



Maritime Circular No.4

To:

**Recognised Organisations (ROs) (non IACS members), SLMARAD Technical Department,
SLMARAD Accounting Department**

Subject:

**Reporting by Recognised Organisation on Survey and Certification to Sierra Leone Maritime
Administration (SLMARAD)**

Date:

01st August 2024

References:

IMO Res. MSC.349 (92) – Code for Recognized Organizations (RO CODE)

IMO Res. A.1070(28) – IMO Instruments Implementation Code (III Code)

SOLAS Chapter II-1 / Reg. 3-1 as amended

SLMARAD Maritime Circular No.14

SLMARAD Maritime Circular No.36

SLMARAD Maritime Circular No.37

SLMARAD Maritime Circular No.45

Purpose

To ensure that all Recognized Organizations (ROs) authorized by the Republic of Sierra Leone, carry out surveys and certification on behalf and report to the Administration as required.

To assure that vessels registered under the Republic of Sierra Leone are maintained in compliance with the International Conventions, Rules and Regulations.

Application

1. At the first day of each calendar month the RO should report to Sierra Leone Maritime Administration - SLMARAD the following:
 - a. *TE-DOC-29 - Monthly Report by RO*, detailing surveys/audit carried out for the foregoing calendar month
 - b. updated Survey Status Report of the vessels included in the report mentioned above.
2. The RO shall submit to the Administration, a signed RO Confirmation Letter before registration of the vessel, where all statutory and Class certificates, cover pages and approval letters of the approved plans/manuals shall be listed.
3. The RO shall proceed with the issuance of statutory certificates not later than 30 days from the issuance of the Initial Registration Certificate.
4. All Sierra Leonean vessels of 500 Gross Tonnage and above, are required to carry on board a valid Class Certificate as per SOLAS Chapter II-1/Reg. 3-1.

5. The RO shall report to SLMARAD in no later than three (3) working days from completion of survey and/or audit and/or inspection and/or approval, copies of the issued/endorsed statutory and Class certificates, cover pages and approval letters of the approved plans/manuals, as per the provided RO Confirmation letter.

6. RO is hereby charged of the following fees:

Fee (US\$)	Description
50.00	Per Certificate issued (interim, provisional etc.)
50.00	Per Certificate endorsed (annual, intermediate etc.)
50.00	Per Interim MLC
300.00	Per Initial, Intermediate & Renewal MLC
50.00	Per approval (plans/manuals etc.)
50.00	Per Conditional Certificate issued (see MC.14)
250.00	Per SoC – Fuel Oil Consumption Reporting (MARPOL Annex VI)
100.00	Per SoC – Inventory of Hazardous Materials
50.00	Per SoC – Ready for Recycling

7. Authorized Recognized Organizations shall only issue or endorse an international certificate to a ship after it has determined that the ship meets all applicable requirements.

8. The authorized Recognized Organizations shall immediately suspend the statutory certificates issued to ships that:

- a. did not in all respect remain fit to proceed to sea without danger to the ship or persons on board or presenting unreasonable threat of harm to the marine environment.
- b. have any overdue surveys, overdue recommendations or overdue conditions of class, operating conditions or operating restrictions.
- c. have been prohibited from sailing by the Administration.

9. The authorized Recognized Organizations shall immediately Cancel / Withdraw the statutory certificates issued to ships that:

- a. have been deleted or cancelled by the Flag of Sierra Leone.
- b. have changed Flag.

10. A notification detailing the reasons of the suspension of certificates, as required in paragraph 5 above, shall be sent to the administration **no later than 3 working days** upon suspension.

11. Non-compliance with the above requirements may result to the imposition of a penalty and/or any other measures as deemed necessary by the administration.

For additional information please contact SLMARAD at info@slmarad.com

Revision Status

Date	Revision	Comments - Changes
10/01/2017	0	Initial - Adopted
31/10/2018	1	Amended paragraph 3, removed paragraph 4
21/01/2019	2	Amended paragraph 3, removed paragraph 4
09/04/2020	3	Added paragraph 2, 3 and 4
15/12/2020	4	Amended paragraph 6
18/12/2020	5	Amended paragraph 6
06/10/2021	6	Amended paragraph 8, Added paragraph 9

01/08/2024	7	Amended paragraph 6
------------	---	---------------------