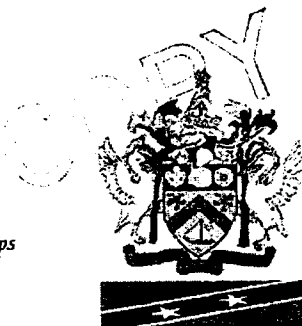


St. Kitts & Nevis International Ship Registry

*The Special Care Registry, because owners, their ships
and seafarers are deserving of special care.*



www.StKittsNevisRegistry.net

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CIRCULAR LETTER TO CLASSIFICATION SOCIETIES, RECOGNISED ORGANISATIONS & SURVEYORS TO THIS ADMINISTRATION

CIRCULAR LETTER No. SV01/2007

DATE: June 2007

GUIDANCE FOR SURVEY REQUIREMENTS FOR PROVISIONAL REGISTRATION WHEN REFLAGGING TO ST. KITTS & NEVIS

All types and sizes of ship may apply for registration under the St. Kitts & Nevis Flag. When reflagging to St. Kitts & Nevis they should comply with the following regarding Class & Statutory Survey requirements. Deviation from these requirements is only allowed after written agreement from St. Kitts & Nevis International Ship Registry (**SKANReg**):

- 1) When reflagging to **SKANReg**, if the vessel is maintaining the same Classification Society(ies) (Recognised Organisation/Recognised Security Organisation - RO/RSO) for statutory surveys;
 - a. as part of the Application the Owner is to send **SKANReg** a copy of the Class & Statutory Certificates issued under the previous flag, endorsed with the date of the last Annual Survey **OR**
 - b. a current Survey Status (List of Certificates, dates etc) i.e. dated within 14 days of the date of submission, **PLUS**
 - c. **SKANReg** require confirmation from the Class Society that they have been instructed by the Owners to carryout the reflagging surveys.
- 2) When reflagging to **SKANReg** if the vessel is changing the Class Society(ies) (RO/RSO);
 - a. the new Class Society are to confirm in writing to **SKANReg** that the vessel will be surveyed and issued by them with valid statutory certificates, for the vessel's size, type and intended trade when registered under the St. Kitts & Nevis flag.
 - b. Where the RO and RSO are different Organisations, written confirmation from both is required for the respective certificates that they issue.
 - c. An example wording for such correspondence/Certificate/Letter of Attestation is attached to this Circular Letter.
 - d. This written confirmation may accompany the Application Form (A1) for Registration or be sent separately by the Class Society.
- 3) Ships in the following categories may require a preliminary Flag State survey by an accredited surveyor to this Administration (not a classification surveyor). **SKANReg** will decide this on receipt of the Application.
 - a. single hull oil tankers
 - b. other tankers (oil, chemical, gas, etc) over 15 years of age
 - c. ships carrying passengers
 - d. other ships that are over 25 years of age

Other surveys should be carried out according to the instructions below.



- 4) Single hull oil tankers over 15 years old must have a CAS Statement of Compliance from the previous flag or should undergo the Condition Assessment Scheme before being registered. Single hull tankers that have passed the phase-out date will not usually be registered for cargo voyages, except in very exceptional circumstances or for non-cargo delivery/scrap voyages.
- 5) Regardless of whether the Owner or ISM Company (see definition below) stays the same as the previous flag or changes on reflagging, vessels with overdue recommendations/conditions will be only be accepted for registration in exceptional circumstances. In such cases, the Class Society/RO should refer the case to **SKANReg** for a decision.
- 6) Where at the time of the reflagging surveys, the dates for the surveys for existing Statutory Certificates are due within the +3 months window, then renewal/intermediate/periodical/annual surveys, as the case may be, shall be carried out. At the same time, an inspection of the crew accommodation area for health, safety and hygiene shall be carried out. An example checklist for crew accommodation is attached.
- 7) Where at the time of the reflagging surveys there is no change of the Owner or Company, the change of flag surveys shall be limited in scope to the extent of the applicable annual survey, as far as practical, with the addition of an inspection of the crew accommodation area for health, safety and hygiene.
- 8) Where at the time of the reflagging surveys there is a change of the Owner or Company, the extent of the surveys of safety equipment shall be upgraded to that of a renewal survey with the addition of an inspection of the crew accommodation area for health, safety and hygiene items. The surveys for the statutory certificates other than the safety equipment, unless they fall within the +3 months window mentioned in paragraph (6) above, shall be carried out to the extent of annual surveys.
- 9) In addition to the surveys mentioned at (4) – (8) above, seafarer's certification is to be ascertained. The Master, all Officers and watch-keeping seafarers should be in possession of Certificates of Endorsement or Certificates of Processing an Endorsement or a dispensation from the need for Certificates of Endorsement issued by **SKANReg**. In case a deviation from this policy is requested due to the location/circumstances of the change of flag, it should be referred to **SKANReg**.
- 10) For vessels that have been detained by Port State Control twice or more during the 12 months prior to the application for Registration or that have been laid-up, not trading, a Flag State survey as at (3) above may be required. This may be waived if written evidence is submitted to **SKANReg** that the vessel has drydocked, repaired, or is intending to, before further trading. In such cases the RO/RSO - whether this is changing or not - is to also issue, prior to the change of flag, a document confirming that they will issue the vessel with valid statutory certificates, with no overdue recommendations/conditions, for the vessel's size, type and intended trade. The procedure for the change of flag remains as mentioned above.
- 11) The statutory survey reports for the change of flag surveys shall be made available as soon as possible to **SKANReg** either in hard copy or by email, or through access to the Classification Society's online database.

