



Office of
Deputy Commissioner
of Maritime Affairs

THE REPUBLIC OF LIBERIA
LIBERIA MARITIME AUTHORITY

Marine Notice

INS-001
Rev. 11/22

TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AND AUTHORIZED CLASSIFICATION SOCIETIES

SUBJECT: Safety Inspections of Liberian Ships

Reference: (a) Maritime Regulation 7.191
(b) Maritime Regulation 10.296(6)

Supersedes: Marine Notice INS-001, dated 10/21

The following changes have been included:

(a) MLC 252 Revision 11/2022 was included as Annex II

PURPOSE:

To inform all parties of the Administration's policy regarding flag State vessel safety inspections.

APPLICABILITY:

This Notice applies to all Liberian flag vessels and vessels entering the registry.

REQUIREMENTS:

1.0 Initial Safety Inspections

All Liberian vessels are required to undergo an initial safety inspection upon registration (if in lay-up upon reactivation), upon re-registration resulting in both change of ownership and management, prior to resuming service at the end of a lay-up period in excess of six months or following any substantial structural alteration.

2.0 Annual Safety Inspections

Pursuant to the requirements of reference (a), all Liberian vessels are required to undergo an annual safety inspection with the following exceptions:

- .1 Unmanned barges;
- .2 Pleasure yachts not engaged in the carriage of passengers for hire;
- .3 Vessels fishing in waters under the jurisdiction of Liberia; and
- .4 Cargo vessels under 500 gross tons.

3.0 Bi-annual Safety Inspections

Passenger vessels, including high speed passenger ferries, are required to undergo safety inspections at least every six months and more frequently if there are issues concerning passenger safety or security found during one of these inspections.

4.0 Periodic Safety Inspections

Special purpose or uniquely constructed vessels may be required to undergo periodic inspection at assigned intervals of less than one year.

5.0 Special Safety Inspections

In addition to the above, a Liberian flagged vessel may also be required to undergo a special or unscheduled safety inspection at any time.

6.0 Nautical Inspectors

Inspections are carried out under the direction of the Marine Audit and Inspection Coordination Division, Office of the Deputy Commissioner, by duly appointed Nautical Inspectors.

7.0 Procedures

7.1 It is the responsibility of owners and Masters to present their vessels for timely inspection when the required inspection is due by contacting the Audit and Inspection Coordination Division at email: audit@liscr.com. This Division should be advised as to the vessel's next available port, ETA and Agent information. The owner or Master of a vessel may also request inspection of his vessel by prior arrangement with a Nautical Inspector in the port where the vessel will be available for such purpose. The names and locations of the Administration's Offices and Nautical Inspectors are available on the Administration's website: www.liscr.com. Note: The Audit and Inspection Coordination Division must be informed anytime the inspector is contacted, preferably by keeping the Division (email: audit@liscr.com) copied in all emails to prevent a duplication of effort and to ensure follow up when needed.

7.1.1 Owners or operators of vessels and MODU's engaged in the offshore seabed resource exploration, development and production industries operating in remote or hard to reach areas where a Nautical Inspector is not available, as confirmed by Audit and Inspection Division (email: audit@liscr.com) and vessels not expressly covered by the Safety of Life at Sea Convention (SOLAS) 1974, as amended, may have their vessels inspected in accordance with the Alternate Inspection Program defined in Marine Notice **INS-002**.

7.1.2 To more closely follow the requirements of SOLAS, the regulation requiring weekly fire and boat drills will be amended to require weekly fire and boat drills only for passenger vessels and the crew on cargo vessels to attend fire and boat drills once a month with weekly safety training sessions which should include training as outlined in **SAF-004**.

7.2 Vessels not inspected by the due date will be considered as "overdue" and follow up procedures will be initiated by the Fleet Performance Department. This may include an additional DOC and/or SMS verification audit.

8.0 Annexes

The annexes hereto are provided as information for owners and Masters, to facilitate the conduct of safety inspections.

ANNEX I - Guidance for Masters (Safety Inspection of Ships)

ANNEX II - Sample Report of Safety Inspection Forms (Form 252, Revised 11/22)


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ANNEX I

SAFETY INSPECTION OF SHIPS: GUIDANCE FOR MASTERS

1. Documents, certificates and publications referred to in Parts A & B of the Inspection Form must be readily available, preferably in a central location, for examination and verification by the Nautical Inspector.
2. Publications referred to in Part B are obtainable from the sources listed in Marine Notice ADM-002. Publications obviously not applicable to a vessel need not be produced; e.g., dry cargo vessels need not obtain tanker safety publications, but OBO type ships should obtain them.
3. The following should be made ready for the inspector:
 - a) The official Minimum Safe Manning Certificate,
 - b) The original National Certificate of Competence (C.O.C), Liberian Certificate of Competency, Endorsement or Certificate of Receipt of Application for same for each officer.
 - c) For each crewmember: a Liberian' Seafarer's Identification Record Book with appropriate Special Qualification Stickers,
 - d) In the case of passenger ships the certificates of all survival craft/rescue boat crewmen in particular, and
 - e) A copy of the current crew list and the ship's emergency station bill.
4. Navigation records, publications, charts, log books, Oil Record Book, Cargo Record Book, Ballast Water Record Book, training records (to include fire and abandon ship drills, weekly safety training exercises and security drills) and all similar material must be available for inspection, preferably in one location, such as the chart room.
5. Nautical Inspectors have the authority, and have been instructed accordingly, to make a spot check of lifesaving, fire-fighting and general safety conditions covered by the SOLAS Certificate. The Master will be instructed to call in the Classification Society for examination and/or verification as may be necessary.
6. The Master should have lifeboats uncovered and vessel's firefighting equipment and appliances in their normally stowed positions ready for the Nautical Inspector's examination. Sufficient crew should be on board and shall be prepared to conduct such emergency drills as circumstances may dictate and permit.
7. The engine room must be clean and free of oil leaks before any inspection. Additionally, documentation such as the Statement of Compliance for the Consumption of Oil, the SEEMP, BDNs and records related to energy efficiency of the ship must be up to date.
8. The pilot ladder and associated gear such as gunwale steps, lights, manropes, etc. should be accessible and in conformance with the latest requirements in SOLAS Regulation V/23.
9. To facilitate the efficient conduct of safety inspections, one of the ship's staff shall be available to accompany the Nautical Inspector at all times during the safety inspection.
10. If safe to do so, the inspector will take at least the following photographs of the ship:
 - a) From the Shore: bow, quarter, and stern,
 - b) On Board: Bridge/Wheel House, Weather Deck from both the Bow and Bridge, Lifeboats and Launching Apparatus, and any damage, defect, or area of concern.

