



*Providing support to the Maritime Authority of the Republic of San Marino*

## **San Marino Bulletin**

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**01 January 2025**

## **Terms & Conditions For San Marino Flag State Inspections And Pre-Inspections**

TO: Recognised Organisations, Shipowners, Managers, Masters, Seafarers, SMSR partners, SMSR brokers, Surveyors, and the general public.



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<b>Rev. n</b>	<b>Date</b>	<b>Changes</b>	<b>Initials</b>
0	21/07/22	n/a	nc
1	21/06/23	Penalties for inspection cancellation	nc
2	09/08/24	Inspector Travel days charges	nc
3	01/01/25	Inspector fee updated	nc/gt



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## **TERMS & CONDITIONS FOR SAN MARINO FLAG STATE INSPECTIONS AND PRE-INSPECTIONS**

CONFIRMATION OF ACCEPTANCE OF THESE TERMS AND CONDITIONS IS REQUIRED BEFORE PROCEEDING WITH THE INSPECTION OF THE VESSEL

FAILURE TO CONFIRM ACCEPTANCE OF THESE TERMS AND CONDITIONS MAY RESULT IN THE INSPECTION NOT PROCEEDING.

- The date and the location of the inspection shall be mutually agreed and stated here below:

**Name of the vessel:** \_\_\_\_\_  
**IMO n.:** \_\_\_\_\_  
**Class** \_\_\_\_\_  
**Port of Inspection:** \_\_\_\_\_  
**First Day of Inspection Date:** \_\_\_\_\_  
**Company Name (ISM Manager):** \_\_\_\_\_  
**Local Agents Details:** \_\_\_\_\_

One of our Flag State Inspectors (name to be provided later) shall attend on the date agreed upon between the parties, provided the terms and conditions below are met.

Once you receive this message, the inspector will liaise with the agent, track the vessel's movements, and conduct the inspection provided his inspection plan is not compromised by the vessel's or the agent's schedule.

For practical and safety reasons, and with due consideration of working hours, inspections must be conducted during hours of daylight. Inspections in darkness will only be conducted in exceptional circumstances with appropriate control measures in place.

- The inspection shall be conducted in compliance with the San Marino Flag State inspection protocol and uploaded to the San Marino Flag State Database.  
The ship's physical inspection includes running tests of machineries and systems: during the inspection process, the inspector may request to test/operate the vessel's equipment, including but not limited to the following: emergency fire pump; emergency generator; lifeboat engines; emergency steering and communication with bridge; oily water separator; oil discharge monitoring equipment; oil mist detector; P/V valves; engine room bilge level alarm; breathing apparatus; firefighting hose; fuel oil leakage sensor; dead man alarm; fire detection systems; ventilation shut down; quick-closing valves; gas detectors; IGS; etc.

In addition, operators must be aware that the Flag State Inspector may carry out a visual inspection of at least one ballast tank in order to detect any potential problems with corrosion giving priority, where appropriate, to bulkheads adjacent to compartments with heating arrangements.

The inspector may ask questions to crew members to verify their familiarity with the ship's equipment or procedures.

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On completion of the inspection, the inspector shall provide the Master with a written summary of all observations, if practically feasible. In alternative, the inspection report containing the observations shall be sent to the ship's Management Company in due course.

The Flag State Inspector, when conducting the inspection, assumes the powers and functions granted to inspectors by San Marino Law n. 120 dated 02<sup>nd</sup> August 2019 and acts in accordance with its provisions. Flag State periodical inspections, moreover, are consistent with the Flag State oversight program referred to in IMO resolution A.1070(28). Flag State Pre-Inspections are carried out to assess whether a vessel is eligible for registration with the San Marino Flag, under the provisions of the rules and regulations in force. Any deficiencies found during an inspection shall be rectified as early as possible and, in any case, no later than the required date stated in the inspection report. Written confirmation with objective evidence of the closure must be sent to the Flag Administration.

In accordance with Article n. 3 of Law n. 120 dated August 2<sup>nd</sup>, 2019, the designated inspector shall have the power to prevent, for the purpose of maritime safety and pollution prevention, the operation of ships flying the San Marino Flag and inform the Authority accordingly. They shall also have the power to require repairs to a ship, if necessary.

The Flag State Inspector shall be able to disembark from the vessel as soon as the inspection is complete.

No other inspection should take place on the same date and at the same port as this inspection.

