

REPUBLIC



OF CYPRUS

**MINISTRY OF COMMUNICATIONS AND WORKS
DEPARTMENT OF MERCHANT SHIPPING
LEMESOS**

Circular No. 24/2005
File DMS 1/6
DMS 16.3.01
DMS 16.17.26.02

19 September 2005

To all Owners, Managers
and Representatives of
Ships registered in Cyprus

**Subject: CONCENTRATED INSPECTION CAMPAIGN (CIC)
ON OPERATIONAL REQUIREMENTS**

The Maritime Authorities of the Tokyo Memorandum of Understanding on Port State Control (PSC) is carrying out a Concentrated Inspection Campaign (CIC) on operational requirements during the period of 01 September – 30 November 2005.

The campaign is targeting aspects of operational control provisions of the SOLAS and MARPOL Conventions on all vessels, regardless of type.

For this purpose, we attach herewith “check items for operational requirements” which are deemed important to be checked in advance on each vessel, regarding this CIC.

Owners and managers are urged to take all appropriate actions to avoid unnecessary detentions of their ships.

Serghios S. Serghiou
Director
Department of Merchant Shipping

CR/EK

cc: Permanent Secretary, Ministry of Communications & Works
Permanent Secretary, Ministry of Foreign Affairs
Marine Offices of the Department of Merchant Shipping abroad
Diplomatic and Consular Missions of the Republic
Honorary Consular Officers of the Republic
Cyprus Shipping Council
Cyprus Union of Shipowners
Cyprus Bar Association

Check items for Operational requirement

1. The communication capability of the crew
 - a. Establishment of working language on board
 - b. Between the pilot and bridge watchkeeping personnel.

2. The maintenance and operation for fire protections systems and life saving appliance by crew
 - a. Is the maintenance plan for fire protection systems in place and effective?
 - The fire protection systems have been maintained in good working order, properly tested, inspected and kept readily available for immediate use.
 - b. Are life-saving appliance (LSA) inspected, tested maintained with appropriate records and available for immediate use?
 - All LSA will be in working order, ready for immediate use prior to leaving port and at all times during the voyage
 - The instructions for onboard maintenance of LSA are provide, easily understood, illustrated wherever possible and, as appropriate
 - The maintenance is carried out accordingly. (weekly and monthly inspection / or tests of LSA, etc)
 - A report of the inspection is entered in the log book.
 - c. Is launching appliance and on-load release servicing carried out at proper intervals?
 - Hydraulic release unit of all inflatable Liferaft
 - Launching appliances or rigid Liferaft
 - Load test (Lifeboat davit and Lifeboat on-load release gear)
 - Boat fall wire.

3. Understanding of crew about the duty as indicated of “Muster list, Damage control plan, Fire control plan and SOPEP, etc”
 - a. Is the Muster list correctly compiled, maintained and crew members aware of their duties?
 - Specify details of the general emergency alarm and public address system prescribed by section 7.2 of the LSA Code.

4. Effective onboard training by crew
 - a. Are drills correctly conducted and recorded?
 - Fire drill, Abandon ship drill
 - Each lifeboat has been launched with its assigned operating crew aboard and manoeuvred in the water at least once every three months during an abandon ship drill.
 - b. Is effective onboard training conducted?
 - All the ship’s LSA and Fire-extinguishing appliances
 - Fire-extinguishing parties were organized
 - These parties can complete their duties at all times while the ship is in service.

- c. All crew members have given following instructions.
 - Operation and use of the ship's inflatable liferafts
 - Problems of hypothermia, its first-aid treatment and other appropriate first-aid procedures
 - Special instructions for use of ship's LSA in severe weather and severe sea conditions
 - Operation and use of fire-extinguishing appliances.
 - d. Is crew performance evaluated and areas in need of improvement identified?
 - The results of evaluations are recorded.
5. Verification for Training manuals, Fire safety operation booklets and inspections for maintenance
- a. Are Training manuals, Fire safety operation booklets and Instructions for maintenance satisfactory?
 - Necessary Fire safety precautions for handling general cargoes are explained
 - For ships carrying dangerous goods and flammable bulk cargoes, the Fire safety operational booklet also provide reference to the pertinent fire-fighting and emergency cargo handling instructions contained in the Code of Practice for Solid Bulk Cargoes, IBC Code, IGC Code and IMDG Code as appropriate.
6. The familiarity of Deck officers
- a. Handling of Navigation equipment
 - Emergency steering gear test, drills and operation procedures (System power failure alarm)
 - Emergency power supply
 - Other Navigation equipment (Navigation light, Radar, etc).
 - b. Knowledge of standard navigation procedures
 - Radio watch arrangements
 - Appropriate Maritime Safety Information (Navigational and Meteorological warnings, meteorological forecasts and other urgent safety related messages)
 - Document control (Passage plan, Appropriate Nautical charts and publications, etc).
 - c. Handling of communication equipment
 - Between the navigation bridge and emergency steering position
 - Test and operation of GMDSS and other communication equipment.
7. The familiarity of Engineers
- a. Handling of Engine room equipment
 - Cleanliness in Engine room
 - Test and operation of Main Engine, Aux Engine and other machinery equipment.
 - b. Knowledge of Engine room procedures
 - Procedure of Unattended machinery Space
 - Procedure of Bunkering and Bilge pumping arrangements.

- c. Handling of power management features
 - Emergency preparedness.
- 8. Verification of MARPOL requirements
 - a. Garbage management plan
 - Garbage placards (Written in the working language of the crew)
 - Garbage record book.
 - b. Maintenance and operation of Oil-filtering equipment
 - Pumping, piping and discharge arrangements
 - Operation and test (15ppm and Automatic stopping device, etc).
 - c. Correctly completed and Maintained of Oil Record Books
 - Control of discharge oil
 - Retention of oil on board.
 - d. Effective SOPEP on board
 - Latest emergency contact list, etc.

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