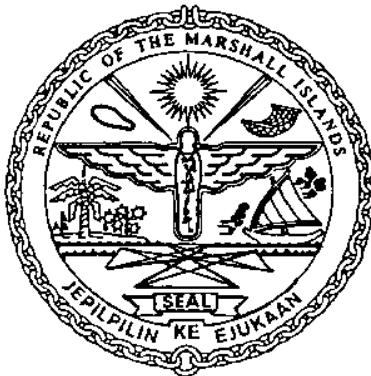


**REPUBLIC OF  
THE MARSHALL ISLANDS**



**Guidelines for Appointed Representatives  
Conducting Compliance Verifications and  
Other AR Services**

**MARITIME ADMINISTRATOR**

## **Notice**

This document is a guide covering the practices established by the Republic of the Marshall Islands Maritime Administrator for Appointed Representatives when carrying out initial, annual, and renewal Compliance Verifications on yachts. It is not intended to detract from nor substitute for any requirements of the Republic of the Marshall Islands Maritime [Act](#), or the Republic of the Marshall Islands Maritime [Regulations](#).

**Republic of the Marshall Islands**  
**MARITIME ADMINISTRATOR**  
**Guidelines for Appointed Representatives Conducting Compliance Verifications  
and Other AR Services**

**TABLE OF CONTENTS**

<b>1.0</b>	<b>INTRODUCTION.....</b>	<b>4</b>
1.1	<b>Objectives.....</b>	<b>4</b>
1.2	<b>Definitions .....</b>	<b>4</b>
1.3	<b>Administrator Contacts.....</b>	<b>5</b>
1.4	<b>Authority.....</b>	<b>6</b>
1.5	<b>Responsibilities .....</b>	<b>6</b>
<b>2.0</b>	<b>COMPLIANCE VERIFICATIONS AND INSPECTIONS.....</b>	<b>7</b>
2.1	<b>Compliance Verifications and Inspection Types.....</b>	<b>7</b>
.1	Initial Compliance Verification .....	7
.2	Annual Compliance Verification .....	7
.3	Renewal Compliance Verification.....	7
.4	Special Compliance Verification .....	7
.5	Pre-registration and Registration Inspections of Private Yachts .....	7
2.2	<b>Conducting the Compliance Verification .....</b>	<b>8</b>
<b>3.0</b>	<b>FILLING OUT THE COMPLIANCE VERIFICATION REPORT .....</b>	<b>9</b>
3.1	<b>General.....</b>	<b>9</b>
3.2	<b>Compliance Verification Particulars.....</b>	<b>10</b>
3.3	<b>Yacht Particulars .....</b>	<b>11</b>
3.4	<b>Statutory Certificates.....</b>	<b>11</b>
.1	Review .....	11
.2	Validity and Endorsement Dates .....	12
.3	Missing Certificates, Overdue Endorsements or Surveys.....	12
.4	Initial Compliance Verification .....	12
.6	Yacht Guidance.....	12
.7	Maritime Labor Convention, 2006 (MLC, 2006) Certificates.....	12
3.5	<b>Publications .....</b>	<b>13</b>
.1	Oil Record Books.....	13
.2	Garbage Record Book and Garbage Management Plan .....	14

.3	Stability Information Booklet .....	14
.4	Damage Control Information .....	15
.5	Flag and IMO Publications .....	15
<b>3.6</b>	<b>Crew .....</b>	<b>15</b>
.1	Minimum Safe Manning Certificate .....	15
.2	Certificate of Competence .....	16
.3	Seafarers' Identification and Record Books .....	16
.4	Rest Hours.....	17
<b>3.7</b>	<b>Safety Management System (SMS) .....</b>	<b>17</b>
<b>3.8</b>	<b>Drills and Records.....</b>	<b>18</b>
<b>3.9</b>	<b>Security .....</b>	<b>18</b>
<b>3.10</b>	<b>Ship-to-Shore Transfers .....</b>	<b>19</b>
.1	Tenders.....	19
.2	Helicopter Landing Areas .....	20
<b>3.11</b>	<b>Fire Safety and Structural Fire Protection.....</b>	<b>20</b>
<b>3.12</b>	<b>Life Saving Appliances .....</b>	<b>21</b>
<b>3.13</b>	<b>Bridge and Navigating Equipment.....</b>	<b>21</b>
.1	Magnetic Compass and Calibration Tables .....	21
.2	Bridge Navigational Watch Alarm System (BNWAS) .....	22
.3	Navigation Lights.....	22
.4	Charts and Publications.....	22
.5	Voyage Data Recorder (VDR).....	23
.6	Long Range Identification and Tracking (LRIT).....	23
<b>3.14</b>	<b>Machinery and Electrical Spaces/Systems.....</b>	<b>24</b>
.1	Oily Water Separator (OWS) and Associated Equipment .....	24
.2	Bilge systems .....	24
<b>3.15</b>	<b>Safety Systems Operational Tests.....</b>	<b>25</b>
<b>3.16</b>	<b>General Comments and Observations .....</b>	<b>25</b>
<b>3.17</b>	<b>Deficiencies .....</b>	<b>25</b>
.1	Deficiencies.....	25
.2	Class A Deficiencies .....	26
.3	Class B Deficiencies .....	26
<b>3.18</b>	<b>Observations.....</b>	<b>27</b>

<b>3.19</b>	<b>Remarks .....</b>	<b>27</b>
<b>3.20</b>	<b>Recommendations .....</b>	<b>27</b>
<b>4.0</b>	<b>CERTIFICATES AND FORMS .....</b>	<b>28</b>
<b>4.1</b>	<b>Deficiency Letter – MSD 252COYDL.....</b>	<b>28</b>
<b>4.2</b>	<b>Compliance Certificates .....</b>	<b>28</b>
.1	Initial and Renewal Compliance Verifications .....	28
.2	Annual Compliance Verifications.....	29
<b>4.3</b>	<b>Yacht Record of Safety Equipment (Form E).....</b>	<b>29</b>
<b>4.4</b>	<b>Tender Statement of Compliance .....</b>	<b>30</b>
<b>5.0</b>	<b>ISSUING AND SUBMITTING CERTIFICATES AND REPORTS .....</b>	<b>30</b>
<b>5.1</b>	<b>Issuing Certificates and Documents Onboard .....</b>	<b>30</b>
<b>5.2</b>	<b>Submission to the Administrator.....</b>	<b>31</b>
<b>6.0</b>	<b>AR OVERSIGHT.....</b>	<b>31</b>
<b>6.1</b>	<b>Oversight.....</b>	<b>31</b>
.1	Performance Evaluation.....	31
.2	AR Quality Management System (QMS).....	31
.3	Surveyors .....	32
<b>6.2</b>	<b>Qualifications and Training.....</b>	<b>32</b>
<b>6.3</b>	<b>Rules of Conduct .....</b>	<b>33</b>

# **Republic of the Marshall Islands**

## **GUIDELINES FOR APPOINTED REPRESENTATIVES**

### **1.0 INTRODUCTION**

These guidelines are for conducting Compliance Verifications (CVs) and other Appointed Representative (AR) services onboard Republic of the Marshall Islands (RMI)-flagged yachts. They are to be used by ARs and their surveyors, inspectors, or auditors. They are intended to ensure that CVs are conducted in a uniform manner consistent with the RMI Maritime Administrator (the “Administrator”) requirements for marine safety, security, and environmental protection. They are not intended as a guide for Statutory Convention Surveys.