ANNEX II

	<p>LIBERIA MARITIME AUTHORITY</p> <p>RECORD OF INSPECTION</p>	LISCR, LLC Attn: Audit Department 22980 Indian Creek Dr., Suite #200 Dulles, VA 20166 - USA Phone: +1-703-790-3434 Fax: +1-703-790-5655 Email: audit@liscr.com
This Inspection is intended to assist owners in maintaining vessels at all times in compliance with the applicable safety & pollution prevention provisions of SOLAS, MARPOL, STCW, MLC and the Liberian Maritime Regulations. NOTE: The Nautical Inspector will complete this report after each inspection. The names of both the Nautical Inspector and the Master shall be entered in the bottom of the report. The original report will be retained on board and the nautical inspector will send a copy to Audit at LISCR, Dulles, Virginia, USA as an attachment to an email sent to audit@liscr.com . If serious deficiencies are found, the inspector shall immediately notify the Prevention Department at prevention@liscr.com or 703-790-3434. After hours, please contact the Duty Officer at dutyofficer@liscr.com or 703-963-6216		
NAME OF VESSEL:		GROSS TONS:
IMO NUMBER:	MANAGING OWNER / OPERATOR OR BAREBOAT CHARTERER	
SHIP TYPE:	NAME:	
YEAR BUILT:	ADDRESS:	
DATE INSPECTED:	Tel:	E-Mail:
PLACE INSPECTED:		
PREV. INSPECTION PLACE:		PREV. INSPECTION DATE:
INSPECTION TYPE:	Initial	Annual
		Special
		Bi-Annual
		Other:
PURPOSE:	Regular	PSC Pre-Emptive
		PSC Follow-Up
		Special Inspection Program
REMOTE:	YES	NO
		Next Port
Summary:		
	A. The inspector did not find any deficiencies. We wish to commend you, the vessel's master, and crew for maintaining a high standard of safety on board this vessel.	
	B. The inspector did not find any deficiencies but does have some recommendations. Please see the list on the next page. We encourage you to follow the recommendations.	
	C. The Inspector's list of deficiencies, recommendations, and recommended corrective actions are listed on the next page. Please send your Corrective Action Report regarding the listed deficiencies to the Administration at Prevention@liscr.com within thirty days.	
	D. The inspector found serious deficiencies which must be corrected before the vessel is allowed to sail. The serious deficiencies are noted on the list on the next page. This ship may also be required to have a Special Inspection; the Administration will contact you to schedule it if necessary.	
1. The Master shall read the report carefully, and if there are any disagreements he should discuss them with the auditor. 2. The Company designated Person Ashore should also read the report, and if he has any disagreement with the findings he is to contact the Prevention department. An email should be sent to prevention@liscr.com with the DPA's comments. 3. Inspectors shall include photographs of the following: a) From the Shore: Bow Quarter and Stern b) On Board: Bridge/Wheel House, Weather Deck from both the Bow and Bridge, Lifeboats and Launching Apparatus c) Any Deficiencies or area of concern		
IMPORTANT NOTICE THE INSPECTION REPORT DOES NOT CONSTITUTE CERTIFICATION, WARRANTY OR OTHER REPRESENTATION AS TO THE SEAWORTHINESS OF THE VESSEL DESCRIBED HEREIN, NOR DOES IT RELIEVE ANY PERSON OR ORGANIZATION FROM THEIR RESPECTIVE RESPONSIBILITIES AND OBLIGATIONS TO ENSURE THAT THE VESSEL IS MAINTAINED IN A SEAWORTHY CONDITION.		
Name of Inspector/MID number		Name of the Master or Representative

