

Basic documentation for ships according to International Conventions.

	Certificate/document	Description / Applicability	Reference
1	Intern. Tonnage Certificate (1969)	Certificate with gross and net tonnage Vessels >= 24 m in length	Tonnage Convention 1969, art. 7
2	Intern. Load Line Certificate	Load lines marked on the ship Vessels >= 24 m in length	Load Line Convention 1988, art. 16 and Protocol art. 16
3	Intern. Load Line Exemption Certificate	Certificate which grants an exemption for load lines Vessels >= 24 m in length	Load Line Convention art. 6 and Protocol art. 18
4	Intact Stability booklet	Cargo ships of 24 metres and above shall have a booklet with information about the stability of the ship under varying conditions of loading	SOLAS 1974, regulations II-1/22 and II-1/25-8 and Load Line Protocol regulation 10
5	Damage Control Plans and booklets	Booklets with information about watertight compartments and the openings therein Cargo Vessels >= 500 GT <ul style="list-style-type: none"> • Dry cargo ships over 100 mtrs in length, constructed on or after 01 February 1992 • Dry cargo ships over 80 mtrs in length, constructed on or after 1 July 1998 • All ships regardless in length, constructed on or after 1 January 2009 	SOLAS 1974, regulation II-1/23, 23-1, 25-8 and MSC /Circ. 919
6	Minimum safe manning document	Document with minimum safe manning Cargo Vessels >= 500 GT	SOLAS 1974 (2000 amendments) regulation V/14.2
7	Exemption Certificate		
8	Continuous Synopsis Record (CSR)	Every ship to which chapter 1 of the Convention applies shall be issued with a Continuous Synopsis Record in which is stated the history of the ship with respect to the information recorded therein MODUs Cargo Vessels >= 500 G	SOLAS 1974(2002 amendments), regulation XI-1/5

Basic documents regarding Safety on ships

	Certificate/document	Description / Applicability	Reference
1	Fire Safety Manual	Safety manual in working language with instructions what to do in case of fire Cargo Vessels >= 500 GT	SOLAS 1974(2000 amendments), regulation II-2/15.2.3
2	Fire Control Plan/booklet	General arrangements plans for ship officers showing for each deck the fire control stations, fire detection and fire alarm systems and fire extinguishing appliances. Cargo Vessels >= 500 GT	SOLAS 1974(2000 amendments), regulation II-2/15.2.4
3	Fire safety operational booklet	Booklet with information for the safe operation of the ship and cargo handling in case of fire Cargo Vessels >= 500 GT	SOLAS 1974(2000 amendments), regulation II-2/16.2
4	Voyage data recorder system, certificate of compliance	Compliance certificate issued by testing facility Cargo Vessels >= 3000 GT	SOLAS 1974, regulation V/18.8
5	Cargo securing manual	This manual is required on all types of ships engaged in the carriage of all cargoes other than solid and liquid bulk cargoes. Cargo Vessels >= 500 GT <ul style="list-style-type: none"> • Vessels handling any cargo units and or cargo transport units 	SOLAS 1974(2002 amendments), regulation VI/5.6 and VII/5: MSC/Circ. 745
6	Document of Compliance ISM Code	Document which states the compliance with the requirements of the ISM Code Companies operating Vessels or MODUs* >=500GT * MOBILE OFFSHORE DRILLING UNIT	SOLAS 1974, regulation IX/4, ISM Code paragraph 13
7	International Ship Security Certificate (ISSC) or Interim International Ship Security Certificate	An ISSC certificate will be issued to very ship which complies with the maritime security provisions. MODUs	SOLAS 1974(20002 amendments), regulation XI-2/9.1.1, ISPS Code Part A section 19 and appendices
8	Cargo Ship Safety Construction Certificate	Ships of 500 gross tonnage and over will be issued a safety construction certificate which satisfies the requirements for cargo ships on survey and complies with applicable requirements Cargo Vessels >= 500 GT	SOLAS 1974, regulation I/12 as amended by the GMDSS amendments, 1988 SOLAS Protocol, regulation I/12
9	Cargo Ship Safety Equipment Certificate	Ship of 500 gross tonnage and over shall be issued a safety equipment certificate	SOLAS 1974(2000 amendments),

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		<p>which complies with the relevant requirements of the chapters II-1 and II-2 and any other requirements of the SOLAS 1974</p> <p>Cargo Vessels >= 500 GT</p>	<p>regulation I/12 as amended by the GMDSS amendments , 1988 SOLAS Protocol , regulation I/12 (2000 amendments),</p>
10	Cargo Ship Safety Radio Certificate	<p>A Safety Radio Certificate shall be issued to a cargo ship of 300 gross tonnage and over fitted with a radio installation.</p> <p>Cargo Vessels >= 300 GT</p>	<p>SOLAS 1974, regulation I/12 as amended by the GMDSS amendments , 1988 SOLAS Protocol , regulation I/12</p>
11	Cargo Ship Safety Certificate	<p>A certificate may be issued after survey to a cargo ship which complies with the relevant requirements of chapters II-1, II-2, III, IV and V and other requirements of SOLAS 1974 as modified by the 1988 SOLAS Protocol</p> <p>Cargo Vessels >= 500 GT</p>	<p>1988 SOLAS Protocol, regulation I/12 (2000 amendments)</p>
12	Document of authorisation for the carriage grain	<p>A document of authorisation shall be issued for every ship loaded in accordance with the regulations of the International Code for the Safe Carriage of Grain</p> <p>Vessels carrying Grain in Bulk</p>	<p>SOLAS 1974, regulation VI/9, International Code of Grain in Bulk , section 3</p>
13	Cargo Information	<p>The shipper shall provide the master appropriate information in writing on the cargo</p> <p>>500 GT Cargo ships (except liquid in bulk and gas in bulk)</p>	<p>SOLAS 1974, regulations VI/2 and XII/10, MSC/Circ.663</p>
14	Bulk Carrier Booklet	<p>A booklet which informs the master about excessive stress in the ship's structure while loading and unloading of bulk cargo</p> <p>Vessels carrying Bulk Cargoes</p>	<p>SOLAS 1974, regulations VI/7 and XII/8, Code of Practice for the Safe Loading and Unloading of Bulk Carriers(BLU Code)</p>

Basic documents regarding training

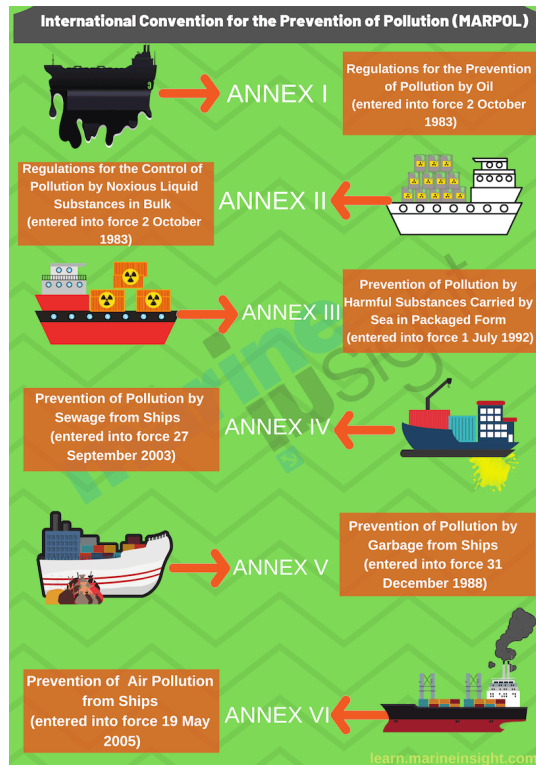
	Certificate/document	Description / Applicability	Reference
1	On board training and drills record	<p>Fire drills shall be conducted and recorded in accordance with the provisions of regulations III/19.3 and III/19.5</p> <p>Cargo Vessels >= 500 GT</p>	<p>SOLAS 1974 (2000 amendments), regulation II-2/15.2.2.5</p>
2	Ship Security Plan and associated records	<p>Each ship shall carry on board a ship security plan which mention three security levels as defined in part A of the ISPS Code.</p>	<p>SOLAS 1974(2000 amendments) regulation XI-2/9, ISPS</p>

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		MODUs	Code part A, sections 9 and 10
3	AIS test report	The Automatic Identification System (AIS) shall be subjected to an annual test by an approved testing or servicing facility. A copy of the test report shall be retained on board and should be in accordance with a model form set out in the annex to MSC. 1/Circ. 1252 Cargo Vessels >= 300 GT	SOLAS 1974 regulation V/18.9 MSC.1 Circ.1252
4	Certificates of Masters, officers or ratings	Minimum requirements to seafarers	STCW 1978, article VI, regulation I/2; STCW Code, section A-I/2
5	Records of hours of rest	The aim of the rest hour requirements is to avoid or minimize fatigue. Seafarers serving on board Merchant Vessels	STCW Code, section A-VIII/1; Maritime Labour Convention, 2006

Documents needed when transporting dangerous goods.

	Certificate	Description/ Applicability	Reference
1	Document of compliance with the special requirements for ships carrying dangerous goods	The Administration shall provide the ship with an appropriate document as evidence of compliance of construction and equipment with the requirements of regulation II-2/19of SOLAS 1974 Vessels carrying dangerous goods	SOLAS 1974 (2000 amendments), regulation II-2/19.4
2	Dangerous goods manifest or stowage plan	Each ship carrying dangerous goods in packaged form shall have a special list of manifest setting forth, in accordance with the classification set out in the IMDG Code, the dangerous goods on board and the location thereof. A detailed stowage plan which identifies by class and sets out the location of all dangerous goods on board, may be used in place of such a special list or manifest. Vessels carrying dangerous goods	SOLAS 1974, (2002 amendments), regulations VII/4.5 and VII/7-2, MARPOL 73/78, Annex III, regulation 4



Basis documents regarding Marine Pollution (MARPOL).

	Certificate/document	Description	Reference
1	International Oil Pollution Prevention Certificate	A Certificate shall be issued to any oil tanker of 150 gross tonnage and above and any other ship of 400 gross tonnage and above which is engaged in voyages to ports or offshore terminals under the jurisdiction of other parties to MARPOL 73/78 Oil Tankers >=150GT Other Vessels >=400GT	MARPOL 73/78, Annex I, regulation 5
2	Oil Record Book	Every oil tanker of gross 150 gross tonnage and above and every ship of 400 gross tonnage and above other than oil tanker shall be provided with an Oil Record Book <ul style="list-style-type: none"> • MARPOL Annex I, reg 17 other Vessels .>=400GT • Part 2 Annex I, Reg 36 Oiltankers > 150GT 	MARPOL 73/78, Annex I, regulation 20
3	Shipboard Oil Pollution Emergency Plan	Every oil tanker of gross 150 gross tonnage and above and every ship of 400 gross tonnage and above other than oil tanker shall carry on board a	MARPOL 73/78, Annex I regulation 26

		<p>Shipboard Oil Pollution Emergency Plan approved by the Administration</p> <p>Oil Tankers >=150GT Other Vessels >= 400GT</p>	
4	Record of oil discharge monitoring and control system for the last ballast voyage	<p>Every oil tanker of 150 gross tonnage and above shall be fitted with an oil discharge monitoring and control system approved by the Administration</p> <p>Oil Tankers >=150GT</p>	MARPOL 73/78, Annex I, regulation 15(3) (a)
5	Dedicated Clean Ballast Tank Operation Manual	<p>Every oil tanker with dedicated clean ballast tanks shall be provided with a Dedicated Clean Ballast Tank Operation Manual detailing the system and specifying operational procedures</p>	MARPOL 73/78, Annex I, regulation 13A
6	Crude Oil Washing Operation and Equipment Manual (COW Manual)	<p>Every oil tanker with crude oil washing systems shall be provided with an Operations and Equipment Manual detailing the system and equipment and specifying operational procedures</p> <ul style="list-style-type: none"> • Existing Crude Oil tankers >=40000TDW • New Crude Oil Tankers >=20000TDW 	MARPOL 73/78, Annex, regulation 13B
7	Condition Assessment Scheme (CAS) Statement of Compliance, CAS Final Report and Review Record	<p>A Statement of Compliance shall be issued to every oil tanker which has been surveyed in accordance with the requirements of the Condition Assessment Scheme (CAS)</p> <p>Non-Double hull Oil Tankers >=5000 TDW, regulation 20.6,20.7 and 21.6</p>	MARPOL 73/78, Annex I (2001 amendments), Resolution MEPC.95(46)), regulation 13G, resolution MEPC.94(46)
8	Hydrostatically Balanced Loading (HBL) Operational Manual	<p>Every oil tanker which operates with Hydrostatically Balanced Loading shall be provided with an operational manual in accordance with resolution MEPC.64(36)</p> <p>Crude Oil tankers of 20000 DWT and above and the product carrier of 30000 DWT and above and which are not required to comply with regulation 13F and do not satisfy the requirements of regulation 13G(1)(c)</p>	MARPOL 73/78, Annex I (2001 amendments), resolution MEPC.95(46), regulation 13G

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9	Oil Discharge Monitoring and Control (ODMC) Operational Manual	Every oil tanker fitted with an Oil Discharge Monitoring and Control System shall be provided with instructions as to the operation of the system in accordance with an operational manual approved by the Administration Oil Tankers >=150GT	MARPOL 73/78, Annex I, regulation 15(3)(c)
10	Subdivision and stability information	Every oil tanker to which regulation 25 of Annex I of MARPOL 73/78 applies shall be provided with an approved form with information relative to loading and distribution of cargo	MARPOL 73/78, Annex I, regulation 25

Basic documents regarding insurance for oil pollution.

	Certificate/document	Description	Reference
1	Certificate of Insurance or other financial security in respect of civil liability for oil pollution damage	A certificate attesting that insurance or other financial security is in force shall be issued to each ship carrying more than 2,000 tons of oil in bulk of cargo. This shall be issued by the appropriate authority of the State of the ship's registry ALL Vessels carrying more than 2,000 Tons of oil in bulk as Cargo	International Convention on Civil Liability for oil pollution Damage 1969 (CLC_, article VII
2	Certificate of Insurance or other financial security in respect of civil liability for oil pollution damage	A certificate attesting that insurance or other financial security is in force in accordance with the provisions of the 1992 CLC Convention shall be issued to each ship carrying more than 2,000 tons of oil in bulk of cargo. This shall be issued by the appropriate authority of a Contracting State when the requirements of the Conventions have been complied with. ALL Vessels > 1000GT	CLC 1992, article VII

Basic documents with regard to garbage.

	Certificate/document	Description	Reference
1	International Sewage Pollution Prevention Certificate	An International Sewage Pollution Prevention Certificate shall be issued to any ship which is required to comply with the provisions of the Annex IV of the Convention and is engaged in voyages to ports or offshore terminal under the jurisdiction of other Parties to the Convention. Vessels >=400GT or carrying more than 15 Persons	MARPOL 73/78, Annex IV, regulation 5, MEPC/Circ.408
2	Garbage Management Plan	Every ship of 400 gross tonnage and above and every ship which is certified to carry 15 persons or more shall carry a garbage management plan which the crew shall follow Vessels >=100GT or carrying >=15 Persons	MARPOL 73/78, Annex V, regulation 9
3	Garbage Record Book	Every ship of 400 gross tonnage and above and every ship which is certified to carry 15 persons or more engaged in voyages to ports or offshore terminals under the jurisdiction of other Parties of the Convention and every fixed and floating platform engaged in exploration of the sea-bed shall be provided with a garbage Record Book Vessels >=400GT or carrying >=15 Persons	MARPOL 73/78, Annex V, regulation 9