



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 1 of 21
Date: 06-2020

1. Objectives.

- .1 The purpose of this Instructive is to provide temporary measures to be taken to Postpone-Extend the Statutory Certification and Services on ships and Companies due to force majeure in view of the outbreak of novel coronavirus disease COVID-19, as a pandemic.

2. Application.

- .1 This Instructive is applied to all ships and Companies requiring to postpone-extend the Statutory Certification and Services due to operational restrictions caused by COVID-19, including the carry out of statutory surveys, verifications and inspections.
- .2 This Instructive is applied to postpone-extend the Statutory Certification and Services on Panamanian and Belizean flagged ships and Companies required by the following International Conventions and Codes:
 - .1 IMO Conventions/Full-Term Certificates.
 - .2 IMO Conventions/Annual, Periodical and Intermediate surveys.
 - .3 Inspection of the outside ship's bottom (Dry-Dock Survey).
 - .4 ISM Code/DOC and SMC Interim Certificates.
 - .5 ISM Code/DOC Annual Verification.
 - .6 ISM Code/DOC Full-Term Certificate.
 - .7 ISM Code/SMC Intermediate Verification.
 - .8 ISM Code SMC/Full-Term Certificate.
 - .9 ISPS Code ISSC/Interim Certificate.
 - .10 ISPS Code/ISSC Intermediate Verification.
 - .11 ISPS Code/ISSC Full-Term Certificate.
 - .12 MLC, 2006/MLC Interim Certificate.
 - .13 MLC, 2006/MLC Intermediate Inspection.
 - .14 MLC, 2006/MLC Full-Term Certificate.
 - .15 ILO Conventions/CICA Full-Term Certificate.
 - .16 Annual services of life saving appliances and firefighting equipment's.
- .3 The postponement-extension of the Statutory Certification and Services on ships and Companies, not registered under Panama or Belize flag, will be dealt and controlled by the Marine Division by issuing of specifically instructions on a case by case basis.
- .4 This Instructive shall enter into force forthwith.

3. Scope.

- .1 This Instructive must be applied by the Marine Division and designated Surveyors, Auditors and Inspectors when a request from a shipowner/operator is received to postpone-extend the Statutory Certification and Services on a ship or Company.

4. Relevant documentation.

- .1 The following documentation is relevant for the control of this Instructive.
 - .1 PMA Merchant Marine Notice MMN-07/2020 (May 22, 2020).
 - .2 PMA Merchant Marine Notice MMN-03/2020.
 - .3 PMA Merchant Marine Notice MMN-02/2020.
 - .4 PMA Merchant Marine Circular MMC-359.
 - .5 IMMARBE Merchant Marine Notice MMN-20-003r1 (superseded MMN-20-002 and MMN 20-003).



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 2 of 21
Date: 06-2020

- .6 IMMARBE Merchant Marine Notice MMN-19-006.
- .7 IMMARBE Merchant Marine Notice MMN-20-001r1.
- .8 IARO Guidelines for extension of periodical Surveys, Audits and Certification, in special cases-COVID-19.
- .9 IMO Guidance for flag States regarding surveys and renewals of certificates during the COVID-19 pandemic.

5. Postponement-Extension of the Statutory Certification and Services on Panamanian flagged ships and Companies.

- .1 The validity of the existing Certificates (Interim or Full-Term) with due date between 01 March 2020 and 31 August 2020, may be extended for a maximum period of three (3) months counted from the expiration date of such Certificates.
- .2 All statutory surveys, verifications and inspections with due date between 01 March 2020 and 31 August 2020, may be postponed for a maximum period of three (3) months counted from the expiration date of the window period (range dates) to carry out the corresponding survey, verification or inspection, subject to a subsequent revalidation or reinstatement of the affected Certificates in accordance with paragraph 5.7 below.
- .3 Notwithstanding the provisions of paragraphs 5.1 and 5.2 above, the time of the postponement-extension may be determined by Panama Maritime Authority (PMA) or the Marine Division on a case by case basis. The time of postponement-extension may be granted until next port of call not affected by COVID-19 restrictions, or until a maximum period of three months.
- .4 For any required postponement-extension, the shipowner/operator shall submit the request to the Marine Division through an Application Letter. After reviewing the request submitted, the Marine Division will issue the corresponding instructions to be followed by the Surveyor, Auditor or Inspector, as appropriate.
- .5 The Application Letter from the shipowner/operator specified in paragraph 5.4 above, requesting the postponement-extension of the Statutory Certification and Services on a ship, shall explicitly state and confirm that:
 - .1 The restrictions of the ship due to COVID-19.
 - .2 The reasons of the request that causing complication for the regular operation of the ship, including the carry out of statutory surveys, verifications and inspections.
 - .3 The ship is free from any defect or damage and all machinery is in good working condition, including alarms.
 - .4 The temporary measures to be followed on board in order to keep the ship in good technical and operational condition during the validity period of the postponement-extension granted.
 - .5 The ship is prepared to carry out the surveys, verifications or inspections whose postponement is being requested.
 - .6 The projected date and place to carry out the surveys, verifications or inspections whose postponement is being requested.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 3 of 21
Date: 06-2020

- .6 The Application Letter from the shipowner/operator specified in paragraph 5.4 above, requesting the postponement-extension of the Statutory Certification and Services in a Company, shall explicitly state and confirm that:
 - .1 The restrictions of the Company due to COVID-19.
 - .2 The reasons of the request that causing complication for the regular operation of the Company, including the carry out of statutory verifications.
 - .3 The Company is free from any major non-conformity that affecting compliance with the SMS.
 - .4 The temporary measures to be followed in order to keep Company in compliance with the SMS during the validity period of the postponement-extension granted.
 - .5 The Company is prepared to carry out the verification whose postponement is being requested.
 - .6 The projected date to carry out the verification whose postponement is being requested.
- .7 The postponement of all statutory surveys, verifications and inspections shall be subjected to a subsequent revalidation or reinstatement of the affected Full-Term Certificates in accordance with IMO Resolution A.1104(29), Survey Guidelines under the HSSC, Section 5.6 "Revalidation of Certificates", as amended.
- .8 The postponement-extension of the Statutory Certification and Services specified in Section 2/2.2 above, shall be carried out in accordance with the provisions established in paragraphs 5.9 to 5.21 below (Scenarios N°.1 to 13), as appropriate.
- .9 **Scenario N°.1: Extension of Full-Term Certificates required by IMO Conventions.**
 - .1 The request to extend the validity of the existing Full-Term Certificates shall be made by the shipowner/operator in accordance with paragraphs 5.4 and 5.5 above.
 - .2 To extend the validity of the existing Full-Term Certificates, the required Renewal Surveys shall be postponed.
 - .3 To postpone the Renewal Surveys, the inspection of the outside ship's bottom shall be postponed, where required.
 - .4 The Renewal Surveys shall not be postponed without an authorization granted by PMA postponing the inspection of the outside ship's bottom, where required.
 - .5 The postponement of the inspection of the outside ship's bottom shall be carried out in accordance with paragraph 5.11 below (Scenario N°.3).
 - .6 To postpone the Renewal Surveys, the safety on board the ship and prevention of pollution shall be checked and confirmed using the Checklist for Postponement-Extension of Statutory Certification and Services (03-2020), hereinafter, "Ship's Checking".
 - .7 The Ship's Checking will be carried out by the Surveyor, where possible.
 - .8 When the visit of Surveyor on board is not possible due to COVID-19 restrictions and; in order to ensure that the Full-Term Certificates remain valid for the grace period granted and; to maintain records that justify each postponement-extension granted available to any PSC authority and PMA, the Ship's Checking will be carried out through "Self-Inspection" by duly competent personnel designated by the ship's Master or Company.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 4 of 21
Date: 06-2020

