

Commonwealth of Dominica



Office of the Maritime Administrator

TO: CURRENT AND PROSPECTIVE FLAG STATE INSPECTORS AND SURVEYORS PROVIDING SERVICES ON BEHALF OF THE COMMONWEALTH OF DOMINICA

SUBJECT: MINIMUM REQUIREMENTS AND STANDARDS FOR APPOINTMENT OR RENEWAL AS A FLAG STATE INSPECTOR AND/OR SURVEYOR

PURPOSE: This Policy Letter provides guidance and information relating to the minimum requirements for renewal or application for appointment as a Flag State Inspector on behalf of the Commonwealth of Dominica Maritime Administration.

APPLICABILITY: This Policy Letter applies to current and prospective Flag State Inspectors and/or Surveyors.

General

The Commonwealth of Dominica Maritime Administration has developed and implemented a Flag State Inspection Program that includes an enhanced inspection programs for substandard or targeted vessels called the Detention Prevention Program.

Flag State Inspectors are appointed to provide various Flag State Inspection Services in accordance with their training, experience, qualifications, and expertise. This Policy Letter is intended to inform all inspectors and surveyors about the requirements for the process of renewal, evaluation and approval as a Flag State Inspector and/or Surveyor. Set out below are the minimum standards for appointment as a Flag State Inspector and/or surveyor.

Any individual interested in appointment as a Flag State Inspector and/or Surveyor is invited to review this information and complete the appended application to submit all necessary documents and forms to the Inspection Department at the Office of Maritime Affairs.

Minimum Requirements

The following items must be completed and provided to the Department of Inspections for renewal and/or original review for appointment as a Flag State Inspector and/or Surveyor:

1. All documents required under Appendix 1 to verify the applicant meets the minimum standards must be provided to the Department of Inspections (before expiry of current Letter of Appointment for those inspectors and surveyors that are renewing) via e-mail or courier.
2. All documents must be authenticated by either a consulate or notary public. Authenticated documents must be provided in the English language.
3. A one-time fee of \$250 USD must be paid prior to issuance and shipment of a Letter of Appointment, ID, and stamp. An invoice is provided upon approval of a draft Inspection Agreement that shall be provided (if duly qualified) after submission and review of relevant documents and forms.
4. All Agreements, IDs, Letters of Appointment etc. are valid for a period of five years from the date of the Inspection Agreement.
5. Those individuals seeking renewal may not be required to submit all documents unless relevant COCs, passport, training certificate(s) and/or other documents have expired during the Inspection Agreement period.

Inspectors and surveyors that are appointed are required to remain up-to-date with their knowledge of relevant International Maritime Organization (IMO), Classification, and Flag State rules, regulations, amendments, etc. throughout the period of their Agreement. Evidence of continued training and/or evaluation may be required during the period of the Inspection Agreement.

Inspectors and surveyors that are found to be technically incompetent or fail to follow Flag State requirements and procedures in the exercise of his duties may be subject to immediate dismissal.

Note: In the event an applicant is not eligible, he or she may reapply after a period of one (1) year from the initial date of application unless legal and/or other permanent reasons for denial are provided.

Any questions can be directed to:

Inspection Department
Tel: + 1 508 992 7170
e-mail: inspection@dominica-registry.com

Appendix 1

FLAG STATE INSPECTOR REQUIREMENTS

1. A Certificate issued under relevant provisions of the STCW Convention, as amended, or equivalent under one of the following options:
 - a. appropriate qualifications from a marine or nautical institution and relevant seagoing experience as a certificated ship officer holding or having held a valid International Convention on Standards of Training, Certification and Watchkeeping, as amended, (“STCW Convention”) II/2 or III/3 Certificate of Competence and have maintained their technical knowledge of ships and their operation since gaining their Certificate of Competence and have served for a period of not less than three (3) years at sea as an officer in the deck or engine department; or
 - b. a degree or equivalent from a tertiary institution within a relevant field of engineering or science recognized by the Deputy Maritime Administrator, or an official authorized to act on behalf of the Deputy Maritime Administrator, and have worked in a relevant capacity for at least three (3) years; or
 - c. the requisite training on and knowledge of appropriate practical and theoretical knowledge of ships, their operation and the provisions of the relevant Commonwealth of Dominica Maritime Law and Regulations and international instruments necessary to perform their duties.
2. Application form must be completely filled out.
3. Medical examination form must be submitted.
4. Copy of passport, CV, signature and color photo.
5. In case of renewal, names of the last ten vessels inspected.

