



MARITIME CIRCULAR No. 4

To:

Recognized Organizations (ROs)

Subject:

Reporting by Recognized Organization on Survey and Certification to Sierra Leone International Ship Registry (SLISCR)

Date:

28th of April 2014

Reference:

MSC.349(92) – Code For Recognized Organizations (RO CODE)

Purpose

To ensure that all Recognized Organizations (ROs) authorized by the Republic of Sierra Leone, carry out surveys and certification on behalf and report to the Administration.

To assure that vessels registered under the Republic of Sierra Leone are maintained in compliance with the International Conventions, Rules and Regulations.

Application

1. The ROs shall submit to SLISCR the “APPLICATION FOR SURVEY / AUDIT BY RECOGNIZED ORGANIZATION” stating the certificates to be issued and/or endorsed on behalf of this Administration along with the manuals and plans to be approved.
2. ROs should submit the “APPLICATION FOR SURVEY / AUDIT BY RECOGNIZED ORGANIZATION” to SLISCR prior the survey and/or audit to be conducted for obtaining an authorization.
3. The “APPLICATION FOR SURVEY / AUDIT BY RECOGNIZED ORGANIZATION” should be submitted for the following surveys and/or audits:
 - I. Initial Survey
 - II. Annual Survey
 - III. Intermediate Survey
 - IV. Renewal Survey

- V. Change of Name Survey
 - VI. Change of Major Particulars Survey
 - VII. Change of Ship Type Survey
 - VIII. Interim Audits
 - IX. Initial Audits
 - X. Intermediate Audits
 - XI. Renewal Audits
 - XII. Any other survey and/or audit that a certificate on behalf of this Administration should be issued and/or endorsed
4. Once the "APPLICATION FOR SURVEY / AUDIT BY RECOGNIZED ORGANIZATION" has been reviewed by SLISCR an authorization will be submitted to the RO.
 5. The RO shall report to SLISCR in no later than three (3) working days from completion of survey and/or audit and/or inspection the following:
 - I. Copies of the issued or endorsed statutory certificate
 - II. Cover page and approval letter of approved manual (within three (3) working days from the date of approval)
 - III. Updated survey status of the vessel
 6. Each RO is hereby charged with the collection from owners of US\$50.00 per certificate issued and/or endorsed on behalf of the Republic of Sierra Leone and US\$50.00 for approval of each plan and manual.
 7. The above reporting system will enter into effect as of **1st of May 2014**.

For additional information please contact SLISCR Technical Manager Cpt Dionysiou Nikolas at tm@sierraleoneregistry.com

Revision

1 28 April 2014: Applicable fees for issuance / endorsement of certificates and approval of manuals
Initial 18 April 2014: Adopted