### **1.1 Objectives**

- .1 Compliance Verifications ensure that yachts operating under the RMI flag comply with the RMI Yacht Code ([MI-103](#)) (the “Code”), the Maritime Act ([MI-107](#)), the Maritime Regulations ([MI-108](#)), and all applicable requirements of the international conventions to which the RMI is a party.
- .2 These guidelines are intended to ensure uniformity in conducting Compliance Verifications and to ensure certificates are issued according to applicable RMI national requirements and international conventions. They establish the Administrator’s expectations for the conduct and performance of an AR including their surveyors, inspectors, and/or auditors.
- .3 It is important where gaps in operational management or substandard conditions exist, that these are communicated to the Administrator for follow-up, as needed, with the yacht owner or operator, Classification Society, or Recognized Security Organization. Addressing these issues before they become critical improves safety and the quality operation of RMI-flagged yachts.

### **1.2 Definitions**

Unless specified otherwise below, this document uses terminology defined in the RMI Maritime Regulations (MI-108), §1.03 and the RMI Yacht Code (MI-103), Chapter I, §3.0.

**AR Agreement** means the written agreement between the Republic of the Marshall Islands Maritime Administrator and the Appointed Representative, including any Annexes or amendments thereto.

**Recognized Security Organization (RSO)** means an organization which the Administrator has recognized as a RO to undertake certain security related activities, such as approval of ship security plans, verification and certification of compliance of ships with

the requirements of chapter XI-2 and part A of the International Ship and Port Facility Security (ISPS) Code, and conducting port facility security assessments.

**Surveyor, inspector, or auditor** means a person who by reason of professional qualifications, practical experience, and expertise is solely employed or temporarily authorized to perform work for an AR within their level of work responsibility.

### 1.3 Administrator Contacts

- .1 International Registries, Inc. (IRI) provides administrative and technical support to the Administrator. IRI's headquarters are in Reston, Virginia.
  - (a) The Senior Vice President, Fleet Operations, has overall responsibility for the RMI fleet inspection program.
  - (b) The Fleet Operations Manager, Yachts is responsible for the yacht compliance program and reports to the Senior Vice President, Fleet Operations.
- .2 The Yacht Operations Department, Yachts, Yachts monitors AR performance and provide feedback. The Administrator contact information is in Table A.
- .3 ARs should consult Table A when contacting the Administrator on Compliance Verification issues. A Duty Officer, available 24/7, should be contacted only in emergencies, or when the Fleet Operations, Yachts Department is not available and there is reason to initiate operational restrictions due to major non-compliance.

**Table A**

Ft. Lauderdale (GMT -5)	Roosendaal (GMT +1)
Sr. Technical Manager, Yachts Email: <a href="mailto:yacht-inspections@register-iri.com">yacht-inspections@register-iri.com</a> Office Phone: +1 954 763 7775 Cell Phone: +1 954 610 9111	Sr. Safety Manager, Yachts Email: <a href="mailto:yacht-inspections@register-iri.com">yacht-inspections@register-iri.com</a> Office Phone: +31 165 515161 Cell Phone: +31 6 54606044  Fleet Operations Manager – Yachts Email: <a href="mailto:yacht-inspections@register-iri.com">yacht-inspections@register-iri.com</a> Office Phone: +31 165 515161 Cell Phone : +31 6 11320087
<p>Worldwide Duty Officer: Phone: +1-571-441-1885 Email: <a href="mailto:dutyofficer@register-iri.com">dutyofficer@register-iri.com</a></p> <p><i>*to be used only in emergencies or if the yacht operations department is not available to initiate operational restrictions due to major non-compliance</i></p>	

## **1.4 Authority**

- .1 ARs are responsible, in accordance with the AR Agreement, to carry out activities such as CVs, statutory surveys, and audits as directed by the Administrator.
- .2 Surveyors, inspectors, and auditors, when working for the AR, are acting on behalf of the RMI Administrator. As such, they may be authorized to board an RMI-flagged yacht at any time as directed by the Administrator or AR.
- .3 At no time may a surveyor, inspector, or auditor board an RMI-flagged yacht for a CV, audit, or inspection, without explicit Administrator or AR permission.

## **1.5 Responsibilities**

- .1 Services carried out by surveyors working for the AR include, but are not limited to, conducting:
  - (a) Pre-registration inspections on certain yachts as required by the RMI Maritime Regulations (MI-108) for acceptance into the Registry;
  - (b) Initial, annual, and renewal CVs on commercial yachts, YETs, PYLCs, and PAXYs;
  - (c) Special CVs for yachts that may require additional oversight or special attention, as deemed necessary and directed by the Administrator;
  - (d) Follow-up inspections, as deemed necessary by the Administrator, to verify that deficiencies previously noted have been corrected;
  - (e) Statutory surveys on certain yachts and issuing certificates on the RMI's behalf;
  - (f) Other audits, inspections, or surveys as directed by the Administrator; and
  - (g) As directed by the Administrator, attending and providing general assistance to yachts during port State control (PSC) examinations and detention.
- .2 The Administrator does not and is not authorized to appoint a surveyor for yacht attendance without agreement from the AR's headquarters. Surveyors will receive their instructions directly from the AR.

## **2.0 COMPLIANCE VERIFICATIONS AND INSPECTIONS**

### **2.1 Compliance Verifications and Inspection Types**

The Administrator's CV and inspections types are:

#### **.1 Initial Compliance Verification**

This is a CV for newly registering yachts seeking to register as a PYLC, commercial yacht, YET, or PAXY, or for existing yachts wishing to change their current compliance status.

#### **.2 Annual Compliance Verification**

For PYLCs, commercial yachts, YETs, or PAXYs currently registered in the RMI that have a Compliance Certificate, the annual CV is required to endorse verification within the required time period. (Refer to RMI Marine Notices [2-011-53](#) and [2-011-54](#)).

#### **.3 Renewal Compliance Verification**

PYLCs, commercial yachts, YETs, or PAXYs currently registered in the RMI must renew their Compliance Certificate prior to its expiration date. The Full-Term Compliance Certificate, issued by the RMI, typically has a five-year validity but may be shorter if the Administrator so determines.

#### **.4 Special Compliance Verification**

On instructions from the Administrator, Special CVs must be conducted when circumstances warrant additional scrutiny or a surveyor's presence. A PSC examination, detention, or other circumstances such as an additional audit by the Class Society or AR, as required by the Administrator, may warrant this action. Special CVs may also be performed for quality control purposes.

#### **.5 Pre-registration and Registration Inspections of Private Yachts**

(a) Private yachts less than 24 meters length overall do not require a pre-registration inspection. Unclassed private yachts of 24 meters or more in length overall but less than 400 GT must undergo a registration inspection within 30 days of registration. Unclassed private yachts of 24 meters or more in length overall and 400 GT or more are required to undergo a pre-registration inspection.

(b) All private yachts over 20 years old, regardless of size, are required to undergo a pre-registration inspection prior to registration in the RMI. For pre-registration inspections of private yachts of 24 meters or more in length overall, the AR is to use its own inspection form. For pre-registration inspections of yachts over 20 years old but less than 24 meters in length overall, the MSD252PY Pre-Registration form must be used.

.6 For more detailed requirements refer to the RMI Marine Notice [2-011-55](#).

