

**Commonwealth of Dominica**



**Office of the Maritime Administrator**

- TO:** ALL CURRENT AND PROSPECTIVE RECOGNIZED ORGANIZATIONS ACTING ON BEHALF OF THE COMMONWEALTH OF DOMINICA MARITIME ADMINISTRATION
- SUBJECT:** MINIMUM STANDARDS FOR RECOGNIZED ORGANIZATIONS ACTING ON BEHALF OF THE COMMONWEALTH OF DOMINICA
- PURPOSE:** THIS POLICY LETTER PROVIDES THE MINIMUM STANDARDS FOR RECOGNITION AS AN ORGANIZATION ACTING ON BEHALF OF THE ADMINISTRATION
- APPLICABILITY:** This Policy Letter applies to all current and prospective Organizations acting on behalf of the Commonwealth of Dominica.

**General**

1. Under the provisions of regulation I/6 of SOLAS 74, article 13 of Load Lines 66, regulation 4 of Annex I and regulation 10 of Annex II of MARPOL 73/78 and article 6 of Tonnage 60, the Commonwealth of Dominica authorizes organizations to act on its behalf in the surveys and certification and determination of tonnages as required by these conventions.
2. Control in the assignment of such authority is needed in order to promote uniformity of inspections and maintain established standards. Therefore, any assignment of authority to recognized organizations:
  - a. determines that the organization has adequate resources in terms of technical, managerial and research capabilities to accomplish the tasks being assigned, in accordance with the Minimum Standards for Recognized Organizations Acting on Behalf of the Commonwealth of Dominica set out below;
  - b. has a formal written agreement between the Commonwealth of Dominica Maritime Administration and the organization being authorized which, as a minimum includes the elements set out in Appendix 2 of resolution A.739(18), as amended;
  - c. specified instructions detailing actions to be followed in the event that a ship is found not fit to proceed to sea without danger to the ship or persons on board, or presenting unreasonable threat of harm to the mariner environment;

- d. provides the organization with all appropriate instruments of national law giving effect to the provisions of the conventions or specifies whether the Commonwealth of Dominica's standards go beyond convention requirements in any respect; and
  - e. specifies that the organization maintains records which can provide the Commonwealth of Dominica Maritime Administration with data to assist in interpretation of convention regulations.
3. The Administration has established a system to ensure the adequacy of work performed by the Organizations authorized to act on behalf of the Commonwealth of Dominica. The system includes:
- a. procedures for communication with the organization;
  - b. procedures for reporting from the organization and processing of reports by the Commonwealth of Dominica;
  - c. additional ship's inspections by the Commonwealth of Dominica;
  - d. the Commonwealth of Dominica's evaluation/acceptance of the certification of the organization's quality system by an independent body of auditors recognized by the Commonwealth of Dominica; and
  - e. monitoring and verification of class-related matters, as applicable.

## Requirements

An organization may be recognized by the Commonwealth of Dominica to perform statutory work on its behalf subject to compliance with the following minimum condition for which the organization should submit complete information and substantiation:

### 1. General

- a. The relative size, structure, experience and capability of the organization commensurate with the type and degree of authority intended to be delegated thereto should be demonstrated.
- b. The organization should be able to document extensive experience in assessing the design, construction and equipment of merchant ships and, as applicable, their safety-management system.
- c. The organization should perform survey and certification functions of a statutory nature by the use of only exclusive surveyors and auditors, being persons solely employed by the organization, duly qualified, trained and authorized to execute all duties and activities incumbent upon their employer, within their level of work responsibility. While still remaining responsible for the certification on behalf of the Commonwealth of Dominica, the organization may subcontract radio surveys to non-exclusive surveyors in accordance with the relevant provisions of resolution A.789(19).

### 2. Specific Provisions

- a. For the purpose of delegating authority to perform certification services of a statutory nature in accordance with regulatory instruments which require the ability to review

applicable engineering designs, drawings, calculations and similar technical information to technical regulatory criteria as dictated by the Commonwealth of Dominica and to conduct field survey and inspections to ascertain the degree of compliance of structural and mechanical systems and components with such technical criteria, the following shall apply:

- i. The organization shall provide for the publication and systematic maintenance of rules and/or regulations in the English language for the design, construction and certification of ships and their associated essential engineering systems as well as the provision of and adequate research capability to ensure appropriate updating of the published criteria.
- ii. The organization shall allow participation in the development of its rules and/or regulations by representatives of the Commonwealth of Dominica and other parties concerned.
- iii. The organization shall be established with:
  1. A significant technical, managerial and support staff, catering also for capability of developing and maintaining rules and/or regulations; and
  2. A qualified professional staff to provide the required service representing an adequate geographical coverage and local representing as required.
- iv. The organization shall be governed by the principles of ethical behavior, which should be contained in a Code of Ethics and as such recognize the inherent responsibility associated with a delegation of authority to include assurance as to the adequate performance of services as well as the confidentiality or related information as appropriate.
- v. The organization shall demonstrate the technical, administrative and managerial competence and capacity to ensure the provision of quality services in a timely fashion.
- vi. The organization shall be prepared to provide relevant information to the Commonwealth of Dominica.
- vii. The organization's management shall define and document its policy and objectives for, and commitment to, quality and ensure that this policy is understood, implemented and maintained at all level in the organization.
- viii. The organization shall develop, implement and maintain an effective internal quality system based on appropriate parts of internationally recognized quality standards no less effective than ISO 9000 series, and which, inter alia, ensures that:
  1. the organization's rules and/or regulations are established and maintained in a systematic manner;

2. the organization's rules and/or regulations are complied with;
  3. the requirements of the statutory work for which the organization is authorized, are satisfied;
  4. the responsibilities, authorities and interrelation of personnel whose work affects the quality of the organization's services are defined and documented;
  5. all work is carried out under controlled conditions;
  6. a supervisory system is in place which monitors the actions and work carried out by the organization;
  7. a system for qualification of surveyors and continuous updating of their knowledge is implemented;
  8. records are maintained, demonstrating achievement of the required standards on the items covered by the services performed as well as the effective operation of the quality system; and
  9. a comprehensive system of planned and documented internal audits of the quality-related activities in all locations is implemented.
- ix. The organization shall be subject to certification of its quality system by an independent body of auditors recognized by the Commonwealth of Dominica.
- x. For the purposes of delegating authority to perform certification services of a statutory nature in accordance with regulatory instruments which require the ability to assess by audit and similar inspection of the relevant safety-management system attributes of shore-based ship management entities and shipboard personnel and systems, the following shall, in addition, apply:
1. the provision and application of proper procedures to assess the degree of compliance of the applicable shore-side and shipboard safety-management systems;
  2. the provisions of a systematic training and qualification regime for its professional personnel engaged in the safety-management system certification process to ensure proficiency in the applicable quality and safety-management criteria as well as adequate knowledge of the technical and operational aspects of maritime safety management; and
  3. the means of assessing through the use of qualified professional staff the application and maintenance of the safety-management system, both shore-based as well as on board ships, intended to be covered in the certification.

**Process**

Organizations looking for amended, renewed, or initial appointment as a Recognized Organization (RO) Acting on Behalf of the Commonwealth of Dominica must comply with the aforementioned requirements and submit an application (see CDOF-7009) and supporting documentation in order to maintain, amend or request recognition as an RO.

**Any questions can be directed to:**

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