

ZANZIBAR MARITIME AUTHORITY

PROCEDURE FOR THE SURVEY AND ISSUANCE OF THE CARGO SHIP SAFETY EQUIPMENT, CONSTRUCTION AND RADIO CERTIFICATE

1.0 TITLE

Procedure for the Survey and Issuance of the Cargo Ship Safety Equipment, Construction and Radio certificate.

2.0 PURPOSE

To establish an appropriate mechanism to accomplish and control systematically the surveys and completion of the corresponding reports and certificates cargo ships.

3.0 AUTHORITY

- 3.1 This procedure is based on Authority granted in the Maritime Transport Act NO.5 of 2006.
- 3.2 This procedure is authorized by Zanzibar Maritime Authority.

4.0 RESPONSIBILITY

- 4.1 DMSS: responsible is accountable to ensure the application, implementation, development and improvement of this Procedure.
- 4.2 REGISTRATION DEPT: responsible to support the monitoring of the compliance of the mechanisms for the surveys and issuance of the Cargo Ship Safety Equipment Certificate.
- 4.3 Surveyors/Inspectors: responsible to comply with the provisions contained in this Procedure when carrying out the surveys for the Cargo Ship Safety Equipment Certificate.

5.0 SCOPE:

This Procedure will be applied to all Cargo ships of 500 gross tons and above, on international, national or coastal voyages.

6.0 APPLICABLE REGULATIONS:

- 6.1 The survey of Safety Equipment will be carried out to all cargo ships of equal or over 500 and above Gross Tonnage according to the Rule I/8 of the SOLAS 74/78/88 and its amendments.
- 6.2 Initial Survey for the Safety Equipment will be carried out according to ZMA survey and certification guidelines
- 6.3 Renewal Survey for the Safety Equipment will be carried out according to General procedures .
- 6.4 Periodical Survey for the Safety Equipment will be carried out according to General procedures.
- 6.5 Annual Survey for the Safety Equipment will be carried out according to General procedures
- 6.6 Additional Survey for the Safety Equipment will be carried according to General procedures.
- 6.7 To the Survey of Safety Equipment (initial or renewal) that reflects compliance with the requirements of SOLAS 74/78/88 and its amendments, ZMA/RO will produce a Cargo Ship Safety Equipment Certificate according General procedures
- 6.8 The validity of the statutory Cargo Ship Safety Equipment Certificate is in accordance to the according to General Procedures
- 6.9 The validity of the Statutory Cargo Ship Safety Equipment Certificate for Ships under TANZANIA flag will be five (5) years.

7.0 TYPES OF SURVEY

- 7.1 Initial survey is carried out to new building ship, that is to say the first survey for Cargo Ship Safety Equipment Certificate.
- 7.2 Annual survey is carried out within the period of validity of the statutory Cargo Ship Safety Equipment Certificate, to verify that the ship and its equipment are maintained satisfactory in all aspects for the service to which it has been designed. Such inspection must be carried out in the period between three months before or three months after the anniversary date of the statutory Cargo Ship Safety Equipment certificate, the one which must be endorsed by the surveyor after having completed satisfactorily the survey.
- 7.3 Periodical survey is carried out within three (3) months before or three (3) month after the date of the second or third anniversary date of the Cargo Ship Safety Equipment Certificate. This Periodical Survey will replace one of the annual surveys, and also the certificate must be endorsed by the surveyor once completed a satisfactory survey.
- 7.4 Surveys for renewal should be carried out without exception at the expiration of the statutory Cargo Ship Safety Equipment Certificate.
- 7.5 Additional survey should be carried out either partial or general according to the circumstances and always after a major accident, repairs, alterations, modifications.

8.0 TYPE AND VALIDITY OF CERTIFICATE:

- 8.1 Interim Certificate, with maximum validity of five (5) months counted from the date of renewal survey, it is issued by the surveyor to ship whose survey of Safety Equipment to his criteria, complies with all the requirements.
- 8.2 Conditional Certificate:, is issued by the surveyor for no more than two (2) months upon proving in the survey carried out for the safety

Equipment, that the ship does not comply with some arrangements or requirements of the SOLAS 74/78/88 convention and its amendments, and not affecting the safety of its crew and the ship itself, and will proceed according to item 7.2.3 of the Procedure for Cases of Ships with Deficiencies P-DEFICIENCIES, any conditional certificate before issue to be obtain Flag Administration authorization.