Signature _____

Signature _____

No.	Deficiency Code	<u>Deficiencies</u>	Action Taken

No.	Code	<u>Recommendations</u>	Remarks

PART A. STATUTORY CERTIFICATES - SHIP DOCUMENTS - PUBLICATIONS (Primary Deficiency Codes - 1100s, 1300s)										
Class Society	Select	RO	Select	RSO	Select	ILO RO	Select	YES	NO	N/A
Applicable Statutory Certificates are Valid/Present and have been properly endorsed? (Job Aid: Inspector Letter-04-2021)										
International Ballast Water Management Certificate on board?										
Conformance Test Report (CTR): Test must be after the registration date. If the test date is before the registration date, then, this test cannot be older than 30 days prior to the registration date.										
CSR: All versions are onboard and the latest version contains up to date information? SOLAS XI-1/5										
For Bulk Carriers and Oil Tankers, Hull Survey Report (See ESP Code - A.1049(27), as amended)										
Dangerous Goods Manifest and Stowage Plan (SOLAS VII/4,5 and 7.2; MARPOL Annex III/4)										
Liberian Maritime Legislation available on board (RLM 300)? Hard Copy or Soft Copy?:										
Required Publications up to date?										
Ballast Water Management Plan (BWMP) approved by the Administration										
Evidence of financial security under MLC Regulations 2.5.2 and 4.2										
Approved SEEMP Part II, Part III, and CoC issued to the ship (Cargo Ships ≥ 5000 GT)?										
Statement of Compliance related to FO Consumption Reported (IMO DCS)/(EU MRV) & CII?										
Statement of Compliance on Inventory of Hazardous Materials (IHM) (EU 1257/2013) – Vessels calling at a port or anchorage of an EU member										
Armed Guard Letter										
If Yes: Company Name:				Date of Letter:						
Service Provider for Maintenance, Thorough Examination, Operational testing, Overhaul and repair of Lifeboats/Rescue boats Launching Appliances and Release Gear										
If Yes: Company Name:				Date Of Authorization:						
Comments:										
PART B. ISM/ISPS CODE (Primary Deficiency Codes - 15000s, 16000s)										
Copy of the current editions of the ISM and ISPS codes on board and guidance from Liberia?										
Does the Master understand and perform his safety management system responsibilities?										
Is the Ship's Safety Officer and/or Ship's Safety Committee designated by the Master?										
Are there records of Safety Meetings?								Date of last meeting:		
SMS manual on board?										
Did the crew check and record your ID on boarding?										
Are restricted areas identified?										
Are there records of internal audits?								Date of last audit:		
Are there records of external audits?								Date of last audit:		
Records of communication between vessel and company for inoperable equipment/requisitions										
Annual Ship/Shore Security Exercise										
Have conditions been satisfied of any open dispensations and PSC been informed?										
Record any outstanding nonconformities ISPS or ISM:										
PART C. MANNING (Primary Deficiency Codes - 1200s)										
Note: On the attached crew list, identify any officer whose CoC or Liberian Endorsement has expired, or who does not have a Liberian Endorsement, COC, or Certificate of Receipt of Application (CRA). This is a major nonconformity & must be corrected before departure										
Is there at least the minimum crew as required by Minimum Safe Manning Certificate?										
Table of shipboard working arrangements is posted as required										
Official record of hours rested/worked? (Check random sampling)										
GMDSS - One Radio Electronic Operator or 2 Deck/Nav Officers w/ General Operator certificates										
ECDIS- Generic Training Certificates + Type Specific Training Certificates (See 6.18 of RLM118)										
Security Officer Designated in writing has Liberian special qualification endorsement or other evidence of approved training										
Master/Chief Engineer Handover Forms										
Is there a copy of the Seafarer's Employment Agreement on board? (Check random sampling)										
All crew members holding valid Seafarer's Identification Books or CRA?										
All crew members holding valid Medical Examination Certificates (MLC 1.2)?										
Min. number of persons holding any needed Special Qualifications as required by MSMC/type of vessel										
Crew received safety and security awareness training when they came on board?										
Common language in use on board to include documents, manuals, plans and signs.										
Master, officers and crew able to communicate effectively w/ inspector, other officials, each other, visitors, & passengers										
All plans/signs include an English translation if in the common language used on board other than English in accordance w/SOLAS V/14										
Comments:										

PART D. LOG BOOKS – Bridge, Engine Room and Radio Log Book and Records <i>(Primary Deficiency Codes - 1300s, 4000s)</i>										
<i>Note: Free fall lifeboats are only required to be dropped once every six months and a 1 year period</i>						Lessons Learned/Comments:				
Common language in use with crew, on documents, and on signs										
Date Port/Stbd/Free Fall lifeboat last lowered and maneuvered in water										
Boat and Fire Drills attended by crew monthly (SOLAS III/19.3)										
D/L Lifeboat moved from stowed (once a week) (SOLAS III/20.6.3)										
D/L Lifeboat turned out from stowage (once a month) (SOLAS III/20.7.1)										
LSA weekly & monthly inspections: (SOLAS III/20.6 and 20.7)										
Fast Rescue Boat Started Weekly										
Safety Training held: Weekly/Monthly										
Bridge/Engine Room Official Log Books properly maintained										
GMDSS Log Book										
Enclosed space entry drill										
Security Drills conducted quarterly (ISPS Code)										
Ship's articles: Name, rank, port and date of on-signers and off-signers										
Steering Gear Test (Arrival/Departure)										
Emergency Steering Drills (Quarterly)										
Company annual drill schedule followed										
ORB Part I/Machinery Spaces										
Ballast Water Record Book - Appropriate entries recorded										
Garbage Record Book – Appropriate categories and entries recorded										
PART E. RADIO COMMUNICATIONS EQUIPMENT SOLAS IV <i>(Primary Deficiency Codes - 5000s)</i>										
Which radio sea areas:		A1	A2	A3	A4	Comments:				
GMDSS equipment operational/testing requirements (SOLAS IV/7 to 11 and IMO Resolution A.702 (17))						Comments:				
Reserve sources of energy for radio and navigation equipment in good order										
Is the radio station in working order?										
Valid Radio Station License displayed?										
		A1	A2	A3-Satellite Service	A3-HF					
VHF with DSC		X	X	X	X					
DSC with receiver channel 70		X	X	X	X					
MF telephony with MF DSC			X	X						
DSC watch receiver MF 2187,5 kHz			X	X						
Recognized Mobile Satellite Service with EGC				X						
MF/HF telephony with DSC and NBDP						X				
DSC watch receiver MF/HF						X				
Duplicated VHF with DSC				X	X					
Duplicated Recognized Mobile Satellite Service				X	X					
NAVTEX received 518 kHz			X	X						
EGC receiver		X (1)	X (1)			X				
Float-free satellite EPIRB		X	X	X	X					
Search and Rescue Locating Devices		X (2)	X (2)	X (2)	X (2)					
Hand Held GMDSS VHF Receivers		X (3)	X (3)	X (3)	X (3)					
PART F. NAVIGATION, CHARTS, PUBLICATIONS AND RECORDS <i>(Primary Deficiency Codes - 10000s)</i>										
Navigational Charts:					Publications					
Electronic Charts		Last update:			Pilot Books/ Sailing Directions					
Backup Electronic Charts		Last update:			List of Lights/Radio Aids					
Paper Charts		Last update:			Tide Tables					
Chart List or Catalog					Nautical Almanac					
Notices to Mariners										
Voyage or Passage Planning (berth to berth)										
Completed										
Security considered as part of the voyage planning										
Environmental concerns included in passage plan										
Comments:										