Note: Documents must be authenticated by a consulate or notary public. In case documents are not in the English language, a certified translation in the English language must be provided.

FLAG STATE INSPECTOR REQUIREMENTS

	Yes	No	MINIMUM REQUIREMENTS
1	<input type="checkbox"/>	<input type="checkbox"/>	Option 1: Appropriate qualifications from a marine or nautical institution and relevant seagoing experience as a certificated ship officer holding or having held a valid International Convention on Standards of Training, Certification and Watchkeeping, 1978, as amended II/2 or III/3 Certificate of Competence and have maintained their technical knowledge of ships and their operation since gaining their Certificate of Competence and have served for a period of not less than three (3) years at sea as an officer in the deck or engine department; or
	<input type="checkbox"/>	<input type="checkbox"/>	Option 2: A degree or equivalent from a tertiary institution within a relevant field of engineering or science recognized by the Deputy Maritime Administrator, or an official authorized to act on behalf of the Deputy Maritime Administrator, and have worked in a relevant capacity for at least three (3) years; or
	<input type="checkbox"/>	<input type="checkbox"/>	Option 3: The requisite training on and knowledge of appropriate practical and theoretical knowledge of ships, their operation and the provisions of the relevant Commonwealth of Dominica Maritime Law and Regulations and international instruments necessary to perform their duties.
2	<input type="checkbox"/>	<input type="checkbox"/>	Option 1: Document to prove any experience for not less than two (2) years as surveyor in a recognized authorized organization by the Commonwealth of Dominica or other maritime organization
	<input type="checkbox"/>	<input type="checkbox"/>	Option 2: Document to prove not less than five (3) years' service as an officer on board a ship at sea, or operations as a naval architect in the maritime field.
3	<input type="checkbox"/>	<input type="checkbox"/>	Application Form (CDFSI-5007), must be complete
4	<input type="checkbox"/>	<input type="checkbox"/>	Medical Certificate (CDMP-3033a or equivalent) of good physical condition completed by a licensed physician in the country of completion.
5	<input type="checkbox"/>	<input type="checkbox"/>	Copy of a valid passport
6	<input type="checkbox"/>	<input type="checkbox"/>	Copy of recent CV
7	<input type="checkbox"/>	<input type="checkbox"/>	Scanned image of Signature and passport style photo (color)
8	<input type="checkbox"/>	<input type="checkbox"/>	Documents are authenticated by consulate or notary public
9	<input type="checkbox"/>	<input type="checkbox"/>	All documents not already in the English Language must have a certified translation into English.
10	<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest. ASI guide reference.
11	<input type="checkbox"/>	<input type="checkbox"/>	General knowledge of the history of the Commonwealth of Dominica
ADDITIONAL REQUIREMENTS FOR SPECIAL AUTHORIZATIONS			
12	<input type="checkbox"/>	<input type="checkbox"/>	Post Detention/Detention Prevention Inspections: Familiarization with local PSC requirements and relevant

			Memorandum(s).
13	<input type="checkbox"/>	<input type="checkbox"/>	Minimum of one (1) year actively conducting Annual Safety Inspections on behalf of a Flag State.
14	<input type="checkbox"/>	<input type="checkbox"/>	Casualty Investigations: Training by a Recognized Organization or other organization on a case-by-case basis with the conduct and reporting of marine casualties in accordance with the IMO Casualty Investigation Code
15	<input type="checkbox"/>	<input type="checkbox"/>	Minimum of three (3) years actively conducting Flag State, Port State, or RO surveys
16	<input type="checkbox"/>	<input type="checkbox"/>	ISPS Audits: Training Certificate in accordance with the ISPS Code by an authorized RO or other organization on a case-by-case basis
17	<input type="checkbox"/>	<input type="checkbox"/>	ISM Audits: Training Certificate in accordance with the ISM Code as lead auditor by an authorized RO or other organization on a case-by-case basis
18	<input type="checkbox"/>	<input type="checkbox"/>	Statutory Surveys: Documented and verifiable training by an IACS RO or other organization on a case-by-case basis
19	<input type="checkbox"/>	<input type="checkbox"/>	Maritime Labour Compliance Inspections: Training Certificate in accordance with the MLC, 2006 by an authorized RO or other organization on a case-by-case basis.