- .9 To carry out the Ship's Checking through Self-Inspection, the Surveyor shall provide the ship with the Checklist specified in item 5.9.6 above. The Surveyor shall also maintain proper communication with the ship to support the Self-Inspection, as necessary and possible.
- .10 When the Ship's Checking is carried out through Self-Inspection, the Checklist used shall be signed/sealed by the ship's Master or Chief Engineer.
- .11 To confirm the good technical and operational condition of the ship in relation with the safety on board and prevention of pollution, the Checklist used for the Ship's Checking shall be supported by the following evidences:
 - .1 Video and pictures, as applicable. Video conferences between the ship's staff and Surveyor can be used, as necessary.
 - .2 Valid Annual Services of life saving appliances and firefighting equipment's.
 - .3 Videos, pictures or Damage Report relating to any deficiency/defect found on board during the Ship's Checking.
- .12 After completing the Ship's Checking, either by the Surveyor or through Self-Inspection, the Surveyor shall provide the Marine Division with the following supporting documentation:
 - .1 The Checklist used duly fulfilled and supported by the evidences specified in item 5.9.11 above. The Checklist used shall be signed/sealed by the Surveyor or by the ship's Master or Chief Engineer, as appropriate.
 - .2 Other evidences that can demonstrate the good technical and operational condition of the ship, as necessary.
 - .3 The considerations of the Surveyor on the results of the Ship's Checking.
- .13 After verifying the supporting documentation specified in item 5.9.12 above, the Marine Division shall confirm the good technical and operational condition of the ship in relation with the safety on board and prevention of pollution.
- .14 After confirming the good technical and operational condition of the ship, the Marine Division will issue a "Certification Letter" to grant and certify the extension requested. The Certification Letter will be issued valid for a maximum period of three (3) months counted from the expiration date of the existing Full-Term Certificates. All Certificates, whose validity has been extended, shall be listed in the Certification Letter.
- .15 The Certification Letter shall be issued based on:
 - .1 The authorization granted by PMA through MMN-07/2020.
 - .2 The request of the shipowner/operator.
 - .3 The satisfactory results obtained in the Ship's Checking.
- .10 **Scenario N°.2: Postponement of Annual, Periodical and Intermediate Surveys required by IMO Conventions.**
 - .1 The request to postpone the Annual, Periodical and Intermediate Surveys shall be made by the shipowner/operator in accordance with paragraphs 5.4 and 5.5 above.
 - .2 To postpone the Intermediate Surveys, the inspection of the outside ship's bottom shall be postponed, when required.
 - .3 The Intermediate Surveys shall not be postponed without an authorization granted by PMA postponing the inspection of the outside ship's bottom, when required.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 5 of 21
Date: 06-2020

- .4 The postponement of the inspection of the outside ship's bottom shall be carried out in accordance with paragraph 5.11 below (Scenario N°.3).
- .5 To postpone the Annual, Periodical and Intermediate Surveys, the safety on board the ship and prevention of pollution shall be verified and confirmed in accordance with items 5.9.6 to 5.9.11 above (Scenario N°.1).
- .6 After completing the Ship's Checking, either by the Surveyor or through Self-Inspection, the Surveyor shall provide the Marine Division with the supporting documentation specified in item 5.9.12 above.
- .7 After verifying the supporting documentation specified in item 5.9.12 above, the Marine Division shall confirm the good technical and operational condition of the ship in relation with the safety on board and prevention of pollution.
- .8 After confirming the good technical and operational condition of the ship, the Marine Division will issue a Certification Letter to grant and certify the postponement requested. The Certification Letter will be issued valid for a maximum period of three (3) months counted from the expiration date of the window period (range dates) to carry out the surveys that are being postponed. All postponed Surveys and affected Certificates shall be listed in the Certification Letter.
- .9 The Certification Letter shall be issued based on:
 - .1 The authorization granted by PMA through MMN-07/2020.
 - .2 The request of the shipowner/operator.
 - .3 The satisfactory results obtained in the Ship's Checking.
- .11 **Scenario N°.3: Postponement of the inspection of the outside ship's bottom.**
 - .1 The request to postpone the inspection of the outside ship's bottom shall be made by the shipowner/operator in accordance with paragraphs 5.4 and 5.5 above. In addition, the request shall be supported by a shipyard rejection letter due to COVID-19.
 - .2 The postponement of the inspection of the outside ship's bottom shall be carried out in accordance with the Technical Instructive PO02-TI03, Section 10, Dry-Dock Survey extension.
 - .3 The postponement of the inspection of the outside ship's bottom will continue be processed by PMA on a case by case basis following the provisions provided in MMC-204.
 - .4 Inspection afloat using remote inspection techniques (In-Water Survey) might be allowed under exceptional circumstances.
 - .5 The postponement request can be made by the shipowner/operator directly to PMA, or through the Marine Division.
- .12 **Scenario N°.4: Extension of DOC and SMC Interim.**
 - .1 The request to extend the validity of the existing DOC Interim shall be made by the shipowner/operator in accordance with paragraphs 5.4 and 5.6 above.
 - .2 The request to extend the validity of the existing SMC Interim shall be made by the shipowner/operator in accordance with paragraphs 5.4 and 5.5 above.
 - .3 To extend the validity of the DOC Interim, an Internal Audit shall be carried out in the Company.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 6 of 21
Date: 06-2020

- .4 To extend the validity of the SMC Interim, an Internal Audit shall be carried out on the ship under supervision of the Company. The Company supervision remotely is accepted.
- .5 The Audit Report of the Internal Audit carried out in the Company or on the ship, shall be verified by the Auditor. The non-conformities found during the Audits and the corrective/preventive taken, if any, shall be evaluated by the Auditor to confirm the good operational condition of the Company or the ship in accordance with the implemented SMS.
- .6 After confirming the good operational condition of the Company or the ship, the Auditor shall extend the validity of the existing DOC Interim or SMC Interim in accordance with the following provisions:
 - .1 Following the provisions of ISM Code, Part B, Chapter 14 "Interim Certification", Regulation 14.1, the validity of the existing DOC Interim issued for a period six (6) months, will be extended by issuing a "new/subsequent" DOC Interim valid for three (3) months counted from the expiration date of the existing DOC.
 - .2 Following the provisions of ISM Code, Part B, Chapter 14 "Interim Certification", Regulation 14.3, the validity of the existing SMC Interim issued for a period six (6) months, will be extended by issuing a "new/subsequent" SMC Interim valid for three (3) months counted from the expiration date of the existing SMC.
- .7 The new DOC/SMC Interim shall be issued in accordance with paragraph 5.22 below.
- .13 **Scenario N°.5: Postponement of DOC Annual Verification.**
 - .1 The request to postpone the DOC Annual Verification shall be made by the shipowner/operator in accordance with paragraphs 5.4 and 5.6 above.
 - .2 To postpone the DOC Annual Verification, an Internal Audit shall be carried out in the Company.
 - .3 After completing the Internal Audit, the Auditor shall provide the Marine Division with the following supporting documentation:
 - .1 The Internal Audit Report.
 - .2 The non-conformities found and corrective/preventive actions taken, if any.
 - .3 The considerations of the Auditor on the results of the Internal Audit.
 - .4 After verifying the supporting documentation specified in item 5.13.3 above, the Marine Division shall confirm the good operational condition of the Company.
 - .5 After confirming the good operational condition of the Company, the Marine Division will issue a "Certification Letter" to grant and certify the postponement requested. The Certification Letter will be issued valid for a maximum period of three (3) months counted from the expiration date of the window period (range dates) to carry out the Annual Verification that is being postponed. The postponed Annual Verification and the affected DOC Full-Term Certificate shall be listed in the Certification Letter.
 - .6 The Certification Letter shall be issued based on:
 - .1 The authorization granted by PMA through MMN-07/2020.
 - .2 The request of the shipowner/operator.
 - .3 The satisfactory results obtained in the Internal Audit of the Company.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 7 of 21
Date: 06-2020

.14 **Scenario N°.6: Extension of DOC Full-Term.**

- .1 The request to extend the validity of the existing DOC Full-Term shall be made by the shipowner/operator in accordance with paragraphs 5.4 and 5.6 above.
- .2 To extend the validity of the existing DOC Full-Term, an Internal Audit shall be carried out in the Company and items 5.13.2 to 5.13.4 above (Scenario N°.5) shall be fulfilled.
- .3 After confirming the good operational condition of the Company, the Marine Division will issue a "Certification Letter" to grant and certify the extension requested. The Certification Letter will be issued valid for a maximum period of three (3) months counted from the expiration date of the existing DOC Full-Term. The DOC Full-Term, whose validity has been extended, shall be listed in the Certification Letter.
- .4 The Certification Letter shall be issued based on:
 - .1 The authorization granted by PMA through MMN-07/2020.
 - .2 The request of the shipowner/operator.
 - .3 The satisfactory results obtained in the Internal Audit of the Company.

.15 **Scenario N°.7: Postponement of SMC Intermediate Verification.**

- .1 The request to postpone the SMC Intermediate Verification shall be made by the shipowner/operator in accordance with paragraphs 5.4 and 5.5 above.
- .2 To postpone the SMC Intermediate Verification, the following verification activities shall be fulfilled:
 - .1 The safety on board the ship and prevention of pollution shall be verified and confirmed in accordance with items 5.9.6 to 5.9.11 above (Scenario N°.1).
 - .2 An Internal Audit shall be carried out on the ship under supervision of the Company. The Company supervision remotely is accepted.
- .3 In relation with items 5.9.7 to 5.9.9 above, the Auditor shall be considered as the Surveyor.
- .4 After completing the Ship's Checking, either by the Auditor or through Self-Inspection, and the Internal Audit, the Auditor shall provide the Marine Division with the following supporting documentation:
 - .1 The supporting documentation specified in item 5.9.12 above related to the Ship's Checking.
 - .2 The Internal Audit Report.
 - .3 The non-conformities found during the Internal Audit and corrective/preventive actions taken, if any.
 - .4 The considerations of the Auditor on the results of the Ship's Checking and the Internal Audit.
- .5 After verifying the supporting documentation specified in item 5.15.4 above, the Marine Division shall confirm the good technical and operational condition of the ship in relation with the safety on board and prevention of pollution.
- .6 After confirming the good technical and operational condition of the ship, the Marine Division will issue a "Certification Letter" to grant and certify the postponement requested. The Certification Letter will be issued valid for a maximum period of three (3) months counted from the expiration date of the window period (range dates) to carry out the Intermediate Verification that is being postponed. The postponed Intermediate Verification and the affected SMC Full-Term shall be listed in the Certification Letter.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 8 of 21
Date: 06-2020

- .7 The Certification Letter shall be issued based on:
 - .1 The authorization granted by PMA through MMN-07/2020.
 - .2 The request of the shipowner/operator.
 - .3 The satisfactory results obtained in the Ship's Checking.
 - .4 The satisfactory results obtained in the Internal Audit of the ship.
- .16 **Scenario N°.8: Extension of SMC Full-Term.**
 - .1 The request to extend the validity of the existing SMC Full-Term shall be made by the shipowner/operator in accordance with paragraphs 5.4 and 5.5 above.
 - .2 To extend the validity of the existing SMC Full-Term, the following verification activities shall be fulfilled:
 - .1 The safety on board the ship and prevention of pollution shall be verified and confirmed in accordance with items 5.9.6 to 5.9.11 above (Scenario N°.1).
 - .2 An Internal Audit shall be carried out on the ship under supervision of the Company. The Company supervision remotely is accepted.
 - .3 In relation with items 5.9.7 to 5.9.9 above, the Auditor shall be considered as the Surveyor.
 - .4 After completing the Ship's Checking, either by the Auditor or through Self-Inspection, and the Internal Audit, the Auditor shall provide the Marine Division with the following supporting documentation:
 - .1 The supporting documentation specified in item 5.9.12 above related to the Ship's Checking.
 - .2 The Internal Audit Report.
 - .3 The non-conformities found during the Internal Audit and corrective/preventive actions taken, if any.
 - .4 The considerations of the Auditor on the results of the Ship's Checking and the Internal Audit.
 - .5 After verifying the supporting documentation specified in item 5.16.4 above, the Marine Division shall confirm the good technical and operational condition of the ship in relation with the safety on board and prevention of pollution.
 - .6 After confirming the good technical and operational condition of the ship, the Marine Division will issue a "Certification Letter" to grant and certify the extension requested. The Certification Letter will be issued valid for a maximum period of three (3) months counted from the expiration date of the existing SMC Full-Term. The SMC Full-Term, whose validity has been extended, shall be listed in the Certification Letter.
 - .7 The Certification Letter shall be issued based on:
 - .1 The authorization granted by PMA through MMN-07/2020.
 - .2 The request of the shipowner/operator.
 - .3 The satisfactory results obtained in the Ship's Checking.
 - .4 The satisfactory results obtained in the Internal Audit of the ship.
- .17 **Scenario N°.9: Postponement-Extension related to ISPS Code.**
 - .1 The request to extend the validity of the existing ISSC (Interim or Full-Term), or to postpone the ISPS Verifications (Initial, Intermediate, Renewal), shall be made by the shipowner/operator in accordance with paragraphs 5.4 and 5.5 above.
 - .2 To extend the validity of the existing ISSC (Interim or Full-Term), or to postpone any ISPS Verification, an Internal Audit shall be carried out on the ship under supervision of the Company. The Company supervision remotely is accepted.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 9 of 21
Date: 06-2020

