special authorization to postpone the date of the Compliance Verification Inspection.

In such cases the Administration will issue a Prohibition to Sail to the vessel until all dry-dock repairs and maintenance are completed and the vessel is inspected and found fit to resume operations.

In the event the yacht is on charter during the time when the Compliance Verification Inspection becomes due, the Administration may extend the period of the inspection upon written request from the owner or manager on behalf of the owner. Such extension will be granted at the discretion of the Administration.

9 ALTERNATIVE INSPECTIONS

9.1 PURPOSE

An Alternative Inspection Program may be developed for vessels and platforms engaged in the offshore seabed natural resource exploration, development and production industries or for vessels operating in remote or hard to reach areas. The Program is meant to provide a cost-effective and efficient method of conducting safety inspections in a manner consistent with industry and region.

9.2 APPLICATION

The Maritime Administration may establish an Alternative Inspection Program for the Annual Safety Inspection of:

- a. Vessels and platforms engaged in the offshore seabed natural resource exploration, development and production industries; or
- b. Vessels operating in remote or hard to reach areas to which a Flag State Inspector cannot travel or is not available.

9.3 SCHEDULING OF INSPECTIONS

It is the obligation of the owner or manager of the yacht to submit a request for the Alternative Inspection or relevant report(s) by the date(s) required.

The minimum information provided to the Department of Inspections should include:

1. vessel's name;
2. call sign;

3. official number;
4. proposed ports of call;
5. the estimated time of arrival (ETA) for each port; and
6. agent information (if any).

The Department of Inspections will appoint a Flag State Inspector to attend the vessel and coordinate all necessary details with the operator or review the reports submitted.

It is the responsibility of the Master to present their vessel for the scheduled inspection and cooperate with the Dominica Flag State Inspector accordingly. An inspection may be requested by using the Inspection Request Form (CDFSI-5008).

9.4 SCOPE

The scope of any Alternative Inspection shall not be less than that of an Annual Safety Inspection.

9.5 PROCEDURES

In the event a vessel or platform is in need of an Alternative Inspection Program, the Company may send a request to the Department of Inspections including information demonstrating a substantial need for an Alternative Program and provide the suggested alternative.

In the event an Alternative Program proposal is accepted, a formal letter for an Alternative Inspection Program will be sent to the company with the terms and conditions of the Alternative Inspection Program.

In no cases shall an Alternative Inspection Program be authorized without the conduct of at least one Safety Inspection by an authorized Flag State Inspector.

9.6 CERTIFICATE

Inspections completed as part of an Alternative Program shall be endorsed accordingly on the Flag State Inspection Certificate.

9.7 SPECIAL CIRCUMSTANCES

Special consideration may be given to vessels in an Alternative Inspection Program on a case-by-case basis which shall be reviewed by the Department of Inspections and the Deputy Maritime Administrator.

10 SELF-INSPECTIONS

10.1 PURPOSE

The owners of vessels or yachts that are exempted from Annual Safety Inspections or Compliance Verification Inspections should establish a self-administered safety inspection program. The results of such self-inspection programs may be submitted

to the Maritime Administration for review. Should it be deemed necessary, the Maritime Administration may conduct Special Safety Inspections or Compliance Verification Inspections on board the subject vessels or yachts at any time and in such places or areas as may be suitable.

10.2 APPLICATION

Self-Inspections shall be conducted by the Master, designated crew, or manager of any such vessel or yacht that, in rare cases, is exempt from the requirements of Annual Safety Inspections or Compliance Verification Inspections.

Any other vessel may be required to complete Self-Inspections as part of an Alternative Inspection Program as determined by the Maritime Administration.

10.3 SCHEDULING OF INSPECTIONS

Self-Inspections for those vessels and yachts that are exempted from the requirements of Annual Safety Inspections and Compliance Verification Inspections shall be conducted according to a schedule determined by the owner or other duly authorized individual. Such inspections shall in no cases be conducted less than one (1) time per year.

Vessels required to complete Self-Inspections as part of an Alternative Inspection Program shall conduct the Self-Inspection(s) according to the schedule determined by the Administration.

