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# ZANZIBAR MARITIME AUTHORITY

**NOTICE No. FSI 014/2017**

**27<sup>th</sup> November, 2017**

**TO: Classification Societies, ROs, Legal Representatives of TZIRS,  
Ship Owners and Masters**

**SUBJECT: GUIDANCE TO RECOGNIZED ORGANIZATIONS ON  
REPORTING OF STATUTORY SURVEYS AND ISSUANCE  
OF CERTIFICATES TO TZIRS REGISTERED VESSELS**

**Reference : (a) The Maritime Transport Act 2006  
(b) IMO Implementation Instruments**

## **1.0 PURPOSE:**

The purpose of this Marine Circular is to provide guidance to the ROs on reporting to the Administration on conduct of surveys and the issuance of statutory certificates and forms, and so it serves as a supplement to the agreements between the Recognized Organizations (ROs) and Zanzibar Maritime Authority.

## **2.0 REQUIREMENTS**

### **2.1 Submission of Ro's a Surveyors List**

2.1.1 Recognized Organizations should submit to the Administration list of their surveyors and their updated CV;

2.1.2 For ROs who have regional surveyors/representatives, they should submit their location and physical addresses; contracts/agreements governing their undertakings with such surveyors, and procedures used on control and monitoring surveys carried out by such surveyors and issuance of certificates;

2.1.3 ROs of TZIRS registered vessels should submit to the Administration information relating to a discharge or retirement of any surveyor provided in a list referred to in this Section or to any employment or appointment of new surveyor to the Organization. The information shall be sent to the Administration not later seven days after the discharge of employment of the surveyors.

## **2.2 Submission of a Copy of Statutory Certificate/Form/ Reports**

2.2.1 ROs shall provide the Administration with at least one (1) copy of every Statutory Certificate/Form/Survey Report (RO-DOC) issued to TZIRS registered vessels operating under them within one month of its issuance.

2.2.2 The Administration accepts the submission of any RO-DOC in electronic format provided the electronic format is an exact replica of the RO-DOC issued.

2.2.3 For ROs who have their submission on online database and they requires the Administration to obtain an electronic RO-DOC from such database, the RO should notify the Administration whenever a RO-DOC is issued or reissued.

2.2.4 All notifications from ROs with regards to submission of any type of RO-DOC shall be made to: [info@zma.go.tz](mailto:info@zma.go.tz) and [tzirs2@zma.go.tz](mailto:tzirs2@zma.go.tz), or if submission by hard copy then to be addressed to the address as noted below.

## **2.3 Submission of Detention Reports and Actions Taken**

2.3.1 If the vessel under the RO is detained by PSC in any port and RO attended it after being informed by the Owner or Administration, the RO shall submit to the Administration the report of inspection on verification of deficiencies provided in PSC detention report and a report of actions taken to rectify deficiencies found by PSC report.

2.3.2 The reports required under preceding paragraph should be submitted within three days after the conduct of RO verification inspection.

## **2.4. Reporting of cases of vessels found unfit to go to sea.**

2.4.1 ROs shall submit to the Administration report within seven days if finds any vessel under its Organization is not fit to proceed in sea without danger to ship or persons on board or presenting threat to marine environment and if the Owner fails to take corrective actions to satisfaction of the RO.

2.4.2 The report referred to in paragraph above should include among other things the causes for the vessel to be unfit to sail, the earlier actions taken by RO to address the situation and the final decision taken by RO in respect to suspension or cancellation of the Class and Statutory certificates on board the vessels.

## **3.0 Commencement Date**

The submission of above requirements should commence on 1<sup>st</sup> January, 2018.

## **COMMUNICATION:**

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