

	<b>CIRCULAR Local 2020-001(rev 1)</b>		
	<b>DEPARTMENT OF MARINE SERVICES AND MERCHANT SHIPPING (ADOMS)</b>		
	<b>Application of Survey/inspection procedures during Novel Coronavirus (2019-nCoV)</b>	Ref	SC Code.

**Companies and owners operating small commercial vessels and pleasure craft certificated under the Merchant Shipping (Small Commercial Vessel) Regulations 2008 and Small Craft (Control) Regulations 2017 in Antigua and Barbuda.**

**Introduction**

This Circular is to provide all ADOMS Clients and relevant Stakeholders with information and binding direction on the application of procedures due to the restrictions it is placing on the movement of personnel and availability of staff resulting from the outbreak of the COVID -19 virus. It is intended to set out ADOMS policy and the process for licensing and certification.

ADOMS will have to assist owners and operators considering the difficulties in conducting surveys or inspections due to the restrictions placed on the movement of personnel and availability of staff resulting from the outbreak of the COVID- 19 virus.

**ADOMS Policy**

Considering the above, the following policies will now apply under these exceptional circumstances:

**1. Initial, annual or renewal surveys/inspections**

- a. All registration and licence fees are still applicable. Owners and operators are requested to remain in close contact with ADOMS for advice on how fees can be paid
- b. ADOMS will not be conducting physical surveys/inspections during the state of emergency
- c. ADOMS will not issue any licence decal stickers until physical surveys/inspections are completed or until state of emergency has ended
- d. ADOMS will apply the necessary flexibility in permitting both the issuance of short-term certificate or extension of an existing certificate where required
- e. Declaration for issuance of Short-Term Certification/ extension form must be completed (see annex 1 of this Circular)
- f. Owners and operators under the system of annual self-certification are to continue as normal and advise ADOMS accordingly (see also 1.c. above) <https://www.abregistry.ag/wp-content/uploads/2018/09/Annual-Self-Certification.pdf>
- g. Vessels that are prohibited to operate or issued an ADOMS report of Inspection with major deficiencies which require a re-inspection prior to this Circular being published are not accepted under this current policy and are therefore not allowed to operate until a physical inspection can be conducted after the state of emergency has been lifted

## 2. Expired Boatmaster Licenses/ New applications

- a. The Boatmaster Licence can be extended for up to 3 months or until new certificate can be issued, whichever comes first and can be extended on a case by case basis.
- b. For other cases seafarers can trade with an expired Boatmaster licence for up to three months from date of renewal request

## 3. Annual service interval for liferaft

- a. The service intervals for liferafts can be extended up to a maximum of 17 months; or until the service can be carried out, whichever comes first

## 4. Incident reporting and enforcement

The requirement to report the accidents immediately to this office, or to the ABDF Coast Guard remains in effect <http://www.abregistry.ag/wp-content/uploads/2018/05/Incident-Report-Form.docx>

## 5. Customer notice

- a. All customers are advised that effective Tuesday 31st March 2020, our offices will be closed to the general public until the state of emergency is lifted. We will continue to ensure that you are provided with the support needed during this critical time and you will be kept informed about any further changes to our operations
- b. We urge you to take all necessary steps to safeguard yourself and loved ones and to prevent the spread of the virus. If you suspect that you were exposed to COVID-19 and are displaying symptoms (high temperature, dry cough or fever), please self-isolate immediately and contact the COVID-19 hotline toll free number at 462-6843
- c. For general inquires, the following can be contacted between the hours of 8:00am – 4:00pm Mondays – Thursdays and 8:00am – 3:00pm on Fridays:

Registration Services: Ms. Maxime James/Registrar  
[mjames@abregistry.ag](mailto:mjames@abregistry.ag) ; 764-4835

Technical Services: Mr. Thomas Robinson/Chief Marine Surveyor  
[trobinson@abregistry.ag](mailto:trobinson@abregistry.ag) ; 464-8666

Mr. Darion Lake/Senior Port State Control Officer  
[dlake@abregistry.ag](mailto:dlake@abregistry.ag) ; 764-3091

Administrative Services: Ms. Shenica Sebastian/Quality/HR & Admin. Manager  
[ssebastian@abregistry.ag](mailto:ssebastian@abregistry.ag) ; 764-3891

April 2020

## ANNEX 1



### Declaration for issuance of Short-Term Certification/Extension

Recognising the serious nature of the Coronavirus (COVID-19) and the restrictions it is placing on the movement of personnel and availability of staff, ADOMS will permit the issuance of a short term certificate for initial survey applicants and an extension of existing certificates not exceeding three months until the survey can be completed

To support the application for the issue of a short-term certificate or extension of an existing certificate, the following declaration is required to be completed by the Owner/Operator.

Name of Vessel:

Licence No./Call sign:

Registered Owner / Operator:

Area of Operation:

**Declaration: I hereby certify that:**

The above-named vessel has been maintained in compliance with the:

- Code of Safety for Small Pleasure Craft (SC Code 2017) as applied by the Small Craft (Control) Regulations 2017 or
- Code of Safety for Small Commercial Vessels operating in the Caribbean applied by the Merchant Shipping (Small Commercial Vessel) Regulations 2008
- for the issue of a short-term certificate/ extension of an existing certificate.

**Certificate:**

Date of expiration of previous certificate:

Date of application in case of new vessel:

The condition of the vessel, it's structure, machinery, safety equipment, fittings, management and operation is in accordance with the regulations and satisfactory for the issue of:

- a short-term certificate not exceeding three months or
- extension of the above certificate due to expiry / annual survey window closed

Signature :

Date :

Name :

Position :

*Note – A copy of this form shall be retained with the vessel for subsequent inspection and a false declaration may render the owner liable to prosecution.*