



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

Circular No. 13/2005

13 June 2005

TEN 5.13.09

TEN 4.28.04.2.04.7

To all Owners, Managers,
Representatives and Masters
of vessels flying the Cyprus Flag and
Recognized Classification Societies

Subject: **Procedure followed by Cyprus Flag Administration for the conduct of CAS survey**

1. On 5th April 2005 an Amendment to Annex I of MARPOL has entered into force and as from that date the Condition Assessment Scheme (CAS) became mandatory. In view of this, the DMS would like to inform you of its requirements in respect of CAS (MEPC 94(46) as amended).
2. The DMS will strictly follow the requirements of resolution MEPC 94(46) as amended and in order to avoid duplication to the maximum possible extent, we would like to clarify the following:
 - i. The time schedule as defined in subject resolution (appendix 5 of the resolution) will be strictly followed. Exceptionally, the DMS may relax the time frame on a case by case basis, in view of special circumstances requiring deviation from the said provisions.
 - ii. The recognized organization (RO) carrying out the CAS surveys must keep records of the qualifications and experience of its surveyors and of other personnel assigned to carry out work for the CAS and monitor the performance of the personnel who have carried out or have been engaged in any CAS work and keep records to this end.
 - iii. On Company's notification of its intention to carry out a CAS survey, the DMS will issue instructions to the RO (and the Company) in order to ensure the correct conduct of the survey. The extent of involvement of the DMS in the CAS survey, which may include participation in the CAS survey, will be decided on a case by case basis. In any case, the DMS will monitor the procedure in accordance with the resolution and as a minimum it will require the Company to submit the following for review:
 - The completed Survey Planning Questionnaire
 - The agreed Survey Plan between the company and the Recognized OrganizationUpon completion of the survey the Recognized Organization must submit the Final Survey Report.
- iv. The prompt submission of the requested documentation is of paramount importance in order to allow ample time for its review and thus avoid any delays in the procedure.
3. A fee to cover the cost of review of this documentation is applicable and it has to be paid by the Company. Towards that fee, an amount of CYP4000 must be deposited at the time of submission of the completed Survey Planning Questionnaire. The final cost will be calculated on the basis of the hourly rate for the work of a marine surveyor as stipulated in the Merchant Shipping (Fees and Taxes Provisions) Law 38(I)/92 as amended and any difference from the prepaid amount will be settled in due course. The cost of inspection or participation in a survey meeting, if applicable, will be calculated as stipulated in the same Law.

4. The Final Report and any documentation required to be submitted to the DMS, should include all information stipulated in resolution MEPC 94(46) as amended and should follow the same format as in that resolution, to the maximum extent possible. This Department may, if it deems necessary, request additional documentation.
5. If, during the procedure, the RO realizes that the CAS requirements cannot be satisfactorily completed, it should immediately inform the DMS.
6. A copy of the Interim Statement of Compliance must be forwarded by the RO directly to the Administration, upon satisfactory completion of the CAS survey.
7. Upon satisfactory completion of the review of the CAS Final Report, this Department shall record and document the findings and conclusions of the review and shall produce a Review Record which will be kept on board along with the CAS Final Report and the Statement of Compliance.
8. A ship which, in the opinion of this Department, has failed to meet the requirements of the CAS, may be submitted for CAS re-assessment. In such case the grounds on which the Department declined the issue of Statement of Compliance to the ship shall be addressed and dealt with and the remedial actions shall, thereafter, be reviewed for the purpose of ascertaining whether the requirements of the CAS have been complied with. The reassessment has to be carried out the soonest possible but in any case not later than 6 months following the date on which the Administration has made the decision to decline the issuance of a Statement of Compliance.

S.S. Serghiou

Director

Department of Merchant Shipping

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