No recording devices, audio or visual, may be used during the inspection. If any use of audio, camera or video recording devices without the knowledge or prior inspector's consent is noticed, the inspection shall be discontinued with full inspection charges to the owner/operator.

It will greatly expedite the inspection if the Master is instructed to have available copies of all necessary documentation in accordance with annex I of this document.

Where the inspector needs to access the vessel by launch, it is the Master's/Operator's responsibility to provide a launch that complies with the following criteria:

The service boat must be licensed to carry passengers. The boat's crew must consist of at least two persons, who are suitably trained and qualified. Every member of the boarding party and the boat's crew shall wear appropriate personnel protective clothing and buoyancy equipment (auto inflating lifejacket), whilst outside the boat's accommodation. Appropriate lifejackets shall be made available to/from the shore and to/from the vessel for the attending inspector. The service boat is required to carry a search light, blankets, first-aid kit, rescue equipment and any other required safety and firefighting equipment. The service boat decks should be kept clear of any obstructions allowing a clear passage to/from the embarkation area. The embarkation area should have handrails and be visible from the helmsman's position. The boat must be fitted with appropriate navigational equipment. Weather conditions should be reviewed prior to leaving the boat station and prior to boarding.

If it's observed that any of the above criteria is missing, the inspector has the right to suspend the inspection and a full cancellation fee will be applied.



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## INSPECTION FEES

1. Inspection fees amount to 1.900,00 € for the first day + 1.000,00 € per day for each following day, if needed; Inspector daily travel cost is 800,00 €; travel, hotel, restaurant, mileage expenses are charged at cost + 200,00 € for administration fee; report writing and traveling days are included in said costs. A 1.000,00 Euro anticipation of the travel expenses and accommodation costs will be requested by the Administration.
2. The inspection fee paid to the San Marino Ship Register upon submission of this Form shall be non-refundable. The prospective refund of any such charge and/or fee will be subject to the sole and absolute discretion of San Marino Ship Register.
3. Once the inspector has commenced travel to the vessel, for any delays to the inspection beyond the scheduled inspection date, of whatever nature and under the vessel's control or not, additional expenses for travel rescheduling and hotel accommodation will be charged as per point n. 1.
4. If the inspection is canceled by the owner, the provisions of point no.2 apply; any travel and accommodation costs already sustained shall be charged as well as per point n.1.
5. In cases where the inspection is canceled by the Flag State Administration, the inspection shall be rescheduled accordingly at no extra costs to the owner.
6. When the agent fails to arrange safe and secure access on board the same provisions apply as per points 1 to 4. The owner shall ensure the agent is properly instructed to provide full range of assistance to the inspector.
7. The inspector shall use local transportation to the port where practicable. In countries where there is no regular and reliable public transport system, the owner shall arrange and meet the cost of local transportation.
8. The owner is responsible for arranging the following, as necessary, with all costs settled by the owner's representatives: launches, agent's fees, clearance fees, access permits, or any other permits.
9. Transfer of the above-mentioned sums shall be carried out as detailed in the issued proforma invoice within three working days after receipt of said invoice.
- 10.

INVOICE NUMBER and NAME OF THE SHIP are to be included in the payment details. Bank charges are to be applied to the sender's account.

Date	Company name and stamp	Company representative (full name and signature)



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## **ANNEX I – LIST OF DOCUMENTS TO BE MADE AVAILABLE DURING THE INSPECTION**

The following documents shall be readily available during the inspection.

During the inspection, additional documents not listed herein may be requested.

The documents listed herein can be sent to the Administration before the inspection to optimize the time spent on board.

