



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

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

**Subject: CONCENTRATED INSPECTION CAMPAIGN (CIC) ON THE  
IMPLEMENTATION OF THE ISM CODE**

The Maritime Authorities of the Paris Memorandum of Understanding on Port State Control (PSC) will conduct a Concentrated Inspection Campaign (CIC) regarding the effective implementation of the ISM Code. The Campaign is scheduled for the period 1<sup>st</sup> September, 2007 to 30 November, 2007 and will be carried out simultaneously with similar Campaigns in the regions of the Tokyo MOU on Port State Control and several other MOUs.

The purpose of the Campaign is to verify the effective implementation of the Safety Management System on board ships of all flags.

During the CIC, Port State Control Officers will verify if a SMS is implemented on board based on evidence which will be requested to be produced as well as on practical demonstrations. The following questions are relevant:

Part A – Before physical inspection

1. Is the Safety Management documentation on board? (Certificates, manuals)
2. Is there evidence that the master has carried out the review of the SMS?
3. Can senior officers identify the “designated person” responsible for the operation of the ship and have the means to contact that person?
4. Have the procedures, for establishing and maintaining contact with shore management in an emergency, been tested?
5. Have the procedures to report non-conformities, accidents and hazardous occurrences been followed?
6. Does the ship’s SMS have a maintenance routine which includes the testing of stand by equipment and critical equipment/systems and are records available?

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Part B – After physical inspection / practical demonstrations

7. Is relevant documentation regarding the SMS in a working language or languages understood by the ship's personnel?
8. Are programmes for drills and exercises to prepare the crew for emergency actions available on board and are records available?
9. Is there evidence of an effective maintenance system?
10. Are introduction/familiarization procedures for crew members carried out in accordance with documented procedures?
11. Are the crew members able to communicate effectively in the execution of their duties related to the SMS?
12. Is there evidence of repetitive deficiencies from previous PSC-inspections?

Part A above contains some questions which will be addressed to the Master and Senior Officers by the PSC Officer while he will be examining Certificates and Safety Management documents, including records of different activities.

Part B contains questions which may be asked after the full inspection of the ship. The PSCO will ask questions to crew members to verify the effective implementation of the SMS. There may be a need for a practical demonstration/operational control.

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

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

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