PART G. NAVIGATIONAL AIDS (SOLAS V/19 & 20) (Primary Deficiency Codes - 1000s)								
Requirements for	All Ships	>or= 500GT	>or= 3000GT	>or =10,000	>or= 50,000G	Operational "Y" for Yes, "N" for No or N/A for Not Applicable	Comments:	
Standard Magnetic Compass	X	X	X	X	X			
Spare Magnetic Compass		X	X	X	X			
Pelorus	X	X	X	X	X			
Means of correcting Bearings to true	X	X	X	X	X			
ECDIS with Back up	X	X	X	X	X			
Nautical publications with backup, if applicable	X	X	X	X	X			
GPS/GNSS receiver	X	X	X	X	X			
Sound reception system (enclosed bridge)	X	X	X	X	X			
Telephone to emergency steering	X	X	X	X	X			
Daylight Signal Lamp		X	X	X	X			
Bridge Navigational Watch Alarm System (BNWAS)		X	X	X	X			
Automatic Identification System (AIS)		X	X	X	X			
Echo Sounder			X	X	X			
Gyro Compass		X	X	X	X			
Gyro repeater at emergency steering		X	X	X	X			
Rudder Angle Indicator		X	X	X	X			
Indicators of propeller, pitch, & revolution								
Speed and Distance Measuring Device through water		X	X	X	X			
9 GHz Radar		X	X	X	X			
3 GHz Radar or second 9 GHz			X	X	X			
Electronic Plotting Aid		X	X	X	X			
Automatic Radar Plotting Aid				X	X			
Automatic Tracking Aid (ATA)			X	X	X			
Second ATA				X	X			
Rate of turn indicator					X			
Speed and Distance Measuring Device over ground					X			
Heading or track control system.				X	X			
LRIT	VerifyBroadcasting:LRIT@liscr.com							
VDR								
Navigation light indicator display								
Maneuvering data on bridge	YES	NO						
SSAS	Verify Confirmation Email from Administration							
PART H. GENERAL SAFETY – (SOLAS II-2; III; the LSA, and FSS Codes) (Primary Deficiency Codes - 700s & 1100s)								
	Pilot boarding arrangements.						Comments:	
	Abandoned Ship Drill (During Inspection)							
	Fire Drill (During Inspection)							
	Equipment maintenance and training manuals							
Lifeboat(s)	P/Stern	S	Select Good, Fair or Poor		Fast Rescue Boat	Select Good, Fair or Poor		
Condition					Condition			
Inventory					Inventory			
Operation					Operation			
Davits					Davits			
	Annual Thorough Examination and Testing							
	5-year operational testing of on-load release gear							
Liferafts	1	2	3	4	5	6		
Add remarks related to the condition of the LR under "Comments"	Stowage							
	Inspection							
	HRU / Weak Link							
	Davits							
Other LSA Equipment								
	Lifejackets/TPA's							
	Immersion suits:							
	Lifebuoys							
	Pyrotechnics							
	Line throwing equipment							
	Muster List and Emergency Instructions							

