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LIBERIA MARITIME AUTHORITY

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**MARINE OPERATIONS NOTE 03/2019**

**Subject: Authorization of Service Providers for Maintenance, Thorough Examination, Operational Testing, Overhaul and Repair of Lifeboats and Rescue Boats, Launching Appliances and Release Gear**

**Reference:** a. [Resolution MSC.402\(96\)](#)  
b. [Resolution MSC.404\(96\)](#)

**Purpose:**

This Marine Operations Note promulgates the Liberian Administrations requirements and procedures for authorization of service providers for Maintenance, Thorough Examination, Operational Testing, Overhaul and Repair of Lifeboats and Rescue Boats, Launching Appliances and Release Gear on Liberian flagged vessels. Only service providers authorized in accordance with Resolution MSC.402(96) and the provisions of this Note will be authorized to carry out the aforementioned services on Liberian flagged vessels commencing 1 January 2020.

**Background**

Amendments to SOLAS regulations III/3 and III/20 for maintenance, thorough examination, operational testing, overhaul and repair of lifeboats and rescue boats, launching appliances and release gear were adopted through Resolution MSC.404(96). The Requirements for maintenance, thorough examination, operational testing, overhaul and repair of lifeboats and rescue boats, launching appliances and release gear were adopted through Resolution MSC.402(96). Resolution MSC.404(96) and Resolution MSC.402(96) will take effect on 1 January 2020. Resolution MSC.402(96) amalgamates Annex 1 of MSC.1/Circ.1206/Rev.1, Guidelines for periodic servicing and maintenance of lifeboats, launching appliances and on-load release gear, and MSC.1/Circ.1277, the Interim Recommendation on conditions for authorization of service providers for lifeboats, launching appliances and on-load release gear.

The Requirements establish a uniform and documented standard for maintenance, thorough examination, operational testing, overhaul and repair of the equipment.

**Applicability:**

This Marine Operations Note applies to all service providers seeking authorization to carry out maintenance, thorough examination, operational testing, overhaul and repair of:

1. lifeboats (including free-fall lifeboats), rescue boats and fast rescue boats; and

2. launching appliances and on-load and off-load release gear for lifeboats (including primary and secondary means of launching appliances for free-fall lifeboats), rescue boats, fast rescue boats and davit-launched life rafts.

## **Definitions:**

1. **Authorized service provider** means an entity authorized by the Administration to carry out maintenance, thorough examination, operational testing, overhaul and repair of the equipment listed in 1. and 2. under **Applicability**.
2. **Company** means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the owner of the ship and who on assuming such responsibility has agreed to take over all the duties and responsibilities imposed by the International Safety Management Code.
3. **Equipment** means the equipment listed in 1. and 2. under **Applicability**.
4. **Manufacturer** means the original equipment manufacturer or any entity which has taken legal and legitimate responsibilities for equipment when the original equipment manufacturer no longer exists or supports the equipment.
5. **Off-load release mechanism** means a release mechanism which releases the survival craft/rescue boat/fast rescue boat when it is waterborne or when there is no load on the hooks.
6. **On-load release mechanism** means a release mechanism which releases the survival craft/rescue boat/fast rescue boat with load on the hooks.
7. **Overhaul** means a periodical activity defined by the manufacturer that proves continued fitness for purpose for a defined period subject to correct maintenance.
8. **Recognized Organization** means one of the vessel classification society's delegated authority by the Liberian Administration to conduct inspection, survey, audit, plan review, and certification of Liberian flagged ships and equipment and systems installed on those ships in accordance with the applicable international rules and regulations.
9. **Repair** means any activities requiring disassembly of equipment, or any other activities outside the scope of the instructions for on-board maintenance and for emergency repair of life-saving appliances prepared in accordance with SOLAS regulations III/36.2 and III/35.3.18, respectively.

## **Requirements**

Weekly and monthly inspections and routine maintenance as specified in the equipment maintenance manual(s), shall be conducted by authorized service providers, or by shipboard personnel under the direction of a senior ship's officer in accordance with the maintenance manual(s).

Annual thorough examinations and operational tests described in section 6.2 of Resolution MSC.402(96) shall be conducted by certified personnel of either a manufacturer or an authorized service provider in accordance with the Requirements and SOLAS regulation III/20. The service provider may be the ship operator if the operator is authorized in accordance with this Marine Operations Note.

Five-year thorough examination, any overhaul, overload operational tests, as described in section 6.3, of Resolution MSC.402(96) and repair shall be conducted by certified personnel of either the manufacturer or a service provider authorized by the Administration.

The Liberian Administration will issue an Authorization Document to service providers determined to comply with the Requirements as implemented by this Note. The Authorization Document may be valid for a period of up to three years and will be subject to annual endorsements.

Commencing 1 January 2020 only authorized service providers issued an Authorization Document by this Administration in accordance with the provisions of this Note will be accepted to carry out the aforementioned services on Liberian flagged vessels regardless of approvals from other flag States.

In cases where a manufacturer is no longer in business or no longer provides technical support, the Administration may, on a case by case basis, authorize a service provider to service the equipment if the service provider had prior authorization for the equipment and/or long-term experience and demonstrated expertise as an authorized service provider can be provided.

### **Application for Authorization as an Authorized Service Provider**

All entities, including Manufacturers that service equipment other than its own or for which it has taken legal and legitimate responsibility, requesting to be authorized to provide services for Liberian flagged vessels must submit an application via the Liberian Administration Recognized Organization (RO) that audited the service provider and issued the service provider a certificate indicating compliance with the Requirements, with the following documents, to the Liberian Registry for review.

1. A report of the most recent audit of the service providers by the RO demonstrating compliance with the Requirements promulgated by Resolution MSC.402(96).
2. A copy of any type approval or service provider approval document issued by the RO to the authorized service provider. A list of all equipment manufacturers for whom the service provider is authorized or licensed to service their equipment shall also be provided.
3. A list of all service provider personnel who will carry out the maintenance, annual and five-year thorough examinations and operational tests of lifeboats and rescue boats, launching appliances and release gear, any overhaul, overload operational tests, and repairs of the equipment. A copy of each person's training certification shall also be provided person.
4. A certificate or report verifying that the authorized service provider has a documented quality system that has at least the following:
  - a. code of conduct for personnel involved in the relevant activity;
  - b. maintenance and calibration of measuring tools and gauges;
  - c. training programs for personnel;
  - d. supervision and verification to ensure compliance with operational procedures;
  - e. recording and reporting of information;
  - f. quality management of subsidiaries and agents;
  - g. job preparation; and
  - h. periodic review of work process procedures, complaints, corrective actions and issuance, maintenance and control of documents.

5. A statement from the RO recommending the service provider be issued an Authorization Document by the Administration.
6. A copy of any authorization issued by or on behalf of another flag stated in accordance with Resolution MSC.402(96).

Where several service providers are owned or operated by a given entity each service provider must be approved and authorized separately, except when the owning entity has a quality system certified to the current ISO 9000 standard and all of the service providers are included in the primary entity's ISO quality system and on the RO approval document.

### **Initial Issuance of the Authorization Document**

Upon satisfactory completion of the review the Administration will:

1. Issue an Authorization Document valid for three years from the date of the audit. The Authorization Document will be subject to annual endorsement by the Liberian Administration.
2. When a service provider's ISO 9000 certification document includes subsidiary service providers, the subsidiaries will be listed in an attachment to the Authorization Document issued to the primary service provider.

### **Renewal of an Authorization Document**

Upon expiration of the Authorization Document, the authorized service provider must submit, via the RO that audited the service provider for issuance of the initial Document, an application for renewal of the Authorization Document. The items listed in this Note for the Application for Authorization as an Authorized Service Providers must be submitted with the application for renewal.

To ensure continuity of an authorized service provider authorization, the application for renewal of the Authorization Document may be submitted up to three months prior to the expiration of the existing Authorization Document. The renewed authorization Document shall be valid for three years from the expiration date of the existing Authorization Document.

### **Annual Endorsement**

Within three months before to three months after the anniversary date of the Authorization Document, the authorized service provider shall undergo an annual reassessment consisting of an onsite audit conducted by an authorized RO auditor.

Upon successful completion the onsite audit the Administration will issue an endorsement to the Authorization Document.

### **Certification of Personnel**

All authorized service provider personnel who will carry out the maintenance, annual and five-year thorough examinations, operational tests of lifeboats and rescue boats, launching appliances and release gear, any overhaul, overload operational tests, and repairs of the equipment shall:

1. Be trained and certified by the manufacturer of the equipment or by an authorized service provider's competent person trained and certified by the manufacturer. The

training and certification shall comply, at a minimum, with the education, training, and competency requirements of Section 8.2 of Resolution MSC.402(96).

2. Upon successful completion of the requirements of Section 8.2 of Resolution MSC.402(96), each person shall be issued a certificate defining the level of qualification and the scope of the certification (i.e. makes and types of equipment and specifically state which activities are covered by the certification).
3. All authorized service provider that use a competent person to carry out in-house training and certification of their personnel must have a quality system documented to the current ISO 9000 standards. The quality system must include procedures for the training of personnel. The procedures should incorporate the guidelines and standards in Parts 1 thru 4 of ISO Public Available Specification on the training of service personnel (ISO/PAS 23678:2019).

The expiry date shall clearly be written on the certificate and shall be three years from the date of issue. The validity of any certificate shall be suspended in the event of any shortfall in performance and only revalidated after a further competency assessment.

For renewal of the training certification a competency assessment shall be conducted by the manufacturer of the equipment or by an authorized service provider's competent person trained and certified by the manufacturer. In cases where refresher training is found necessary a further assessment shall be carried out after completion of such training.

## **Fees**

The Administration will assess the following administrative and documentation fees for the review of the application for authorization as a service provider and for the issuance of initial Authorization Document, and the subsequent annual endorsements and renewal of the Document.

1. Initial Review and Authorization - US\$1000.
2. Renewal Review and Authorization – US\$750.
3. Audits of service provider performed by the Administration and Authorization – US\$5,000, plus expenses.

If you have any questions on this Marine Operations Note please contact [technical@liscr.com](mailto:technical@liscr.com) or call : 703 790 3434 and ask for the Technical Department.

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## **Privacy Policy**

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