- .3 After completing the Internal Audit, the Auditor shall provide the Marine Division with the following supporting documentation:
 - .1 The Internal Audit Report.
 - .2 The failures found and corrective/preventive actions taken, if any.
 - .3 The considerations of the Auditor on the results of the Internal Audit.
- .4 According to MMN-02/2020, paragraph 9, in those cases where ISPS Verifications cannot be performed due to restrictions of COVID-19, the shipowner/operator may request an authorization to postpone the corresponding ISPS Verification in accordance with MMC-359, Chapter 10.
- .5 According to MMC-359, Chapter 10, the shipowner/operator, Recognized Security Organization (RSO) or legal representatives, shall request an authorization to postpone the Initial Verification prior to the expiration of the ISSC Interim or prior to the expiration of due date of the Intermediate or Renewal Verification window through the online platform E-Segumar.
- .6 According to MMC-359, Chapter 10, to request authorization to postpone ISPS Verifications, the following supporting documentation shall be submitted to PMA:
 - .1 Email or letter issued by ICS Class indicating the reason for not performing the verification and stating the exact date and place where the ISPS Verification will take place.
 - .2 ISSC Interim only if the extension requested is due to the Initial Verification.
 - .3 ISSC Full-Term duly endorsed or Intermediate Verification Report if the extension requested is to carry out the Renewal Verification.
- .7 ICS Class will issue the email or letter required in item 17.6.1 above, based on the following documentation:
 - .1 The request of the shipowner/operator.
 - .2 The satisfactory results obtained in the Internal Audit of the ship.
- .8 In accordance with the authorization granted by PMA, and the instructions given by the ISPS Section, the extension of the validity of the existing ISSC (Interim or Full-Term), or the postponement of any ISPS Verification, may be carried out by issuing one of the following certifications:
 - .1 A Certification Letter; or
 - .2 A "new/subsequent" Interim Certificate; or
 - .3 A Conditional Certificate.
- .9 The Certification Letter will be issued by the Marine Division.
- .10 The new Interim Certificate or Conditional Certificate, will be issued by the Auditor in accordance with the instructions given by the Marine Division.
- .11 The new Interim Certificate or Conditional Certificate, shall be issued in accordance with paragraph 5.22 below.
- .12 The Certification Letter, the new Interim Certificate or Conditional Certificate, shall be issued based on:
 - .1 The authorization granted by PMA.
 - .2 The request of the shipowner/operator.
 - .3 The satisfactory results obtained in the Internal Audit of the ship.
- .18 **Scenario N°.10: Postponement-Extension related to MLC, 2006 Convention.**
 - .1 The request to extend the validity of the existing MLC (Interim or Full-Term), or to postpone the MLC Inspections (Initial, Intermediate, Renewal), shall be made by the shipowner/operator in accordance with paragraph 5.4 and 5.5 above.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 10 of 21
Date: 06-2020

- .2 To extend the validity of the existing MLC (Interim or Full-Term), or to postpone any MLC Inspection, an MLC Self-Inspection shall be carried out on the ship under supervision of the Company in accordance with the procedures implemented on board for this purpose. The Company supervision remotely is accepted.
- .3 The results of the MLC Self-Inspection, including the Inspection Report, shall be provided to the Marine Division for reviewing.
- .4 To extend the validity of the existing MLC (Interim or Full-Term), or to postpone any MLC Inspection, the MLC financial securities shall be remained valid during the postponement-extension period granted (refer to Standards A2.5.2 and A4.2).
- .5 In accordance with the authorization granted by PMA, and the instructions given by the MLC Section, the extension of the validity of the existing MLC (Interim or Full-Term), or the postponement of any MLC Inspection, may be carried out by issuing one of the following certifications:
 - .1 A Certification Letter; or
 - .2 A "new/subsequent" Interim Certificate; or
 - .3 A Conditional Certificate.
- .6 The Certification Letter will be issued by the Marine Division.
- .7 The new Interim Certificate or Conditional Certificate, will be issued by the Inspector in accordance with the instructions given by the Marine Division.
- .8 The new Interim Certificate or Conditional Certificate, shall be issued in accordance with paragraph 5.22 below.
- .9 The Certification Letter, the new Interim Certificate or Conditional Certificate, shall be issued based on:
 - .1 The authorization granted by PMA.
 - .2 The request of the shipowner/operator.
 - .3 The satisfactory results obtained in the MLC Self Inspection of the ship.
- .19 **Scenario N°.11: Extension of CICA Full-Term.**
 - .1 According to MMN-03/2020, paragraph 6.5, the extension of the validity of the existing CICA Full-Term may only be carried out by the Maritime Labour Affairs Department of the General Directorate of Seafarers by issuing a "Dispensation Letter".
 - .2 To extend the validity of the existing CICA Full-Term, the following documentation shall be submitted to the Maritime Labour Affairs Department:
 - .1 Request CICA extension, including the particular of the ship and reasons of the request.
 - .2 Copy of CICA Full-Term expired or about to expire.
 - .3 Registry Certificate (Patent of Navigation).
 - .4 Annual Taxes Receipt.
 - .3 The extension request can be made by the shipowner/operator directly to the Maritime Labour Affairs Department, or through the Marine Division.
 - .4 The Dispensation Letter will be issued by Maritime Labour Affairs Department valid for three (3) months. A copy of this Letter shall be attached to the CICA Full-Term whose validity has been extended.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 11 of 21
Date: 06-2020