## **2.2 Conducting the Compliance Verification**

- .1 When conducting CVs, the surveyor should ensure they have the correct electronic and most recent hard copy versions of the Report of Compliance Verification (MSD 252).
  - (a) There are specific versions for each compliance type:
    - (i) MSD 252 Commercial Yachts and YETs (up to 12 passengers)
    - (ii) MSD 252 PAXYs and YETs (up to 36 passengers)
    - (iii) MSD 252 PYLCs
  - (b) MSD 252 provides the framework for conducting the CV by delineating the minimum areas to be verified by the surveyor. It is expected that the surveyor will also use their own professional judgment and expertise, where necessary or appropriate, to verify other areas, equipment, or records that may not be listed.
- .2 When beginning an annual CV, the surveyor should review the previous CV report to identify any areas of concern that require attention.
- .3 If applicable, the latest Port State Control (PSC) and Classification Survey reports should be reviewed for any deficiencies or other concerns that require attention during the CV.
- .4 MSD 252 provides the surveyor with an itemized list to be verified by topic, but there is no requirement to follow the sections in the order listed on the form. Yacht operational requirements or weather-related reasons may require that the physical verification and drills be carried out prior to checking the documents.
- .5 It is also advisable to conduct operational tests and critical systems examinations early in the verification to allow time for any deficiency rectifications without unduly delaying the yacht or limiting the surveyor's available time.
- .6 When starting the CV, the crew should be given opportunity to inform the surveyor about their wellness and performance, the yacht's condition, and statutory compliance.
- .7 The surveyor should explain to the Captain and senior yacht crew the purpose, scope, and schedule for the CV. The surveyor should also request the Captain's

cooperation in scheduling muster, fire and boat, or any other drills at a convenient time.

- (a) The Captain should confirm if the Designated Person (Ashore) (DPA/DP), Superintendent, or other owner's representatives are onboard.
  - (b) The surveyor should also retrieve guest or owner information for those staying onboard and that they have been informed that a CV is taking place. When retrieving this information, the surveyor should not request any personal data from the guests, passengers, or owners.
  - (c) The surveyor must also request an escort for conducting the CV and never inspect the yacht without presence of an appointed crewmember.
- .8 In rare cases where the Captain has reasonable arguments why the CV cannot be completed or carried out, these should be respected; and the AR contacted for guidance. The AR must inform the Administrator.

### **3.0 FILLING OUT THE COMPLIANCE VERIFICATION REPORT**

#### **3.1 General**

- .1 The [MSD 252](#) must be filled out electronically. The Administrator will not accept handwritten forms.
- .2 Surveyors should complete all applicable sections of the MSD 252 form. Attention should be paid to each section's applicability to certain yacht types and dimensions, which is clearly indicated in each section.
- .3 Non-obligatory systems that are onboard must comply with the relevant regulations. Equipment that is not onboard or requirements that are not applicable to the specific yacht must be marked "N/A," meaning Not Applicable.
- .4 Systems or requirements that are not in accordance with the relevant regulations should be marked as "NO." In such cases the surveyor must place an explanatory note in the General Remarks/Comments section and, if determined a deficiency, be noted in deficiency page(s).
- .5 If there are specific reasons where a certain item of the report cannot be inspected, the surveyor should not mark any of the boxes. An explanatory note must be placed in the remark section.
- .6 Equipment that is temporarily not in service or ashore being serviced or repaired by shore-based companies should not be regarded as a deficiency but requires an explanatory remark.

- .7 Surveyors must determine if the equipment absence requires a formal flag State or RO authorization prior to departure.
- .8 When certain equipment is taken out of service, formal authorization is required. If this is not done before arrival into port, and there is no evidence from the Administrator or RO to prove that a request was made, this should be regarded as a non-compliance with the relevant requirements.
- .9 Surveyors must use the form MSD 252 as guidance on the minimum requirements, but not as a limitation. There might be areas, equipment, documents, or requirements not listed on the [form](#) which need attention and verification.
- .10 As appropriate, areas non-compliant with the relevant regulations should be recorded as such. The surveyor should use their professional judgment to determine if the non-compliance is an observation, or if it constitutes a deficiency. For further clarification and guidance on reporting a deficiency, or observation, see below.
- .11 Changes to international conventions (e.g., SOLAS, MARPOL) may necessitate amendments or additions to RMI requirements. The Administrator endeavors to update the MSD 252 in a timely manner. However, in cases where the international requirements have been changed, but the MSD 252 has not been updated, the surveyor is expected to apply the new international requirements and clarify this in the report's Remarks section.
- .12 Each report section contains a "General Remarks/Comments" area. This should be used to provide additional information needing clarification by the Captain or Administrator. Surveyors should clearly detail any deficiencies, observations, or clarifications in this section.
- .13 Although the MSD 252 is clearly outlined, additional guidance for completing the report is provided below.

### **3.2 Compliance Verification Particulars**

- .1 This section should be completed on the Compliance Verification's final day.
- .2 During initial and renewal verifications, particular attention should be paid to recording the CV completion date and time as this sets the anniversary for the certification.
- .3 The CV type specifies its scope. Attention should be paid to the extent of a pre-assessment verification, which takes place when an owner or manager requests a verification to assess what needs to be done to receive certification for the yacht. A pre-assessment verification is in no case the final report for certification.

### **3.3 Yacht Particulars**

- .1 The yacht's details should be completed, taking existing certificates and documentation into consideration. Assumptions or verbal confirmations must not be entered in this section.
- .2 For initial CVs where the Official Number or any other details are not known at the time, the surveyor should indicate this with "TBD" meaning "To Be Determined", or they should contact the Administrator for this information.
- .3 The "Type of Compliance" reflects the yacht's CV scope. Operational limitations are set during the initial and renewal CVs, taking into account the Code's category requirements. When determining the operational Category (0, 1, or 2) during an initial or renewal CV, the surveyor must take all Code requirements into account.
- .4 If applicable, statutory certificates for Class, International Load Line, and SOLAS must be reviewed to determine if the yacht's Classification Society has set any limitations (e.g., short-range yacht, coastal navigation, etc.). The AR is expected to guide the surveyor in reviewing certain documents that may limit the yacht to a certain Category as specified above.

### **3.4 Statutory Certificates**

- .1 Review

The surveyor should carefully examine the yacht's statutory certificates and documents required by international conventions or codes. The surveyor should note certificates may be in original hard copy or electronic form. Copies will not be accepted and could lead to complications with PSC authorities. Where the yacht relies upon electronic documents:

- (a) the certificates and website used to access them should conform with the Guidelines for the use of electronic certificates ([FAL.5/Circ.39/Rev.2](#));
- (b) specific verification instructions must be available on the yacht; and
- (c) viewing these certificates on a computer must be considered as meeting the requirement that certificates are "on board."
- (d) Refer to RMI Marine Notice [1-109-1 Electronic Documents and Certificates](#) issued and authorized by the Administrator. The surveyor should not take any certificates (copies or originals) off the yacht unless directed otherwise by the AR or Administrator.

## .2 Validity and Endorsement Dates

The validity and endorsement dates should be checked to ensure that all required surveys and inspections have been carried out within the applicable date range. Applicable endorsement dates are to be recorded in the section's last column. In cases where periodical endorsement is not required, the validity date should be entered here.

## .3 Missing Certificates, Overdue Endorsements or Surveys

For missing certificates, overdue endorsements, or cases where surveys have taken place outside the fixed date range, **the Administrator must be informed without delay** as this might lead to a detainable deficiency by PSC authorities. The Administrator will determine further actions to be taken.

## .4 Initial Compliance Verification

During an initial Compliance Verification, there might be cases where the flag or statutory certificates are not onboard. This could be due to the registration process not being completed in time for the initial Compliance Verification. In these cases, this cannot be regarded as a deficiency but should be noted in the remarks section.

## .5 Declaration of Use (MI-127)

The MI-127 is a declaration from the yacht owner indicating the compliance that they wish to maintain. This signed declaration must be onboard during the CV and reviewed by the surveyor to verify if this matches the scope of the CV that the yacht is being inspected against.

## .6 Yacht Guidance

For guidance on the applicable statutory and national certificates refer to the RMI [MI-103A, Yacht Compliance Requirements](#).

