

**ST. KITTS & NEVIS INTERNATIONAL SHIP REGISTRY**



**INSTRUCTIONS & GUIDELINES FOR  
FLAG STATE INSPECTORS**



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## Section 1

### INTRODUCTION

As part of its ongoing management plans to improve the quality of ships on our register, ensure such ships are complying with International Conventions & National regulations, reduce adverse PSC reports, increase our registered tonnage and promote the Federation of St. Kitts & Nevis, we have established a worldwide network of Flag State Inspectors by engaging suitable shipping professionals with the appropriate experience, either individually or as employees of companies, to carry-out Flag State Inspections on the ships, pleasure vessels, fishing vessels and other craft on our Ship Register.

Flag State Inspectors are selected based upon their qualifications including professional experience, training/education work history, certificate held, etc.

Those wishing to apply to be a Flag State Inspector for St. Kitts & Nevis International Ship Registry (**SKANReg**) should complete Application Form A17 (available on our website [www.StKittsNevisRegistry.net](http://www.StKittsNevisRegistry.net)) and apply in writing, with full supporting documents, to the Head Office of St. Kitts & Nevis International Ship Registry. The attention of applicants is drawn to the requirement for certain documents that must accompany the application to be suitably authenticated. A Flag State Inspector is not a salaried position and remuneration is on a 'per-inspection' basis only.

Flag State Inspectors agree to fulfil all of the duties of a Flag State Inspector in accordance with the applicable maritime legislation of St. Kitts & Nevis and any instructions from the Director of Maritime Affairs or the International Registrar of Shipping & Seamen.

Flag State Inspectors are expected to use their best efforts to be available to fulfil the duties described herein, including conducting ship inspections and investigations, during reasonable working hours on weekdays and, upon prior request of the International Registrar of Shipping & Seamen and/or ship owner or agent, during hours and days outside of these times.

Flag State Inspectors are to be independent of the ship they are inspecting. Though we welcome applications for those who are involved in ship management, ownership & surveying, Inspectors **SHOULD NOT** carry out an inspection on a ship with in they may have any connection, commercially, professionally, competitively or corporately with the ship, its owner, manager or seafarers onboard. Failure to declare such interest may result in immediate termination of the agreement.

## Section 2

### **FLAG STATE INSPECTOR CONTRACTS, IDENTIFICATION CARDS, SKANReg WEBSITE & CONTACT WITH THIRD PARTIES.**

Flag State Inspectors are provided with a standard contract for inspection services that are issued for a period of three (3) years.

I.D. cards are issued to Flag State Inspectors. The ID card is to be used only for its intended purpose, i.e. as evidence that the person shown thereon is duly authorised by St. Kitts & Nevis to carry out the duties of Flag State Inspector. The ID card is non-transferable. In the event that the ID card is lost or destroyed, please notify SKANReg immediately for a replacement. The ID card is the property of the SKANReg, and as such, can be revoked without notice, and in such an event, must be surrendered to SKANReg, upon demand.

For Companies, it is important that every inspector in the company performing inspections has an ID card.

SKANReg provides Flag State Inspectors with publications, materials and related items as necessary for Inspectors to perform their work. Such items, however, are the property of the Administration, and Inspectors agree to return them, except where they have been expended by the Inspector in performing his or her duties described herein, upon the request of the Administration.

Flag State Inspectors are expected to arrange for and maintain computer capability and Internet access for the transfer of information. SKANReg maintains a website through which to provide materials and information necessary for Inspectors to perform their work.

Inspection forms – Form FSI-02 is available on our website.

Inspectors should familiarise themselves with our website at:

[www.stkittsnevisregistry.net](http://www.stkittsnevisregistry.net)

and the contents of the Maritime Circular Letters as both contain important information that in many instances is relevant to the conduct of Inspectors and the Flag State inspections they are carrying out.

Inspectors are not 'Surveyor of Ships' according to section 411 (3) of the Merchant Shipping Act, unless they have been separately appointed as same and are NOT authorised to issue Statutory Certification for a ship.

Inspectors should not correspond with third parties e.g. Other Administrations, Port State Control & Enforcement Officers, Lawyers, Insurers, Class Society employees as it they were a 'Surveyor of ships' unless instructed by SKANReg.