- 8.3 Statutory Cargo Ship Safety Equipment Certificate (FULL-TERM), with a maximum validity according with items 5.5.10 of this Procedure, is issued by ZMA to ship whose inspection and survey demonstrates a satisfactory result.

9.0 PROCEDURE

9.1 PROCEDURE OF SURVEY FOR CARGO SHIP SAFETY EQUIPMENT CERTIFICATE.

Surveyor

9.1.1 Includes the provisions of the Procedure for the Survey and Interim Certification P-SURV/ IC (01) and the Procedure for Cases of Ship with Deficiencies P DEFICIENCIES (01) and will be governed by the specifics detailed in this Instruction in all Safety Equipment Surveys.

9.1.2 Carries out the initial, annual, periodical, or renewal survey for Safety Equipment as extensive as possible on life saving appliances, fire safety system, nautical equipment and associated systems.

9.1.3 Must complete the following forms:

9.1.3.1 On initial survey, the form Addition Information for Initial Statutory Survey (F-INITIAL ADD.INFO).

9.1.3.2 The form Record of Equipment for the Cargo Ship Safety Equipment Certificate (CSSE/Form E/IC

9.1.3.3 Record of Compliance with SOLAS Amendments 2001 and 2002 ROC/SOLAS -Amendments/IC

9.1.3.4 The form Record of Approved Cargo Ship Safety Equipment CSSE/RA

9.1.3.5 The form Survey Report for Cargo Ship Safety Equipment CSSE/SR in which will be noted the actual condition of the surveyed items required by SOLAS 74/78/88 and its amendments.

9.1.3.6 Shall pay special attention to the expiration dates of equipment's and respective certificates of inspection of Life-Saving and fire fighting appliances and the compliance with all applicable requirements according to SOLAS 74/78/88 Chapters II-1, II-2, III and IV and with other applicable codes.

9.1.4 On the cases of detecting or been reported that a ship is found with deficiencies of any type during initial, annual, periodical, renewal, or by Port State Control / Maritime Administration, shall proceed according to the Procedure for Cases of Ships with Deficiencies .

9.1.5 Complies with what is established in the items 5.7.1 of the Procedure for the Survey and Interim Certification P-SURV/ IC, concerning the notification to the Operations Management of ZMA, of the surveys carried out and the submission of copies of the documentation that supports the survey and certification of the ship.

9.2 PROCEDURE FOR CERTIFICATION OF CARGO SHIP SAFETY EQUIPMENT.

9.2.1 Surveyor adjusts the certification of Safety Equipment to the Procedure for the Survey and Interim Certification P-SURV/ IC and will include the specific instructions of this Procedure.

9.2.2 Surveyor Issues an interim certificate CSSE/IC whose validity in no case will exceed five (5) months counted from the date of concluding the initial or renewal Safety Equipment survey and

satisfies the requirements of the SOLAS 74/78/88 convention and its amendments on the contrary will proceed with item 9.2.3.

9.2.3 DMSS Issues a conditional certificate CSSE/IC whose validity will not exceed two (2) months from the date of the survey of Safety Equipment to ships with deficiency remarks that do not affect the safety of the ship and according with the Procedure for Ships with Deficiencies.

9.2.4 Contacts the ship owner/operator of the Ship when notified by the surveyor that the ship was found with deficiencies that do not affect the safety of the same, with the purpose to inform the port in which is possible to coordinate a further visit to verify correction of the indicated deficiencies.

9.2.5 Only upon receiving direction from DMSS, Surveyor proceeds when applied item 8.2.3 to issue an interim certificate CSSE/IC, with validity of an additional period to complete the five (5) months from the survey date if the noted deficiencies were rectified.

9.2.6 DMSS Extends the validity of the CSSE/IC (short term) a maximum of two (2) additional months if the ship owner/operator/Master of the Ship with deficiencies, requests additional time by justified reasons.

9.2.7 DMSS Issues a Cargo Ship Safety Equipment Certificate CSSE/FTC, whose validity will not exceed the established period in items 8.6.5 of this instruction to all Safety Equipment surveys that satisfy the general procedures and what is indicated in this Procedure.

9.2.8 Surveyor Endorses the Cargo Ship Safety Equipment Certificate CSSE/FTC in the section Annual, Periodical Survey to a satisfactory annual or periodical Safety Equipment Survey.

9.2.9 Endorses the Cargo Ship Safety Equipment Certificate CSSE/FTC, in the appropriate section when applying Regulations I/14(h)(iii); I/14 (c); I/14 (d); I/14 (e); I/14 (f); I/14 (h).

9.2.10 Complies with the established in item 5.7.1 of the Procedure for the Survey and Interim Certification P-SURV/ IC concerning the notification via fax to the Operations Management of the issued interim certificate or endorsement of the full term Cargo Ship Safety Equipment Certificate.

10.0 DEFINITIONS

- 10.1 RO, Recognized Organization duly authorized by ZMA.
- 10.2 IMO, International Maritime Organization. It is a specialized agency of the United Nations devoted to maritime matters.
- 10.3 SOLAS 74/78/88, International Convention for the Safety of Life at Sea, as amended and modified by its Protocol of 1978, and 1988.
- 10.4 Maritime Administration means the Zanzibar Maritime Authority
- 10.5 National Regulations: Are those established by Zanzibar Maritime Authority to implement IMO Regulations or to adopt standards not envisaged in International Conventions.

11.0 RECORD OF INFORMATION

- 11.1 Requests for Survey / Verification (F-RS)
- 11.2 Record of Survey (F-ROS)
- 11.3 Advice for completion of survey (F-PREL)
- 11.4 Additional Information for Initial Statutory Survey (F-INITIAL

ADD.INFO.

- 11.5 Reports and Records of surveys for Safety Equipment CSSE/SR, CSSE/RA
- 11.6 Interim Certificate CSSE/IC

- 11.7 Interim Record of Equipment for the Cargo Ship Safety Equipment Certificate (Form E)(CSSE/Form E/IC
- 11.8 Interim Record of Compliance with SOLAS Amendments 2000. ROC/SOLAS-Amendments/IC
- 11.9 Control of Documentation Received (F-DOC-SE/RE
- 11.10 Statutory Cargo Ship Safety Equipment Certificate CSSE/FTC
- 11.11 Full Term Record of Equipment for the Cargo Ship Safety Equipment Certificate (Form E),CSSE/Form E/FTC/P and CSSE/Form E/FTC/B.
- 11.12 Full Term Record of Compliance with SOLAS Amendments 2000. ROC/SOLAS-Amendments/FTC.

12.0 CRITERIA FOR EVALUATION

The form Control of Documents Sent and Received will be used to verify and evaluate that the procedure and stages have been executed pursuant to the established requirements

12.1 ACCORDANT PROCEDURE:

When the survey and Certification procedure has been fulfilled completely and is satisfactory, the form Control of Documentation Sent and Received will be filed together with all the respective documentation in the vessel file.

12.2 NOT ACCORDANT PROCEDURE

When the survey and Certification procedure does not fulfil some of the demanded requirements, the form Control of Documentation Sent and Received together with the documentation that has been received to the moment, will be maintained in the area of standby with indication of the procedure in which is found according to what is indicated in the item 5.3 of the Procedure for the Verification and Statutory Certification P-VERIFICATION

13.0 RELATED DOCUMENTATION

- 13.1 P-SURV/ IC Procedure for the Survey and Interim Certification
- 13.2 P- VERIFICATION Procedure for the Verification and Statutory Certification
- 13.3 P-DEFICIENCIES Procedure for Cases of Ships with Deficiencies
- 13.4 Documents of External Support (IMO, ILO, Administrations)
- 13.4 P-GW- General Work Procedure
- 13.5 P-REG(Under 500GRT) Regulations For Vessels Under 500GRT

14. REFERENCE

- 14.1 P-SURV/ IC Procedure for the Survey and Interim Certification
- 14.2 P- VERIFICATION Procedure for the Verification and Statutory Certification.
- 14.3 P-DEFICIENCIES Procedure for Cases of Ships with Deficiencies
- 14.5 P-GW (01) General Work Procedure
- 14.6 P-REG(Under 500GRT) Regulations for Vessels under 500GRT

15.0 Date of Review

This procedure shall be reviewed every twelve (12) months after its approval by Board of Director.

Approved by the Board on thisday of2019:

Signature.....
Chairman
Zanzibar Maritime Authority

Signature.....
Director General
Zanzibar Maritime Authority