## .7 Maritime Labor Convention, 2006 (MLC, 2006) Certificates

- (a) All commercial yachts, YETs, and PAXYs 500 GT and above are required to be certified for MLC, 2006 and must carry a [MLC, 2006](#) certificate issued by Class or the AR.
- (b) For commercial yachts, YETs, and PAXYs less than 500 GT, certification is not required, but these yachts must comply with the convention requirements and undergo inspection.

- (c) Compliance with the national laws and provisions specified in the RMI Declaration of Maritime Labour Compliance (DMLC) Part I ([MSD-400A](#)) is required. A yacht undergoing certification must develop a DMLC Part II. The DMLC Part I and Part II are subject to inspection by the Administrator for compliance and are to be reviewed during the CV.
  - (i) The Administrator's position is that, although there is no certification requirement for commercial yachts, YETs, and PAXYs less than 500 GT, these yachts should opt to go through the certification process. On successful completion, they may be issued a MLC, 2006 certificate to avoid detailed inspections by PSC authorities.
  - (ii) If a yacht to which the MLC Certificate is not a mandatory requirement and has not been issued on a voluntary basis, but the Convention applies, the surveyor is expected to fully inspect for compliance to the convention. An explanatory note, detailing this MLC inspection, must be made in the remark section.
  - (iii) Refer to Marine Notice [2-011-33<sup>1</sup>](#) for the MLC, 2006 certification procedure. It addresses the DMLC Part I issuance by the Administrator and the DMLC Part II preparation by the yacht owner or manager for submission to Class or the AR.
- (c) A private yacht to which the MLC, 2006 does not apply, may request voluntary certification subject to the satisfactory completion of all reasonable and practical requirements necessary for certification.

### **3.5 Publications**

This section lists the minimum required publications that should be reviewed for presence and implementation onboard.

#### **.1 Oil Record Books**

- (a) All yachts 400 GT and above must carry an oil record book. Its format must be as specified in MARPOL Annex I, Appendix 3<sup>2</sup>.
  - (i) To avoid possible PSC issues, this requirement is best met with an official RMI oil record book.
  - (ii) Yachts less than 400 GT must keep an oil record book, but it does not need to be in the required IMO format.

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1. *Maritime Labour Convention, 2006: Inspection and Certification Program*

2. Annex III contains oil record book Part I (Machinery space operations) and Part II (Cargo/ballast operations). Only Part I applies to yachts of 400 gross tons and above.

- (iii) No RMI-flagged yacht of any size may carry an oil record book of a flag State other than that of the RMI.
  - (iv) MARPOL I/17 does not require an oil record book to be approved by the Administrator.
- (b) The oil record book and bunker/disposal receipts should be reviewed and spot checked for proper recording as required by the applicable MARPOL regulations. Errors found during the review should not be corrected by the surveyor.
  - (c) The Chief Engineer and the Captain must be instructed to rectify the errors. These must be crossed out by one single line signed and dated, with the new corrected entry following at the next available line in the record book.
  - (d) White eraser ink or tape is not permitted in any logbook onboard.

## .2 Garbage Record Book and Garbage Management Plan

- (a) The Garbage Record Book should be reviewed, and spot checked for the required entries as per MARPOL regulations.
- (b) Garbage “disposals to shore” receipts must be available onboard and should be counter checked for recording in the record book. Where the Captain states that no receipt was available from the marina or port reception facility, the surveyor should verify that the appropriate entry was made in the record book. This entry should have:
  - (i) the date;
  - (ii) marina location; and
  - (iii) type and amount of disposed garbage.
  - (iv) The entry also should contain an explanatory note about the missing receipt.
- (c) The Garbage Management Plan (where applicable) should conform to MARPOL requirements.

## .3 Stability Information Booklet

- (a) All PAXYs, commercial yachts, and YETs, regardless of operating category, and PYLCs in Category 0 and 1, are required to carry a valid Stability Information Booklet approved by Class or AR.
- (b) Missing or non-approved Stability Information Booklets should be reported to the Administrator as this may lead to certain temporary restrictions.

- (c) The surveyor should verify the lightship particulars' validity. The lightweight check should be carried out every five years with attendance of Class for classed yachts or the AR for unclassed ones.
- (d) Where the yacht carries an ILLC Statement of Voluntary Compliance or a Stability Information Booklet, the lightweight check is a mandatory requirement.

#### .4 Damage Control Information

- (a) Commercial yachts, YETs certified to carry up to 12 passengers of 500 GT or more, and all PAXYs and YETs certified to carry up to 36 passengers regardless of gross tonnage, must comply with SOLAS II-1/19.
- (b) An approved damage control plan must be permanently exhibited or readily available on the navigation bridge.
- (c) Approved damage control booklets must be made available to the yacht's officers. The booklets may be incorporated into the stability information booklet, provided they are within a separate section, easily distinguished from the rest of the stability information.
- (d) The plan and booklet must be spot checked for compliance with SOLAS and the applicable IMO guidelines.

#### .5 Flag and IMO Publications

The surveyor should ensure that the latest required IMO and RMI publications are up to date. Current IMO publications can be found at the IMO website [www.imo.org](http://www.imo.org). The RMI's [website](#) has a documents library.

### 3.6 Crew

#### .1 Minimum Safe Manning Certificate

- (a) A Minimum Safe Manning Certificate (MSMC) is required for all RMI-flagged commercial yachts, YETs, PAXYs, and PYLCs that are 24 meters or more in load line length, or 80 GT and above.
- (b) The requirements stated on the MSMC should be verified along with the crew list and their certification. Special attention should be given to the MSMC capacity requirements. Crew must be certified for the capacity in which they serve. If the crew requirements do not match the MSMC or if it is missing, the Administrator **must be informed without delay**.

- (c) During an initial CV, there might be cases where the MSMC is not onboard. This could be due to the incomplete registration process. In such cases, this cannot be regarded as a deficiency, but should be noted in the remarks section.
- (d) For PYLCs, the manning requirements of the MSMC only apply when the yacht is “on charter”. When the yacht, at the time of the CV, is not engaged in a charter, it is expected that the surveyor will verify if the manning requirements were met during the last charter. This verification can be done by reviewing the crew list and crew qualifications applicable during the last charter.

## .2 Certificate of Competence

- (a) All navigational and engineering officers serving onboard commercial yachts, YETs, and PAXYs must possess an original valid RMI Certificate of Competence (CoC) or Certificates of Endorsements (CoE). Copies are not authorized and must be regarded as invalid.
- (b) Due to the time between application and processing the CoCs/CoEs, there might be instances where these have not been issued at the verification time. In these cases, the officer must have a Certificate for Receipt of Application (CRA) which has a 90-day validity. If the officer has been issued a CRA, this should be verified along with their national officer certificate. An application form or statement of application by a yacht manager is not sufficient to comply with the MSMC.
- (c) If the officer does not possess a CoC/CoE or CRA, the Administrator must be informed immediately. Missing or incorrect documents for the Captain or Chief Engineer will automatically result in a sailing restriction.
- (d) In extreme cases when time or the vessel’s location makes obtaining a CRA impractical, an Urgent Authorization (UA) may be obtained before departure. UAs are only valid for 90 days and the expiration date validity should be verified.

## .3 Seafarers’ Identification and Record Books

- (a) All officers and crew serving onboard commercial yachts, YETs, and PAXYs must have RMI Seafarers’ Identification and Record Books (SIRBs). The validity dates for these books must be verified and the individual’s qualifications must be checked against their crew list position.
- (b) Due to the time between submitting the application and its processing, there might be instances where the SIRB has not been issued at the verification time. In this case, the crewmember must possess a copy of their signed application form.

- (c) An application form has a 90-day validity from the date of completion by the filing agent.
- (d) In lieu of the application copy, the Filing Agent will provide the seafarer with an MI-273OR (generated from on-line filing). This must be retained by the seafarer as evidence that the application is being processed. See [MI-118](#), §4.2.1.
- (e) During an initial CV, the officers and crew should have their required documents, but as a minimum, the seafarer's application copy, MI-273OR, and CRAs must be onboard.
- (f) Any crew member not holding the CoC/CoE, CRA, UA, or SIRB (application or MI-273OR) should be listed in the Part E table of the MSD-252.

#### .4 Rest Hours

- (a) The surveyor should spot check rest hours and verify these against the international convention (STCW and [MLC, 2006](#)) and RMI requirements. This should be done by verifying the ship's logbook, working arrangements, watch/duty schedules, etc. Refer to RMI MN [7-051-2](#).
- (b) Whether or not on charter, PYLCs must maintain the work and rest hours per STCW A-VIII.

### **3.7 Safety Management System (SMS)**

- .1 All commercial yachts and YETs certified to carry up to 12 passengers, of 500 GT and above and all PAXYs and YETs certified to carry up to 36 passengers are required to comply with SOLAS Chapter IX. An International Safety Management (ISM) Code implementation review is covered by the Safety Management Certification, but these ISM documents and manuals should be spot checked for correct ISM system implementation.
- .2 Commercial yachts and YETs certified to carry up to 12 passengers, of less than 500 GT and PYLCs are not required to comply with the SOLAS Chapter IX requirements but, in accordance with the Code, a Mini-ISM system is required.
  - (a) The Mini-ISM must be in place and implemented (see the Code, [Annex 1](#)).
  - (b) Certification is not required, but the surveyor should verify the documents and manuals for correct implementation of the requirements.
  - (c) The yacht must not receive a Short-Term commercial yacht/PYLC Compliance Certificate if the Mini-ISM is not to the surveyor's satisfaction.

- .3 PSC reports (if applicable) should be reviewed. If deficiencies are noted by the PSC inspector, the Captain should provide evidence to the surveyor's satisfaction that the items raised are closed. A PSC report copy should be provided with the MSD 252 report for review by the Administrator.

### **3.8 Drills and Records**

- .1 The surveyor should randomly review the drills and trainings records to verify if these have been carried out in accordance with the relevant international convention requirements and the ISM company's SMS. These include, but are not limited to, fire/abandon ship drills, steering gear failure drills, security drills (where applicable on ISPS mandated yachts), man overboard drills, damage control drills for PAXYs and YETs certified to carry up to 36 passengers, etc. It is expected that the surveyor is familiar with the required drill intervals to be carried out and is trained in the exercise evaluations.
- .2 The last recorded drill dates, **before** the CV, should be noted in this section's last column.
- .3 An emergency exercise should be carried out during the CV to the extent possible, provided that the yacht operations, weather, and safety conditions allow for this.
- (a) The surveyor has the discretion to decide which drill is required for the CV, but should discuss any drills and the expected scenario with the Captain before conducting the exercise.
  - (b) If a drill cannot be carried out, the surveyor should make an explanatory note in the remarks section.
- .4 To avoid confusion with the crew, unless there is, in the opinion of the surveyor, a major safety concern, surveyors should refrain from interfering during the emergency exercise and only act as an observer. If an interference is required, the surveyor should only communicate to an officer in charge at the scene.
- .4 The surveyor should randomly interview the crew to verify their knowledge of their duties and responsibilities for maintaining safety onboard.
- .5 Surveyors are expected to perform a debriefing of the drill carried out. This debriefing may, at the Captain's discretion, be with or without the entire crew.

### **3.9 Security**

- .1 Commercial yachts and YETs 500 GT or above and all PAXYs and YETs certified to carry up to 36 passengers are required to comply with the relevant SOLAS Chapter XI-2 regulations.

- .2 The surveyor should be familiar with the ISPS requirements and be able to identify any discrepancies with the ISPS Code. Where strict adherence to the ISPS Code is not practicable, an acceptable equivalency is required.
- .3 The ship's security plan must **not** be reviewed by the surveyor unless instructed otherwise by the Administrator.
- .4 When a Ship Security Alert System (SSAS) demonstration is requested by the surveyor, the Captain and crew must be instructed to not activate the alarm, but only simulate this. The actual system activation is within the periodical ISPS audit scope carried out by the ISPS certifying entity or the Document of Compliance (DOC) Company's annual exercise requirement.
- .5 Required ISPS drills and training records, including the Ship-to-Shore exercise, must be reviewed. In addition, the surveyor is to randomly interview the crew to verify their knowledge of ISPS requirements and the current security level.

### **3.10 Ship-to-Shore Transfers**

- .1 Tenders
  - (a) All tenders and associated equipment must be verified by the attending surveyor.
  - (b) During initial CVs, provided that they have been found to be in compliance with the Code, a Tender Statement of Compliance (TSC) must be issued by the AR for each tender intended for transporting persons to and from the yacht.
  - (c) During annual CVs, in addition to the tender compliance, the existing TSCs must be reviewed and verified for the correct data.
  - (d) Once the verification has been carried out successfully, the surveyor must endorse the **original** TSCs. Annual endorsements on TSC copies will not be accepted by the Administrator.
  - (e) If one or more tenders have been replaced or permanently taken off the yacht, explanatory remarks must be placed in the report and the voided TSC must be removed from the yacht, returned to the Administrator, and a remark placed in the report.
  - (f) Tenders that are not available for verification may be subject to a postponed annual endorsement until the next year's CV.
    - (i) In this case a statement from the Captain for self-inspection upon the tender's return is sufficient and must be submitted to the Administrator.

- (ii) A clear remark must be placed in the report indicating which tender has had its annual endorsement postponed.
- (g) For new tenders, providing compliance has been verified and found to be in accordance with the Code requirements, a new TSC must be issued.

## .2 Helicopter Landing Areas

- (a) The Code describes the requirements for Helicopter Landing Area (HLA) facilities and associated equipment. All PYLCs, commercial yachts, YETs, and PAXYs that have an HLA onboard must carry an HLA Certificate (HLAC) issued by an RMI-recognized Aviation Inspection Body (AIB). No exceptions will be made.
- (b) The Administrator does not recognize the term “touch and go” as an exemption from the certification requirement.
- (c) The design, structural strength, firefighting, refueling, fuel storage, and hangar landing area facilities must be designed and constructed in accordance with SOLAS II-2/18 and the yacht’s Classification Society rules. A compliance statement should be issued by Class.
- (d) If, during an initial verification, the HLA is not certified, a note must be placed on the Short-Term Compliance Certificate, restricting the yacht from helicopter operations until the HLAC has been issued to the yacht.
- (e) The HLAC issued by a recognized AIB has a two-year validity and surveyors must verify this date. The yacht-specific Helicopter Operations Manual and all other publications must be spot checked.

## 3.11 Fire Safety and Structural Fire Protection

- .1 All periodic fire-fighting equipment and appliance inspections and servicing must be within the required service intervals.
- .2 If a deficiency is noticed for the non-compliance with the servicing requirements, the surveyor must check if the Administrator has issued a “service extension” authorization. If this has been issued, no deficiency is to be noted unless the extension has exceeded its validity date.
- .3 Where the service interval or expiry date for a service extension has been exceeded, the yacht is required to service the equipment before departure and a clear note shall of this requirement must be entered in the report. The surveyor should note the relevant SOLAS requirements and RMI Marine Notice [2-011-14](#).