- Crew List
- Minimum Safe Manning Document
- Certificate of Registry
- The complete set of statutory certificates
- Oil Record Books Parts 1 and 2, Cargo Rec Book if applicable
- Certificate of Civil Liability for Oil Pollution; P&I Club certificate of entry
- USCG Certificate of Compliance
- Class Certificate, Enhanced Survey File with Condition Assessment, if applicable, and the latest quarterly Class reports
- Updated Class Status including recommendations and memoranda
- Ballast Water Management Certificate
- Condition evaluation Report
- CAP if applicable
- Approved Manuals: Stability, Damage Stability, Inert Gas, COW, ODME, as applicable
- Approved SOPEP/SMPEP, and VPR Manual if applicable
- Certificates for servicing breathing apparatus, emergency escape breathing devices, fixed fire extinguishing installations and foam sample analysis
- Records of fire and emergency drills
- Safety Committee meeting minutes, near-miss reports, accident reports as applicable
- Superintendent visit reports, Internal Audit Reports/ follow up action and Master's Review
- SOLAS Training Manual, SOLAS Maintenance Manual, LSA and FF maintenance records
- Procedures and Arrangements Manual for Chemical and Gas Carriers
- Officer's and Crew's national Certificates of Competency, Continued Proficiency, and Dangerous Cargo Endorsements
- Manager's Operating Instructions
- Company Drug and Alcohol Policy, and records of unannounced testing
- Garbage Plan and Garbage Record Book
- Records of the testing of mooring winch brakes, mooring rope/wire manufacturer's certificates, bow stopper certificate, emergency towing equipment certificates if applicable, lifting gear registry • The last Port State Control Inspection Report with follow up
- Hot Work and Enclosed Space Entry Permits, procedures, and risk assessments
- Permits for other work areas
- Technical Publications listed in the latest edition of the OCIMF Harmonized Vessel Particulars Questionnaire
- Records of crew rest periods
- Vessel Emergency Response Manual
- Overview of last ballast tank and cargo tank inspection records including the last dates of inspection
- ECDIS type-approval and ECDIS type-specific training records
- UCK Policy

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- ECDIS safety parameter setting requirements, Shallow C, Safety D, etc. and safety cone/frame • Deviation card
- Last shore gyro service
- Contract chart correction provider
- Shore-based maintenance contract
- Master's standing orders
- Pre-arrival and pre-departure checklists completed most recently
- Latest Master/Pilot information exchange and Pilot Card
- VDR last annual verification
- Inventory and calibration certificates for personal and portable gas detection equipment
- Last shore calibration certificate (if fixed gas detection is fitted)
- Foam test certificate, if applicable
- Gas-tight chemical suits, certificates, if applicable
- Evidence for the last inspection of SCBA equipment by shore
- Evidence for the last pressure test of CO2 bottles
- Copy of the last hot work permit issued for hot work outside engine room workshop, if any, including associated risk assessment
- Routine activities RA library and review
- Non-routine activity risk assessment, last carried out
- Certificates for the last yearly and five-year inspections of lifeboat, rescue boat and cranes
- Copy of the latest enclosed space entry permit with associated risk assessment
- Certificate for annual inspection of life rafts
- Record of the last lifeboats/rescue boat launching and maneuvering in the water
- Air quality test report for the breathing apparatus air recharging system
- Evidence of latest D&A testing and calibration records for the alcometer
- Last cargo pump cofferdam purging records, if applicable
- Copies of shore calibration certificates for all UTIs available on board, if applicable
- Evidence for cargo tank pressure and temperature sensor calibration/comparison
- Opening pressure of P/V valves, latest service/test certificate, as applicable
- Stability program - does it work online? Does it have a damage stability module?
- Latest load and discharge plans
- Maximum Allowable Relief Valve Setting (MARVS) - gas tankers only
- Evidence of latest complete overhaul and pressure test of P/V valves, including MARVS where applicable, performed during dry dock
- Class approval certificate for the Stability and Damage Stability programs
- Evidence of the last cargo and COW lines pressure test, if applicable
- Evidence of calibration/shore servicing of ODME if applicable
- Evidence for the last winch brake test
- Copy of mooring line certificate, if mooring lines do not all have the same LDB, one copy per LDBF
- Details of the Ship's Design MBL
- Copy of Operator's policy for retirement of mooring wires/ropes/tails
- Copy of Mooring System Management Plan Register

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- Copy of Mooring Tails certificates with TDBF
- Planned maintenance system program
- Critical equipment definition and list
- Critical spare parts minimum requirements and inventory
- List of the outstanding planned maintenance tasks
- Evidence for the last pressure test of bunker pipeline
- Last FO test certificates
- Last LO test certificates
- Fuel change over procedure (copy of the first page would be sufficient provided it indicates vessel-specific procedure)
- Copy of the last bunkering operation checklist
- Fuel changeover record book (copy of the page showing entry in and out of SECA area)
- Chief Engineer's standing orders
- Copy of the procedure for restarting essential equipment in dead ship mode
- Certificate for inspection/replacement of regulators for oxygen and acetylene cylinders
- Evidence of calibration/Shore servicing of oil detection system for OWS

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