



**REPUBLIC OF MAURITIUS**

**MINISTRY OF BLUE ECONOMY, MARINE RESOURCES, FISHERIES & SHIPPING**

# **GUIDELINES**

**TO**

**RECOGNISED ORGANISATIONS**

**CONDUCTING SURVEYS ON BEHALF**

**OF THE REPUBLIC OF MAURITIUS**

**WITH RESPECT TO THE RO Code.**



## 1. Introduction

The Code for Recognized Organizations (RO Code), adopted by IMO Resolutions MSC.349 (92) and MEPC.237(65), entered into force on 1 January 2015. The purpose of these Guidelines is to clarify certain requirements of the Code with all Recognised Organisation (RO's) that have signed an Agreement with this Ministry.

### Note

a. Wherever in this document mention is made of the “Ministry “it refers to the:

**“MINISTRY OF BLUE ECONOMY, MARINE RESOURCES, FISHERIES,  
AND SHIPPING” (Shipping Division)**

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b. Wherever in this document mention is made of the “Director “it refers to the: **“Director of Shipping”**.

c. **“CODE” means the RO Code.**

## 2. Conduct of surveys:

**2.1** All Organizations that are recognized by this Ministry shall be in compliance with the RO Code requirements to perform statutory certification and services under mandatory IMO instruments and the Republic of Mauritius national legislations.

**2.2** All requirements of the Code are generic and applicable to all Recognized Organizations (ROs), regardless of their type and size and the statutory certification and services provided.

**2.3** ROs are to provide the types of statutory certification and services as per their respective Agreements with this Ministry.

### **3. Communication of information**

**3.1** No information pertaining to a ship's status shall be made available to the public on the web site of each RO without the permission of the Director. Whenever permission is granted the following information shall then be made available, namely:

- Name of the vessel,
- IMO Number,
- Call Sign,
- Type of certificate,
- Number of Certificate,
- Date of Issue of the Certificate,
- Expiry Date of the Certificate Status of Inspections (window range for upcoming inspections).

### **4. Communication/Cooperation with Flag State**

**4.1** With regards to sub-section **3.9.2.2** of the RO Code, whenever an RO establishes or develops new rules or regulations, it shall notify the Director in order to provide the flag considerations and comments.

The RO shall establish the appropriate communication in relation to:

- (a)** Enquiries, contracts or other handling, including amendments; and
- (b)** Flag State feedback, including conformity issues pertaining to statutory certification and services;
- (c)** The requirements established by point **3.9.2.3** of the RO Code, should be sent by RO's to the following email address, namely;

[shippingdivision@govmu.org](mailto:shippingdivision@govmu.org)

## **5.0 COOPERATION BETWEEN ROs**

**5.1** Under sub-section **3.9.3** of the RO Code, each RO shall establish the point of contact where it will receive the communication whenever there is a transfer of class and/or changes from RO's issuing statutory certificates.

In accordance with sub-section **3.9.3.7** of the RO Code, all RO's shall establish and implement appropriate common requirements and procedures covering at least the points listed in sub-section **3.9.3** of the Code.

## **6.0 QUALITY MANAGEMENT SYSTEM CERTIFICATION**

**6.1** The RO's Quality System shall be periodically assessed and certified in accordance with the **Section 7** of the Code. Qualified bodies certifying the RO's shall be accredited according to sub-section **7.2** of the RO Code.

RO's shall refer to the International Accreditation Forum (IAF).

## **7.0 AUTHORIZATION OF RECOGNIZED ORGANIZATIONS**

**7.1** In line with the requirements of sub-sections **8.6/8.6.1 and 8.6.2** of the RO Code, this Ministry has established procedures for RO's in cases of Exemptions from compliance to requirements of International Conventions and National Regulations and the conditions for the Issuance of Conditional/Short Term Certificates.

The instructions and procedures are at **ANNEX 1** of these Guidelines.

## **8.0 RECORDS**

**8.1** With reference to sub-section **8.7** of the Code, this Ministry requires that the RO shall maintain the following information.

All records related to monitoring activities such as:

- (a)** Ship's Plans,
- (b)** Reports,
- (c)** Non-conformity reports,
- (d)** Corrective and preventive action reports, and
- (e)** Follow-up reports, if available.
- (f)** Stability Booklet (including Grain Stability Booklet)

2. Results of oversight programme review;
3. Records related to personnel, covering subjects such as:
  - (a) Assigned personnel competence and performance evaluation;
  - (b) Monitoring and/or audit team selection; and
  - (c) Maintenance and improvement of competence

All ships records shall be maintained during the ship's life period provided that the ship will remain registered under Mauritian flag.

**8.3 Records may be in electronic format with necessary back-ups as appropriate.**

## **9.0 OVERSIGHT OF RO'S**

**9.1** Oversight of Recognized Organizations will be carried out as determined by this Ministry and will be carried out as per the Code.

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# ANNEX 1

## **Instructions to RO's on Exemption, Conditional and Short Term/Provisional Certificates.**

*Reference is made to Paragraph 7.1 of the above Guidelines*

The policy of this Ministry in relation to the issuance of Exemption, Conditionals and Short Term or Provisional Certificates (RO Code Sub-Section 8.6) are clarified as below.

### **1. Exemption Certificates**

**1.1** This Ministry may grant to an individual ship, exemptions from the provisions of a Convention, if the ship complies with the conditions established by such convention, for the specific exemption.

**1.2** When an exemption is granted to a ship under and in accordance with the provisions of an International Convention, an Exemption Certificate shall be issued in addition to the certificates requested by those Conventions.

**1.3** A request for an Exemption Certificate shall be sent to the Director of Shipping – Mauritius by the Ship's owner.

**1.4** The request must be made for each individual ship separately and must be on the appropriate Application Form as stated in **Marine Notice No.2 of 2018**.

**1.5** In cases where there is a renewal or the original Full Exemption Certificate previously issued by this Ministry is lost or damaged, the owner shall re-apply for the issue of a duplicate exemption certificate using the same procedures as at 1.4 above.

### **2. Conditional Certificates**

**2.1** In cases where the condition of a ship or its equipment has been found not to comply with the requirements of an International Convention either through surveys or Port State Control inspection, the responsible RO shall inform this Ministry. The Director may then authorize the Recognised Organization which has issued the vessel's statutory certificate, to issue a Conditional Certificate, provided that the ship the deficiencies are rectify

and the vessel is fit to proceed to sea without harm to the ship, persons on board, or without presenting unreasonable threat of harm to the marine environment. This conditional certificate is just to allow the vessel to proceed to a port where the necessary repairs may be carried out.

**2.2** In case of serious deficiencies which has led to Port State Control detention, the Director may also call upon the RO to intervene accordingly.

**2.3** The Recognized Organization will ensure that the corrective action will be taken and shall, in due course, notify the Ministry. Evidence of the corrective actions taken, may include, but are not limited to: survey reports, re-issued certificate, or a formal notification in written. If such corrective action is not taken before the expiration date of the Conditional Certificate, the Certificate shall be withdrawn and the Ministry shall be notified immediately.

**2.4** In cases where a certificate loses its validity due to overdue annual or intermediate endorsements an authorization to issue a Conditional Certificate may be requested by the owner to the RO. The latter will be allowed to issue the after approval from this Ministry only. This Conditional certificate will be valid until the correspondent revalidation surveys are carried out and new certificates is issued.

**2.5** The validity dates for any conditional certificate shall be agreed between the Ministry and the RO. Under no circumstances shall any Conditional Certificate be issued without the authorisation of this Ministry.

**2.6** In any case, the validity of a Conditional Certificate shall not exceed ninety (90) days. No extension or re-issuance of such Conditional Certificate will be allowed and no extension beyond ninety days will be authorised for statutory certificates.

### **3. Short Term/Provisional Certificates**

**3.1** When a vessel or Company has been found to comply with all the requirements of an International Convention or Code and the additional requirements of this Administration, after the correspondent surveys or audits (initial or renewal), the Recognized Organization may issue a Short Term or Provisional Certificate, as a transitional measure until the correspondent Full Term Certificate is issued and placed on board. The validity of this Short Term or Provisional Certificate must not exceed five (5) months.

**3.2** For certificates issued by RO's under the ISPS Code please refer to Merchant Shipping (Security of Ships) Regulations 2019.

**3.3** Regarding the Maritime Labour Convention 2006, a Maritime Labour Certificate shall be issued to a ship after the Recognised Organisation (RO) has verified, through appropriate inspection(s), that the ship (including the DMLC Part II) is in compliance with national (DMLC Part I) and applicable MLC requirements. Once the ship meets all the requirements, the RO may issue the Maritime Labour Certificate on behalf of the Republic of Mauritius.