### **3.12 Life Saving Appliances**

- .1 All periodic lifesaving equipment and appliance inspections and servicing must be within the required service intervals.
- .2 The surveyor must be aware of the Code exemption for the carriage of immersion suits for yachts operating between latitude of 30° North (N) and 30° South (S). These yachts do not be provided with immersion suits or exempted in accordance with the Code Chapter I, §2.4.2.
- .3 Special consideration is to be given to the operating crew of a MES and/or rescue boat, for which the exemption does not apply.
- .4 If a deficiency is noticed for non-compliance with servicing requirements, the surveyor must check if the Administrator has issued a “service extension” authorization, and if issued, no deficiency is to be noted unless the extension has exceeded its validity date.
- .5 Where the servicing interval or expiry date for a service extension has been exceeded, the yacht is required to service the equipment before departure.
- .6 The surveyor should also note the relevant SOLAS requirements and RMI Marine Notice [2-011-37](#).

### **3.13 Bridge and Navigating Equipment**

- .1 Magnetic Compass and Calibration Tables
  - (a) All yachts must be fitted with a properly adjusted magnetic compass. The compasses must have a residual deviation within:
    - (i) 3° for yachts of 500 or more GT; and
    - (ii) 4° for yachts below 500 GT.
  - (b) This section requires particular attention on yachts. After yachts have been laid up or lying idle, even for a short period, serious deviations can exist.
  - (c) The surveyor must check the deviations and review the records in the Compass Deviation Book. Major deviations should be corrected before departure by an authorized compass adjuster.
  - (d) If considered essential, the Captain may, if they have the necessary expertise, make adjustments if a qualified and certified compass adjuster is unavailable.
  - (e) The calibration requirements can be found in RMI Marine Notice [2-011-32](#).

.2 Bridge Navigational Watch Alarm System (BNWAS)

- (a) An approved and operational BNWAS is required to be installed onboard for:
  - (i) Commercial yachts and YETs certified to carry up to 12 passengers of 150 GT and above;
  - (ii) PAXYs and YETs certified to carry up to 36 passengers regardless of GT; and
  - (iii) PYLCs of 150 GT and above with a category 0 and 1 limitation.
- (b) The installation and operational requirements are laid out in RMI Marine Notice [2-011-40](#).
- (c) The surveyor must verify that the equipment is listed in the Safety Equipment List (Form E) and (if applicable) the Supplement of the Cargo Ship Safety Equipment Certificate/Passenger Ship Safety Certificate. The crew should be able to demonstrate the equipment's operation.

.3 Navigation Lights

Due to the yacht's design, it may be likely that the navigation lights, especially the vertical or horizontal distances, are not to COLREGS requirements. In such cases, an exemption certificate should be onboard. The surveyor must verify the certificate's existence, either from the RMI or a previous flag. If no exemption certificate can be provided, the owner or Captain must be informed to contact the yacht's AR or Classification Society.

.4 Charts and Publications

- (a) This is an area where yachts need special attention. It is expected that every surveyor has sufficient knowledge to verify the correct requirements implementation regarding charts and publications according to SOLAS Chapter V/27.
- (b) Updates and corrections must be up to date for the intended operational area.

- (c) Special consideration must be given to the applicability of the Electronic Chart Display and Information System (ECDIS). The below requirements of having an approved ECDIS onboard apply as specified in the table below:

PAXYs and YETs ( $\geq 500$ GT) certified to carry up to 36 passengers	Constructed on or after 1 July 2012
Commercial yachts and YETs ( $\geq 3,000$ GT) certified to carry up to 12 passengers	Constructed on or after 1 July 2014
Commercial yachts and YETs ( $\geq 10,000$ GT) certified to carry up to 12 passengers	Constructed on or after 1 July 2013

- (d) All ECDISs installed must meet the requirements in Marine Notice [7-041-6](#), including appropriate training of all watch standing crew.

#### .5 Voyage Data Recorder (VDR)

- (a) All PAXYs and YETs certified to carry up to 36 passengers (regardless of GT) and commercial yachts and YETs certified to carry up to 12 passengers of 3,000 GT or above must be equipped with an approved VDR.
- (b) The surveyor must verify that the system is functional and that no alarm indications are shown on the main or remote panels.
- (c) The crew must be able to identify the various alarms and demonstrate the operations and proper procedures for VDR data retention.
- (d) In case an alarm or error on the system occurs, if not successfully reset, this must be investigated.

#### .6 Long Range Identification and Tracking (LRIT)

- (a) All PAXYs and YETs certified to carry up to 36 passengers (regardless of GT), commercial yachts, and YETs certified to carry up to 12 passengers of 300 GT and above, and PYLCs 300 GT or above in Category 0 or 1 are required to have an approved LRIT system onboard.
- (b) The surveyor must verify that the LRIT conformance test certificate issued on behalf of the RMI is onboard and that the equipment is listed in the Safety Equipment List (Form E) and (if applicable) the Supplement of the Cargo Ship Safety Equipment Certificate/Passenger Ship Safety Certificate.
- (c) When a yacht is fitted with LRIT on a voluntary basis only, it must meet the requirements in Marine Notice [2-011-25](#).

### **3.14 Machinery and Electrical Spaces/Systems**

#### **.1 Oily Water Separator (OWS) and Associated Equipment**

- (a) It is expected that all surveyors are fully familiar with the operations and relevant regulations and OWS systems requirements.
- (b) The crew must demonstrate familiarity with the OWS, associated systems, and equipment. If the system complies with IMO Resolution [MEPC.107\(49\)](#), which can be verified in the supplement to the International Oil Pollution Prevention (IOPP) certificate, a sampling point should be provided in a vertical water effluent piping section as close as is practicable to the 15 ppm OWS outlet.
- (c) Re-circulating facilities should be provided after and adjacent to the overboard outlet of the stopping device. This should enable the OWS, including the 15 ppm bilge alarm and the automatic stopping device, to be tested with the overboard discharge valve closed. The OWS must be tested using **inboard** recirculation operations.
- (d) The surveyor should verify with the attending engineer that all measures have been taken to avoid accidental discharge overboard when testing the OWS system.
- (e) A system diagram must be posted near the OWS and the overboard discharge valve must be closed and locked.

#### **.2 Bilge systems**

- (a) Emergency bilge discharge valves and other similar overboard discharges that are normally closed must be sealed in the closed position with numbered seals.
- (b) The emergency valves must not be blanked or physically locked. It must be confirmed that these valves are always available for use in an emergency. Valve sealing may be through a breakable seal, electronic tracking, or similar methods.
- (c) The SMS should implement a suitable method, manual or electronic, for recording changes in the process, including numbered seal tag removal and replacement, valve testing, maintenance, and other operational requirements.
- (d) In addition to the above, the surveyor should be familiar with Marine Notice [2-013-3](#) requirements.

### **3.15 Safety Systems Operational Tests**

- .1 Safety systems tests must be carried out to the maximum extent allowable, provided that the operations status and passenger and guest comfort allow this. The tests must be discussed with the crew.
- .2 If for any reason one or more required tests cannot be carried out, the surveyor must place an explanatory note in the Remarks section.
- .3 It should also be noted that the systems described in this part are the minimum required to be tested. It is the surveyor's discretion to request more system tests to be demonstrated by the crew. In such cases, these should be listed under "other."

### **3.16 General Comments and Observations**

- .1 This section is for providing any additional information to the Administrator, AR, or yacht's representative. This may include, the yacht's location, recent dry-dockings, ongoing Class and Statutory surveys, operational statuses, etc.
- .2 If a sailing restriction or flag State Detention has been issued, this should be clearly noted in this section including any additional guidance provided by the Administrator.
- .3 Any observations should be noted. However, attention should be given to the wording. The surveyor should not provide solutions to the yacht on how to rectify the observation. The observation should only indicate the remark's purpose. It is the crew's responsibility to provide solutions.
- .4 The surveyor should be aware that this is a public report. Attention should be given to the use of professional language, phrases, abbreviations, and maritime terminology. The section should not contain personal judgments, opinions, or confidential information.
- .5 The Captain or yacht representative and the surveyor should sign this part on the bottom of the page as an acknowledgement and understanding of the CV report.