- .20 Scenario N°.12: Extension of annual services of life saving appliances and firefighting equipment's.**
- .1 The Annual Services of life saving appliances and firefighting equipment's, with due date between 01 March and 31 August 2020, are allowed for an immediate extension valid for three (3) months subject to the agreement of the ICS Class.
 - .2 The extension for three (3) months will be granted by the Marine Division by issuing a Certification Letter. To obtain this extension, the shipowners/operators shall submit to the Marine Division the following supporting documentation:
 - .1 Extension request in accordance with paragraphs 5.4 and 5.5 above.
 - .2 Registry Certificate (Patent of Navigation).
 - .3 Copy of valid CSSE Certificate with the Form E attached. CSSE Certificate is to be duly endorsed at Annual or Periodical Survey, if appropriate.
 - .4 Copies of the Certificates of Inspection/Services issued by Services Suppliers duly authorized reflecting the date when the previous inspections/services were carried out.
 - .3 The extensions of Annual Services of life saving appliances and firefighting equipment's required for a longer period (more than three months) shall only be granted by PMA on a case by case basis according to the circumstances. The request for extension can be made by the shipowner/operator directly to PMA, or through the Marine Division.
- .21 Scenario N°.13: Postponement-Extension of the Statutory Certification and Services on ships below convention size.**
- .1 The request to extend the validity of the existing Certificates (Interim or Full-Term), or to postpone any survey, shall be made by the shipowner/operator in accordance with paragraph 5.4 and 5.5 above.
 - .2 The extension of the validity of the existing Certificates (Interim or Full-Term), or the postponement of any survey, shall be carried out in accordance with the previous Scenarios N°.1, 2, 3 and 12, as possible and practical.
 - .3 To extend the validity of the existing Certificates (Interim or Full-Term), or to postpone any survey, the Ship's Checking shall be carried out using the same Checklists that are used to carry out the mandatory periodical surveys required by each type of Certificate.
- .22** All Interim and Conditional Certificates that need to be issued to postpone-extend the Statutory Certification and Services on a ship or Company, shall be issued by the acting Surveyor, Auditor or Inspector using the forms specifically developed by the Marine Division for implementing this Instructive. These Certificates shall be issued with the following Remark:
"This Certificate has been issued under authorization granted by the Administration according to MMN-07/2020".
- .23** Shipowners/operators of those ships currently holding a Conditional Certificate related to a deficiency or damage onboard, shall contact PMA if the necessary malfunction, repair or administrative related matter is not possible to rectify. ICS Class shall agree with the conditions on board.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 12 of 21
Date: 06-2020

- .24 ICS Class must inform PMA as soon as a Certification Letter, Interim Certificate or Conditional Certificate is issued. In this regard, the acting Surveyor, Auditor or Inspector, in a period of time not more than 48 horas after completion of the postponement-extension services, shall provide the Marine Division with the supporting documentation of the provided services.
- .25 MMN-07/2020 and MMN-03/2020 provide the contact email addresses of Segumar Office around the world.
- .26 The implementation of all provisions prescribed above, for Panamanian flagged ships and Companies, is due to the urgency related to COVID-19. As soon as, these crises overcome and restrictions imposed by each flag State have raised, the PMA and ICS Class return to their regular procedures for the Statutory Certification and Services on ships and Companies.

6. Postponement-Extension of the Statutory Certification and Services on Belizean flagged ships and Companies.

- .1 The validity of the existing Certificates (Interim or Full-Term) may be extended up to 31 July 2020.
- .2 All statutory surveys, verifications and inspections may be postponed up to 31 July 2020, subject to a subsequent revalidation or reinstatement of the affected Certificates in accordance with paragraph 6.9 below. Those ships that intend to receive a postponement-extension beyond three (3) months, shall be subject to provisions of paragraph 6.26 below.
- .3 All postponements-extensions may only be authorized and granted by the IMMARBÉ's Technical Department. ICS Class, as RO, does not have authority to extend the validity of any Certificate, or to postpone any survey, verification or inspection without prior authorization granted by IMMARBÉ.
- .4 Notwithstanding the provisions of paragraphs 6.1 and 6.2 above, the time of the postponement-extension may be determined by IMMARBÉ on a case by case basis. The time of postponement-extension may be granted until next port of call not affected by COVID-19 restrictions, or up to 31 July 2020.
- .5 For any required postponement-extension, the shipowner/operator shall submit the request to the Marine Division through an Application Letter. After reviewing the request submitted, the Marine Division will proceed as follow:
 - .1 Propose to IMMARBÉ the actions that shall be carried out in accordance with provisions established in paragraphs 6.10 to 6.22 below (Scenarios N°.1 to 13), as appropriate.
 - .2 Issue the instructions to be followed by the Surveyor, Auditor or Inspector in accordance with the authorization granted by IMMARBÉ and the instructions issued in this regard by this Administration.
- .6 The Application Letter from the shipowner/operator specified in paragraph 6.5 above, requesting the postponement-extension of the Statutory Certification and Services on a ship, shall explicitly state and confirm that:
 - .1 The restrictions of the ship due to COVID-19.
 - .2 The reasons of the request that causing complication for the regular operation of the ship, including the carry out of statutory surveys, verifications and inspections.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 13 of 21
Date: 06-2020

- .3 The ship is free from any defect or damage and all machinery is in good working condition, including alarms.
- .4 The temporary measures to be followed on board in order to keep the ship in good technical and operational condition during the validity period of the postponement-extension granted.
- .5 The ship is prepared to carry out the surveys, verifications or inspections whose postponement is being requested.
- .6 The projected date and place to carry out the surveys, verifications or inspections whose postponement is being requested.
- .7 Attached to the Application Letter specified in paragraphs 6.5 and 6.6 above, the shipowner/operator shall provide the Marine Division with the following documentation to confirm the good technical and operational condition of the ship:
 - .1 IMMARBE/Self-Inspection Checklist, TDL-018 (refer to IMMARBE MMN-19-006).
 - .2 A photo Report addressing the actual condition of the ship. The photo Report must include, but not limited to photos of the Main Deck, Mooring Stations, Cargo Spaces, Navigational Bridge, Accommodations and Machinery Spaces.
- .8 The Application Letter from the shipowner/operator specified in paragraph 6.5 above, requesting the postponement-extension of the Statutory Certification and Services in a Company, shall explicitly state and confirm that:
 - .1 The restrictions of the Company due to COVID-19.
 - .2 The reasons of the request that causing complication for the regular operation of the Company, including the carry out of statutory verifications.
 - .3 The Company is free from any major non-conformity that affecting compliance with the SMS.
 - .4 The temporary measures to be followed in order to keep Company in compliance with the SMS during the validity period of the postponement-extension granted.
 - .5 The Company is prepared to carry out the verification whose postponement is being requested.
 - .6 The projected date to carry out the verification whose postponement is being requested.
- .9 The postponement of all statutory surveys, verifications and inspections shall be subjected to a subsequent revalidation or reinstatement of the affected Full-Term Certificates in accordance with IMO Resolution A.1104(29), Survey Guidelines under the HSSC, Section 5.6 "Revalidation of Certificates", as amended.
- .10 **Scenario N°.1: Extension of Full-Term Certificates required by IMO Conventions.**
 - .1 The request to extend the validity of the existing Full-Term Certificates shall be made by the shipowner/operator in accordance with paragraphs 6.5, 6.6 and 6.7 above.
 - .2 To extend the validity of the existing Full-Term Certificates, the required Renewal Surveys shall be postponed.
 - .3 To postpone the Renewal Surveys, the inspection of the outside ship's bottom shall be postponed, where required.
 - .4 The Renewal Surveys shall not be postponed without an authorization granted by IMMARBE postponing the inspection of the outside ship's bottom, where required.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 14 of 21
Date: 06-2020

