



File Reference:

Dear Sir/Madam,

Requirements and Guidelines for the Survey and Certification of New and Existing Vessels Registering with the Isle of Man Ship Registry

In order to ensure that the survey side of registering your vessel(s) with the Isle of Man Ship Registry proceeds smoothly, we would like to take this opportunity to outline our requirements for vessels coming onto the Registry.

At registration, either a surveyor from the Isle of Man Ship Registry, or a surveyor from Class appointed by the Isle of Man Ship Registry, will be in attendance. It should be noted that only these persons can carry out the registration of a vessel.

For guidance, you will find copies of all Regulations, Manx Shipping Notices & Industry Circulars on our Web Site, www.iomshipregistry.com , and follow **Legislation**.

1. Isle of Man Merchant Shipping (Official Log Book) Regulations 1992

The Master will be required to use an Isle of Man official log book and to complete crew articles. As many Masters will be unfamiliar with completing the entries required, guidance on how to complete these documents are given in Manx Shipping Notice 004. Additionally the "Masters Handbook" is available on the website for further guidance.

2. Isle of Man Merchant Shipping (Medical Stores) Regulations 2001

This is the standard of medical supplies required as described in Manx Shipping Notice 006. The Isle of Man Ship Registry accepts medical supplies as advised by marine pharmacists to these or World Health Organisation scales.

3. Surveys

The Isle of Man Ship Registry may conduct a minimum of an annual safety equipment survey for an existing vessel, or equivalent, prior to the time of the registration where we attend. If we do not attend Class will carry this out on our behalf and we will survey/inspect the vessel during the Initial ISM/ISPS audits carried out within six months of registration.

4. Documentation Required Prior to Registration

In order to process registration promptly, we require copies of the documents listed in **Appendix 1**.

5. Safety Radio

A new call sign and MMSI number are required to be obtained and the equipment re-programmed at registration.

The Isle of Man Ship Registry has no responsibility for the issue of Radio Station Licences.

It is the owner's responsibility to obtain these from Ofcom, contact details for which are as follows:-

Ofcom Licensing Centre
PO Box 56373
London
SE1 9SZ

e-mail licensingcentre@ofcom.org.uk

online applications <http://www.ofcom.org.uk/radiocomms/ifi/licensing/classes/maritime/>

Tel: 00 44 207 7981 3131

Fax: 00 44 207 7981 3333

Website www.ofcom.org.uk

Your appointed Represented Person on the Isle of Man should be able to help with this. Once obtained, the call sign and MMSI number are to be forwarded to the Isle of Man Ship Registry for our records.

Once the EPIRB is programmed, notification should be passed to the Maritime and Coastguard Agency (MCA) in Falmouth:

Tel +44 1326 211569

Fax +44 1326 319264

This notification can also be registered online at:

<http://www.mcga.gov.uk/c4mca/mcga07-home/emergencyresponse/mcga-searchandrescue/epirb.htm>

6. ISM (International Safety Management) Code

For the issue of a DOC from the Isle of Man

If the Company is new to the Isle of Man Ship Registry copies of the last audit report and a copy of the current DOC will be required and should be submitted to the Isle of Man Ship Registry before registration survey. We will review the information and will advise the next step to be taken.

For the Issue of an SMC

For an **existing** vessel that has a valid SMC issued by the previous flag state and is continuing with the same Safety Management System (SMS) and crew, an Isle of Man SMC will only be issued back-to-back with the existing one if we attend at registration for the SMC Audit.

For a **new** vessel, an interim SMC will be issued valid for 6 months from registration. The Class surveyor at the time of registration will verify that the Safety Management System is onboard and

that the crew are familiar with the system and will issue the interim certificate. The Isle of Man Ship Registry will conduct the initial audit within six months of registration.

For a ship under new owners/managers and/or a crew unfamiliar with the Safety Management System, an interim certificate will be issued, valid for 6 months and the Isle of Man Ship Registry will conduct an audit within six months after registration.

The Isle of Man audit will only be carried out approximately four weeks after you have completed your own internal audit of the SMS on board to prove its effectiveness. It is the policy of the Isle of Man Ship Registry to conduct all ISM audits for which it has issued the certificate.