Appendix 2



**COMMONWEALTH OF DOMINICA
MARITIME ADMINISTRATION**

**APPLICATION FOR ENGAGEMENT AS A SHIP
INSPECTOR/SURVEYOR**

PLEASE COMPLETE IN CAPITAL LETTERS IN BLACK INK OR BY TYPING AND READ ALL EXPLANATORY NOTES

Part A - PERSONAL DETAILS OF APPLICANT			
1) Family name:		2) Given name(s):	
Address of Applicant: Home address to be given. Documents will be sent to this address unless requested otherwise			
3) Address Line 1			
4) Address Line 2			
5) Town/City		6) County/State	
7) Post/Zip Code (if available)			
8) Country			
9) Tel:	10) Fax:	11) Email:	
10) Passport No	12) Nationality:	13) Date of birth (dd/mm/yy):	14) Place of birth:
Part B - BUSINESS DETAILS (Insert name & details if Applicant trades under a business name)			
15) Name:		16) Type (e.g. Limited Liability Co., Partnership, Sole Proprietorship)	
17) Address (If same as Applicant, state "same as above")			
18) Address Line 1			
19) Address Line 2			
20) Town/City		21) County/State	
22) Post/Zip Code (if available)			
23) Country			
24) Tel:	25) Fax:	26) Email:	
Part C – PROFESSIONAL & TECHNICAL EDUCATION (i.e. college/university education)			
27) NAME & LOCATION OF COLLEGE/UNIVERSITY (highest level only)		28) CERTIFICATES OBTAINED	
PROFESSIONAL TRAINING COURSES ATTENDED (Attach Copies of certificates – continue on separate sheet if required)			
29) Dates:	30) Name of Organisation/Course	31) Professional Qualification gained (if any):	

Part D - WORK SURVEY EXPERIENCE (Most recent first - continue on separate sheet if required)			
32) From (dd/mm/yy)	33) To (dd/mm/yy)	34) Name of Organisation/Business	35) Position held/work done

Part E - SURVEY INFORMATION (Please indicate which surveys you consider can be supported by your experience or qualifications)					
36) Tonnage Calculations	[]	42) Hull Surveys	[]	48) Pleasure Vessels/Yachts	[]
37) Life saving equipment (SOLAS)	[]	43) Machinery Surveys	[]	49) Commercial Yachts	[]
38) Pollution Prevention (MARPOL)	[]	44) Underwater Surveys	[]	50) Caribbean Cargo Ship Code	[]
39) Load Line Assignments & Freeboard Calculations	[]	45) Electrical Systems	[]	51) Maritime Labour Compliance	[]
40) ISM Audits	[]	46) Telecommunication & Radio Equipment	[]	52) Non-SOLAS Vessel Safety	[]
41) ISPS Audits	[]	47) Passenger Ships	[]	53) Other (please state details below)	[]

53) Part F – DECLARATION – TO BE COMPLETED BY ALL APPLICANTS

I hereby declare that the information contained on this application is true and correct and I apply for authorisation as a "Ship Inspector/Surveyor". I am aware that if I submit false information, Certificates or other documents that are later found to be fraudulent or not authentic, that any Authorisation will be cancelled immediately and I will not be allowed to act for the Commonwealth of Dominica Maritime Administration in the future.

54) Signature of Applicant

55) Date of Application

Please keep your signature within the box and sign without touching any of the box lines

56) Signature of Witness

57) Print Name of Witness

58) **Part H – SUPPORTING DOCUMENTS REQUIRED WITH APPLICATION**

*SUPPORTING DOCUMENTS REQUIRED (all applications):		Attached (please tick)	For Official use
1	Authenticated copy of National passport – showing personal details as per those entered on this Application Form		
2	2 x Passport size photos - with applicants name printed on the reverse		
3	Scanned image of applicants signature		
4	Copies of Education & Training certificates (including COCs)		
5	Copy of applicants CV/Resume		
6	Copies of sea service letters or other documentary evidence of required experience		
7	Medical Certificate		
8	Any additional evidence of specialized training for special qualifications		

EXPLANATORY NOTES FOR APPLICANTS:

- 1) For current Fees please refer to the Fee Schedule (CD-PL 01-10).
- 2) Failure to complete the Application Form fully or submit the required documentation may result in rejection or delays in processing.
- 3) Applicants must sign in the box shown, keeping their signature within the box lines.
- 4) Applicants may initially submit their application by scanning the Application Form and supporting documents and submitting by email to inspection@dominica-registry.com.
- 5) All supporting documents submitted must be clear copies and legible and in English.
- 6) Authentication of documents can be accepted by: Notary or Consulate
- 7) For more information see the website www.dominica-registry.com

DATE RECEIVED	DATE ASSESSED	RESULT – AUTHORISED/REJECTED	NOTES