Definition of "Company" according to SOLAS CHAPTER IX, Regulation 1 – ISM Code

"Company" means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the owner of the ship and who on assuming such responsibility has agreed to take over all the duties and responsibilities imposed by the International Safety Management Code.

Yours truly,

A handwritten signature in black ink, appearing to read 'Nigel E Smith', written in a cursive style.

Nigel E Smith
International Registrar of Shipping and Seamen

Attachments:

Letter of Attestation – example wording
Accommodation – example checklist

To be prepared on RO headed paper or the suggested wording contained herein sent by email/fax

ATTESTATION/STATEMENT OF FACTS*

(Required from Recognised Organisation (Class Society) for a
Provisional Registration application)

Suggested wording

Date

TO
St. Kitts & Nevis International Ship Registry
York House, 48-50 Western Road
Romford, Essex
RM1 3LP
UK

Dear Sirs,

RE: mv (intended name of ship) & if applicable (ex- name of ship)
IMO Nbr XXXXXXXX –
Class Society Ref Nbr (if applicable)

(Name of Owners/intended Owners) have applied to this Society to survey the abovementioned ship and issue Statutory Certification as below*/as applicable to the size, type & intended trade of the ship*.

(Note to RO's - Surveys to be carried out & certificates intended to be issued can be listed here)

We hereby confirm that (name of RO) intend to do this within 14 days of the date of this letter at (location/port*) *(optional information which can be inserted if the location is known)* and after completion of surveys will advise the Administration of the Statutory Certificates issued.

(Note to RO's - this can be done by sending copies of certificates to the office of the International Registrar or by advising that the information is available on the RO's website).

Yours truly,

Signature & Name of authorised surveyor/official of RO

* delete/insert as applicable

**ACCOMMODATION & ABBREVIATED ILO CHECKLIST FOR REFLAGGING
SURVEY & OTHER OCCASIONAL SURVEYS/INSPECTIONS**

Name of Ship: _____ **IMO Number:** _____

		ILO Reference	Yes	No	n/a
1	The accommodations and spaces were generally examined in so far as practical and accessible including:	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a	Are all of the accommodation spaces being used for what they were intended for?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b	Are all of the accommodation rooms and spaces being kept clean and tidy?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c	Is adequate lighting available throughout the accommodation?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d	Is the accommodation heating system working (for vessel's operating in cold climates only)?	ILO 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e	Are the officers and crew sanitary facilities clean?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f	Are crew bathrooms, water closets and sink operating properly?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g	Is water pressure available to the bathrooms and water closets?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h	Are cockroaches and other insects properly dealt with?	ILO 68 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i	Is hot and cold water available?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The Engine room and other machinery spaces were generally examined in so far as practical and accessible including:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a	Are all engine room bilges clean and free of oil?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b	Is the steering gear compartment clean and free of oil and garbage?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c	Is the engine room clean (no accumulation of oily rags or garbage)?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d	Are acetylene and oxygen bottles stored outside of the accommodation, engine room and other machinery spaces?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e	Is paint and thinners stored outside of machinery spaces in designated storage rooms?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The food and catering areas were generally examined in so far as practical and accessible including:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a	Gallery found clean and suitable for preparing food?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b	Are crew provisions in satisfactory condition with no spoilage or unsanitary conditions stowage or gallery?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c	Refrigerated provisions storerooms found clean, of adequate size for the provisions, and the refrigeration machinery considered capable of maintaining the provisions at adequate temperatures?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d	Are drinking water taps in working condition?	ILO 68 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is the machinery fitted with protective devices (guards) as considered?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the windlass and mooring winches in good order?	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is the accommodation ladder in good working order and considered safe for use	ILO 92, 133 and 147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks	Date of Survey
Place of Survey	Surveyor to (Name of Classification Society)