7. ISPS (International Ship and Port Facility Security) Code

Continuous Synopsis Record CSR – Existing Vessels:

Prior to the Isle of Man Ship Registry issuing the new CSR we need to receive the following:

- A copy of the CSR on board the vessel
- CSR form 2, **Appendix 4**, to be completed with the details you wish to appear on the new CSR
- Closing CSR from the previous administration within 3 months of closing.

As soon as we receive the above we will issue the new CSR.

Continuous Synopsis Record CSR – New Vessels:

Please ensure all the information required is submitted to this office prior to registration. We will then issue the CSR to the vessel on the day of registration.

Ship Security Certificate

For an **existing** vessel, the ISSC will only be issued back to back with the existing one if we attend at registration for the ISPS Audit. The Ship Security Plan must also be approved by the Isle of Man Ship Registry and should be onboard at the time of registration for the ISPS audit. The managers and crew must have been using the security plan on board the vessel prior to coming on to the flag. The vessel must also have a valid ISSC.

Where Class attend an existing vessel on registration, they will verify that the approved Ship Security Plan is onboard, that a Ship Security Assessment is also available, that crew are familiar with the system and that the Ship Security Officer has been appointed. Class will issue an interim ISSC valid for a maximum of six months.

For a **new** vessel an interim ISSC will be issued valid for a period of up to six months from registry. The Class surveyor at the time of registry will verify that the approved Ship Security Plan is onboard and that the crew are familiar with the system and will issue the interim certificate. The Isle of Man Ship Registry will conduct the initial audit within six months of registry.

In all other cases, an interim certificate will be issued at registration, valid for 6 months, provided that an assessment and an on scene survey have been completed and a copy of the approved Ship Security Plan is onboard or with the Isle of Man Ship Registry for approval.

The Isle of Man Ship Registry will conduct a verification within six months of the system becoming operational. The Isle of Man verification will only be carried out after you have completed your own internal verification of the security system on board to prove its effectiveness. It is the policy of the Isle of Man Ship Registry to conduct all ISPS verifications for which it has issued the certificate.

8. Safe Manning

Before a Safe Manning Certificate can be issued, the proposed manning is required to be submitted. Please complete the attached form in full attached in **Appendix 2** and return to this office with supporting evidence of shipboard working arrangements for work and rest periods.

9. Certificates Issued by Class on our behalf

Class issue all full term certificates on behalf of the Isle of Man Ship Registry except for:

- **International Safety Management Certificate (six month maximum)**
- **International Ship Security Certificate (six month maximum)**

In addition, Class must obtain the authority of the Isle of Man Ship Registry if they wish to issue any exemptions to the certificates they are authorised to issue. For full details including endorsement requirements for Manuals, please see **Appendix 3**

10. Marking of the Vessel

Prior to registration a Carving and Marking Note will be issued. This document specifies how the vessel is to be marked and must be signed by an authorised person and returned to the Registrar of Ships prior to registration. As a guide the following is taken from the instructions on the back of the certificate:

- ***The name to be marked on the bows, port and starboard***
- ***The name and Port of Registry to be marked on the stern***
- ***The markings shall be cut in or raised up. The colour of the markings shall contrast with the background colour.***

The requirements for "cut in" or "raised" marking can be deferred at registry. However it must be completed at the next dry Docking or repair period.

For vessels of 300gt and above, the IMO number of the vessel is to be permanently marked on a suitable part of the ship's structure in compliance with SOLAS Chapter XI, Regulation 3.

The Lifesaving appliances will be required to be marked with the new port of registry prior to departure after registration. Guidelines for the carriage of immersion suits is contained in Manx Shipping Notice 18, available from the website.

11. Co-ordinating Surveyor

The details of the surveyor who has been appointed to co-ordinate the survey aspects of the registration process is XXXXXXXXXXXXXXXX, **Direct Line +44 1624 688XXX**
Please feel free to liaise directly with him regarding the foregoing.

If you have any queries about any aspects of the registration process, please do not hesitate to contact this office directly.

Yours faithfully

Andrew Jack
Principal Marine Surveyor

Appendix 1

Documentation and Certification Required to Complete Registration (Existing Vessels)

Documentation

- General Arrangement Plan
- Fire and Safety Plans
- Letter stating who is responsible for the operation of the ship as per ISM Section 3.1
- Ship Security Plan. This is to be approved by the Isle of Man Ship Registry.