- .5 The postponement of the inspection of the outside ship's bottom shall be carried out in accordance with paragraph 6.12 below (Scenario N°.3).
- .6 To postpone the Renewal Surveys, the safety on board the ship and prevention of pollution shall be checked and confirmed, hereinafter, "Ship's Checking".
- .7 The Ship's Checking will be carried out by the Surveyor, where possible, using the Checklist for Postponement-Extension of Statutory Certification and Services (03-2020).
- .8 When the visit of Surveyor on board is not possible due to COVID-19 restrictions and; in order to ensure that the Full-Term Certificates remain valid for the grace period granted and; to maintain records that justify each postponement-extension granted available to any PSC authority and IMMARB, the Ship's Checking will be carried out through "Self-Inspection" by duly competent personnel designated by the ship's Master or Company using IMMARB/Self-Inspection Checklist, TDL-018 (refer to IMMARB MMN-19-006).
- .9 When the Ship's Checking is carried out through Self-Inspection, the Surveyor shall maintain proper communication with the ship to support the Self-Inspection, as necessary and possible.
- .10 To confirm the good technical and operational condition of the ship in relation with the safety on board and prevention of pollution, the Checklist used for the Ship's Checking, either by the Surveyor or through Self-Inspection, shall be supported by the following evidences:
 - .1 Video and pictures, as applicable. Video conferences between the ship's staff and Surveyor can be used, as necessary.
 - .2 Valid Annual Services of life saving appliances and firefighting equipment's.
 - .3 Videos, pictures or Damage Report relating to any deficiency/defect found on board during the Ship's Checking.
- .11 After verifying the Checklist used for the Ship's Checking supported by the evidences specified in item 6.10.10 above, the Surveyor shall confirm the good technical and operational condition of the ship in relation with the safety on board and prevention of pollution.
- .12 After confirming the good technical and operational condition of the ship, and after the authorization granted by IMMARB, the Surveyor will issue the following Conditional Certificates valid until 31 July 2020, as required:
 - .1 International Load Line (ILL).
 - .2 Cargo Ship Safety Construction (CSSC).
 - .3 Cargo Ship Safety Equipment (CSSE).
 - .4 Cargo Ship Safety Radio. (CSSR)
 - .5 International Oil Pollution Prevention (IOPP).
 - .6 International Air Pollution Prevention (IAPP).
 - .7 International Ballast Water Management Certificate (IBWMC).
- .13 Conditional Certificates for CSSE, CSSR, IOPP and IAPP shall be issued with their relevant Forms and Supplements.
- .14 As required by the ship, others Conditional Certificates may be issued prior authorization granted by IMMARB.
- .15 Conditional Certificates shall be issued in accordance with paragraph 6.23 below.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 15 of 21
Date: 06-2020

.11 **Scenario N°.2: Postponement of Annual, Periodical and Intermediate Surveys required by IMO Conventions.**

- .1 The request to postpone the Annual, Periodical and Intermediate Surveys shall be made by the shipowner/operator in accordance with paragraphs 6.5, 6.6 and 6.7 above.
- .2 To postpone the Intermediate Surveys, the inspection of the outside ship's bottom shall be postponed, when required.
- .3 The Intermediate Surveys shall not be postponed without an authorization granted by IMMARBE postponing the inspection of the outside ship's bottom, when required.
- .4 The postponement of the inspection of the outside ship's bottom shall be carried out in accordance with paragraph 6.12 below (Scenario N°.3).
- .5 To postpone the Annual, Periodical and Intermediate Surveys, the safety on board the ship and prevention of pollution shall be checked and confirmed in accordance with items 6.10.6 to 6.10.10 above (Scenario N°.1).
- .6 After verifying the Checklist used for the Ship's Checking supported by the evidences specified in item 6.10.10 above, the Surveyor shall confirm the good technical and operational condition of the ship in relation with the safety on board and prevention of pollution.
- .7 After confirming the good technical and operational condition of the ship, and after the authorization granted by IMMARBE, the Surveyor will issue the Conditional Certificates specified in item 6.10.12 above, as required, valid until 31 July 2020.
- .8 Conditional Certificates shall be issued in accordance with items 6.10.13 to 6.10.15 above (Scenario N°.1).

.12 **Scenario N°.3: Postponement of the inspection of the outside ship's bottom.**

- .1 The postponement of the inspection of the outside ship's bottom will only be authorized and granted by IMMARBE's Technical Department up to 31 July 2020.
- .2 The postponement of the inspection of the outside ship's bottom shall be carried out in accordance with the Technical Instructive PO02-TI03, Section 10, Dry-Dock Survey extension.
- .3 The postponement of the inspection of the outside ship's bottom will be granted by IMMARBE, based on the following:
 - .1 The request shall be submitted by the Deputy Registrar of the ship using the form TDF-006.
 - .2 The Application Letter shall satisfy the provisions prescribed in paragraphs 6.6 and 6.7 above.
 - .3 The request shall contain a shipyard rejection letter due to COVID-19.
 - .4 Written confirmation of acceptance issued by ICS Class.
- .4 The request can also be submitted to IMMARBE through the Marine Division. In this case, the request shall also be made in accordance with item 6.12.2 above, including the submission of the form TDF-006 issued by the Deputy Registrar of the ship.
- .5 Any request for dry-docking extension not related to the COVID-19, shall comply with the parameters stated in MMN 18-001.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 16 of 21
Date: 06-2020

.13 Scenario N°.4: Extension of DOC and SMC Interim.

- .1 The request to extend the validity of the existing DOC Interim shall be made by the shipowner/operator in accordance with paragraphs 6.5 and 6.8 above.
- .2 The request to extend the validity of the existing SMC Interim shall be made by the shipowner/operator in accordance with paragraphs 6.5, 6.6 and 6.7 above.
- .3 To extend the validity of DOC Interim, an Internal Audit shall be carried out in the Company.
- .4 To extend the validity of SMC Interim, an Internal Audit shall be carried out on the ship under supervision of the Company. The Company supervision remotely is accepted.
- .5 The Audit Report of the Internal Audit carried out in the Company or on the ship, shall be verified by the Auditor. The non-conformities found during the Audits and the corrective/preventive taken, if any, shall be evaluated by the Auditor to confirm the good operational condition of the Company or the ship in compliance with the SMS.
- .6 After confirming the good operational condition of the Company or the ship, and after the authorization granted by IMMARBE, the Auditor shall extend the validity of the existing DOC Interim or SMC Interim in accordance with the following provisions:
 - .1 Following the provisions of ISM Code, Part B, Chapter 14 "Interim Certification", Regulation 14.1, the validity of the existing DOC Interim issued for a period six (6) months, will be extended by issuing a "new/subsequent" DOC Interim valid until 31 July 2020.
 - .2 Following the provisions of ISM Code, Part B, Chapter 14 "Interim Certification", Regulation 14.3, the validity of the existing SMC Interim issued for a period six (6) months, will be extended by issuing a "new/subsequent" SMC Interim valid until 31 July 2020.
- .7 The new DOC/SMC Interim shall be issued in accordance with paragraph 6.23 below.

.14 Scenario N°.5: Postponement of DOC Annual Verification.

- .1 The request to postpone the DOC Annual Verification shall be made by the shipowner/operator in accordance with paragraphs 6.5 and 6.8 above.
- .2 To postpone the DOC Annual Verification, an Internal Audit shall be carried out in the Company.
- .3 The Audit Report of the Internal Audit shall be verified by the Auditor. The non-conformities found during the Audit and the corrective/preventive actions taken, if any, shall be evaluated by the Auditor to confirm the good operational condition of the Company in compliance with the SMS.
- .4 After confirming the good operational condition of the Company, and after the authorization granted by IMMARBE, the Auditor shall postpone the DOC Annual Verification by issuing a DOC Conditional valid until 31 July 2020.
- .5 The DOC Conditional shall be issued in accordance with paragraph 6.23 below.

.15 Scenario N°.6: Extension of DOC Full-Term.

- .1 The request to extend the validity of the existing DOC Full-Term shall be made by the shipowner/operator in accordance with paragraphs 6.5 and 6.8 above.
- .2 To extend the validity of the existing DOC Full-Term, an Internal Audit shall be carried out in the Company.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 17 of 21
Date: 06-2020

- .3 The Audit Report of the Internal Audit shall be verified by the Auditor. The non-conformities found during the Audit and the corrective/preventive actions taken, if any, shall be evaluated by the Auditor to confirm the good operational condition of the Company in compliance with the SMS.
- .4 After confirming the good operational condition of the Company, and after the authorization granted by IMMARBE, the Auditor shall extend the validity of the existing DOC Full-Term by issuing a DOC Conditional valid until 31 July 2020.
- .5 The DOC Conditional shall be issued in accordance with paragraph 6.23 below.
- .16 **Scenario N°.7: Postponement of SMC Intermediate Verification.**
 - .1 The request to postpone the SMC Intermediate Verification shall be made by the shipowner/operator in accordance with paragraphs 6.5, 6.6 and 6.7 above.
 - .2 To postpone the SMC Intermediate Verification, the following verification activities shall be fulfilled:
 - .1 The safety on board the ship and prevention of pollution shall be verified and confirmed in accordance with items 6.10.6 to 6.10.10 above (Scenario N°.1).
 - .2 An Internal Audit should be carried out on the ship under supervision of the Company. The Company supervision remotely is accepted.
 - .3 In relation with items 6.10.7 to 6.10.9 above, the Auditor shall be considered as the Surveyor.
 - .4 After verifying the Checklist used for the Ship's Checking supported by the evidences specified in item 6.10.10 above, and the Internal Audit Report, including the evaluation of the non-conformities found and the corrective/preventive actions taken, if any, the Auditor shall confirm the good technical and operational condition of the ship in relation with the safety on board and prevention of pollution in compliance with the SMS.
 - .5 After confirming the good technical and operational condition of the ship, and after the authorization granted by IMMARBE, the Surveyor shall postpone the SMC Intermediate Verification by issuing a SMC Conditional valid until 31 July 2020.
 - .6 The SMC Conditional shall be issued in accordance with paragraph 6.23 below.
- .17 **Scenario N°.8: Extension of SMC Full-Term.**
 - .1 The request to extend the validity of the existing SMC Full-Term shall be made by the shipowner/operator in accordance with paragraphs 6.5, 6.6 and 6.7 above.
 - .2 To extend the validity of the existing SMC Full-Term, the following verification activities shall be fulfilled:
 - .1 The safety on board the ship and prevention of pollution shall be verified and confirmed in accordance with items 6.10.6 to 6.10.10 above (Scenario N°.1).
 - .2 An Internal Audit should be carried out on the ship under supervision of the Company. The Company supervision remotely is accepted.
 - .3 In relation with items 6.10.7 to 6.10.9 above, the Auditor shall be considered as the Surveyor.
 - .4 After verifying the Checklist used for the Ship's Checking supported by the evidences specified in item 6.10.10 above, and the Internal Audit Report, including the evaluation of the non-conformities found and the corrective/preventive actions taken, if any, the Auditor shall confirm the good technical and operational condition of the ship in relation with the safety on board and prevention of pollution in compliance with the SMS.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 18 of 21
Date: 06-2020

- .5 After confirming the good technical and operational condition of the ship, and after the authorization granted by IMMARBE, the Surveyor shall extend the validity of the existing SMC Full-Term by issuing a SMC Conditional valid until 31 July 2020.
- .6 The SMC Conditional shall be issued in accordance with paragraph 6.23 below
- .18 **Scenario N°.9: Extension-Postponement related to ISPS Code.**
 - .1 The request to extend the validity of the existing ISSC (Interim or Full-Term), or to postpone the ISPS Verifications (Initial, Intermediate, Renewal), shall be made by the shipowner/operator in accordance with paragraphs 6.5, 6.6 and 6.7.
 - .2 To extend the validity of the existing ISSC (Interim or Full-Term), or to postpone any ISPS Verification, an Internal Audit shall be carried out on the ship under supervision of the Company. The Company supervision remotely is accepted.
 - .3 The Audit Report of the Internal Audit shall be verified by the Auditor. The failures found during the Audit and the corrective/preventive actions taken, if any, shall be evaluated by the Auditor to confirm that the Security System and associated security equipment of the ship fully complies with the ISPS Code requirements and it is in satisfactory condition.
 - .4 After confirming that the Security System of the ship is in compliance with the ISPS Code requirements, and after the authorization granted by IMMARBE, the Auditor shall extend the validity of the existing ISSC (Interim or Full-Term), or postpone the ISPS Verification by issuing an ISSC Conditional valid until 31 July 2020.
 - .5 The ISSC Conditional shall be issued in accordance with paragraph 6.23 below.
- .19 **Scenario N°.10: Extension-Postponement related to MLC, 2006 Convention.**
 - .1 The request to extend the validity of the existing MLC (Interim or Full-Term), or to postpone the MLC Inspections (Initial, Intermediate, Renewal), shall be made by the shipowner/operator in accordance with paragraphs 6.5, 6.6 and 6.7 above.
 - .2 To extend the validity of the existing MLC (Interim or Full-Term), or to postpone any MLC Inspection, an MLC Self-Inspection shall be carried out on the ship under supervision of the Company in accordance with the procedures implemented on board for this purpose. The Company supervision remotely is accepted.
 - .3 The Inspection Report of the MLC Self-Inspection shall be verified by the Inspector. The non-conformities found during the Inspection and the corrective/preventive actions taken, if any, shall be evaluated by the Inspector to confirm that the ship is in compliance with the MLC, 2006 Convention requirements.
 - .4 To extend the validity of the existing MLC (Interim or Full-Term), or to postpone any MLC Inspection, the MLC financial securities shall be remained valid during the extension-postponement period granted (refer to Standards A2.5.2 and A4.2).
 - .5 After confirming that the ship is in compliance with the MLC, 2006 Convention requirements, and after the authorization granted by IMMARBE, the Inspector shall extend the validity of the existing MLC (Interim or Full-Term), or postpone the MLC Inspection by issuing an MLC Conditional valid until 31 July 2020.
 - .6 The MLC Conditional shall be issued in accordance with paragraph 6.23 below.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 19 of 21
Date: 06-2020

.20 Scenario N°.11: Extension of CICA Full-Term.