### **3.17 Deficiencies**

There are significant differences between deficiencies, observations, remarks, and recommendations. The surveyor is expected to understand these differences and apply the terminology appropriately.

- .1 Deficiencies
  - (a) Deficiencies are regarded as non-compliances. When determining the deficiency, the surveyor must ensure that this is justified within the mandatory applicable requirements.

(b) Personal opinions, observations, and recommendations are not considerations in issuing a deficiency.

(c) A deficiency must be based on written requirements.

(d) To determine the non-compliance severity, there are two deficiency classes:

.2 Class A Deficiencies

(a) These are non-compliances that could seriously harm the safety of the yacht, its crew, passengers, the marine environment, or could lead to a PSC detention.

(b) If a Class A deficiency is issued, an RMI registered yacht is subject to a controlled action, such as an operational restriction or a flag State detention.

(c) It is recommended that the surveyor takes photographic evidence for Class A deficiencies. Photographs should only be taken for documenting deficiencies. Crew images, or their reflections, must be avoided.

(d) If there is reason to believe that, due to the deficiency's nature, the yacht should be restricted from navigational operations, the surveyor should refrain from notifying the Captain or any other person without prior authorization from the Administrator or AR. Only after instructions from the Administrator, the surveyor may inform the Captain about the Administrator's decisions on the subject.

.3 Class B Deficiencies

These are all deficiencies other than a Class A.

.4 Any deficiencies noted during the CV should be recorded on this page. Attention should be paid that any deficiency is recorded as non-compliance to a relevant regulation. The surveyor should refrain from providing solutions for rectification of the deficiency. For example:

(a) Fire Pump does not supply correct pressure. Priming unit to be replaced. (**Incorrect entry**)

(b) Fire Pump does not supply sufficient pressure. (**Correct entry**)

.5 The deficiency list column may be used to refer to the relevant report section. The surveyor should **not** refer to a specific convention or Code regulation.

.6 The noted deficiency must reflect the non-compliance detected at the CV time.

- .7 If the crew rectifies the deficiency before the surveyor's disembarkation, this should be noted on this page in the last column "rectified during the inspection" but should not be deleted from the report.

### **3.18 Observations**

- .1 An observation is a factual statement substantiated by objective evidence. Observations do not address non-compliance as deficiencies but relate to conformance findings. The term has taken on a negative connotation because some identify concerns about weak practices as observations.
- .2 Observations can relate to both conforming (good) and non-conforming (deficient, substandard) situations and practices.
- .3 In cases where the surveyor has detected areas that, in their professional judgement, do not merit a deficiency, but objective evidence shows a non-conformity, an Observation should be recorded.
- .4 An observation raised should be regarded as information to the crew and yacht's representative. Where the observation addresses a non-conformity, it should be addressed with the crew and yacht's representative as an area for improvement.
- .5 Observations should be limited and based on professional judgement. Multiple observations of non-conformities could create a deficiency. Re-occurring observations of the same non-conformity that were noted during previous Compliance Verifications should be noted as a deficiency.
- .6 The observations raised should be clearly marked in MSD 252 and observations of non-conformities are subject to being changed to a deficiency by the Administrator or AR headquarters upon review.

### **3.19 Remarks**

A remark is a written comment providing an explanation.

### **3.20 Recommendations**

Recommendations from the surveyor should be limited to guidance or suggestions for the best actions to be taken. In no case must a recommendation be given on how a deficiency should be rectified. The surveyor must refrain from any recommendation which could lead to a possible conflict of interest. The surveyor should note the recommendations in the applicable section of the MSD 252.

## **4.0 CERTIFICATES AND FORMS**

### **4.1 Deficiency Letter – MSD 252COYDL**

- .1 If, during the **annual CV**, deficiencies were issued, the manager or crew is responsible for rectification within 30 days. It is the AR's responsibility to ensure final follow-up and to document deficiencies closures.
- .2 To inform the Captain about their obligation to rectify the deficiencies, the surveyor must issue the Deficiency Letter (MSD 252COYDL). A copy of the letter, acknowledged by the Captain, must accompany the submitted report.
- .3 When deemed necessary, the Administrator may request the AR to present evidence that the deficiencies have been rectified within the specified timeframe.

### **4.2 Compliance Certificates**

All commercial yachts, YETs, PYLCs, and PAXYs are required to demonstrate compliance to the Code and must maintain a valid Compliance Certificate. YETs must maintain commercial yacht compliance at all times.

- .1 Initial and Renewal Compliance Verifications
  - (a) When a yacht successfully completes the Compliance Verification, the attending surveyor must issue a Short-Term Compliance Certificate. This has a maximum a five-month validity.
  - (b) If the yacht has any outstanding deficiencies, the surveyor will determine the Short-Term Compliance Certificate's length of validity (but no longer than five months).
  - (c) The surveyor must limit the validity of the Short-Term Certificate as much as practicable and use their professional judgement and discretion, taking into consideration factors such as spare part delivery time, trading areas, etc.
  - (d) The AR must inform the Administrator about the rectification progress of any outstanding items prior to the Short-Term Compliance Certificate's expiration date, and further provide a recommendation to the Administrator on the issuance of the Full-Term Compliance Certificate.
  - (e) Surveyors are requested to explain this procedure to the Captain and make them aware that, according to RMI Marine Notices [2-011-53](#) and [2-011-54](#), the Administrator may invalidate the Compliance Certificate and the COR when certificates or annual endorsements become overdue. This may result in requiring a new Compliance Verification.

- (f) **Note:** Surveyors should not issue any Short-Term Certificates if any Class A deficiencies have been issued to the yacht. In this case, the Administrator must be consulted prior to the surveyor disembarking the yacht.

## .2 Annual Compliance Verifications

- (a) The Full-Term Compliance Certificate issued by the Administrator is valid for up to five years. If the Compliance Certificate has been harmonized with any other certificates, the validity period may be shorter, and surveyors should pay attention to the correct anniversary date on the endorsement page.
- (b) **Note:** Typically depending on the nature, any Class A deficiencies must be verified for correction by an attending AR surveyor of the deficiency. This is at the AR's discretion, unless otherwise instructed by the Administrator.
- (i) If re-attendance is required, annual certificate endorsement should not occur until the Class A deficiency has been resolved satisfactorily.
- (ii) In these cases, if the annual endorsement falls outside the survey date range, the Compliance Certificate is regarded as overdue and considered invalid.

## 4.3 Yacht Record of Safety Equipment (Form E)

- .1 This document will be issued by the attending surveyor during the initial Compliance Verification as a Full-Term Yacht Record of Safety Equipment. The surveyor may issue a Short-Term Yacht Record of Safety Equipment where missing equipment does not jeopardize the yacht's safety and provided it justifies issuing the Short-Term Compliance Certificate. An explanatory note must be made in the MSD252 report.
- .2 **Note:** On classed commercial yachts and YETs certified to carry up to 12 passengers of 500 GT and above, and all PAXYs and YETs certified to carry up to 36 passengers, the Yacht Record of Safety Equipment has been issued in conjunction with a Cargo Ship Safety Equipment Certificate or Passenger Ship Safety Certificate by the yacht's Classification Society. In this case, the surveyor does not need to issue the Form E. The surveyor must cross-check both records' accuracy.
- .3 During annual endorsements, the surveyor must check the Yacht Record of Safety Equipment and if it still reflects the actual equipment onboard. If any equipment is obsolete, has been changed, or added to the yacht, the Yacht Record of Safety Equipment must be re-issued by the AR.