Certificates. Copies as applicable (including the endorsement page showing the last survey) issued by the Current flag state.

- Safety Equipment Certificate including Form E and the Record of Approved Safety Equipment fitted.
- Safety Radio Certificate including Form R and the Record of Radio equipment Fitted
- All MARPOL 73/78 Certificates as applicable (including the Record of Construction)
- Safe Manning Certificate
- International Safety Management Certificate
- International Ship Security Certificate
- Continuous Synopsis Record (CSR)
- Certificate of Fitness for the Carriage of Liquefied Gases/Chemicals/ including the Record of Additional Safety Equipment Fitted
- Document of Compliance for Bulk Cargoes/Dangerous goods
- Loadline Certificate
- Safety Construction Certificate
- International Tonnage Certificate

Any exemption certificates issued for the above.

Documentation and Certification Required to Complete Registration (New Vessels)

- Letter stating who is responsible for the operation of the ship as per ISM Section 3.1
- Ship Security Plan. This is to be approved by the Isle of Man Ship Registry
- Initial CSR application (Form 2). Attached **Appendix 4**
- General Arrangement Plan
- Fire and Safety Plans
- Full set of certification from Class after delivery

Appendix 2

Merchant Shipping (Manning and Training) Regulations 1996

APPLICATION FOR MINIMUM SAFE MANNING DOCUMENT

Name of Vessel	
Type of Vessel	
IMO Number	
Number of Engine room Spaces	
UMS Yes/No	
Proposed area of operation Unlimited(Worldwide) Limited Area (Please state)	
Engine Power (kW)	
Gross Tonnage	

Manning Scale

Please submit your proposal for the minimum safe manning of the above vessel in the table below which should take into account the following:

The Ship Registry will only approve a proposal for the minimum safe manning level of a ship, and issue accordingly a minimum safe manning document if it is fully satisfied that the proposed ship's complement is established in accordance with the principles, recommendations and guidelines contained within the applicable IMO Resolutions A.890(21) and A955(23), in all respects for the safe operation and the security of the ship and for the protection of the marine environment.

Grade/capacity	Number of Persons	STCW Regulation guidance	Nationality	Work/Leave Ratio
Master		II/2 or II/3		
Chief Mate		II/2		
Officer in Charge of a Navigation Watch		II/1		
Chief Engineer		III/2 or III/3 or III/1 > 750kW		
Second Engineer		III/2 or III/3		
Officer in Charge of an Engineering Watch		III/1		
Rating forming part of a Navigational Watch		II/4		
Other Deck Rating		----		
Rating forming part of an Engineering Watch		III/4		
Other Engine Rating		----		
General Purpose Rating		II/4 & III/4		
Cook		----		
Additional Personnel		----		
TOTAL NUMBER MINIMUM CREW		----	----	----

Conventional Manning. This is the system where ratings are appointed to work exclusively in either the deck, engine room or catering departments.

General Purpose Manning. This is the system where ratings are qualified and trained to work in both the engine room and deck departments and may be flexibly deployed in either department.

Hours of Rest

Please provide a table of Shipboard Working Arrangements so we can assess the hours of rest as per Merchant Shipping (Manning and Training)(Amendment) Regulations 2002 (SD 757/02).

Endorsement of Officers Certificate

All Masters and Officers who possess a United Kingdom Certificate of Competency do not require an Isle of Man endorsement. Masters and Officers who hold a Certificate of Competency issued by a Government on the list of countries approved by the Isle of Man Ship Registry should be provided with an Isle of Man endorsement, or proof of application prior to joining their appointed ship. Application forms and the list of approved countries are available on the Isle of Man Ship Registry web site.

