

CDP 501

Flag State Inspection Program



**Commonwealth of Dominica
Maritime Administration**

Office of Maritime Affairs

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VOCABULARY AND TERMS

DMA: Commonwealth of Dominica Office of the Deputy Maritime Administrator Head Office (Fairhaven)

DMA SALES AND FILING AGENT: Any DMA office outside of DMA

FLAG STATE INSPECTOR: Nautical 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.

PSC: Port State Control

OPERATOR: Company as defined in the ISM Code

OWNER: As per the certificate of registry.

DOMINICA INSPECTION: Any inspection within the Flag State Inspection Program (Pre-registration Inspection, Annual Safety Inspection, Detention Prevention Inspection, Post-detention Inspection, Post-marine Casualty Inspection, ISM additional Audit, ISPS Verification Audit, Special Safety Inspection, Maritime Labour Compliance Inspection)

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

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

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

REQUEST FOR INSPECTION: A letter from the owner/operator requesting a Flag State Inspection which is to be carried out on board their vessel.

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).

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 by STATUTORY RULES AND ORDERS NO. 18 OF 2002,

Part V, Section 44 of the COMMONWEALTH OF DOMINICA INTERNATIONAL MARITIME REGULATIONS 2002, as amended which established the authority for this inspection) 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/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 Safety of Life at Sea (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 of 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. 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.

An ID card, valid for (5) five years, will be issued by DMA to all those inspectors who have completed their inspection(s) during the provisional period to the satisfaction of DMA.

Each inspector will be assigned to a main port of operation. The inspector may inspect vessels outside his/her operational area only in special cases, if it has been authorized by DMA.

For special situations, the 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.

CONFLICT OF INTEREST

DMA 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 totally 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, this Administration should be notified immediately.

The primary point of contact for all Flag State Inspectors is DMA.

3. TYPES OF INSPECTIONS

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

1. Pre-registration Inspections;
2. Annual Safety Inspections;
3. Detention Prevention inspection;
4. Post Detention Inspections;
5. Post Marine Casualty Inspection;
6. ISM Additional Audits;
7. ISPS Verification Audits;
8. Special Safety Inspections; and
9. Maritime Labour Compliance Inspections

4. 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 inform and 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 services may result in a fine and/or a prohibition to sail being applied to the vessel.

In that regard, 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. 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.

5. 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 the 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 a Post Detention Inspection, Detention Prevention Inspection, etc.

6. PENALTIES & FINES

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

Part II INSPECTIONS

1. PRE-REGISTRATION INSPECTION

1.1 PURPOSE

The sole purpose of the Pre-Registration Inspection is to determine the eligibility/suitability of vessels of 20 years and over, or those vessels with substandard performance or detentions during Port State Control inspections for registration under the Dominica Flag. As such, the 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 DMA.

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 20 years or more, but less than 25 years, when they meet one or more criteria below:

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

1.2.2 Vessels of the age of 25 years or more.

Vessels which fall under Section 1.2.1 must complete the Pre-Registration Inspection within 3 months from the date of initial registration. Vessels which fall under Section 1.2.2 must complete the Pre-Registration Inspection before acceptance into the Dominica Registry.

1.3 SCHEDULING OF INSPECTIONS

Vessels which meet the Pre-Registration Inspection requirements and intend to be registered under the Dominica Flag, the operator shall apply for the Pre-Registration Inspection by getting in contact with their relevant DMA Regional Office or DMA. The DMA Regional Office shall contact DMA to arrange the required Pre-Registration Inspection in the most convenient port for the vessel.

The minimum information provided 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.

1.4 SCOPE

During the pre-registration inspection, Flag State Inspector 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, and
10. 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 20 years or more, but less than 25 years, shall be carried out with the vessel in operation and flying the Dominica Flag.

The inspection shall be carried out within 3 months from the initial registration. Upon satisfactory completion of the inspection, the permanent status of the registration may be achieved.

1.5.2 The pre-registration inspection as defined in section 1.2.2., for vessels of the age of 25 years or more, shall be carried out before acceptance of the vessel within the registry.

In addition to that, these vessels shall be Classed with a member of 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 Registry.

1.6 CERTIFICATE

If the vessel is accepted and registered under the Commonwealth of Dominica Flag, the DMA 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.

Such certificate will be sent to the mailing address stated on the ISM DOC certificate, unless another address is provided by the operator.

If recommendations, observations, remarks, 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.

1.7 SPECIAL SITUATIONS

When a vessel of the age of 25 years or more is under dry dock repairs and cannot complete the required Pre-registration inspection, DMA can grant special authorization to start the registration process.

In such cases DMA will register provisionally the vessel (DMA will assign official number, MMSI and Call Sign), but all registration documents will be released upon satisfactory completion of the pre-registration inspection when the vessel is brought back afloat from Dry Dock. Such confirmation is to be provided by DMA.

To be granted with this provisional 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 the 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. ANNUAL SAFETY INSPECTION

2.1 PURPOSE

The purpose of the Annual Safety Inspection is to confirm compliance of the ship and crew with Dominica and International requirements and to verify the general safety condition of the vessel in order to reduce the number of deficiencies on Dominica flagged vessels.

2.2 APPLICATION

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

1. Unmanned barges;
2. Pleasure yachts;
3. Vessels fishing in waters within the jurisdiction of Dominica; and
4. Cargo vessels less than 24 meters in length.

2.3 SCHEDULING OF INSPECTIONS

The operator shall apply for Annual Safety Inspection by contacting their relevant DMA Regional Office or DMA within 3 months before or after the anniversary date of the Flag State Inspection Certificate.

The minimum information provided to DMA 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.

DMA 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

ANNUAL INSPECTION

All newly registered Dominica vessels shall undergo their first Annual Safety Inspection within three (3) months from the initial date of registration.

The Annual Safety Inspections shall be carried out within 3 months before or after the anniversary date of the vessel. Anniversary date of the vessel for the purpose of this Program means the date on which the vessel initially registered or month of renewal of registration. Vessels registered under the Statutory Survey and Certificate Program can undergo annual safety inspection in conjunction with annual surveys as appropriate.

2.3 SCOPE

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

- ships documents,
- Publications, charts and manuals,
- Seafarers certificates
- Safety management system,
- Drills and records,
- Navigation equipment,
- Crew accommodation, hospital and medicine chest,
- General safety,
- Security,
- Lifesaving appliances,
- Fire-fighting equipment,
- Emergency preparedness,

- Hull, machinery and electrical,
- Steering

2.4 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 onboard 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 Classification Society surveyor with a view to conducting the relevant part of the inspection in conjunction with the survey, thereby avoiding duplication of work.

2.5 CERTIFICATE

Upon satisfactory completion of a vessel's initial annual safety inspection, DMA will issue the Flag State Inspection Certificate, which will be sent to the owners/operators in order to be placed on board or delivered to the vessel by the attending inspector. This certificate is reissued every five (5) years.

Such certificate will be sent to the mailing address stated on the ISM DOC certificate, unless another address is provided by the operator.

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 DETENTION PREVENTION INSPECTION

3.1 PURPOSE

The purpose of the inspection is to confirm and clear all 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 further PSC or FSI inspections. Additionally, the purpose of this inspection is to assist the Master / Operator / Crew Members in any technical concerns which arose during the previous PSC inspections, Flag State Inspections or External/Internal Audits.

3.2 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).

The inspection needs to be carried out as soon as possible, but no later than 1 month from the PSC or Flag State Inspection.

3.3 SCHEDULING OF INSPECTIONS

The owner/ operator shall contact DMA as soon as its vessel meets the above criteria in order to schedule this inspection.

The minimum information provided to DMA should include:

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

3.4 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 inspections.

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

3.5 CERTIFICATE

Upon completion of the Detention Prevention Inspection, the Dominica 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.

4. POST DETENTION INSPECTION

4.1 PURPOSE

The purpose of the Post Detention Inspection is to assist in the rectification of reported deficiencies and in the case of an ISM related detention, review the proposed action with respect to the Safety Management System.

4.2 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.

4.3 NOTIFICATION AFTER A DETENTION OCCURS

The owner shall notify DMA immediately regarding the detention of their vessel. In cases where Dominica 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 will be scheduled following completion of the repairs before departure from the agreed upon yard.

4.4 SCHEDULING OF INSPECTIONS

As soon as DMA 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 DMA office should include:

1. vessel's name
2. call sign
3. IMO number
4. agent information, and
5. Operator's information.

4.5 SCOPE

The Post-Detention Inspection shall confirm and clear all of the deficiencies found by the PSC Officer, 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.

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

4.6 PROCEDURES

In case of Flag related detentions and when there are objections about imposed PSC deficiencies, DMA directly or in co-ordination with attending surveyor & DMA

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

The 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.

4.7 SPECIAL SITUATIONS

ISM ADDITIONAL AUDIT

ISM additional Audits shall be carried out in the following situations:

1. Major non-conformities in Safety Management System were found during PSC 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).

ISM Additional Audit will be conducted by ISM qualified Flag State Inspectors/Auditors, selected by the DMA.

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 Dominica Flag Inspector.

4.8 CERTIFICATE

Upon satisfactory completion of the Post Detention Inspection and/or Additional ISM Audit, if the vessel has already on board a Flag State Inspection Certificate, the inspector shall endorse the certificate, in order to confirm attendance of the vessel. In the case of completion of an Additional ISM Audit, the relevant section of the

certificate shall be endorsed also, irrespective whether recommendations, remarks, observations and nonconformities, etc. have been imposed during that visit.

5 POST MARINE CASUALTY INSPECTION

5.1 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, and decide if the vessel may continue to proceed on its voyage.

5.2 APPLICATION

Each vessel which had a marine casualty is obliged to undergo a Post Marine Casualty Inspection as soon as possible, before departure.

5.3 NOTIFICATION AFTER A MARINE CASUALTY OCCURS

The owner or Master of a vessel involved in a reportable accident or casualty is required to notify this accident immediately to DMA.

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, 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-MSC 13-03.

5.4 SCHEDULING OF INSPECTIONS

As soon as DMA 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 DMA should include:

1. vessel's name
2. call sign
3. IMO number
4. agent information,
5. Operator's information, and
6. Nature of the incident

6 ISM ADDITIONAL AUDIT

ISM additional Audits shall be carried out in the following situations:

1. Major non-conformities in Safety Management System were found during PSC 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).

ISM Additional Audit will be conducted by ISM qualified Flag State Inspectors/Auditors, selected by the DMA.

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 Dominica Flag Inspector.

7 ISPS VERIFICATION AUDITS

7.1 PURPOSE

Each vessel to which ISPS Code applies shall be subject to the verification of ship's compliance with relevant security requirements. DMA has developed detailed procedures for such verification, which are described in Marine Safety Circular CD-MS-C 05-04 and its revisions.

The verification of vessels are generally carried out by recognized security organizations, which are listed in the Annex to the above mentioned circular, however, owners may request that a Dominica Flag State Inspector complete the verification audit during one of the vessel's Annual Safety Inspections.

7.2 APPLICATION

Dominica flag vessels engaged on international voyages, as follows:

1. passenger vessels, including high-speed passenger craft;
2. cargo vessels, including high-speed craft, of 500 gross tonnage and upwards; and
3. mobile offshore drilling units.

7.3 SCHEDULING

The following schedule dates apply for ISPS Verification Audits:

1. Initial Verification, as defined in Regulation 19.1.1.1 of the ISPS Code - within first 6 months of initial registration with Dominica;
2. Intermediate verification, as defined in Regulation 19.1.1.3 of the ISPS Code between second and third anniversary date of the ISSC.

The minimum information provided to DMA 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.

7.4 SCOPE

The scope of ISPS verification audits are as follows:

1. initial verification – as described in Regulation 19.1.1.1. of the ISPS Code;
2. intermediate verification – as described in Regulation 19.1.1.3 of the ISPS Code.

8. SPECIAL SAFETY INSPECTION

8.1 PURPOSE

In addition to any above mentioned inspection and in the interests of quality assurance, a Dominica vessel also may be required by the DMA or by the operator to undergo a special or unscheduled safety inspection at any time

8.2 SCHEDULING OF INSPECTION

The DMA may request a Special Safety Inspection on any Dominica flag vessel within at least 7 days notice of boarding.

The operator could apply if it is necessary for a Special Safety Inspection by getting in contact with DMA within at least 7 days before and after the anniversary date of the safety Inspection Certificate.

The minimum information provided to DMA 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.

9 MARITIME LABOUR COMPLIANCE INSPECTION

9.1 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.

9.2 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.

9.3 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.

9.4 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.

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. This report shall be sent by email to DMA.

The report shall be by means of photographic evidence and/or copy of certificate 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 by an Owner or Operator shall be made to:

DMA

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

Director of Inspections: Casey Trenholm

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