10.4 SCOPE

A Self-Inspection for vessels that are exempt from the requirements of Annual Safety Inspections and Compliance Verification Inspections shall cover, as a minimum, the following areas:

1. ships documents;
2. publications, charts and manuals;
3. seafarers certificates;
4. safety management system;
5. drills and records;
6. navigation equipment;
7. general safety;
8. emergency preparedness; and
9. Steering.

Owners may choose to inspect additional areas. Any such additional items shall be included in the inspection report.

Vessels completing Self-Inspections as part of an Alternative Inspection Program shall cover, as a minimum, the following areas:

1. ships documents;
2. publications, charts and manuals;

3. seafarers certificates;
4. safety management system;
5. drills and records;
6. navigation equipment;
7. crew accommodation and medical stores;
8. general safety;
9. lifesaving appliances;
10. fire-fighting equipment;
11. emergency preparedness;
12. hull, machinery and electrical; and
13. Steering.

10.5 PROCEDURES

Self-Inspections for those vessels exempted from the requirements of Annual Safety Inspections and Compliance Verification Inspections shall be conducted by duly appointed individuals and according to the schedule as determined by the owner of the vessel. Reports shall be maintained on board.

Self-Inspections included as part of an Alternative Inspection Program shall be completed according to the schedule determined by the Administration and submitted to the Administration for review by the required due date(s). The Master, Chief Officer and Chief Engineer Officer shall be the only persons eligible to complete and endorse the Self-Inspection reports.

10.6 CERTIFICATE

Self-Inspections shall not be endorsed on the Flag State Inspection Certificate. Records of all Self-Inspections shall be maintained on board for review by any interested party.

10.7 SPECIAL CIRCUMSTANCES

Special consideration may be given to vessels in an Alternative Inspection Program on a case-by-case basis which shall be reviewed by the Department of Inspections and the Deputy Maritime Administrator.

11. POST MARINE CASUALTY INSPECTIONS

11.1 REPORTING OF A MARINE CASUALTY TO THE ADMINISTRATION

The owner or Master of a vessel involved in a reportable accident or casualty is required to notify this accident immediately to the Dominica Maritime Administration, Office of Maritime Affairs.

This initial notification is essential for the Maritime Administrator to identify the severity of the casualty or accident, determine whether to assign an Investigating Officer to conduct an investigation in accordance with CDP-400, and decide if the vessel may continue to proceed on its voyage. The initial notification may be supplemented by other communications between the Maritime Administrator and the

Master or vessel owner in order to provide updated information and to establish the scope and logistics of the investigation.

Detailed responsibilities and obligations of the Administration, vessel owners, and mariners regarding investigations or inquiries into marine casualties, accidents, or incidents involving Commonwealth of Dominica flag vessels are defined in Marine Safety Circular CD-MS-C 13-03, as amended.

11.2 PURPOSE

The Post Marine Casualty Inspection is in place in order to identify the severity of a casualty or accident and to determine whether to assign an Investigating Officer to conduct a formal investigation in accordance with the Casualty Investigation Code and CDP-400.

11.3 APPLICATION

Each vessel which has had a marine casualty is obliged to undergo a Post Marine Casualty Inspection as soon as possible, before departure or upon arrival to the next port, whichever the case may be.

11.4 SCHEDULING OF INSPECTIONS

As soon as Dominica Maritime Administration is informed that a marine casualty has occurred on a Dominica flag vessel, Owners are notified that the vessel is to be inspected without delay at the port of incident or next port of call as appropriate.

The minimum information provided to the Department of Inspections should include:

1. vessel's name;
2. call sign;
3. IMO number;
4. agent information;
5. Operator's information; and
6. a completed CDVR-5010 form.

It is the responsibility of the Master to present their vessel for the inspection and cooperate with the Dominica Flag State Inspector accordingly. An inspection may be requested by using the Inspection Request Form (CDFSI-5008).

11.5 SCOPE

The Post Marine Casualty Inspection will include an expanded inspection of the area(s) affected by the incident. In the event the casualty involved injury to or loss of life, the inspection will include a detailed examination of the vessel's Safety Management System, specifically the Shipboard Occupational Health and Safety Program and accident prevention policies.

In addition to the above, the inspection shall include, as a minimum, the following:

1. ships documents;
2. publications, charts and manuals;
3. seafarers certificates;
4. safety management system;
5. drills and records;
6. navigation equipment;
7. crew accommodation and medical stores;
8. general safety;
9. lifesaving appliances;
10. fire-fighting equipment;
11. emergency preparedness;
12. hull, machinery and electrical; and
13. Steering.

11.6 PROCEDURES

As soon as Dominica Maritime Administration is informed that a marine casualty has occurred on a Commonwealth Dominica flag vessel, Owners are notified that the vessel is to be inspected without delay at the port of incident or next port of call as appropriate.

A Prohibition to Sail will be issued to the vessel immediately upon notification of an incident and shall remain effective until the vessel is found safe to depart. Local port State and/or coastal State authorities will be notified of the incident and that a Prohibition to Sail has been issued to the vessel and a flag State Inspector is being scheduled to attend the vessel prior to departure.

Upon receipt of authorization to carry out the inspection, the Flag State Inspector should immediately liaise with the vessel's agent, who should advise the Master of the vessel of the intended inspection. The inspector should also liaise with interested parties (i.e. port State control, RO representatives, etc.). Should the vessel's RO be required to attend, all efforts shall be made to conduct the inspection in conjunction with other officials as able to consolidate findings and efforts.

11.7 CERTIFICATE

Post Marine Casualty Inspections shall be endorsed on the Flag State Inspection Certificate as appropriate regardless of identified deficiencies or existing safety related issues.

11.8 SPECIAL CIRCUMSTANCES

In no cases shall a ship be exempted from a Post Marine Casualty Inspection without express written agreement from the Administration, Port State, RO, and/or other concerned party indicating that the need for a Post Marine Casualty Inspection is not necessary.

12 ISM AUDITS

12.1 PURPOSE

ISM Audits conducted outside of the required audit schedule (in accordance with the ISM Code) are completed in order to confirm compliance with the provisions of the International Safety Management Code. Such audits would be conducted where a port State, flag State, or other authorized inspector identified non-conformities that either by number or nature indicate an inadequate Safety Management System.

These additional audits are conducted for the purpose of mitigating detentions and deficiencies related to Safety Management issues and to provide an opportunity to the Company and crew of the vessel to be educated in enhanced safety practices.

12.2 APPLICATION

ISM Audits shall be carried out in the following situations:

1. major non-conformities in the vessel's Safety Management System were found during PSC/FSI inspection; or
2. the vessel has been detained twice within the last two years irrespective if the detention has been recorded by different MOU's (Memorandum of Understanding on Port State Control); or
3. where a vessel has had a near miss or casualty that may have been the result of ISM non-conformities as determined by an authorized flag State inspector.

ISM Audits will be conducted by ISM qualified Flag State Inspectors/Auditors, selected by the Dominica Maritime Administration.

In the case of major non-conformities raised by the PSC or Dominica Inspector, the owner shall downgrade such major non-conformity prior to the departure of the port State or Dominica flag State inspector.

12.3 SCHEDULING OF AUDITS

Where a vessel meets the criteria indicated in section 12.2.1 or 12.2.2, it is the responsibility of the Company to request an ISM audit.

The minimum information provided to the Department of Inspections should include:

1. vessel's name;
2. call sign;
3. official number;
4. proposed ports of call;
5. the estimated time of arrival (ETA) for each port;
6. agent information; and
7. copies of the report(s) that resulted in the vessel meeting the criteria for an ISM audit.

It is the responsibility of the Master to present their vessel for an audit and cooperate with the Dominica Flag State Inspector accordingly. An audit may be requested by using the Inspection Request Form (CDFSI-5008).

12.4 SCOPE

An ISM audit conducted for one of the reasons stated in section 12.2 shall be conducted to determine the effectiveness and compliance of the safety management system for the ship in accordance with the ISM Code and the guidelines produced by the International Maritime Organization (IMO) contained in resolution A.1022(26), as amended.

Any particular part of the Safety Management System that may have had an impact on the incident that occurred may be reviewed in more detail by the Flag State Inspector. The auditor shall review the ISM related deficiencies and/or non-conformities to provide comments and report to the Administration accordingly. Any non-conformity shall be downgraded or eliminated prior to authorization for departure.

12.5 PROCEDURES

Upon receipt of authorization to carry out the audit, the Flag State Inspector should immediately liaise with the vessel's agent, who should advise the Master of the vessel of the intended audit. To ensure that the vessel is not subjected to undue delay, the audit should be commenced immediately upon the vessel's arrival. If the vessel is in port or in dry-dock undergoing repairs, then the inspection should be conducted towards the end or upon completion of repairs, and definitely completed with the vessel afloat.