#### **4.4 Tender Statement of Compliance**

- .1 On verifying if the tenders comply with the relevant Code section, and provided that the surveyor is satisfied with the overall condition, a Full-Term Tender Statement of Compliance (TSC) for each tender must be issued after an initial CV.
- .2 This TSC is valid up to five years but may be issued with a shorter validity period to harmonize the Full-Term TSC with an existing Compliance Certificate.
- .3 During annual CVs, the surveyor must verify the tenders' conditions and, if satisfied, endorse the TSC.
- .4 Any changes to the tenders that do not reflect the details on the existing TSC must be noted in the MSD 252 report and a new TSC must be issued.
- .5 The validity date of the now invalid TSC should be considered when issuing a new TSC for an existing tender.

### **5.0 ISSUING AND SUBMITTING CERTIFICATES AND REPORTS**

#### **5.1 Issuing Certificates and Documents Onboard**

- .1 Once completed, for initial and renewal CVs, the attending surveyor must issue the original Short-Term Compliance Certificate, Form E, and TSCs along with a signed MSD 252 report copy. The Captain should be informed that the report should be regarded as preliminary and that it may be subject to change by the Administrator when deemed appropriate.
- .2 Generally, no alterations, amendments, additions, or any other changes may be made in the report by the AR or surveyor after it is submitted to and signed by the Captain.
- .3 In rare cases where changes are deemed necessary, the Captain should be informed (in writing where possible) and an explanatory note must be placed in the report confirming the agreement from the Captain.
- .4 The Captain must be informed that any issued certificates, statements, and documents are officially issued on the RMI's behalf and must remain in their original form onboard the yacht. Lost original certificates or forms may require reissuance and fees for replacement may apply.

## **5.2 Submission to the Administrator**

- .1 The attending surveyor must forward copies of all documents issued to the yacht to the AR as soon as possible. The AR must review the documents to verify all data entries are correct and review the report for internal quality control.
- .2 The AR must forward the following documents as one complete package at the earliest opportunity, **but not later than five working days**, after the CV to the Administrator:
  - (a) Report of Compliance Verification (MSD 252);
  - (b) signed copies of the comment and deficiency pages;
  - (c) if issued, a signed Deficiency Letter copy (MSD 252COYDL);
  - (d) signed Compliance Certificate copy, Form E, TSC, or endorsement page(s);
  - (e) copies of any other documents issued to the yacht (sailing restrictions, flag State detention orders, etc.);
  - (f) copy of last PSC report (if applicable); and
  - (g) any photographic evidence of deficiencies.
- .3 It is the AR's responsibility to submit the requested documents in good order and within the specified time frame.

## **6.0 AR OVERSIGHT**

### **6.1 Oversight**

#### **.1 Performance Evaluation**

The Administrator uses the AR's Quality Management System (QMS) to assess AR and surveyor performance.

#### **.2 AR Quality Management System (QMS)**

The Administrator annually reviews the third-party auditor reports conducted through an ISO 9001 audit, required under the AR Agreement. Focus will be given to corrective action follow-ups by the AR.

.3 Surveyors

The primary means for assessing surveyors will be a review of completed CV and survey reports. This will include a determination of whether these Guidelines were followed, with emphasis on whether the Administrator was notified when required. The Administrator may also periodically assign an exclusive flag State inspector or auditor to accompany a surveyor during the CVs, audits, and inspections to review the surveyor's performance.

## 6.2 Qualifications and Training

- .1 It is the AR's responsibility to ensure that surveyors performing tasks for it are duly qualified and authorized to execute all duties and activities incumbent upon them, within their work responsibility levels.
- .2 Surveyors are required to maintain their knowledge and experience through training and seminars available in the maritime industry and via the AR's internal training procedures. The Administrator may provide seminars for familiarization on new operational requirements or regulations.
- .3 Surveyors, inspectors, and auditors are required to be familiar with the RMI requirements and regulations in MI-300 which is updated from time to time. Links to all relevant documents are available on the MI-300 dedicated webpage **including the:**
  - (a) Yacht Code ([MI-103](#));
  - (b) Maritime Act ([MI-107](#)); and
  - (c) Maritime Regulations ([MI-108](#)).
- .4 Additionally, the following items can be downloaded from the website ([www.register-iri.com](http://www.register-iri.com)) and are periodically updated. Surveyors are responsible for regularly checking the Registry's website for:
  - (a) Marine Notices,
  - (b) Marine Guidelines,
  - (c) Marine Safety Advisories,
  - (d) Ship Security Advisories,
  - (e) Yacht Technical Circulars, and
  - (f) Yacht Safety Advisories.

- .5 ARs are also encouraged to review available PSC inspection information, including that provided by the:
- (a) Paris MOU (<https://www.parismou.org/>);
  - (b) Tokyo MOU ([www.tokyo-mou.org/](http://www.tokyo-mou.org/)); and
  - (c) United States Coast Guard (<https://cgmix.uscg.mil/psix/>).

### **6.3 Rules of Conduct**

The following rules of conduct apply to surveyors when they are performing duties on the Administrator's behalf:

- .1 Always act professionally and courteously when conducting CVs. Remember, the surveyor is acting as an Administrator representative and, as such, they are always to be professional.
- .2 Remember, a yacht is a home as well as a workplace for the yacht's personnel; do not unduly disturb their rest or privacy. Comply with any housekeeping rules such as removing shoes or changing out of work clothes.
- .3 The owner and guests' privacy must always be respected. No identity information is to be requested and lengthy conversations with owners and guests must be avoided. The Captain or crew will inform the owner and guests if any guidance or information is required.
- .4 It is strictly prohibited to take any photos aboard the yacht, its interior or exterior, guests, owners, crew, or any other areas that could jeopardize the yacht's privacy unless this is related to a deficiency or for informational purposes related to the CV. All pictures should be agreed to by the Captain.
- .5 It is prohibited being prejudiced by the race, religion, nationality, or other crew traits when making decisions. Treat all personnel on board with respect.
- .6 Respect the Captain's authority.
- .7 Be polite, but professional and firm as required. Never become threatening, abrasive, dictatorial or use offensive language.
- .8 Comply with all of the yacht's health, safety and environmental protection requirements. Do not take any action or cause any action to be taken which could compromise safety or environmental protection.
- .9 Apply applicable RMI international convention requirements in a consistent and professional way.

- .10 Do not try to entrap the crew, for example, by asking them to do things that are contrary to the RMI or convention requirements.
- .11 Request the crew to demonstrate the use or operation of equipment, such as through drills. Surveyors must not operate any shipboard equipment or system and should also refrain from giving instructions to crew members on how to operate equipment.
  - (a) When witnessing an equipment operational test or a drill, the crew is performing the test or drill and the surveyor is only there to witness and should never interfere or personally perform the operation.
  - (b) If a safety issue is observed during a drill or operational test, the surveyor should ask the Captain, Chief Engineer, or the yacht representative to stop the operation and resolve the safety issue.
- .12 Calmly and patiently manage any disagreement over the CV's conduct or findings. Advise the Captain that their complaints will be noted and they should inform their company representative about any disagreement. The Captain may exercise the right to add any comments to the designated section of the MSD 252 report. These comments will be taken into consideration by the Administrator.
- .13 Make decisions based on the CV findings and not on any commercial considerations.
- .14 Firmly refuse any bribery attempts and report any such efforts to the surveyor's AR headquarters. The AR must inform the Administrator about any such reports. Misuse of authority for financial or personal benefit is prohibited.