- .1 The request to extend the validity of the existing CICA Full-Term shall be made by the shipowner/operator in accordance with paragraphs 6.5, 6.6 and 6.7 above.
- .2 To extend the validity of the existing CICA Full-Term, the following documentation shall be submitted to the Marine Division:
 - .1 Request CICA extension, including the particular of the ship and reasons of the request.
 - .2 Copy of CICA Full-Term expired or about to expire.
- .3 After verifying the request submitted by the shipowner/operator, and after the authorization granted by IMMARBE, the Surveyor shall extend the validity of the existing CICA Full-Term by issuing an CICA Conditional valid until 31 July 2020.
- .4 The CICA Conditional shall be issued in accordance with paragraph 6.23 below.

.21 Scenario N°.12: Extension of annual services of life saving appliances and firefighting equipment's.

- .1 The extension of annual services of life saving appliances and firefighting equipment's shall be requested to IMMARBE's Technical Department on a case by case basis. The request may be carried out by the shipowner/operator directly to IMMARBE, or through the Marine Division.
- .2 To obtain the authorization from IMMARBE to extend the annual services of life saving appliances and firefighting equipment's, the following documentation shall be submitted:
 - .1 Extension request from the shipowner/operator in accordance with paragraph 6.6 and 6.7 above.
 - .2 Navigation Registry (Patent of Navigation).
 - .3 Copy of valid CSSE Certificate with the Form E attached. CSSE Certificate is to be duly endorsed at Annual or Periodical Survey, if appropriate.
 - .4 Copies of the Certificates of Inspection/Services issued by Services Suppliers duly authorized reflecting the date when the previous inspections/services were carried out.

.22 Scenario N°.13: Postponement-Extension of the Statutory Certification and Services on ships below convention size.

- .1 The request to extend the validity of the existing Certificates (Interim or Full-Term), or to postpone any survey, shall be made by the shipowner/operator in accordance with paragraphs 6.5, 6.6 and 6.7 above.
- .2 The extension of the validity of the existing Certificates (Interim or Full-Term), or the postponement of any survey, shall be carried out in accordance with the previous Scenarios N°.1, 2, 3 and 12 above, as possible and practical.
- .3 To extend the validity of the existing Certificates (Interim or Full-Term), or to postpone any survey, the Ship's Checking shall be carried out using the same Checklists that are used to carry out the mandatory periodical surveys required by each type of Certificate.
- .4 Additional requirements and instructions may be issued by the Marine Division on a case by case basis, when required.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 20 of 21
Date: 06-2020

- .23 All Interim and Conditional Certificates that need to be issued to postpone-extend the Statutory Certification and Services on a ship or Company, after the authorization granted by IMMARB, shall be issued by the acting Surveyor, Auditor or Inspector using the forms specifically developed by the Marine Division for implementing of this Instructive. These Certificates shall be issued with the following Remark:
"This certificate has been issued under authorization granted by the Administration according to MMN-20-003".
- .24 Ship-owners/operators of those ships currently holding a Conditional Certificate related to a deficiency or damage onboard, shall contact IMMARB if the necessary malfunction, repair or administrative related matter is not possible to rectify. ICS Class shall agree with the conditions on board.
- .25 ICS Class must inform IMMARB as soon as an Interim Certificate or Conditional Certificate is issued. In this regard, the acting Surveyor, Auditor or Inspector, in a period of time not more than 48 horas after completion of the postponement-extension services, shall provide the Marine Division with the supporting documentation of the provided services.
- .26 For those ships that are entitled to receive an extension beyond three (3) months, ICS Class in accordance with the **Guidance for flag States regarding surveys and renewals of certificates during the COVID-19 pandemic** published by the IMO, shall review and approved a Risk Assessment. This Risk Assessment will include mitigation measures.
- .27 The implementation of all provisions prescribed above for Belizean flagged ships and Companies will be ceased to be valid as soon as the World Health Organization (WHO) declares that the pandemic is finalized, and the risk is over but might be revised and the period extended if the situation remains. After that, IMMARB and ICS Class return to their regular procedures for the Statutory Certification and Services on ships and Companies

7. Contact email addresses for requesting Extension-Postponement of Statutory Certification and Services.

Eng. Jorge Luis Lopez	jorgel@intermaritime.org
Eng. Ruben Salcedo	ruben@intermaritime.org
Ms. Anayansi Castillo	anayansi@intermaritime.org

8. Documented information revoked and modifications.

- .1 The PO02-TI01-Technical Instructive for COVID-19, Version.4 (05-2020), has been modified and revoked by this Version.5 (06-2020) in accordance with:
 - .1 IMMARB Merchant Marine Notice MMN-20-003r1 (superseded MMN-20-002 and MMN 20-003).
- .2 Page 12, Section 6/6.2 for Belizean flagged ships: The following provision has been added: Those ships that intend to receive a postponement-extension beyond three (3) months, shall be subject to provisions of paragraph 6.26 below.



TECHNICAL INSTRUCTIVE FOR COVID-19

(Postponement-Extension of the Statutory Certification and Services)

Code: PO02-TI01
Version: 05
Page: 21 of 21
Date: 06-2020

- .3 Page 13, Section 6/6.7 for Belizean flagged ships: The following provision has been added: A photo Report addressing the actual condition of the ship shall be submitted. The photo Report must include, but not limited to photos of the Main Deck, Mooring Stations, Cargo Spaces, Navigational Bridge, Accommodations and Machinery Spaces.
- .4 Page 20, Section 6/6.26 for Belizean flagged ships: The following provision has been added: For those ships that are entitled to receive an extension beyond three (3) months, ICS Class in accordance with the **Guidance for flag States regarding surveys and renewals of certificates during the COVID-19 pandemic** published by the IMO, shall review and approved a Risk Assessment. This Risk Assessment will include mitigation measures.

Jose A. Pérez Samper.
Principal Surveyor / samper@intermaritime.org
Tel. +507 322-0013 / Fax +507 226-5386
www.InterMaritime.org