Checked condition of Fire Fighting Equipment, including:		Comments:
Fixed and portable extinguishers		
Emergency Fire Pump		
EEBDs		
Firefighter's Outfits		
Foam analysis		
Emergency escapes		
Fixed Fire Detection System & Means for Testing		
Fire Alarm Panels Operational		
Installed Fire Extinguishing System (<i>water mist operational, etc.</i>)		
International Shore Connection and Accessories		
Two-way portable VHF explosion proof or intrinsically safe		
PART I. MEDICINE CHEST AND MEDICAL PUBLICATIONS (Primary Deficiency Codes - 18400s)		
Fully stocked with instructions/Medical Chest Certificate		Comments:
International Medical Guide Third Edition or equivalent		
Medical Log Book		
Supplement to IMDG Code or equivalent publication		
Hospital room		
PART J. CREW ACCOMMODATIONS - (Primary Deficiency Codes - 18000s)		
Checked condition of:		Comments:
Air Conditioning/Heating/Ventilation		
Lighting		
Access and emergency escape markings		
Sanitary spaces clean and have hot/cold water:		
Drinking Water (sufficient supply of clean/potable waters)		
Galley (cleanliness/grease traps/range hoods)		
Provisions adequate and properly stored		
Crew Spaces clear of ship's stores or equipment		
Record of weekly inspections		
Water Quality Testing		
PART K. GENERAL; Overall condition of vessel (PLEASE PHOTOGRAPH GENERAL CONDITION & ALL CONCERNS)		
Checked condition of decks and superstructure: (Primary Deficiency Codes - 2000s, 3000s, 7000s, 9000s, 18200s) (Cargo - 6000s)		
Weather Deck including forecastle		Comments:
Cargo gear /cargo manifold		
Mooring equipment		
Winch brakes		
Anchors and anchor windlass		
Electrical fixtures, alarms and lighting		
Where necessary, non-conductive mats provided at the front and rear of the switchboard (SOLAS II-1/45.2)		
Openings; hatches, doors, pipe penetrations, vents		
Watertight Doors		
Fire dampers clearly marked and open/closed properly		
Fire door(s) clearly marked and working properly		
Quick closing valves operational (fuel oil-lube oil) and not blocked		
Upper decks including bridge		
Pump room or Cargo room as applicable		
Water Ingress detectors & remote pumping (SOLAS XII/12)		
Portable gas detecting equipment tested (SOLAS XI-1/7)		
TANKERS ONLY		
Tank gauging equipment		
Oil tankers of 150 GRT: approved/operable ODME properly maintained		
ORB Part II/or Cargo Record book		
Approved stability instrument for intact and damage stability (Oil, Chemical & Gas Carriers)		
Inert Gas System		
Crude Oil Washing (COW)		

Checked condition of engine room and engineering spaces: *(Primary Deficiency Codes - 13000s, 14000s)*

Engine Control Room	Comments:
Electrical Systems (outlets, fittings, junction boxes, bonding straps)	
Lighting	
Ventilation	
Alarms	
Protective guards around moving parts	
Main engine free of oil/water leaks	
Auxiliary Engines free of oil/water leaks	
Oil Mist Detection System	
Fuel lines	
Purifier Space	
Pumps	
Piping for fresh and salt water systems	
Sea chest	
Bilges clean and dry	
Excessive oil and/or water leaks	
Pressure vessel relief valves	
Low sulfur fuel change over for ECA recorded (MARPOL Annex VI)	
Bunker Delivery Notes showing Sulphur limit value	
Insulation	
Emergency Generator starting and remote shut off valve	
Overdue maintenance items?	
Oil Water Separator (OWS)	
Steering Gear operation	
Incinerator	
Sewage Treatment Plant	

General Comments: