



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

Circular No 2/2004

7 January 2004

To all recognised Classification Societies

Subject: ISM Code -Instructions to Recognised Organisations

Further to our circular 13/2002 and with particular reference to the Documents relating to audits which have to be submitted by the auditors to this Department we have noted that our instructions have not been always complied with.

To this end, we wish to remind all RO's that Auditors are expected to forward to this Department a copy of the DoC or SMC, attached to the relevant audit report, within 30 days from the date of the completion of the audit.

Furthermore and in order to enable us to conduct a thorough follow up, please find below amended paragraph 11.7 of the Guidance notes on the SMS, Circular 13/2002. (The added instructions are shown in bold letters).

11.7 The Auditor should note that the validity of the DoC is subject to compliance with the provisions of section 3.3 of the IMO Guidelines.

11.7.1 In this connection and with reference to the provisions of section 3.3.2 of the IMO Guidelines, the date of completion of the verification of the corrective action taken on all non-conformities identified during the mandatory annual audit, should not, under any circumstances, be beyond the date determined by adding three (3) months to the anniversary date of the DoC. **Auditors should inform this Department whenever a corrective action has been verified or a non conformity has been overdue and upgraded to a major non conformity.**

11.7.2 Furthermore, the Auditor should note that the validity of the SMC is subject to compliance with the provisions of section 3.4 of the IMO Guidelines.

11.7.3 In this connection and with reference to the provisions of section 3.4.1 of the IMO Guidelines, a mandatory intermediate audit of the shipboard part of the SMS should be carried out within six months before or after the lapse of thirty months from the date of completion of the initial or the last renewal audit and on satisfactory completion of this audit the SMC should be accordingly endorsed.

11.7.4 It should be noted that the date of completion of the verification of the corrective action taken on all non-conformities identified during the mandatory intermediate audit, should not, under any circumstances, be beyond a period of six (6) months

from the due date of the mandatory intermediate audit referred to above.
Auditors should inform this Department whenever a corrective action has been verified or a non conformity has been overdue and upgraded to a major non conformity.

Serghios S. Serghiou
Director
Department of Merchant Shipping

cc Permanent Secretary, Ministry of Communications and Works
Permanent Secretary, Ministry of Foreign Affairs
Diplomatic and Consular Missions of the Republic
Honorary Consular Officers of the Republic

Cyprus Bar Association
Cyprus Shipping Association (Sea Rovers) Ltd
Cyprus Shipping Council
Union of Cypriot Shipowners

MS/CE DMS/MO Piraeus
MS/CHC DMS/MO London
MS/CG DMS/MO New York
CC DMS/MO Rotterdam
CC DMS/MO Hamburg