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|  <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p> | | Version: 1 (01/13) |
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1. Cyprus

The official website of the Cyprus Department of Merchant Shipping is at:

<http://www.shipping.gov.cy>

Legislation and Circulars are available online at:

http://www.mcw.gov.cy/mcw/dms/dms.nsf/circulars_en/circulars_en?OpenDocument

1.1. General

(1) IMO Conventions ratified by Cyprus

| | | |
|--|-------------------------------|---|
| X = accession, ratification, etc d = denunciation | IMO Convention 48 | x |
| | IMO amendments 91 | x |
| | IMO amendments 93 | x |
| | SOLAS Convention 74 | x |
| | SOLAS Protocol 78 | x |
| | SOLAS Protocol 88 | x |
| | Stockholm Agreement 96 | x |
| | LOAD LINES Convention 66 | x |
| | LOAD LINES Protocol 88 | x |
| | TONNAGE Convention 69 | x |
| | COLREG Convention 72 | x |
| | CSC Convention 72 | x |
| | CSC amendments 93 | x |
| | SFV Protocol 93 | x |
| | STCW Convention 78 | x |
| | STCW-F Convention 95 | x |
| | SAR Convention 79 | x |
| | STP Agreement 71 | x |
| | STP Protocol 73 | x |
| | IMSO Convention 76 | x |
| | INMARSAT OA 76 | x |
| | INMARSAT amendments 94 | x |
| | INMARSAT amendments 98 | x |
| | IMSO amendments 2008 | x |
| | FACILITATION Convention 65 | x |
| | MARPOL 73/78 (Annex III) | x |
| | MARPOL 73/78 (Annex IV) | x |
| | MARPOL 73/78 (Annex V) | x |
| | MARPOL Protocol 97 (Annex VI) | x |
| | London Convention 72 | x |
| | London Convention Protocol 96 | x |
| | INTERVENTION Convention 69 | x |
| | INTERVENTION Protocol 73 | x |
| | CLC Convention 69 | d |
| | CLC Protocol 76 | x |
| | CLC Protocol 92 | x |
| | FUND Convention 71 | d |
| | FUND Protocol 76 | x |
| | FUND Protocol 92 | x |
| | FUND Protocol 2003 | x |
| | NUCLEAR Convention 71 | x |
| | PAL Convention 74 | x |
| | PAL Protocol 76 | x |
| | PAL Protocol 90 | x |
| | PAL Protocol 02 | x |
| | LLMC Convention 76 | x |
| | LLMC Protocol 96 | x |
| | SUA Convention 88 | x |
| | SUA Protocol 88 | x |
| | SUA Convention 2005 | x |
| | SUA Protocol 2005 | x |
| | SALVAGE Convention 89 | x |
| | OPRC Convention 90 | x |
| | HNS Convention 96 | x |
| | OPRCHNS 2000 | x |
| | BUNKERS CONVENTION 01 | x |
| | ANTI FOULING 01 | x |
| | BALLASTWATER 2004 | x |
| | NAIROBI WPC 2007 | x |
| | HONG KONG CONVENTION | x |
| | HNS PROT 2010 | x |

a. ILO Conventions relevant to seafarers ratified by Cyprus

[C016 - Medical Examination of Young Persons \(Sea\) Convention, 1921 \(No. 16\)](#)

[C023 - Repatriation of Seamen Convention, 1926 \(No. 23\)](#)

[C092 - Accommodation of Crews Convention \(Revised\), 1949 \(No. 92\)](#)

[C147 - Merchant Shipping \(Minimum Standards\) Convention, 1976 \(No. 147\)](#) *Has ratified the Protocol of 1996*



[C138 - Minimum Age Convention, 1973 \(No. 138\)](#)

[MLC - Maritime Labour Convention, 2006](#)

b. Publications required to be onboard

1. [A copy of the MLC, 2006](#)

2. [A copy of the ILO publication Accident Prevention at Sea and in Port](#)

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3. [A copy of the ILO publication Ambient Factors in the Workplace](#)
4. International Medical Guide for Ships, 3rd Edition (WHO)
5. [A copy of the WHO publication Guide to Ship Sanitation \(Third Edition\)](#)
6. [A copy of the ILO publication Recording and Notification of Occ. Accidents and Diseases](#)
7. Medical First Aid Guide for use in Accidents Involving Dangerous Goods (MFAG), 2004 Edition (IMO) / (IMO/WHO/ILO) (Ships that carry or might carry Dangerous Goods)
8. International Code of Signals, 2005 Edition (IMO)
9. IAMSAR Manual Vol.3 (Latest Edition)
10. A copy of the Cyprus Code of Safe Working Practices ([Circ. 20/2005](#))
11. [IMO MSC-MEPC.2 / Circ.3 of 5 June, 2006](#) "Guidelines on the Basic Elements of a Shipboard Occupational Health and Safety Program"
12. Cyprus Laws implementing the MLC, 2006 MLC, 2006 RATIFICATION LAW
13. DMS Circular "MARITIME LABOUR CONVENTION, 2006 No. [24/2012](#)
14. List of Circulars, applicable to passenger ships, required to be onboard Cyprus Flagged ships:

| Number | Name |
|---------|--|
| 24/2012 | <u>Maritime Labour Convention 2006 – Ratification and Early Implementation by Cyprus</u> |
| 23/2012 | <u>Periodical inspection and maintenance of: (1) Fixed fire detection and extinguishing systems, (2) Portable and non-portable fire extinguishers, (3) Self-Contained Breathing Apparatus, (4) Emergency Escape Breathing Apparatus, (5) Oxygen bottles for medical use, (6) Self-contained air support systems for lifeboats, and (7) Compressed air cylinders used in inflatable liferafts</u> |
| 28/2011 | <u>Entry into force of amendments to MARPOL Annex VI, (Prevention of Air Pollution from Ships) will formally establish the North American Emission Control Area (ECA).</u> |
| 27/2011 | <u>Entry into force of new Chapter 9, Special Requirements for the Use of carriage of Oil in the Antarctic Area, of Annex I of the International Convention for the Prevention of Pollution from Ships (MARPOL) as amended.</u> |
| 17/2011 | <u>Use of Nautical Publications in a Digital Format</u> |
| 15/2011 | <u>Merchant Shipping (Official Logbooks, Ship's Articles and Six Month List) P.I. 297/2001</u> |



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|---------|--|
| 37/2010 | <u>Guidance For The Recording Of Operations In The Oil Record Book Part I – Machinery Space Operations (All Ships).</u> |
| 36/2010 | <u>Entry into force on 1 January 2011 of amendments to MARPOL Annex I. Amendments to regulations 1, 12, 13, 17 and 38, the Supplement to the IOPP Certificate and Oil Record Book Parts I and II</u> |
| 18/2010 | <u>The Merchant Shipping (Minimum Requirements of Medical Treatment on Board Ships) Order of 2010 (P.I 223/2010) – Definitions</u> |
| 05/2010 | <u>Inspection and Testing of Immersion Suits</u> |
| 13/2009 | <u>Long – Range Identification and Tracking (LRIT)</u> |
| 19/2008 | <u>Long – Range Identification and Tracking (LRIT)</u> |
| 07/2007 | <u>Guidelines on annual testing of voyage data recorders (VDR) and simplified voyage data Recorders (S-VDR)</u> |
| 02/2007 | <u>Measures to Prevent Accidents with Lifeboats</u> |
| 29/2006 | <u>Measures to Enhance Flag State Control over Safety Standards of Cyprus Ships</u> |
| 27/2006 | <u>International Safety Management (ISM) Code- Instructions to Companies</u> |
| 26/2006 | <u>Acceptance of the use of ECDIS as meeting the Nautical Charts and Nautical Publications carriage requirements</u> |
| 12/2006 | <u>Immersion Suits Interpretation needed for the implementation of new provisions</u> |
| 11/2006 | <u>Accounting Authorities</u> |
| 31/2005 | <u>Emergency Training and Drills – Launching of Lifeboats</u> |
| 20/2005 | <u>Cyprus Code of Safe Working Practices for Seafarers</u> |
| 19/2005 | <u>Obligation to Report Casualties, Personal Accidents and Serious Illnesses</u> |
| 42/2004 | <u>Pilotage service when transiting the Great Barrier Reef and the Torres Strait in Australia</u> |
| 41/2004 | <u>Pilotage service when navigating through the entrances to the Baltic Sea</u> |
| 14/2004 | <u>Directory of Services and Contact Persons of the Department of Merchant Shipping</u> |
| 07/2003 | <u>Government Policy regulating the Dispensations with regard to Manning – Deficient Manning in respect of Qualifications or Number of Crew of Cyprus Ships</u> |
| 06/2003 | <u>Official Log Books and Ship's Articles</u> |
| 12/2002 | <u>Inspection regulations for lifting appliances and elevators</u> |



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|---------|--|
| 08/2002 | <u>Use of WGS-84 datum Charts instead of Tokyo datum Charts</u> |
| 07/2002 | <u>Emergency Escape Breathing Devices (EEBD)</u> |
| 04/2002 | <u>International convention on standards of training, certification and watchkeeping for seafarers, STCW78, as amended- issue of seafarer's identification and sea service record books and endorsements attesting the recognition of non Cyprus certificates of competency</u> |
| 01/2002 | <u>Prohibition of the use of Substances depleting the Ozone Layer</u> |
| 26/2001 | <u>International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, STCW 78, as amended- Issue of seafarer's identification and Sea service Record Books and Endorsements attesting the recognition of non Cyprus Certificates of Competency</u> |
| 21/2001 | <u>Accounting, Authorities</u> |
| 17/2001 | <u>Cyprus vessels approaching U.S. waters</u> |
| 15/2001 | <u>Lifting Appliances for Non Cargo Handling</u> |
| 14/2001 | <u>International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, STCW 78, as amended- Issue of seafarer's identification and Sea service Record Books and Endorsements Attesting the Recognition of non Cyprus Certificate</u> |
| 11/2001 | <u>Document of Compliance for the Carriage of Dangerous Goods</u> |
| 12/2001 | <u>IMO Resolution A. 761 (18) as amended Liferaft servicing stations approved and certified by SOLAS Contracting Governments or Recognized Organizations (ROs)</u> |
| 11/2000 | <u>Vandalism on Ocean Data Buoys</u> |
| 06/2000 | <u>Periodical Inspection and Maintenance of Permanently installed Fire - Extinguishing Systems, Portable Fire Extinguishers and air cylinders of Breathing Apparatus</u> |
| 04/2000 | <u>Periodic servicing of launching appliances and on-load release gear" Regulation 20.11 of Chapter III of SOLAS 1974 as amended</u> |
| 22/1999 | <u>Mandatory Ship Reporting Systems</u> |
| 19/1999 | <u>Fire Control & Life Saving Appliances Plans</u> |
| 16/1998 | <u>IMO Recommendations on the Safe Use of pesticides in ships</u> |
| 10/1998 | <u>Garbage Management Plan - Regulation 9 of Annex V of MARPOL 73/78</u> |
| 09/1998 | <u>Detention of Cyprus Ships by Port State Control Authorities-Actions to be</u> |

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| Number | Name |
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| | <u>taken in order to improve performance</u> |
| 21/1997 | <u>Programme for the inspection of Cyprus ships by authorized inspectors of Cyprus Ships stationed at different major ports of the world</u> |
| 15/1997 | <u>Dead stowaways on board Cyprus Ships</u> |
| 13/1997 | <u>Pilotage of vessels by deep-sea pilots in the North Sea and English Channel</u> |
| 03/1997 | <u>Cargo Securing Manual</u> |
| 15/1996 | <u>Oxygen analysis and gas detection equipment</u> |
| 26/1995 | <u>Repairs during voyage and unauthorized repairs on ships under the Cyprus flag</u> |
| 25/1995 | <u>Guidelines for avoiding false distress alerts</u> |
| 04/1995 | <u>Cyprus flag's requirements for GMDSS Radio Records</u> |
| 1/18 | <u>Obligation to report casualties, personal accidents, or serious illnesses</u> |

In case of ro-ro passenger vessels which may carry cargo, the relevant Circulars on sanctions and prohibitions as established by the UN for certain countries, with regards to items and material not allowed for transportation, must be available and observed as well



1.2. Summary of the main requirements of the above listed Circulars

not otherwise referenced in the ship's ISM/Safety Management System and in addition to IMO instruments (SOLAS, MARPOL, STCW etc)

(1) Logbooks

All Ships under the Cyprus Flag should keep an Official Log Book and a Ship's Articles in the appropriate form for each type of ship.

The Official Log Books and the Ship's Articles are controlled documents and have on their first page a Serial Number. The Official Log Books and Ship's Articles, prior to their use on board the ship, must be endorsed by the Competent Authority or by a Consular Officer of the Republic. In case this is not possible, the Master or his representative must deliver / present the Books for endorsement to the Competent Authority or Consular Officer of the Republic of Cyprus at the first port of call where such Authority or Consular Officer exists.

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Upon endorsement of the Official Log Book and the Ship's Articles the Owner, the Manager or the Master of the ship must ensure that a copy of the first page of each Book that has been endorsed, is sent to the Department of Merchant Shipping.

The Six Month List (form MS50, attached in Circular 15/2011), is to be filled and submitted without delay to the Cyprus Administration on the 30th of June and on the 31st of December of each year, together with a copy of the relevant Ship's Articles pages. Furthermore, a copy of the list must be kept on board and in the office of the Ship Management Company.

In the event of transfer of Ownership, the List must be submitted on the date of the transfer by the registered owner. A List must also be submitted by the new owners for the remaining period until the next date of submission (30th July or 31st January)

(2) Safety

i. PSC (Port State Control)

If a vessel is detained - call immediately the Recognized Organization (RO) to perform required surveys / audits. Notify within two working days from the detention date the Flag Administration



If a ship is detained once or twice within a period of 24 months then additional surveys should be performed

The requirements of the Cyprus Safe Working Code of safety practices for seafarers shall be strictly observed. In case of discrepancy between the Code and any SMS requirements, the more stringent of both will take precedence

ii. Reporting Casualties/Incidents, Accidents and serious illnesses

Report a vessel casualty or accident using form EN2F01 (Circular 19/2005 - Appendix 1) and any personal injury or loss of life incidents using form EN2F02 (Circular 19/2005- Appendix 2).

Completed forms must be forwarded to the Marine casualties division of the Department of Merchant Shipping, immediately after the occurrence

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of the accident, preferably in digital form (electronic mail address: casualties@dms.mcw.gov.cy).

Serious casualties and crew injuries will be investigated on board by marine surveyors of the Department of Merchant Shipping.

iii. Repairs during a voyage

Repairs to hull which may affect the structural integrity of the vessel should be avoided during a voyage. In case the above cannot be avoided and repairs are intended to be carried out during a voyage, then a complete procedure including the proposed repair must be submitted to the Class RO and agreed with a Surveyor.

Force majeure repairs which are considered necessary for the vessel to continue safely to a port must be immediately reported to the Class RO and verified and approved upon arrival.

iv. Equipment

1. Fire Fighting Equipment (Circular 23/2012)



a. General requirements:

All FFA are to be inspected and maintained in accordance with their respective manufacturer's recommendations.

In addition third party inspection and maintenance (third party inspection) should be done by a service provider who is:

- authorized /accredited by the manufacturer; in its absence:
- Class accredited service provider; in its absence:
- authorized by the Cyprus Flag Administration

FFA equipment is to be recharged when the loss of contents of any part exceeds 10%



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Pressurized equipment is to be:



- Hydrostatically tested after any repairs
- Thoroughly inspected and hydrostatically tested after they have been discharged, before being recharged

In the absence of manufacturers' recommendations, third party inspections are to be carried as follows:

- b. Fixed fire detection and extinguishing systems
 - Inspection – 2 years
 - Quantity check (max 10% less allowed in any part) – 2 years
 - Chemical foam composition check – initially on the 3rd year, thereafter annually
 - Min 10% of the pressure vessels hydrostatically tested - 10 years
 - Control valves internal inspection – 5 years
 - Flexible hoses replacement – 10 years
- c. Potable and non-portable fire extinguishers
 - Inspection – 2 years
 - Quantity check (max 10% less) – 2 years
 - fire-extinguishing and propellant mediums replacement – 5 years
 - flexible hoses, applicators and control valves:
 - visual inspection – 1 year
 - replacement – 10 years
 - vessel internally inspected & hydrostatically tested:
 - under pressure – 5 years
 - not under pressure – 10 years
 - if discharged, before being recharged:
 - if recharged onboard, internally inspected
 - if recharged ashore, internally inspected and hydrostatically tested

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- spares of manufacturers or acceptable materials to be provided for:
 - 100% spares for the first:
 - 0-10 portable extinguishers
 - 0-5 non-portable extinguishers
 - 50% for the remaining
 - But max 60 spares in total
 - In case no means provided onboard for recharging, then additional extinguishers of the same type and capacity as per the norms above are to be carried
- d. SCBAs (Self Contained Breathing Apparatus)
- Unit -Third party inspections – 2 years
 - Shipborne air charging system 3rd party inspection – 2 years
 - Mask, flexible hoses, breathing regulator, control valves:
 - Visually inspected – 1 year
 - Replaced – 5 years
 - Air quantity check (max 10% less allowed in any part) – 1year
 - Air quality check:
 - SCBA– 2 years
 - Shipborne air recharging system – 1 year
 - Control valves of SCBA and shipborne air recharging system internally inspected – 5 years
 - Discharged Air bottles before recharged if:
 - Onboard – internally inspected
 - Ashore – internally inspected and hydrostatically tested
 - If no means onboard for recharging air bottles - SCBA Spares:
 - 200% spare charged air bottles

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e. EEBDs

- As above (with the necessary changes)
- number of EEBDs:
 - Irrespective of type of ship in machinery spaces
 - The number of EEBD to be fitted in the machinery spaces will be equal to the number of crew stipulated in the Document of Safe Manning for the Engine Department, which is in force but the maximum number will not exceed eight (8) devices
- spare EEBDs:
 - Irrespective of number of EEBD in place, two (2) additional devices shall be kept on board as spare

f. Medical Oxygen

- As above (with the necessary changes) with 200% spares always available onboard

g. Inflatable Liferafts compressed air cylinders



- Internally inspected and hydrostatically tested – 10 years

2. Lifting Appliances

All lifting appliances and elevators and their loose gears, which are permanently installed must be approved, tested and certified. They must also be subject to a periodical inspection and test

(3) Nautical / Navigation

i. Nautical Publications in Digital Format

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Nautical publications, such as sailing directions, lists of lights, notices to mariners, tide tables, and other nautical publications necessary for the intended voyage, are accepted in digital format if they meet the requirements specified in SOLAS regulation V/27, under the following conditions:

- The provider of the publications holds a formal approval of, or a license for, by the relevant State competent authority for the service it provides and meets the license's conditions and terms at all times
- The origin of the data is from officially issued hydrographic office or government institution
- Necessary updates are on regular basis
- The language used is to be understood by the shipboard personnel
- The format allows verification compliance with SOLAS V/27 by external authorities
- There is both main and emergency source of power connected
- back up installation on at least one more computer also connected as above
- Master and officers are trained on use and upgrade of the system
- protected against editing by users
- compliance with SOLAS V/17 (electromagnetic compatibility)
- installation is recorded in the OLB and is verified during PSSC surveys
- in case any hard copy printed publications are also available they are to be out of use or marked accordingly

ii. LRIT

Any problem, which may result in the ceasing of transmission of the ship's position report, such as deactivation of the terminal, log out, power failure etc. must be reported immediately to the Department of Merchant Shipping and at the same time, immediate actions must be taken to resume operation.

The Master of the ship must notify the Flag Administration beforehand about the reason and the period during which the ship will be in a dry-dock or in a port, when the ship is undergoing repairs, modifications or conversions for a time period exceeding two weeks, is laid up and the

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location for the ship. In those cases, the Administration may decide to allow a reduction of the frequency of transmission of LRIT information to one transmission every 24-hour period, or a temporary suspension of the transmission.

iii. GMDSS

1. Prevention of false distress alerts

Ensure All GMDSS personnel are instructed and competent to operate the equipment



Each abandon ship drill should include instruction on how to use the equipment for distress functions

Testing is done only under the supervision of the person responsible for communication in case of emergency

If a false distress alert has been accidentally transmitted, the ship makes every reasonable attempt communicate with the RCC by any means to cancel the false alert

2. GMDSS Logbook entries

- A crewmember holder of a GMDSS certificate is designated as the responsible person for keeping the Logbook entries
- All communication which is not automatically recorded is to be entered in the Log book
- Printout of automatic recording should be attached to the logbook
- And additionally:
 - Distress and safety communication
 - SAR coordinating communications
 - Maritime safety information
 - Signals for locating (ship in distress etc)
 - Maintenance and routine tests of communication, main and reserve sources of power

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(4) Environmental

The use of HCFC in refrigerating and cooling systems installed on ships flying the flag of the Republic of Cyprus is prohibited.