



BERMUDA MERCHANT SHIPPING GUIDANCE NOTICE

COVID-19 - Continuity of Ship Certification

2020-03(04)

Application

Ship Owners, Managers, Masters and Officers of Bermuda Registered ships

Summary

This notice is to inform Owners and Managers of Bermuda registered ships that the Bermuda Shipping and Maritime Authority (BSMA) has put procedures in place to issue short term certification to ships if it is not possible to arrange surveyor attendance on board before the certification reaches the end of the survey window, or expires.

This Notice was issued on 22nd October 2020 and supersedes Guidance Notice 2020-03(03) issued on 24th September 2020.

1. Introduction

(1) The world is in the unprecedented situation where the Covid-19 pandemic has stopped or severely curtailed travel around the world. This poses great difficulties for ship owners and managers trying to arrange surveyor attendance to complete interim, initial, intermediate or renewal audits and inspections. Visits to the ship by shore-based personnel also increase the risk of viral transmission to the crew.

(2) This shipping notice details the steps to be taken should it not be possible to attend the ship or to arrange the attendance of a BSMA surveyor on board prior to expiry of the following:

- a. Internal ISM audit by the vessel manager as required by section 12.1 of the ISM Code;
- b. Interim Safety Management Certificate (SMC), Interim International Ship Safety Certificate (ISSC) or Interim Maritime Labour Certificate (MLC);
- c. Initial SMC, ISSC or MLC Audits;
- d. Intermediate SMC, ISSC or MLC audits;

- e. Renewal SMC, ISSC or MLC audits;
- f. Periodical Vessel Inspection (Superintendent Visits)
- g. Interim Document of Compliance (DOC) office audit;
- h. Initial DOC office audit;
- i. Annual or Renewal DOC office audit;
- j. Passenger Ship Safety Certificate.

(3) All other statutory certification and survey continues to be delegated to the six BSMA Recognised Organisations (RO's) and their guidance should be sought in the first instance regarding extension of any related certificates. BSMA is pragmatic on this point and will support such requests from the relevant RO on a case by case basis.

(4) In instances where BSMA elects to issue short term certification (as detailed more fully below) it is our procedure to electronically send a scanned copy of the certificate to the vessel with the original certificates following by courier.

- a. Noting that the COVID-19 pandemic has disrupted global supply chains Port State Control, Vetting and other inspectors are requested to accept these scanned certificates in lieu of the originals.
- b. Should verification of any scanned certificates be required please contact survey@bermudashipping.bm.

(5) The procedure to be followed in each of the cases detailed in 1(2) is detailed below.

2. Procedure for ISM Internal Audits and ISM, ISPS and MLC 2006 External Audits and Inspections if Attendance Cannot be Arranged

(1) ISM Company Internal Audits on Board and Ashore as Required by ISM Code 12.1

- a. If attendance for the annual company internal audit on board ships cannot be arranged safely prior to the due date the BSMA will allow extension of the internal audits by three months. In accordance with ISM Code 12.1, the BSMA consider the current situation to be exceptional circumstances.
 - i. As the COVID-19 pandemic continues BSMA will permit the internal ISM audits as required by ISM Code 12.1 to be completed remotely, in lieu of a physical attendance on board.
 - ii. Remote audits so conducted will be considered to have replaced the physical audit in order to maintain the internal audit cycle.
 - iii. Remote audits will only be permitted during the COVID-19 Pandemic. Once this is over physical internal audits will resume.
- b. The company should have in place a procedure for remote auditing and should have carried out a risk assessment. When audits are conducted

remotely, they will be considered as satisfying the requirements of ISM Code 12.1. These procedures will be verified as part of the ISM DOC audits undertaken by the BSMA auditors during the next Annual and Renewal ISM DOC audits.

- c. There is no need to advise the BSMA when remote internal auditing has been undertaken.