### Section 3

#### INSTRUCTIONS TO CARRY-OUT AN INSPECTION, BOARDING OF VESSELS & SUBMISSION OF REPORTS

**It is very important that Inspectors contact SKANReg for authorization prior to conducting a Flag State Inspection on a vessel. Fees will not be paid unless prior approval has been obtained from SKANReg.**

The Registration Executive of SKANReg responsible for the ship will advise the Inspector when an unscheduled inspection is required and the Inspector should route any questions/enquiries about the Inspection through the Registration Executive. A list of Staff members and contact details is available on [www.stkittsnevisregistry.net](http://www.stkittsnevisregistry.net). The Registration Executive is the main point of contact for the Inspector and any questions, should in the first instance be communicated to them.

The Inspector should liaise with the vessel's local agent well in advance of the ships arrival. The agent should normally notify the Master of the Inspector's intentions and in order to advise the Inspector of changes in the ETA if necessary. However, it is the Inspectors responsibility to ensure that their intentions are made clear to the port agent; that he communicates the intention of an Inspection to the Master and that the port agent obtains any necessary port permission for the Inspector to board the ship. The Inspector will not be reimbursed for expenses incurred as a result of his failure to advise the port agent of his intentions. It is recommended that any verbal contact with the port agent is 'backed-up' by an email/fax to avoid any misunderstanding, especially the first advice to the port agent of the intended Inspection.

Inspectors are urged, whenever possible, to board vessels for inspection as soon as possible after arrival unless the vessel is in port for an extended time period. The inspection should, as far as possible, be carried out with all crewmembers on board and the ship fully operational. It is recognized however, that this is not always possible.

The Flag State Inspector must present his or her I.D. Card to the Master of the vessel before commencing the inspection.

It is anticipated that no more than 1 working day (approx. 8 hours) is usually needed for an inspection. If circumstances are such that the Inspector considers that more than a working day will be needed, then he should communicate this to SKANReg as soon as this becomes clear to him, in order that further instructions can be given. If SKANReg has already authorised a longer period than 1 working day for the inspection, then if the Inspector considers he will exceed the longer period, again he should advise SKANReg soonest. Fees may not be paid to an Inspector for longer periods than those previously agreed or expected.

Upon completion of an inspection, Inspectors **MUST** send a legible clear copy of their report to SKANReg by fax or e-mail within 48 hours of completion, or sooner if previously requested by SKANReg. A hard copy should be sent to SKANReg by mail. It is at the discretion of the Inspector whether to send by courier or postal service. Courier charges are not recoverable from SKANReg unless previously agreed in writing.

## Section 4

### PAYMENT FOR A COMPLETED INSPECTION

Inspectors should submit their claim for payment at the specified rate and any out-of-pocket expenses within 7 days of completion of an inspection, in accordance with the terms of their contract. The payment Form FSI-01 should be submitted. Bank details must be included, as SKANReg will make payment by bank transfer only. Failure to supply bank details may result in delay of payment. SKANReg will normally pay the Inspector by the end of the following month following the month in which the claim is received i.e. received 15<sup>th</sup> March, paid by 30<sup>th</sup> April.

No payment will be made until the hard copy of the report is received by SKANReg.

In the event that the Inspector has to incur telephone costs to immediately advise SKANReg of a concern during the inspection, the cost of such calls may be reclaimed.

Inspectors should NOT accept payment from the Owner, Master or port agent for the inspection. Inspectors accepting payment from the Owner, Master or port agent for the inspection, will be deemed to have incurred a conflict of interest and their agreement may be terminated.

Inspectors found accepting inducements from the Owner, Master or port agent will have their agreement terminated and payment may not be made for any services rendered to SKANReg.

## Section 5

### CONDUCT OF INSPECTIONS

Inspectors are to remember that the ship is the seafarers home, is a work place and conduct themselves and their inspection with this in mind. However, the safe, environmentally friendly and secure operation of the ship, in accordance with National & International legislation is paramount and inspectors should use their discretion to bring to the Master, senior ship's officers and SKANReg's attention, immediately or soonest thereafter any concerns in this regard for appropriate action, separately to any remarks made on the Inspection Report.

Flag State Inspections are intended to assist the Master, officers and crew in maintaining a high level of safety, security & environmental awareness in the operation of the vessel and to advise the owners/operators/managers of the conditions noted during the inspection. Inspectors are required to spot check the vessel's safety and fire fighting equipment to ensure that it is operational and the crew is competent in its use, in compliance with the provisions of the appropriate national & international conventions, codes and practices. It is not intended that Flag State Inspectors should conduct a full-scale safety equipment survey for which the Recognised Organisation/Classification Society is responsible. However, a spot check of lifesaving and fire fighting equipment should be made to ensure the equipment is maintained properly and continues to be serviceable. Emergency equipment such as fire pump, generator, fire flaps, quick closing valves, a selection of fire hoses and similar safety & fire fighting equipment should be inspected and if there is any doubt as to their capability, their operation must be verified wherever possible.

If during your inspection, you find that the above equipment is missing, not in the proper amount or not in serviceable condition as required and or does not correspond to the statutory certificate you must advise the Master so he can contact the applicable Recognised Organisation/Classification Society to verify conditions. If this is not done contact SKANReg for further guidance. It is recommended that each inspector refer to maintenance records of safety and fire fighting equipment.

If circumstances allow, you may request that a Fire Drill/Abandon Ship Drill be held. However, the port operation (e.g. cargo activities) should not be disrupted to accomplish this and any port guidelines for such drills must be adhered to. If a drill is held, performance of the crew should be noted, i.e., are they competent and are they familiar with their duties as per the muster list assignment.

## Section 6

### COMPLETION OF FLAG STATE INSPECTION REPORT

It is considered that the Inspection Report (Form FSI-02) is self-explanatory and that the Inspector is experienced enough to complete it without further instruction. However, we welcome feedback from Inspectors about the completion of the form to enable us to improve its completion and interpretation.

It is important that it is completed as fully as possible. If entries cannot be made, then an explanation should be given of the reasons why.

Any deficiencies seen by the Inspector should be noted in the 'Remarks' column and listed on page 8. Additional pages may be added if necessary. They must be brought to the Master & senior officers attention. If a representative of the Owners or managers are present during the inspection then their attention is also to be brought to these items.

If the deficiencies are of such a nature that the Inspector considers they pose a grave risk to the safety, security and environmental operation of the ship and seafarers onboard and the Inspector considers the ship should not put to sea with such deficiencies and the Master and/or Owners are not taking any steps to deal with them, then they should be brought to SKANReg's attention immediately so that SKANReg can consider taking further action to protect the ship, seafarers & environment.

The Master should sign acknowledging his acceptance of the report and a signed copy of the report is to be left onboard. If a representative of the Owners or managers are present during the inspection, they should be asked to countersign the report and invited to make a copy for themselves.

Inspectors should **NOT** pass a copy of their report to a third party e.g. Class, PSC, other port officials, insurers, lawyers without permission from SKANReg. If a third party asks for a copy of the report, you should tell them to contact SKANReg Head Office.

## Section 7

### PHOTOGRAPHS

Inspectors should endeavour to take photos of the ship as follows:

- Bow region showing ships name
- Stern region showing ships name and relevant marking
- Marking of IMO number, Caribship number, Official number as appropriate.
- Overall view i.e. from berth or boat.
- Fore & aft Deck areas (from bridge or other elevated position)
- Focsle deck area
- Funnel(s)
- Bridge
- Galley
- Mess & Recreation Rooms
- Main Engine (from elevated position)
- Engine/Machinery rooms
- Engine Control room
- Any significant defects

Photographs should be included in the copy of the report sent to SKANReg.

**SKANReg has a maximum limit of 4MB for the size of incoming emails to prevent congestion and reduced speed of the server. Batches of photographs should therefore, be split into attachments under this size for transmission to SKANReg**

## **Section 8**

### **PORT STATE CONTROL**

If the inspection has been demanded by SKANReg as a result of a negative PSC report or PSC detention or that same takes place concurrent with the FSI, then the Inspector is to ensure that ALL deficiencies on the PSC report are inspected and remarks made in the report about these, i.e. whether they have been rectified (and how, if appropriate), what repairs are required. If this would entail an extension of the allotted time for the inspection, then the Inspector is to advise SKANReg so that further instructions can be given.

## Section 9

### SHIP & SEAFARERS CERTIFICATION

Inspectors should pay particular attention to all ship and seafarer certificates. If any certificates are found out of date/expired this MUST be noted in the report and action as described further below taken as necessary.

St. Kitts & Nevis ships should, as a minimum, carry certificates in accordance IMO Circular FAL.2/Circ.87-MEPC/Circ.426-MSC/Circ.1151 dated 17 December 2004 which is available on the website of IMO at:

[http://www.imo.org/includes/blastDataOnly.asp/data\\_id%3D11515/87.pdf](http://www.imo.org/includes/blastDataOnly.asp/data_id%3D11515/87.pdf)

This is appended as an annex to these instructions.

In addition, ships should carry the following issued by St. Kitts & Nevis International Ship Registry:

- Certificate of Registry
  - Interim valid for 21 days
  - Provisional valid for 6 months
  - Permanent valid for 4 years from date of first registration
- Minimum Safe Manning Certificate (mandatory for ships over 24m length)
  - Annual Valid for 12 months
  - Note – prior to 1<sup>st</sup> May 2009 a provisional valid for 6 months was issued.
- Ship Radio Station Licence
  - Provisional valid for 6 months
  - Annual valid for 12 months
- Continuous Synopsis Record (for ships to which the ISM Code applies).

Examples of the above are appended as an annex to these instructions. If these are not found onboard, then SKANReg is to be advised IMMEDIATELY so that appropriate action can be taken.

In exceptional cases the above are issued with a one-month validity. If a certificate with this validity or any different validity to the periods shown above are found onboard, SKANReg is to be contacted to check the authenticity of the Certificate (See further below).

Issue & expiry dates of certificates should be entered in the appropriate sections of the FSI Report.

If any of the following certificates issued by SKANReg are found expired then SKANReg is to be advised IMMEDIATELY so that appropriate action can be taken.

- Certificate of Registry
- Minimum Safe Manning Certificate (mandatory for ships over 24m length)
- Ship Radio Station Licence
- Seafarer Certificates of Endorsement or Certificates of Processing an Endorsement

The Master & Officers should be in possession of a Certificate of Competency appropriate to the rank they are serving and a Certificates of Endorsement or Certificates of Processing an Endorsement issued by SKANReg.

Certificates of Processing an Endorsement have an initial validity of 3 months and can be issued by our Maritime Registrars; Certificates of Endorsement are only issued by SKANReg Head Office and are valid for the same period as the underlying Certificate of Competency.

The Master, all Officers and Watchkeeping ratings should also be in possession of a St. Kitts & Nevis 'Continuous Discharge Certificate & Seaman's Book.'

Inspectors should pay particular attention to the authenticity of certificates issued by SKANReg and if the Inspector has a doubt he should communicate that to SKANReg immediately so that the authenticity can be checked.

Ships Certificates have a silver hologram at their top left-hand corner. Certificates of Endorsement have a transparent hologram at their top left-hand corner. Certificates of Processing an Endorsement have no hologram.

When sending details of a certificate to be checked to SKANReg the Inspector should include the 'Controlled Certificate Number' on the lower RH side of the certificate and where possible send a copy of the certificate by fax/email to SKANReg.

Statutory certificates issued by the Recognised Organisations/Recognised Security Organisations (Class Society) for the ship are also to be checked thoroughly. If any are 'Interim' or 'Conditional' this should be noted in the report.

A copy of the Crew List should be obtained from the Master and attached to the report.

If any Crew are changing during the course of the Inspection, the Inspector should check & record in the report the certification of both leaving and joining crew. It is appreciated that certain circumstances may make this impractical and in such cases a notation should be made in the report about this.

## Section 10

### MINIMUM SAFE MANNING

The ship's manning should conform to the Minimum Safe Manning Certificate, carriage of which is mandatory for ships over 24m length.

The Inspector must check the number of officers and crew required in the Minimum Safe Manning Certificate and the actual number on board at the time of inspection as indicated in the crew list. Should there not be the required complement on board, the Master is to be immediately advised to acquire a replacement or a Flag State dispensation before the vessel sails. If the Inspector considers the Master is not doing this, then SKANReg is to be informed immediately.

The Ranks and Certificates required should also be checked against the seafarers in question. Should the seafarers serving in a particular rank not have the certificate for that rank, or hold a Flag State dispensation, then the Master is to be immediately advised to acquire a replacement or a Flag State dispensation before the vessel sails.

GMDSS equipped ships must have onboard either one (1) GMDSS Radio Operator or two (2) deck officers (one of which can be the Master) with GMDSS General Operator Certificates.

If the engine-room is notated on the MSMC as periodically unmanned, but this has been withdrawn by Class or is, to the Inspector, clearly being manned, then the Master is to be immediately advised to acquire additional seafarers to adequately man the engine room. If the Inspector considers the Master is not doing this, then SKANReg is to be informed immediately.

Though not currently recorded in the MSMC, all ships to which the International Ship Security Code applies must have a nominated Ships Security Officer. After 1 July 2009, all ship security officers and deputy security officers shall have a certificate issued by an Administration whose certificates are recognised by St Kitts and Nevis, in accordance with regulation VI/5 of STCW 78 as amended. Recognised Administrations are those on the STCW whitelist.

## Section 11

### INTERNATIONAL SAFETY MANAGEMENT CODE

The objective of the ISM Code is to ensure safety at sea, prevention of human injury or loss of life, and avoidance of damage to the marine environment and to property and its onboard operation is targeted by PSC officials.

Inspectors will be able to observe first hand the effectiveness of the ship's Safety Management System while conducting an Inspection. However, it is not intended that the Inspector conduct an audit of any kind, unless instructed to do so, as this is the responsibility of the Company and the Recognized Organization (RO).

Inspections however, will serve as additional checks on the Safety Management System as established by the Company and implemented on board by the Master.

The Inspector should report any observations as indicated below that would indicate the ISM Code is not being implemented effectively by the Master. This in turn will be reported to the Company responsible for the ISM Code and to the Recognized Organization (RO) responsible.

If there are no ISM Code statutory certificates or no evidence the Code is being implemented this is to be reported to SKANReg.

A Safety Management System (SMS) is a written plan on board the ship available to the Master and crew as well as on shore held by the Company. The plan should be in a language understood by the crew.

A copy of the Document of Compliance (DoC) must be on board the ship issued by the RO together with a Safety Management Certificate (SMC) which should also be issued by an authorized RO. The DoC is issued to the Company ashore indicating the ship type(s) they are authorized to operate. The ship type on the DOC must match the ship type on the Safety Management Certificate (SMC).

Each Company develops a Safety Management Plan which should include provisions for:

- a) safe practices in shipboard operations and a safe working environment.
- b) safeguards against all identified risks, including terrorism, hi-jacking and robbery.
- c) continuously improve safety management skills of personnel ashore and on board vessels, including preparing for emergencies related both to safety and environmental protection.

Master's Responsibility and Authority. The Master is responsible for:

- a) implementing the safety and environmental policy of the company
- b) motivating the crew in observation of the policy
- c) issuing appropriate orders and instructions in a clear and simple manner
- d) verifying that specified requirements are observed
- e) reviewing the SMS and reporting deficiencies to management.

Each inspector should check that:

- The Master understands and performs his Safety Management System responsibility. Safety Management System Manual is onboard.
- Can the Master identify, within the SMS, his overriding authority?
- Are procedures in place for contacting the Company in an emergency?
- Has a Company internal audit been carried out as required by the SMS.
- Are reports to Company/Class of accidents, deficiencies and hazardous occurrences available.
- Have records of maintenance of major plant and equipment been sighted.
- Do they reflect the current operational status.
- Have records of maintenance of all life saving and fire fighting appliances been sighted? Do they reflect the current operational status?
- Can the Master and senior officers identify the Designated Person Ashore?
- Have ships personnel received training and do they understand relevant sections of the SMS identified during the safety inspection.
- Does the Master use a Ship's Port Arrival/Departure Safety Check List on arrival and before departure and review the vessel loading/unloading procedures before cargo operations.

## Section 12

### ACCOMMODATION

A visual inspection of crew accommodation is to be carried out and may be done when the Inspector is also checking safety equipment within the accommodations. Items to be spot checked should include, but are not limited to the following:

1. Interior finishing and decoration - Check for condition and cleanliness. Insulation - ship's side and deckhead. Check condition.
2. Ventilation - Check for efficiency and any obstructions.
3. Lighting - Check for efficiency, missing or broken fittings and guards.
4. Access and Escape Arrangements – Should be clear of obstructions and readily accessible and clearly marked.
5. Sanitation - Check toilets and washrooms for adequate water supply and general cleanliness. Check sanitary/soil pipes for condition and leaks. Check for signs of insect/rodent infestation.
6. Drinking Water - Check supply and arrangements.
7. Galleys - Check for cleanliness and general condition and particular attention should be paid to the cleanliness of the galley range hood and grease traps. Note fire fighting equipment.
8. Stowage of Ship's Stores or Equipment in Crew Spaces is not permitted. Check this.
9. Check for training/maintenance/crew familiarisation manuals and that they are being used.

## Section 13

### ANNEXES & ATTACHMENTS

- 1) IMO Circular on Certificates & Documents to be Carried Onboard - FAL.2/Circ.87-MEPC/Circ.426-MS/Circ.1151 dated 17 December 2004
- 2) Ships Certificates issued by SKANReg;
  - a. Certificate of Registry
  - b. Minimum Safe Manning Certificate
  - c. Ship Radio Station Licence
  - d. Continuous Synopsis Record (CSR)
- 3) Seafarers Certificates & Documents issued by SKANReg;
  - a. Certificate of Processing an Endorsement
  - b. Certificate of Endorsement
  - c. Continuous Discharge Certificate & Discharge Book
- 4) LRIT Certificate of Conformance (Model example, as those issued by each ASP may differ slightly).