When the vessel is undergoing surveys during her stay in port, particularly surveys concerning safety and pollution prevention or ISM audits, every effort should be made to liaise with the attending RO surveyor with a view to conducting the relevant part of the audit in conjunction with the survey, thereby avoiding duplication of work.

12.6 CERTIFICATE

Upon completion of an ISM audit, the Flag State Inspection Certificate shall be endorsed by the auditing official regardless of whether non-conformities or other safety issues are identified.

12.7 SPECIAL CIRCUMSTANCES

The Administration may authorize an RO to conduct an ISM audit of a vessel in lieu of a Flag State Inspector. Such authorization will be granted or may be required on a case-by-case basis.

In no cases where a near miss, casualty, detention with ISM related detainable deficiencies, or other inspection meeting the criteria in section 12.2 has occurred will

the vessel be authorized to depart until an ISM audit is conducted and the vessel is found safe to depart.

13 ISPS AUDITS

13.1 PURPOSE

ISPS Verification audits that are conducted outside of the normal verification schedule in accordance with the ISPS Code may be required in the following situations:

1. Detention with security related deficiencies which may or not be grounds for detention;
2. Ships receiving 5 or more security related deficiencies within any 12 month period during flag and/or port State inspections; or
3. A ship has had a security related incident that resulted in a casualty or near miss.

13.2 APPLICATION

1. Any vessels to which the ISPS Code applies that meets one or more of the criteria listed in section 13.1 shall be required to undergo an ISPS Verification Audit.

13.3 SCHEDULING

Where a vessel meets any of the criteria indicated in section 13.1, it is the responsibility of the Company to request an ISPS audit.

The minimum information provided to the Department of Inspections should include:

1. vessel's name;
2. call sign;
3. official number;
4. proposed ports of call;
5. the estimated time of arrival (ETA) for each port;
6. agent information; and
7. copies of the report(s) that resulted in the vessel meeting the criteria for an ISPS audit.

It is the responsibility of the Master to present their vessel for an audit and cooperate with the Dominica Flag State Inspector accordingly. An audit may be requested by using the Inspection Request Form (CDFSI-5008).

13.4 SCOPE

The scope of ISPS verification audits shall be the same as that of an intermediate verification audit as described in Regulation 19.1.1.3, as amended, of the ISPS

Code. In the event the inspector determines further verification is necessary, the Administration shall be consulted and the verification may be more detailed.

13.5 PROCEDURES

Upon receipt of authorization to carry out the audit, the Flag State Inspector should immediately liaise with the vessel's agent, who should advise the Master of the vessel of the intended audit. To ensure that the vessel is not subjected to undue delay, the audit should be commenced immediately upon the vessel's arrival. If the vessel is in port or in dry-dock undergoing repairs, then the audit should be conducted towards the end or upon completion of repairs, and definitely completed with the vessel afloat.

When the vessel is undergoing surveys during her stay in port, particularly surveys concerning safety and pollution prevention or ISPS audits, every effort should be made to liaise with the attending RO surveyor with a view to conducting the relevant part of the audit in conjunction with the survey, thereby avoiding duplication of work.

13.6 CERTIFICATE

Upon completion of an ISPS audit, the Flag State Inspection Certificate shall be endorsed by the auditing official regardless of whether non-conformities or other safety issues are identified.

13.7 SPECIAL CIRCUMSTANCES

The Administration may authorize an RO to conduct an ISPS audit of a vessel in lieu of a Flag State Inspector. Such authorization will be granted or may be required on a case-by-case basis.

In no cases where a near miss, casualty, detention with ISPS related detainable deficiencies, or other inspection meeting the criteria in section 13.1 has occurred will the vessel be authorized to depart until an ISPS audit is conducted and the vessel is found secure to depart.

14 MARITIME LABOUR COMPLIANCE INSPECTION

14.1 PURPOSE

Beginning on 20 August 2013, all Dominica Flagged ships will be required to comply with the requirements of CDP-800 *Dominica Maritime Labour Compliance*. All vessels shall be required to be inspected and demonstrate compliance in accordance with CDP-800. Vessels over 500 gross tonnage will be required to carry a Maritime Labour Statement of Compliance and Declarations of Maritime Labour Compliance Parts I and II. The inspection will verify compliance through inspection of the ship and ships documents for initial and ongoing compliance with the provisions of CDP-800.

A Statement of Compliance issued to a vessel by a Recognized Organization on behalf of the Administration shall satisfy the requirements of this section subject to relevant inspections.

14.2 APPLICATION

The Maritime Labour Compliance Inspection is for vessels that are required to carry a Declaration of Maritime Labour Compliance and a Statement of Compliance with the Maritime Labour Convention, 2006. All vessels of 500 gross tonnage and over engaged in international trade or trade in a foreign territory are required to be inspected for compliance and certification.

14.3 SCHEDULING OF INSPECTION

Shipowners and/or operators may request an inspection for compliance with Dominica Maritime Labour Compliance for verification that the ships complies with all aspects of CDP-800 and related policy letters, as amended. At least seven (7) days' notice before boarding should be provided with a minimum of the following information:

1. Vessel's name;
2. Call sign;
3. IMO Number;
4. Proposed ports of call;
5. ETA for each port;
6. Agent information; and
7. A copy of the declaration of Maritime Labour Compliance Part II.

It is the responsibility of the Master to present their vessel for an inspection and cooperate with the Dominica Flag State Inspector accordingly. An inspection may be requested by using the Inspection Request Form (CDFSI-5008).

14.4 SCOPE

The Maritime Labour Compliance inspection will include verification of the items in the Declaration of Maritime Labour Compliance Parts I and II as well as a general overview of the vessel's condition.

Any complaints or reports of failure to comply with any requirement of CDP-800 and relevant policies may also result in an inspection for Maritime Labour Compliance. An inspection based on a complaint or report regarding compliance will generally be limited to an inspection of the area(s) related to the complaint. Should any non-conformities be found, a more detailed and/or expanded inspection may be performed.

14.5 PROCEDURES

Upon receipt of authorization to carry out the inspection, the Flag State Inspector should immediately liaise with the vessel's agent, who should advise the Master of the vessel of the intended inspection. To ensure that the vessel is not subjected to undue delay, the inspection should be commenced immediately upon the vessel's arrival. If the vessel is in port or in dry-dock undergoing repairs, then the inspection should be conducted towards the end or upon completion of repairs, and definitely completed with the vessel afloat.

When the vessel is undergoing surveys during her stay in port, particularly surveys concerning safety and pollution prevention or ISPS audits, every effort should be made to liaise with the attending RO surveyor with a view to conducting the relevant part of the inspection in conjunction with the survey, thereby avoiding duplication of work.

14.6 CERTIFICATE

Following completion of a Maritime Labour Compliance Inspection regardless of whether deficiencies or comments were issued, the authorized inspector will endorse the Maritime Labour Statement of Compliance indicating the date of completion of the inspection.

14.7 SPECIAL CIRCUMSTANCES

If a ship that is due for a Maritime Labour Compliance Inspection is under dry dock repairs and cannot complete the required Inspection by the required due date(s), Dominica Maritime Administration may grant special authorization to postpone the date of the Inspection.

In such cases the Administration will issue a Prohibition to Sail to the vessel until all dry-dock repairs and maintenance are completed and the vessel is inspected and found fit to resume operations.

15. SPECIAL SAFETY INSPECTION

15.1 PURPOSE

The Maritime Administration, in addition to other types of inspections, may require a vessel to undergo a special or unscheduled safety inspection at any time. Single Hull Tank Vessels and Bulk Carriers 15 years of age or more and any vessel granted a waiver of the age limitation to registration shall be subject to a comprehensive initial inspection within 30 days of registration and at least one (1) additional follow-up inspection mid-term during the first year in the registry.

15.2 APPLICATION

The following vessels may be required to undergo special safety inspections:

1. Single Hull Tank Vessels;
2. Bulk Carriers of 15 years of age or older; or
3. Any other vessel as deemed necessary by the Administration.

15.3 SCHEDULING OF INSPECTION

The Administration may request a Special Safety Inspection on any Commonwealth of Dominica flagged vessel with at least 7 days' notice of boarding. The Owner, Company, or Master may also request a Special Safety Inspection for any reason by submitting a request to the Department of Inspections.

The minimum information provided to the Department of Inspections should include:

1. vessel's name;
2. call sign;
3. IMO number;
4. proposed ports of call;
5. the estimated time of arrival (ETA) for each port;
6. agent information; and
7. the reason for the request.

An inspection may be requested by using the Inspection Request Form (CDFSI-5008).

15.4 SCOPE

For Single Hull Tank Vessels and Bulk Carriers over 15 years of age, a general safety inspection will be conducted that will include, as a minimum, the following:

1. ships documents;
2. publications, charts and manuals;
3. seafarers certificates;
4. safety management system;
5. drills and records;
6. navigation equipment;
7. crew accommodation and medical stores;
8. general safety;
9. lifesaving appliances;
10. fire-fighting equipment;
11. emergency preparedness;
12. hull, machinery and electrical;
13. Steering;
14. Any particular area indicated by an individual requesting a Special Safety Inspection; and
15. Any other documents, forms, safety-related items specific to the nature of the vessel and its cargo.

15.5 PROCEDURES

Upon receipt of authorization to carry out the inspection, the Flag State Inspector should immediately liaise with the vessel's agent, who should advise the Master of the vessel of the intended inspection. To ensure that the vessel is not subjected to undue delay, the inspection should be commenced immediately upon the vessel's arrival. If the vessel is in port or in dry-dock undergoing repairs, then the inspection should be conducted towards the end or upon completion of repairs, and definitely completed with the vessel afloat in order to carry out a lifeboat drill, test the Emergency Fire Pump, etc. All crewmembers should be on board with their original certificates.

If the vessel is undergoing surveys during her stay in port, particularly surveys concerning safety and pollution prevention or ISM audits, every effort should be

made to liaise with the attending RO surveyor with a view to conducting the relevant part of the inspection in conjunction with the survey, thereby avoiding duplication of work.

15.6 CERTIFICATE

Upon satisfactory completion of a Special Safety Inspection, the flag State inspector on behalf of the Commonwealth of Dominica Maritime Administration will endorse the Flag State Inspection Certificate, which should have been provided to the vessel during the initial inspection process.

In the event the vessel has not already received a Flag State Inspection Certificate, the attending flag State inspector will notify the Administration and a Certificate shall be provided to the vessel.

The vessel's Flag State Inspection Certificate will be endorsed upon completion of the Special Safety Inspection. The inspector shall endorse the certificate (as appropriate), in order to confirm attendance of the ship, irrespective whether recommendations, remarks, etc. have been imposed during that visit.

15.7 SPECIAL CIRCUMSTANCES

The Administration may, on a case-by-case basis, waive or extend the requirement for a Special Safety Inspection as required under section 14.2 upon written request from the Owner indicating the reasons for the exemption or extension.

The Administration may require a Special Safety Inspection of any Commonwealth of Dominica flagged vessel for any reason with at least 7 days' prior notice to the Company.

Note: Requests for exemption or extension of any inspection or audit shall require evidence of significant need demonstrating that all efforts were made to carry out the inspection within the required period or that the inspection would be impractical. Exemptions and extensions shall be considered the exception and will only be granted where substantial evidence of necessity is provided.

Part III REPORTING REQUIREMENTS

1. OPERATOR / OWNERS

The owners/operators are responsible to report that the items imposed/recommended during the Dominica inspection have been satisfactorily rectified by the relevant due date(s). This report shall be sent by email to DMA.

The report shall be by means of photographic evidence, documentary evidence, and/or copies of certificates issued to prove that the items have been satisfactorily rectified.

2. INSPECTORS

Any inspection carried out within the Flag State Inspection Program shall be reported via e-mail to inspection@dominica-registry.com within five (5) business days. Deficiencies considered to be of detainable nature shall be communicated immediately to the Inspections Department and a copy of the Notice of Deficiency regardless of number or type(s) of deficiencies shall be provided to the inspection department as soon as practicably possible following completion of the inspection.

3. CONTACT DETAILS

Any inquiry from or raised by a Flag State Inspector and/or an Owner or Operator shall be made to:

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

Casey Trenholm
Director of Inspections

32 Washington Street,
Fairhaven, MA 02719 USA

Tel: 1 508 992 7170

Fax: 1 508 992 7120

Email: inspection@dominica-registry.com

Website: www.dominica-registry.com