(2) SMC, ISSC and MLC Interim Audits

- a. The BSMA will address vessel interim audits on a case by case basis.
- b. Please advise BSMA at survey@bermudashipping.bm once the dates for the interim audits are known, and attendance by either a BSMA surveyor or a surveyor from the vessel's Classification Society will be arranged.

(3) SMC, ISSC and MLC Initial Audits

- a. Please advise BSMA at survey@bermudashipping.bm at the earliest opportunity to let us know the audit expiry date.
- b. If BSMA attendance cannot be arranged before expiration of the interim certification the ship manager should:
 - i. Instruct the ship's Master to complete a Master's Self Declaration for ISM, ISPS & MLC (Form FSUR T357) which is appended to this Guidance Notice.
- c. Upon receipt of this BSMA will administratively extend the interim SMC, ISSC and MLC certificates for an additional 6 months, to the maximum 12 month validity.

(4) SMC, ISSC and MLC Intermediate and Renewal Audits

- a. Please advise BSMA at survey@bermudashipping.bm at the earliest opportunity to let us know the audit expiry date.
- b. If BSMA attendance cannot be arranged the ship manager should:
 - i. Instruct the ship's Master to complete a Master's Self Declaration for ISM, ISPS & MLC (Form FSUR T357) which is appended to this Guidance Notice.

Upon receipt of this we will issue short term SMC, ISSC and MLC certificates, valid for three months.

(5) Periodical Vessel Inspections, as Required by the ISM Code

- a. Section 10.2.1 of the ISM Code requires that "the company should ensure that inspections are held at appropriate intervals."
- b. The BSMA is aware that due to restrictions arising from the COVID-19 pandemic travel to the vessel for the purpose of completing technical inspections is not always possible.
- c. Due to this, if travel to the vessel is not possible BSMA accepts that this inspection may be conducted remotely, in accordance with company procedures for the duration of the COVID-19 pandemic.

There is no need to advise the BSMA when remote vessel inspections have been completed.

(6) DOC Interim Audits

- a. The BSMA will address the company interim DOC audit on a case by case basis.
- b. Please advise BSMA at survey@bermudashipping.bm once the dates for the interim audits are known, and attendance by either a BSMA surveyor or a surveyor from the vessel's Classification Society will be arranged.

(7) DOC Initial Audits

- a. Please advise BSMA at survey@bermudashipping.bm at the earliest opportunity to let us know the audit expiry date.
- b. If BSMA attendance cannot be arranged the ship manager should:
 - i. Instruct the company Designated Person Ashore (DPA) to complete a Company Self Declaration for the ISM DOC (Form FSUR T356) which is appended to this Guidance Notice.

Upon receipt of this we will issue a short term DOC certificate valid for three months.

(8) DOC Annual and Renewal audits

- a. Please advise BSMA at survey@bermudashipping.bm at the earliest opportunity to let us know the audit expiry date.
- b. If BSMA attendance cannot be arranged ship manager should:
 - i. Instruct the company DPA to complete a Company Self Declaration for the ISM DOC (Form FSUR T356) which is appended to this Guidance Notice.

Upon receipt of this we will issue a short term DOC certificate valid for three months.

(9) PSSC Renewal Surveys

- a. Please advise BSMA at survey@bermudashipping.bm at the earliest opportunity to let us know the PSSC expiry date.
- b. If BSMA attendance cannot be arranged the ship manager should:
 - i. Instruct the ship's Master to complete a Master's Self Declaration for International Passenger Ships for Issuance of Short Term Certification (Form FSUR T355) which is appended to this Guidance Notice.

Upon receipt of this we will issue short term PSSC, valid for three months.

3. Further Information

- (1) For any further information or queries relating to the above please contact survey@bermudashipping.bm directly.



GOVERNMENT OF BERMUDA
Bermuda Shipping and Maritime Authority

**MASTER’S SELF DECLARATION - PASSENGER SHIPS FOR
ISSUANCE OF SHORT TERM PASSENGER SHIP SAFETY
CERTIFICATES**

Recognising the various issues which the Coronavirus (Covid-19) pandemic is having on movement of personnel and availability of staff, the Bermuda Shipping and Maritime Authority (BSMA) will consider, on a case by case basis, the issuance of a Short Term (3 Month) Passenger Ship Safety Certificate to ensure the continued operation of passenger vessels. In order to be issued with such certification the Master is required to make the following declaration

Name of Vessel / IMO Number

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Registered Owner

.....

.....

Area of Operation

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DECLARATION: I HEREBY CERTIFY THAT:

- i) all firefighting appliances, lifesaving appliances and safety equipment that are carried on board have been inspected by a competent person;
- ii) the Radio equipment is functioning correctly;
- iii) the navigational equipment, nautical publications and lights, shapes and sound signal appliances, required for compliance with the International Regulations for Preventing Collisions at Sea 1972 (COLREGs), are carried on board and are functioning correctly;
- iv) no known alteration, damage or deterioration to the vessel or its equipment has occurred in service that would affect the vessel’s compliance with the requirements of the relevant legislation, including stability;
- v) weathertight doors and hatches are functioning correctly; and
- vi) crew training and certification are valid or have been extended by the issuing authority.

Signature **Date**

Name of Master:.....

Notes - This form shall be retained with the vessel for subsequent inspection - A false declaration may render the owner liable to prosecution.



Courier: 4th Floor, Mintflower Place, 8 Par-la-Ville Road, Hamilton HM 08, Bermuda
Telephone: 1(441) 295-7251 **Fax:** 1(441) 295-3718
e-mail: survey@bermudashipping.bm www.bermudashipping.bm



GOVERNMENT OF BERMUDA
Bermuda Shipping and Maritime Authority

DPA's SELF DECLARATION - ISM DOC CERTIFICATES

This Declaration is to be used by the Designated Person Ashore (DPA) when it is not possible for a Bermuda Shipping and Maritime Authority Surveyor or Recognised Classification Society Surveyor to attend the company office to carry out the ISM Document of Compliance audit for annual or renewal audits, due to travel restrictions resulting from the Covid-19 pandemic.

NAME OF COMPANY:	IMO No.:
ADDRESS:	ISM DOC CERTIFICATE NUMBER:
Date of Expiry/ end of annual window of current ISM DOC:	

I hereby declare that the following statements are true to the best of my knowledge;

1. The internal DOC office Audit has been completed in the last 12 months and all non-conformities identified have been closed out to the satisfaction of the internal auditor;
2. A review of the Safety Management System has been carried out and no major non-conformities have been identified;
3. The Company's vessels have had internal audits undertaken within the last 12 months, or postponements agreed, in compliance with the requirements of the ISM Code;
4. The DOC remains relevant to the ship types operated;
5. The names of the DPA and Deputy DPA are:

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6. The SMS continues to ensure compliance with mandatory rules and regulations, applicable codes, guidelines and standards recommended by the Organisation, BSMA and Recognised Organisations (Class Societies).

Date:

Signature

Name of DPA:



GOVERNMENT OF BERMUDA
Bermuda Shipping and Maritime Authority

MASTER'S SELF DECLARATION - SMC/ISSC/MLC CERTIFICATES

This Declaration is to be used by the Master when it is not possible for a Bermuda Shipping and Maritime Authority Surveyor or Recognised Classification Society Surveyor to attend the vessel to carry out the verification of Safety Management Certificate (SMC), International Ship Security Certificate (ISSC) and Maritime Labour Certificate (MLC) due to travel restrictions resulting from the Covid-19 pandemic.

Short term certificates are requested.

NAME OF SHIP:	IMO No.:
COMPANY:	Official number or Call sign:
Date of Expiry/ end of Intermediate window of current SMC/ISSC/MLC:	

I hereby declare that the following statements are true to the best of my knowledge;

1. A review of the Safety Management / Security system has been carried out by me and no major non-conformities has been identified;
2. The vessel is in compliance with the requirements of the ISM Code / ISPS code / MLC 2006 Convention.

Date:

Signature

Name of Master: