



**MARITIME CIRCULAR No. 4**

To:

**Recognized Organizations (ROs) (non IACS members)**

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Subject:

**Revised Reporting by Recognized Organization on Survey and Certification to Sierra Leone Maritime Administration (SLMARAD)**

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Date:

**07<sup>th</sup> of April 2015**

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Reference:

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

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**REVISED**

**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.

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 International Maritime Administration the surveys/audit carried out for the foregoing calendar month.
2. The RO shall report to SLMARAD in no later than three (3) working days from completion of survey and/or audit and/or inspection the following:
  - I. Copies of the issued or endorsed statutory certificate
  - II. Cover page and approval letter of approved manual (within three (3) working days from the date of approval)
  - III. Updated survey status of the vessel
3. Each RO is hereby charged with the collection from owners of US\$50.00 per certificate issued and/or endorsed on behalf of the Republic of Sierra Leone and US\$50.00 for approval of each plan and manual.

4. The above reporting system will enter into effect as of **07<sup>th</sup> of April 2015**.

For additional information please contact SLMARAD Technical Manager Capt. Nikolas Dionysiou at [tm@slmarad.com](mailto:tm@slmarad.com)

Revision

Initial: 07<sup>th</sup> of April 2015 - Adopted