Appendix 3
Summary of Certificates and Manuals Required to be Issued to
Isle of Man flagged Vessel and details of Approval Requirements

	Authority		
	Interim	Full term	Endorsed by
Cargo Ship Safety Equipment Certificate	Class	Class	
Cargo Ship Safety Equipment Record of Approved Safety Equipment	Class	Class	
Cargo Ship Safety Radio Certificate and Record of Equipment ¹	Class	Class	
International Oil Pollution Prevention Certificate and Record of Equipment	Class	Class	
International Sewage Pollution Prevention Certificate	Class	Class	
Intl. Pollution Prevention Certificate carriage of Noxious Liquid Substances	Class	Class	
Intl. Cert of Fitness for the carriage of Liquefied Gases in Bulk	Class	Class	
Intl. Cert. Of Fitness for the carriage of Dangerous Chemicals in Bulk	Class	Class	
Document of Compliance - Carriage of Dangerous Goods	Class	Class	
Document of Compliance - Carriage of Solid Bulk Cargoes	Class	Class	
International Load Line Certificate	Class	Class	
Cargo Ship Safety Construction Certificate	Class	Class	
International Tonnage Certificate ²	Class	Class	
Panama Canal Tonnage Certificate	Class	Class	
Suez canal Tonnage Certificate	Class	Class	
Anti Fouling certificate of Compliance	Class	Class	
International Air Pollution Prevention Certificate	Class	Class	
Statement of compliance with ILO 92 & 133	Class	Class	
Minimum Safe Manning Certificate ³	IOM	IOM	
Safety Management Code Certificate	Class/IOM	IOM	
Safety Management Code Company Document of Compliance (Copy only)	IOM	IOM	
International Ship Security Certificate ⁴	Class/IOM	IOM	
Statutory Exemption Certificates	IOM	IOM	
Certificate of Registry	N/A	IOM	
Certificate of Class (Hull & Machinery)	Class	Class	
Ship Security Plan ⁵	N/A	IOM	
Stability Manual ⁵	Class	Class	IOM
Shipboard Oil/Marine Pollution Emergency Plan (SOPEP/SMPEP Manual) ⁵	Class	Class	IOM
Procedures and Arrangement Manual ⁵	Class	Class	IOM
Crude Oil Washing Manual ⁵	Class	Class	IOM
Oil Discharge Monitoring Equipment Manual ⁵	Class	Class	IOM
Cargo Securing Manual (MSC/Circ.745) ⁵	Class	Class	IOM
Lifting Appliance Register ⁶	Class	Class	

Notes

1. Owner's to apply for Radio License prior Radio survey.
2. Class to issue Certificate of Survey to IOM registrar prior to registration.
3. Owners required to submit details of proposed manning.
4. Security Plan to be submitted to Isle of Man Ship Registry for approval.
5. Manuals are required to be endorsed by the Isle of Man Ship Registry.
6. Non Statutory Requirement only required if requested.

Appendix 4

Form CSR2 Version No.2/2008



ISLE OF MAN GOVERNMENT

FORM 2

AMENDMENTS TO THE CONTINUOUS SYNOPSIS RECORD (CSR)

DOCUMENT NUMBER

FOR THE SHIP WITH IMO NUMBER: IMO.....

*The amendments are shown in the table. Indicate N/C for all items not being changed.
Dates should be in the format yyyy/mm/dd.*

Information	
1	This document applies from:
2	Flag State:
3	Date of registration in the Isle of Man:
4	Name of the ship:
5	Port of Registration:
6	Name of Current registered owner(s): Registered Address(es):
7	Registered owner identification number:
8	If applicable, Name of Current registered bareboat charter(s): Registered Address(es):
9	Name of Company (International Safety Management): Registered Address(es): Address(es) of its Safety Management Activities (if different):
10	Company identification number:
11	Names of all Classification Societies with which the ship is classed:

12	Administration / Government / Recognised Organisation which issued the company Document of Compliance (DOC): Body which carried out the DOC audit (if different):	
13	Administration / Government / Recognised Organisation which issued the ship's Safety Management Certificate (SMC): Body which carried out the verification (if different):	
14	Administration / Government / Recognised Security Organisation which issued the ship's International Ship Security Certificate: Body which carried out the verification (if different):	
15	Date on which the ship ceased to be registered on the Isle of Man:	
16	Remarks (<i>insert relevant information as appropriate</i>):	

THIS IS TO CERTIFY THAT this record is correct in all respects:

Issued by the Company or Master.....

Date of Issue:

Signature of authorised person:

Name of authorised person: