



REPUBLIC OF CYPRUS
**MINISTRY OF TRANSPORT,
COMMUNICATIONS AND WORKS**



**DEPARTMENT
OF MERCHANT SHIPPING
LEMESOS**

Circular No: 27/2016

09 September 2016

TEN 5.13.09
TEN 12.3.1.26

All Registered Owners, Registered Bareboat Charterers,
Managers and Representatives of ships flying the Cyprus Flag

Subject: Measures to improve compliance of ships flying the Cyprus Flag calling in ports of the United States of America (USA)

1. The Department of Merchant Shipping (DMS) of the Republic of Cyprus, has regrettably noticed that over the last few years there is a constant increase in the number of ships flying the Cyprus Flag which are being detained in USA ports, despite the measures and actions taken by DMS to improve compliance of ships flying the Cyprus Flag. It should be noted that Cyprus is currently on the Paris MoU and Tokyo MoUs white lists while in the USA is on the on United States Coast Guard (USCG) Target List (safety).

2. In view of the above, the DMS in order to improve compliance of ships flying the Cyprus Flag calling in USA ports and to remove Cyprus from the USCG Target List (safety) has decided to introduce the following measures for all ships flying the Cyprus Flag calling in USA ports:

- i. All ships flying the Cyprus Flag are required forward a copy of the Notice of Arrival (NOA) to DMS at shipcontrol@dms.mcw.gov.cy when communicating the aforesaid information to the USCG.
- ii. All ships flying the Cyprus Flag are required at least 24 hours prior to arrival in a USA port to submit to DMS at shipcontrol@dms.mcw.gov.cy the form shown in Annex 1 dully completed and signed

2.1. The implementation of the new measures will commence on 1st October 2016, and the DMS will monitor their effectiveness and will act accordingly.

The present Circular should be kept on board vessels flying the Cyprus Flag.

Ioannis Efstratiou
Acting Director
Department of Merchant Shipping

- cc: - **Permanent Secretary, Ministry of Transport, Communications and Works**
- Permanent Secretary, Ministry of Foreign Affairs
- Maritime Offices of the Department of Merchant Shipping abroad
- Diplomatic and Consular Missions of the Republic
- Honorary Consular Officers of the Republic
- Cyprus Shipping Chamber
- Cyprus Union of Ship Owners





Pre-arrival Check List

for Cyprus Flagged Vessels Calling at US Ports

EN04F300/01

Important Note: This check list is **not exhaustive** and includes only the areas and items that the USCG is usually examining. This check list **does not substitute** the normal practices that good seamanship dictates and which are expected to be followed on board all Cyprus vessels wherever they may be sailing. Moreover, this checklist **should be used in conjunction** with any other instructions that the ship's management company or Federal Government of the United States of America may have issued and implements for such instances.

Instructions:

1. Indicate that item is inspected with checkmark in adjacent box.
2. All items included in this list must be inspected.
3. Any defective equipment that can adversely affect the safety, security of the ship or the protection of the marine environment must be reported to the Administration, the relevant recognised Organisation and to the USCG prior to arrival.
4. Any problems, non-operational equipment or other issues that need to be reported to the Administration can be included in the Notes section at the end.

1. Bridge & Accommodation Spaces:

1.01 Security duties and access control is effectively maintained at the gangway and all restricted areas	
1.02 Charts, notice to mariners & nautical publications:	
(i) All charts and publications updated and corresponding to voyage plan. Voyage plan is available and correctly prepared including transit from pilot station to berth	
(ii) Chart corrections are indicated on the chart	
(iii) ECDIS:	
- type approval certificate is available for review	
- declaration regarding ECDIS use in the Record of Equipment for the Cargo Ship Safety Equipment Certificate Form E	
- electronic navigational charts are the latest editions	
- there are adequate and independent back-up arrangements	
- Master and deck officers have completed attenuate training for the operation of the equipment.	
1.03 Magnetic compass is adjusted, deviation card is updated.	
1.04 Echo sounder is in good working condition	
1.05 Navigation lights are in operating condition, give visual and audible alarm upon failures	

1.06	GMDSS equipment is in good working condition	
1.07	AIS is in good working condition	
1.08	VDR is in good working condition, no warnings are displayed	
1.09	Fire alarm and fire detection system is in good working condition, no warnings are displayed	
1.10	Fire doors and self closing devices are in good working condition with no manual hold-back devices like hooks or stoppers	
1.11	Fire control & life saving appliances plan is placed in the designated areas and is up to date	
1.12	Master list specifying emergency duties clearly posted	
1.13	Schedule of working hours for all crew clearly posted	
1.14	Lifejackets & immersion suits in good condition, correct number as per the Record of Equipment for the Cargo Ship Safety Equipment Certificate Form E	
1.15	Proper maintenance of log books, record books and any other form of mandatory record keeping document, including the following:	
	(i) GMDSS Log Book shows an updated list of operators, required weekly and monthly tests are properly recorded	
	(ii) Drill Schedule is updated with latest drill requirements and followed, drills are recorded in the Ship's Official Log Book	
	(iii) Watch keeping schedule is properly maintained and followed	
	(iv) A log entry is made to confirm that equipment are tested as per 33 CFR 164.25 (attached)	
1.16	Environmental Protection Agency (EPA) Vessel General Permit (VGP) Compliance:	
	(i) A Notice of Intent (NOI) or a Permit Authorization and Record of Inspection (PARI) Form is prepared and submitted for all US port calls	
	(ii) The company's policy for VGP compliance is properly followed and implemented	
1.17	MARPOL Annex V:	
	(i) Proper maintenance of Garbage Record Book, delivery receipts correspond to records	
	(ii) Placards are in place and garbage are segregated	
	(iii) A Garbage Management Plan is implemented and available for review	
	(iv) Garbage bins are labelled and color coded as per Garbage Management Plan, covered with lids, ensuring no mixing of garbage	
1.18	Regular reporting to company on maintenance / defects / spare parts requirements, records are available for review	

2. Exposed Deck & Cargo Spaces:

2.01	Liferafts properly rigged and serviced by approved service company. Yearly service reports are available for review	
2.02	Lifeboats engine easily started and release mechanism in good working condition. Yearly service reports are available for review	
2.03	Launching appliances:	
	(i) Davits & winches (including foundations) are in good condition, safe working load (SWL) is visibly marked, wire ropes are renewed according to schedule	
	(ii) On-load and off-load release mechanisms are installed and serviced according to schedule	
	(iii) Manual brakes are not worn out and are engaging properly	
	(iv) Limit switches are functioning properly	
	(v) Yearly and 5-yearly service reports are available for review	
2.04	Emergency generator:	
	(i) Can be started using both means of starting and automatically upon isolation (simulated black-out)	
	(ii) There is sufficient fuel for 18 hours of operation	
	(iii) The quick closing valve is operating correctly	
2.05	Fire main, hydrants & hoses are free from leaks, nozzles are in place and in good working condition	
2.06	Fixed fire extinguishing installation:	
	(i) In good working condition, operating instructions are posted and system is properly serviced	
	(ii) Hyper-mist (water-mist) system, if fitted, to be in AUTO mode with fresh water tank supply valve in open condition	
2.07	Fire dampers & ventilation are not seized, damaged or corroded, sealing rubbers are in good condition	
2.08	Fireman's outfit and breathing apparatus are in good condition, properly maintained and serviced and the crew is familiar with the use of the equipment	
2.09	Hatch covers, coamings & bulwarks not corroded, holed, cracked or buckled	
2.10	Vent heads, air pipes, goose necks:	
	(i) Are free from holes, corrosion and damages	
	(ii) Are equipped with flame screen	
	(iii) Closing devices are moving freely	

2.11 SOPEP locker is stocked adequately and as per the SOPEP plan	
2.12 Restricted areas are clearly marked and secured as per the Ship Security Plan	

3. Engine & Machinery Spaces:

3.01 Engine room reasonably clean with machinery free from leaks	
3.02 FO Emergency shut-off valves (quick closing valves) are in good operating condition	
3.03 Jacketed fuel lines in good condition and fuel leakage alarm is in working order	
3.04 Oil mist detectors and alarm are in good working order	
3.05 Emergency fire pump:	
(i) Capable of being started remotely	
(ii) Capable of providing two jets of water at regulatory pressure	
(iii) Operating instructions are posted and system is properly serviced	
3.06 EEBD's are serviced and ready to use. Yearly service reports are available for review	
3.07 Main engine(s) tested ahead/astern from main and emergency control stands	
3.08 Steering gear room:	
(i) Clean and free from leaks	
(ii) Emergency steering procedures posted in plain view	
(iii) Bridge communication is available and functioning properly	
(iv) Emergency steering arrangements are working properly	
3.09 Oil filtering equipment & 15 ppm alarm:	
(i) 15 ppm alarm is functioning properly, calibration report is available for review	
(ii) Crew members are properly trained for its use and are able to demonstrate function of equipment including the retrieval of usage data from system memory	
(iii) Time of system must be set to UTC	
(iv) Operating instructions are posted in plain view	
(v) The system is not tampered, pipework has not been modified or altered from original design	

3.10 Oil record book: correct entries regarding all transfers, disposals, discharges (through OWS) soundings and maintenance works	
3.11 Bunker lines are hydrostatically tested within the last 12 months	
3.12 MARPOL Annex IV:	
(i) If the ship has sewage holding tank, it must be fitted with means of visually inspecting the tank content level	
(ii) The rate of discharge of sewage must be approved by the Administration or on behalf of the Administration	
(iii) Suitable chemicals as indicated by manufacturer must be used for the sewage treatment plant	
(iv) Suitable bolts and gaskets are available for the sewage discharge connection	
3.13 MARPOL Annex VI:	
(i) Fuel with a sulphur content of 0.10% or less is used in all Emission Control Areas (ECA)	
(ii) Marine Gas Oil or Marine Diesel Oil with a sulphur content of 0.10% or less is used in diesel engines and auxiliary boilers in Regulated California Waters	
3.14 Additional for Tankers:	
(i) The Inert Gas Generator system is fully operational	
(ii) The 95% (high) and 98% (high-high) alarms are operating properly with both audio and visual signal	
(iii) The ODME is fully operational	

Notes:

Master's Signature:

Date:

Ship's Seal:

Chief Engineer's Signature:

Date: