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## APPLICATION OF SINGLE-WINDOW CONCEPT

### Collection of information and reporting: outcome of the review of the final report of the Ad Hoc Steering Group for Reducing Administrative Requirements (SG-RAR)

#### Note by the Secretariat

#### SUMMARY

*Executive summary:* This document provides the outcome of the Secretariat review of the final report of the Ad Hoc Steering Group for Reducing Administrative Requirements (SG-RAR) established by the Council (C 113/11), the Inventory of administrative requirements in IMO mandatory instruments (C 108/INF.2) and the list of outputs of the committees, as a starting point to identify elements relevant to the implementation of the single window concept

*Strategic direction, if applicable:* 5

*Output:* 5.1

*Action to be taken:* Paragraph 6

*Related documents:* C 108/INF.2; C 113/11; FAL 42/17 and resolution A.1110(30)

1 FAL 42 requested the Secretariat to review the final report of the Ad Hoc Steering Group for Reducing Administrative Requirements (SG-RAR) established by the Council (C 113/11), the Inventory of administrative requirements in IMO mandatory instruments (C 108/INF.2) and the list of outputs of the committees, as a starting point to identify elements relevant to the implementation of the single window concept.

2 Regarding the inventory of administrative requirements in IMO mandatory instruments listed in document C 108/INF.2, the Secretariat has identified:

- .1 the list of reporting obligations filtered for entities that are not IMO, Administrations or Contracting Governments, set out in annex 1; and
- .2 the list of reporting obligations that burden the ship, master and crew, set out in annex 2.

3 The Secretariat has not found in the above-mentioned inventory relevant reporting obligations of the FAL Convention, e.g. the obligation of masters to report FAL Forms.

4 The Secretariat has reviewed the final report of the group in document C 113/11, and has identified the recommendations made by the group that may be relevant to the implementation of the single window concept. The list of recommendations is set out in annex 3.

5 The list of the outputs of the committees that may have some relation to electronic exchange of information or single window is set out in annex 4.

**Action requested of the Committee**

6 The Committee is invited to note the information provided and take action as appropriate.

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**ANNEX 1**

**LIST OF REPORTING OBLIGATIONS FILTERED FOR ENTITIES THAT ARE NOT IMO, ADMINISTRATIONS OR CONTRACTING GOVERNMENTS IN THE INVENTORY OF ADMINISTRATIVE REQUIREMENTS IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
<b>SOLAS 1974</b> With chapter I as amended by SOLAS PROT 88				
No administrative requirements identified.	... and shall in due course notify the Administration. ...	Provision of information to Administration	Nominated surveyors or recognized organizations	Continuous
Regulation I/6(c)	... If such corrective action is not taken the relevant certificate should be withdrawn and the Administration shall be notified immediately; and,	Provision of information to Administration	Nominated surveyors or recognized organizations	Continuous
Regulation I/6(c)	... If the ship is in the port of another Party, the appropriate authorities of the port State shall also be notified immediately.	Provision of information to port State authority	Nominated surveyors or recognized organizations	Continuous
Regulation I/11(c)	Whenever an accident occurs to a ship or a defect is discovered, either of which affects the safety of the ship or the efficiency or completeness of its life-saving appliances or other equipment, the master or owner of the ship shall report at the earliest opportunity to the Administration, the nominated surveyor or recognized organization responsible for issuing the relevant certificate, ...	Provision of information to Administration, nominated surveyor or recognized organization	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation I/11(c)	... If the ship is in a port of another Contracting Government, the master or owner shall also report immediately to the appropriate authorities of the port State and the nominated surveyor or recognized organization shall ascertain that such a report has been made.	Provision of information to port State authority	Companies and masters	Continuous
Regulation I/16	The certificates issued under regulations 12 and 13 shall be readily available on board for examination at all times.	Recording	Companies and masters	Continuous
Regulation II-1/3-6.4.1	... an updated copy of which shall be kept on board.	Recording	Companies and masters	Continuous
Regulation II-1/5-1.1	The master shall be supplied with such information satisfactory to the Administration as is necessary to enable him by rapid and simple processes to obtain accurate guidance as to the stability of the ship under varying conditions of service. A copy of the stability information shall be furnished to the Administration.	Provision of information to masters and Administrations	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation II-1/19.1	There shall be permanently exhibited, or readily available on the navigation bridge, for the guidance of the officer in charge of the ship, plans showing clearly for each deck and hold the boundaries of the watertight compartments, the openings therein with the means of closure and position of any controls thereof, and the arrangements for the correction of any list due to flooding. In addition, booklets containing the aforementioned information shall be made available to the officers of the ship.	Provision of information to masters and officers	Companies	Continuous
Regulation II-1/21.4	A record of all drills and inspections required by this regulation shall be entered in the logbook with an explicit record of any defects which may be disclosed.	Recording	Masters	Continuous
Regulation II-1/22.6	... the time of opening such doors in port and of closing them before the ship leaves port shall be entered in the logbook.	Recording	Masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation II-1/22.12	The master shall ensure, before the ship proceeds on any voyage, that an entry in the logbook is made of the time of the last closing of the doors specified in paragraph 13 and the time of any opening of particular doors in accordance with paragraph 14.	Recording	Masters	Continuous
Regulation II-1/23.5	The master shall ensure, before the ship leaves the berth on any voyage, that an entry in the logbook, as required by regulation 22.13, is made of the time of the last closing of the accesses referred to in paragraph 3.	Recording	Masters	Continuous
Regulation II-1/24.3	... the time of opening such doors in port and of closing them before the ship leaves port shall be entered in the logbook.	Recording	Masters	Continuous
Regulation II-1/46.3	Every ship shall be provided with documentary evidence, to the satisfaction of the Administration, of its fitness to operate with periodically unattended machinery spaces.	Recording	Companies	Continuous
Regulation II-2/13.7.2.2	Simple "mimic" plans showing the "you are here" position and escape routes marked by arrows shall be prominently displayed on the inside of each cabin door and in public spaces. The plan shall show the directions of escape and	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	shall be properly oriented in relation to its position on the ship.			
Regulation II-2/14.2.2.2	The maintenance plan shall be kept on board the ship and shall be available for inspection whenever required by the Administration.	Recording	Companies and masters	Continuous
Regulation II-2/15.2.3.1	2.3.1 A training manual shall be provided in each crew mess room and recreation room or in each crew cabin.	Recording	Companies and masters	Continuous
Regulation II-2/15.2.4.2	A duplicate set of fire control plans or a booklet containing such plans shall be permanently stored in a prominently marked weathertight enclosure outside the deckhouse for the assistance of shore-side fire-fighting personnel.	Recording	Companies and masters	Continuous
Regulation II-2/15.3.2	In ships carrying more than 36 passengers, plans and booklets required by this regulation shall provide information regarding fire protection, fire detection and fire extinction based on the guidelines developed by the Organization.	Recording	Companies and masters	Continuous
Regulation II-2/16.1.1	fire safety operational booklets shall be provided on board; and ...	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation II-2/16.2.2	The fire safety operational booklet shall be provided in each crew mess room and recreation room or in each crew cabin.	Recording	Companies and masters	Continuous
Regulation II-2/17.3	The engineering analysis shall be prepared and submitted to the Administration, based on the guidelines developed by the Organization, and shall include, as a minimum, the following elements: ...	Provision of information to Administration	Companies	Continuous
Regulation II-2/17.4.2	A copy of the documentation, as approved by the Administration, indicating that the alternative design and arrangements comply with this regulation shall be carried on board the ship.	Recording	Companies and masters	Continuous
Regulation II-2/18.8.1	Each helicopter facility shall have an operations manual, including a description and a checklist of safety precautions, procedures and equipment requirements. This manual may be part of the ship's emergency response procedures.	Recording	Companies and masters	Continuous
Regulation III/8.2	Clear instructions to be followed in the event of an emergency shall be provided for every person on board. ...	Recording	Companies and masters	Continuous
Regulation III/8.3	Muster lists and emergency instructions complying with the requirements of regulation 37 shall be exhibited in conspicuous places throughout the ship	Recording	Companies and masters	Continuous



Ref.	Requirement	Type	Burden on?	Comments
	including the navigation bridge, engine-room and crew accommodation spaces.			
Regulation III/8.4	Illustrations and instructions in appropriate languages shall be posted in passenger cabins and be conspicuously displayed at muster stations and other passenger spaces to inform passengers of: ...	Recording	Companies and masters	Continuous
Regulation III/9.2	Posters or signs shall be provided on or in the vicinity of survival craft and their launching controls and shall: ...	Recording	Companies and masters	Continuous
Regulation III/9.5	The person in charge of the survival craft shall have a list of the survival craft crew and shall see that the crew under his command are acquainted with their duties. In lifeboats, the second-in-command shall also have a list of the lifeboat crew.	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation III/19.5	The date when musters are held, details of abandon ship drills and fire drills, drills of other life-saving appliances and onboard training shall be recorded in such logbook as may be prescribed by the Administration. If a full muster, drill or training session is not held at the appointed time, an entry shall be made in the logbook stating the circumstances and the extent of the muster, drill or training session held.	Recording	Masters	Continuous
Regulation III/20.3.2	Instructions for onboard maintenance of life-saving appliances complying with regulation 36 shall be provided and maintenance shall be carried out accordingly.	Recording	Companies and masters	Continuous
Regulation III/20.6	The following tests and inspections shall be carried out weekly and a report of the inspection shall be entered in the logbook:	Recording	Masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation III/27	<p>1 All persons on board all passenger ships shall be counted prior to departure.</p> <p>2 Details of persons who have declared a need for special care or assistance in emergency situations shall be recorded and communicated to the master prior to departure.</p> <p>3 In addition, not later than 1 January 1999, the names and gender of all persons on board, distinguishing between adults, children and infants shall be recorded for search and rescue purposes.</p> <p>4 The information required by paragraphs 1, 2 and 3 shall be kept ashore and made readily available to search and rescue services when needed.</p> <p>...</p>	Recording	Companies and masters	Continuous
Regulation III/35.2	A training manual complying with the requirements of paragraph 3 shall be provided in each crew mess room and recreation room or in each crew cabin.	Recording	Companies and masters	Continuous
Regulation IV/17	A record shall be kept, to the satisfaction of the Administration	Recording	Masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	and as required by the Radio Regulations, of all incidents connected with the radiocommunication service which appear to be of importance to safety of life at sea.			
Regulation V/26.6	The date upon which the checks and tests prescribed in paragraphs 1 and 2 are carried out and the date and details of emergency steering drills carried out under paragraph 4 shall be recorded.	Recording	Masters	Continuous
Regulation V/28.2	Each ship of 500 gross tonnage and above, engaged on international voyages exceeding 48 hours, shall submit a daily report to its company, as defined in regulation IX/1, which shall retain it and all subsequent daily reports for the duration of the voyage. ...	Recording	Companies and masters	Continuous
Regulation V/29	An illustrated table describing the life-saving signals shall be readily available to the officer of the watch of every ship to which this chapter applies. ...	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation V/30.2	A list of all limitations on the operation of a passenger ship, including exemptions from any of these regulations, restrictions in operating areas, weather restrictions, sea state restrictions, restrictions in permissible loads, trim, speed and any other limitations, whether imposed by the Administration or established during the design or the building stages, shall be compiled before the passenger ship is put in service. The list, together with any necessary explanations, shall be documented in a form acceptable to the Administration, which shall be kept on board readily available to the master. The list shall be kept updated...	Recording	Companies and masters	Continuous
Regulation VI/2.1	The shipper shall provide the master or his representative with appropriate information on the cargo sufficiently in advance of loading to enable the precautions which may be necessary for proper stowage and safe carriage of the cargo to be put into effect. Such information shall be confirmed in writing and by appropriate shipping documents prior to loading the cargo on the ship.	Provision of information to masters	Shipper	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation VI/7.2	To enable the master to prevent excessive stresses in the ship's structure, the ship shall be provided with a booklet, which shall be written in a language with which the ship's officers responsible for cargo operations are familiar. If this language is not English, the ship shall be provided with a booklet written also in the English language. The booklet shall, as a minimum, include: ...	Provision of information to masters	Companies	Continuous
Regulation VII/6.1	When an incident takes place involving the loss or likely loss overboard of dangerous goods in packaged form into the sea, the master, or other person having charge of the ship, shall report the particulars of such an incident without delay and to the fullest extent possible to the nearest coastal State. ...	Provision of information to coastal States	Masters	Continuous
Regulation VII/7-4.1	When an incident takes place involving the loss or likely loss overboard of dangerous goods in solid form in bulk into the sea, the master, or other person having charge of the ship, shall report the particulars of such an incident without delay and to the fullest extent possible to the nearest coastal State. ...	Provision of information to coastal States	Masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation VIII/8	... The Administration, when satisfied, shall approve such operating manual and a copy shall be kept on board the ship. The operating manual shall always be kept up to date.	Recording	Companies and masters	Continuous
Regulation VIII/12	In the event of any accident likely to lead to an environmental hazard, the master of a nuclear ship shall immediately inform the Administration. ...	Provision of information to Administration	Companies and masters	Continuous
Regulation VIII/12	... The master shall also immediately inform the competent governmental authority of the country in whose waters the ship may be, or whose waters the ship approaches in a damaged condition.	Provision of information to coastal and port State authority	Companies and masters	Continuous
Regulation XI-1/5.10	The Continuous Synopsis Record shall be kept on board the ship and shall be available for inspection at all times.	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation XI-2/4.5	Where a ship is not in compliance with the requirements of this chapter or of part A of the ISPS Code, or cannot comply with the requirements of the security level set by the Administration or by another Contracting Government and applicable to that ship, then the ship shall notify the appropriate competent authority prior to conducting any ship/port interface or prior to entry into port, whichever occurs earlier.	Provision of information to port State authority	Companies and masters	Continuous
Regulation XI-2/5	The Company shall ensure that the master has available on board, at all times, information through which officers duly authorized by a Contracting Government can establish:	Recording	Companies	Continuous
Regulation XI-2/2.1	... If requested by the Contracting Government, the ship or the Company shall provide confirmation, acceptable to that Contracting Government, of the information required above.	Provision of information to Contracting Governments	Companies and masters	Continuous



Ref.	Requirement	Type	Burden on?	Comments
Regulation XI-2/2.2	Every ship to which this chapter applies intending to enter the port of another Contracting Government shall provide the information described in paragraph 2.1 on the request of the officers duly authorized by that Government. The master may decline to provide such information on the understanding that failure to do so may result in denial of entry into port.	Provision of information to port State authority	Companies and masters	Continuous
Regulation XI-2/2.3	The ship shall keep records of the information referred to in paragraph 2.1 for the last 10 calls at port facilities.	Recording	Companies and masters	Continuous
<b>Resolution MSC.215(82)</b>				
Paragraph 3.2	.... Clear evidence of these inspections shall be reported and be included in the Coating Technical File (CTF) (see 3.4).	Provision of information to Administrations and recording	Shipyards and company	Continuous
Paragraph 3.4.3	In-service maintenance, repair and partial recoating activities shall be recorded in the Coating Technical File in accordance with the relevant section of the Guidelines for coating maintenance and repair.	Recording	Company and master	Continuous
Paragraph 3.4.4	If a full recoating is carried out, the items specified in 3.4.2 shall be recorded in the Coating Technical File.	Recording	Company and master	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 3.4.5	The Coating Technical File shall be kept on board and maintained throughout the life of the ship.	Recording	Company and master	Continuous
Paragraph 4.4.2	Coating manufacturers shall provide a specification of the protective coating system to satisfy the requirements of table 1.	Provision of information to Administration	Manufacturers	Continuous
Paragraph 6.1.3	Results from the inspection shall be recorded by the inspector and shall be included in the CTF ....	Recording	Inspector	Continuous
<b>FSS Code</b>				
Resolution MSC.98(73)				
Chapter 8, paragraph 2.5.2.4	A list or plan shall be displayed at each indicating unit showing the spaces covered and the location of the zone in respect of each section. Suitable instructions for testing and maintenance shall be available.	Display of information on board	Company and master	Continuous
Chapter 9, paragraph 2.5.1.4	Clear information shall be displayed on or adjacent to each indicating unit about the spaces covered and the location of the sections.	Display of information on board	Company and master	Continuous
Chapter 10, paragraph 2.4.1.2	Clear information shall be displayed on, or adjacent to, the control panel designating the spaces covered.	Display of information on board	Company and master	Continuous

Ref.	Requirement	Type	Burden on?	Comments
<b>CSS Code, sub-chapter 1.9</b>				
Paragraph 1.9.1	Prior to shipment the shipper should provide all necessary information about the cargo to enable the shipowner or ship operator to ensure ...	Provision of information to owners or ship operators	Shippers	Continuous
Paragraph 1.9.2	The master should be provided with adequate information regarding the cargo to be carried so that its stowage may be properly planned for handling and transport.	Provision of information to masters	Shippers	Continuous
<b>Grain Code</b> Resolution MSC.23(59)				
Paragraph 3.2	The document shall accompany or be incorporated into the grain loading manual provided to enable the master to meet the requirements of A 7. ...	Recording	Companies and masters	Continuous
Paragraph 3.4	A copy of such a document, grain loading stability data and associated plans shall be placed on board in order that the master, if so required, shall produce them for the inspection of the Contracting Government of the country of the port of loading.	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 4	Where an equivalent accepted by the Administration in accordance with regulation 1/5 of the International Convention for the Safety of Life at Sea, 1974, as amended, is used, particulars shall be included in the document of authorization or in the grain loading manual.	Recording	Administrations, companies and masters	Continuous
Paragraph 6.1	Information in printed booklet form shall be provided to enable the master to ensure that the ship complies with this Code when carrying grain in bulk on an international voyage. This information shall include that which is listed in A 6.2 and A 6.3.	Recording	Companies	Continuous
Paragraph 1.5.1.4	... and, if the ship is in a port of another Contracting Government, the appropriate authorities of the port State shall also be notified immediately.	Provision of information to port State authority	Nominated surveyor or recognized organization	Continuous
Paragraph 1.5.4.3	The Certificate issued under provisions of this section should be available on board for examination at all times.	Recording	Company and master	Continuous
Paragraph 5.2.1	A copy of this Code or national regulations incorporating the provisions of the Code should be on board every ship covered by this Code.	Recording	Company and master	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 5.2.2	Information should be on board and available to all concerned, giving the necessary data for the safe carriage of the cargo.	Recording	Company and master	Continuous
<b>IGC Code</b>				
Paragraph 1.5.1.3	Such surveyor or organization should immediately ensure that corrective action is taken and should in due course notify the Administration. If such corrective action is not taken ... and the Administration should be notified immediately; ...	Provision of information to Administration	Nominated surveyor or recognized organization	Continuous
	and, if the ship is in a port of another Contracting Government, the port State authority concerned should also be notified immediately.	Provision of information to port State authority	Nominated surveyor or recognized organization	Continuous
Paragraph 1.5.4.2	The certificate issued under the provisions of this section should be available on board for inspection at all times.	Recording	Company and master	Continuous
Paragraph 18.1.1	Information should be on board and available to all concerned, giving the necessary data for the safe carriage of cargo.	Recording	Company and master	Continuous
Paragraph 18.1.3	A copy of this Code or national regulations incorporating the provisions of this Code should be on board every ship covered by this Code.	Recording	Company and master	Continuous
<b>INF Code</b> Resolution MSC.88(71)				

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 10.1	Every ship carrying INF cargo shall carry on board a shipboard emergency plan.	Recording	Companies and masters	Continuous
<b>ISM Code</b> Resolution A.741(18) as amended by MSC.104(73), MSC.179(79), MSC.195(80) and MSC.273(85)				
Paragraph 3.1	If the entity who is responsible for the operation of the ship is other than the owner, the owner must report the full name and details of such entity to the Administration.	Provision of information to IMO	Owner	One-off and updating
Paragraph 3.2	The Company should define and document the responsibility, authority and interrelation of all personnel who manage, perform and verify work relating to and effecting safety and pollution prevention.	Recording	Company	Continuous
Paragraph 5.1	The Company should clearly define and document the master's responsibility ...	Recording	Company	Continuous
Paragraph 13.6	A copy of the Document of Compliance should be placed on board in order that the master of the ship, if so requested, may produce it for verification by the Administration or ...	Recording	Company	Continuous
<b>1994 HSC Code</b> Resolution MSC.36(63)				

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 1.5.6	... and should, in due course, notify the Administration. If such corrective action is not taken, the Certificate should be withdrawn and the Administration should be notified immediately; and, ...	Provision of information to Administration	Nominated surveyors and recognized organizations	Continuous
Paragraph 1.5.6	... if the craft is in an area under the jurisdiction of another Government, the appropriate authorities of the port State should be notified immediately.	Provision of information to port State authority	Nominated surveyors and recognized organizations	Continuous
Paragraph 1.12.1	The Administration should ensure that the management of the Company operating the craft has provided the craft with adequate information and guidance in the form of manuals to enable the craft to be operated and maintained safely. These manuals should include a route operational manual, craft operating manual, maintenance manual and servicing schedule. Such information should be updated as necessary.	Recording	Administrations, companies and masters	Continuous
Paragraph 1.14.2	In the event that operational experience reveals structural or equipment failures affecting the safety of a design, craft owners should inform the Administration.	Provision of information to Administration	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 2.7.2	The master should be supplied by the owner with reliable information relating to the stability of the craft in accordance with the following provisions of this paragraph. The information relating to stability should, before being issued to the master, be submitted to the Administration for approval, together with a copy thereof for their retention, and should incorporate such additions and amendments as the Administration may in any particular case require.	Provision of information to Administrations and masters, and recording	Companies and Administrations	Continuous
Paragraph 2.7.3	Where any alterations are made to a craft so as significantly to affect the stability information supplied to the master, amended stability information should be provided. If necessary, the craft should be re-inclined.	Provision of information to masters and recording	Companies	Continuous
Paragraph 2.7.4	A report of each inclining or lightweight survey carried out in accordance with this chapter and	Provision of information to Administrations and masters, and recording	Companies	Continuous



Ref.	Requirement	Type	Burden on?	Comments
	<p>of the calculation therefrom of the lightweight condition particulars should be submitted to the Administration for approval, together with a copy for their retention. The approved report should be placed on board the craft by the owner in the custody of the master and should incorporate such additions and amendments as the Administration may in any particular case require.</p> <p>...</p>			
Paragraph 2.7.5	<p>Following any inclining or lightweight survey, the master should be supplied with amended stability information if the Administration so requires. The information so supplied should be submitted to the Administration for approval, together with a copy thereof for their retention, and should incorporate such additions and amendments as the Administration may in any particular case require.</p>	Provision of information to Administrations and masters, and recording	Companies	Continuous
Paragraph 2.7.6	<p>Stability information demonstrating compliance with this chapter should be furnished in the form of a stability information book which should be kept on board the craft at all times in the custody of the master. ...</p>	Provision of information to masters and recording	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 2.14.2	<p>A report of each inclining or lightweight survey carried out in accordance with 2.7.1 and of the calculation therefrom of the lightweight condition particulars should be submitted to the Administration for approval, together with a copy for their retention. The approved report should be placed on board the craft by the owner in the custody of the master and should incorporate such additions and amendments as the Administration may in any particular case require.</p> <p>...</p>	Provision of information to Administrations and masters, and recording	Companies	Continuous
Paragraph 2.14.3	<p>Following any inclining or lightweight survey, the master should be supplied with amended stability information if the Administration so requires. The information so supplied should be submitted to the Administration for approval, together with a copy thereof for their retention, and should incorporate such additions and amendments as the</p>	Provision of information to Administrations and masters, and recording	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	Administration may in any particular case require.			
Paragraph 7.7.2.1.7	Clear information should be displayed on or adjacent to each indicating unit about the spaces covered and the location of the sections.	Recording	Companies and masters	Continuous
Paragraph 7.9.1	There should be permanently exhibited, for the guidance of the master and officers of the craft, fire control plans showing clearly for each deck the ...	Recording	Companies and masters	Continuous
Paragraph 7.9.2	A duplicate set of fire control plans or a booklet containing such plans should be permanently stored in a prominently marked weathertight enclosure outside the deckhouse for the assistance of shore-side fire-fighting personnel.	Recording	Companies and masters	Continuous
Paragraph 8.4.1	Clear instructions to be followed in the event of an emergency should be provided for each person on board.	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 8.4.2	Muster lists complying with the requirements of regulation III/53 of the Convention should be exhibited in conspicuous places throughout the craft, including the control compartment, engine-room and crew accommodation spaces.	Recording	Companies and masters	Continuous
Paragraph 8.4.3	Illustrations and instructions in appropriate languages should be posted in public spaces and be conspicuously displayed at assembly stations, at other passenger spaces and near each seat to inform passengers of:	Recording	Companies and masters	Continuous
Paragraph 8.4.5	A training manual complying with the requirements of 18.2.3 should be provided in each crew mess room and recreation room.	Recording	Companies and masters	Continuous
Paragraph 8.5	Posters or signs should be provided on or in the vicinity of survival craft and their launching controls and should: ...	Recording	Companies and masters	Continuous
Paragraph 8.9.2.1	Instructions for onboard maintenance of life-saving appliances complying with the requirements of regulation III/52 of the Convention should be provided and maintenance should be carried out accordingly.	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 18.2	The company should ensure that the craft is provided with adequate information and guidance in the form of technical manual(s) to enable the craft to be operated and maintained safely. The technical manual(s) should consist of a route operational manual, craft operating manual, training manual, maintenance manual and servicing schedule. Arrangements should be made for such information to be updated as necessary.	Provision of information to masters and recording	Companies	Continuous
Paragraph 18.5.7	The date when musters are held, details of abandon craft drills and fire drills, drills of other life-saving appliances and onboard training should be recorded in such logbook as may be prescribed by the Administration. If a full muster, drill or training session is not held at the appointed time, an entry should be made in the logbook stating the circumstances and the extent of the muster, drill or training session held. A copy of such information should be forwarded to the operator's management.	Recording	Masters	Continuous
<b>2000 HSC Code</b> Resolution MSC.97(73), as amended by res. MSC.175(79) and MSC.222(82)				

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 1.5.6	... and shall, in due course, notify the Administration. If such corrective action is not taken, the Certificate shall be withdrawn and the Administration shall be notified immediately; and, ...	Provision of information to Administration	Nominated surveyors and recognized organizations	Continuous
Paragraph 1.5.6	... if the craft is in an area under the jurisdiction of another Government, the appropriate authorities of the port State shall be notified immediately.	Provision of information to port State authority	Nominated surveyors and recognized organizations	Continuous
Paragraph 1.8.1	... On all craft, all certificates issued under this chapter, or certified copies thereof, shall be carried on the craft. Except where the flag State is a Party to the 1988 SOLAS Protocol, a copy of each of these certificates shall be posted up in a prominent and accessible place in the craft.	Recording	Companies and masters	Continuous
Paragraph 1.12.1	The Administration shall ensure that the management of the Company operating the craft has provided the craft with adequate information and guidance in the form of manuals to enable the craft to be operated and maintained safely. These manuals shall include a route operational manual, craft operating manual, maintenance manual and servicing schedule. Such	Recording	Administrations, companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	information shall be updated as necessary.			
Paragraph 1.14.2	In the event that operational experience reveals structural or equipment failures affecting the safety of a design, craft owners shall inform the Administration.	Provision of information to Administration	Companies	Continuous
Paragraph 2.7.3	The master shall be supplied by the owner with reliable information relating to the stability of the craft in accordance with the following provisions of this paragraph. The information relating to stability shall, before being issued to the master, be submitted to the Administration for approval, together with a copy thereof for their retention, and shall incorporate such additions and amendments as the Administration may in any particular case require.	Provision of information to Administrations and masters, and recording	Companies and Administrations	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 2.7.4	Where any alterations are made to a craft so as significantly to affect the stability information supplied to the master, amended stability information shall be provided. If necessary, the craft shall be re-inclined.	Provision of information to masters and recording	Companies	Continuous
Paragraph 2.7.5	A report of each inclining or lightweight survey carried out in accordance with this chapter and of the calculation therefrom of the lightweight condition particulars shall be submitted to the Administration for approval, together with a copy for their retention. The approved report shall be placed on board the craft by the owner in the custody of the master and shall incorporate such additions and amendments as the Administration may in any particular case require. ...	Provision of information to Administrations and masters, and recording	Companies	Continuous



Ref.	Requirement	Type	Burden on?	Comments
Paragraph 2.7.6	Following any inclining or lightweight survey, the master shall be supplied with amended stability information if the Administration so requires. The information so supplied shall be submitted to the Administration for approval, together with a copy thereof for their retention, and shall incorporate such additions and amendments as the Administration may in any particular case require.	Provision of information to Administrations and masters, and recording	Companies	Continuous
Paragraph 2.7.7	Stability information demonstrating compliance with this chapter shall be furnished in the form of a stability information book which shall be kept on board the craft at all times in the custody of the master. ...	Provision of information to masters and recording	Companies	Continuous
Paragraph 2.14.2	A report of each inclining or lightweight survey carried out in accordance with 2.7.1 and of the calculation therefrom of the lightweight condition particulars shall be submitted to the Administration for approval, together with a copy for their retention. The approved report shall be placed on board the craft by the owner in the custody of the master and shall incorporate such additions and amendments as the	Provision of information to Administrations and masters, and recording	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	Administration may in any particular case require. ...			
Paragraph 2.14.3	Following any inclining or lightweight survey, the master shall be supplied with amended stability information if the Administration so requires. The information so supplied shall be submitted to the Administration for approval, together with a copy thereof for their retention, and shall incorporate such additions and amendments as the Administration may in any particular case require.	Provision of information to Administrations and masters, and recording	Companies	Continuous
Paragraph 7.7.1.1.7	Clear information shall be displayed on or adjacent to each indicating unit about the spaces covered and the location of the sections.	Recording	Companies and masters	Continuous
Paragraph 7.9.1	There shall be permanently exhibited, for the guidance of the master and officers of the craft,	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	fire control plans showing clearly for each deck the ...			
Paragraph 7.9.2	A duplicate set of fire control plans or a booklet containing such plans shall be permanently stored in a prominently marked weathertight enclosure outside the deckhouse for the assistance of shore-side fire-fighting personnel.	Recording	Companies and masters	Continuous
Paragraph 8.4.1	Clear instructions to be followed in the event of an emergency shall be provided for each person on board.	Recording	Companies and masters	Continuous
Paragraph 8.4.2	Muster lists complying with the requirements of regulation III/37 of the Convention shall be exhibited in conspicuous places throughout the craft, including the control compartment, engine-room and crew accommodation spaces.	Recording	Companies and masters	Continuous
Paragraph 8.4.3	Illustrations and instructions in appropriate languages shall be posted in public spaces and be conspicuously displayed at assembly stations, at other passenger spaces and near each seat to inform passengers of:	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 8.4.5	A training manual complying with the requirements of 18.2.3 shall be provided in each crew mess room and recreation room.	Recording	Companies and masters	Continuous
Paragraph 8.5	Posters or signs shall be provided on or in the vicinity of survival craft and their launching controls and shall: ...	Recording	Companies and masters	Continuous
Paragraph 8.9.2.1	Instructions for onboard maintenance of life-saving appliances complying with the requirements of regulation III/36 of the Convention shall be provided and maintenance shall be carried out accordingly.	Recording	Companies and masters	Continuous
Paragraph 18.2	The company shall ensure that the craft is provided with adequate information and guidance in the form of technical manual(s) to enable the craft to be operated and maintained safely. The technical manual(s) shall consist of a route operational manual, craft operating manual, training manual, maintenance manual and servicing schedule. Arrangements shall be made for such information to be updated as necessary.	Provision of information to masters and recording	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 18.5.7.1	The date when musters are held, details of abandon craft drills and fire drills, drills of other life-saving appliances and onboard training shall be recorded in such logbook as may be prescribed by the Administration. If a full muster, drill or training session is not held at the appointed time, an entry shall be made in the logbook stating the circumstances and the extent of the muster, drill or training session held. A copy of such information shall be forwarded to the operator's management.	Recording	Masters	Continuous
Paragraph 18.5.7.2	The master shall ensure, before the craft leaves the berth on any voyage, that a record is made of the time of the last closing of the accesses referred to 2.2.4.2 and 2.2.4.3.	Recording	Masters	Continuous
<b>Resolution A.739(18)</b>				
Sets requirements for the authorization of recognized organizations. The entire resolution could be regarded as administrative requirements, i.e. reporting and documentation between an Administration and its recognized organizations.				
<b>Resolution A.789(19)</b>				
Sets specifications on the survey and certification functions of recognized organizations. The entire resolution could be regarded as administrative requirements, i.e. reporting and documentation between an Administration and its recognized organizations.				
<b>Resolution A.744(18)</b>				
Paragraph 5.1.1	A specific survey programme should be worked out in advance of the periodical survey by the owner in cooperation with the Administration.	Provision of information	Company and master	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 6.1.1	The owner should supply and maintain onboard documentation as specified in 6.2 and 6.3, which should be readily available for the surveyor. The condition evaluation report referred to in 6.2 should include a translation into English.	Recording	Company	Continuous
Paragraph 6.1.2	The documentation should be kept on board for the lifetime of the ship.	Recording	Company and master	Continuous
Paragraph 7.3.1	A thickness measurement report should be prepared and submitted to the Administration.	Provision of information to Administration	Recognized organization	Continuous
Paragraph 8.2.2	A condition evaluation report of the survey and results should be issued to the owner as shown in annex 7 and placed on board the ship for reference at future surveys. The condition evaluation report should be endorsed by the Administration.	Recording	Company and master	Continuous
<b>Resolution MSC.169(79)</b>				
Paragraph 2.5	Shipowners and operators shall keep a Maintenance Plan and a record of maintenance and component replacement carried out, in order to facilitate maintenance planning and statutory surveys by the Administration. Hatch cover maintenance plans shall form part of a ship's safety management	Recording	Company and master	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	system as referred to in the ISM Code.			
<b>ISPS Code</b>				
Paragraph 10.1	Records of the following activities addressed in the ship security plan shall be kept on board for ...	Recording	Master	Continuous
<b>SOLAS PROT 78</b>				
Annex replacement for chapter I, regulation 11(c)	Whenever an accident occurs to a ship or a defect is discovered, either of which affects the safety of the ship or the efficiency or completeness of its life-saving appliances or other equipment, the master or owner of the ship shall report at the earliest opportunity to the Administration, the nominated surveyor or recognized	Provision of information to Administrations, nominated surveyors and recognized organizations	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	organization responsible for issuing the relevant certificate, who shall cause investigations to be initiated to determine whether a survey, as required by regulations 6, 7, 8, 9 or 10 of chapter I of the Convention and the present Protocol, is necessary. ...			
Annex replacement for chapter I, regulation 11(c)	... If the ship is in a port of another Party, the master or owner shall also report immediately to the appropriate authorities of the port State and the nominated surveyor or recognized organization shall ascertain that such a report has been made.	Provision of information to port State authority	Companies and masters	Continuous
Regulation 5.3(d)	Keep a record of containers manufactured to the approved design type. ...	Keep record	Manufacturer	Continuous
Regulation 7	The manufacturer shall notify the Administration prior to commencement of production of each new series of containers to be manufactured in accordance with an approved design type.	Provision of information to Administration	Manufacturer	Continuous
<b>STP 71</b>				
Annex, rule 6	Certificates or certified copies thereof issued under the present Agreement shall be posted up in a prominent and accessible place in the ship.	Posting of certificates	Company and master	Continuous
<b>SPACE STP 73</b>				



Ref.	Requirement	Type	Burden on?	Comments
Annex Rule 6	The certificate issued under these Rules or a certified copy thereof shall be posted up in a prominent and accessible place in the ship.	Recording	Companies and masters	Continuous
<b>MARPOL 73/78</b>				
MARPOL PROT I, article I(1)	The master or other person having charge of any ship involved in an incident referred to in article II of this Protocol shall report the particulars of such incident without delay and to the fullest extent possible in accordance with the provisions of this Protocol.	Provision of information to coastal States	Masters	Continuous
Annex I, regulation 6.3.3.	... and shall in due course notify the Administration. If such corrective action is not taken the Certificate shall be withdrawn and the Administration shall be notified immediately; and if the ship is in a port of another Party, the appropriate authorities of the port State shall also be notified immediately.	Provision of information to Administrations and port State authority	Nominated surveyor or recognized organization	Continuous
Annex I, regulation 6.4.3.	... the master or owner of the ship shall report at the earliest opportunity to the Administration, the recognized organization or the nominated surveyor responsible for issuing the relevant Certificate, ...	Provision of information to Administrations, nominated surveyors or recognized organizations	Masters or companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex I, regulation 6.4.3.	... If the ship is in a port of another Party, the master or owner shall also report immediately to the appropriate authorities of the port State and the nominated surveyor or recognized organization shall ascertain that such report has been made.	Provision of information to port State authority	Masters or companies	Continuous
Annex I, regulation 18.8.4	Every product carrier operating with dedicated clean ballast tanks shall be provided with a Dedicated Clean Ballast Tank Operation Manual detailing the system and specifying operational procedures.	Recording	Companies and masters	Continuous
Annex I, regulation 27.3	Simple supplementary operational procedures for liquid transfer operations referred to in paragraph 2 of this regulation shall mean written procedures made available to the master which: ...	Recording	Companies	Continuous
Annex I, regulation 29.5	The master of every oil tanker to which this regulation applies and the person in charge of a non-self-propelled oil tanker to which this regulation applies shall be supplied in a approved form with: ...	Recording	Companies	Continuous
Annex I, regulation 31.4	Instructions as to the operation of the system shall be in accordance with an operational manual approved by the Administration. ...	Recording	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex I, regulation 35.1	Every oil tanker operating with crude oil washing systems shall be provided with an Operations and Equipment Manual detailing the system and equipment and specifying operational procedures. ...	Recording	Companies	Continuous
Annex I, regulation 36.1	Every oil tanker of 150 gross tonnage and above shall be provided with an Oil Record Book Part II (Cargo/Ballast Operations). ...	Recording	Companies and masters	Continuous
Annex I, regulation 36.7	The Oil Record Book shall be kept in such a place as to be readily available for inspection at all reasonable times and, except in the case of unmanned ships under tow, shall be kept on board the ship ...	Recording	Companies and masters	Continuous
Annex I, regulation 37.1	Every oil tanker of 150 gross tonnage and above and every ship other than an oil tanker of 400 gross tonnage and above shall carry on board a shipboard oil pollution emergency plan approved by the Administration.	Recording	Companies and masters	Continuous
Annex II, regulation 5.3.5	... be provided with a Manual, approved by the Administration, ensuring that no operational mixing of cargo residues and water will occur and that no cargo residues will remain in the tank after applying the ventilation	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	procedures prescribed in the Manual.			
Annex II, regulation 8.2.5	... and shall in due course notify the Administration. If such corrective action is not taken the Certificate should be withdrawn and the Administration shall be notified immediately, ...	Provision of information to Administration	Nominated surveyors or recognized organizations	Continuous
Annex II, regulation 8.2.5	... and if the ship is in a port of another Party, the appropriate authorities of the port State shall also be notified immediately. ...	Provision of information to port State authority	Nominated surveyors or recognized organizations	Continuous
Annex II, regulation 8.3.3	... the master or owner of the ship shall report at the earliest opportunity to the Administration, the recognized organization or the nominated surveyor responsible for issuing the relevant Certificate, ...	Provision of information to Administrations, nominated surveyors or recognized organizations	Companies and masters	Continuous
Annex II, regulation 8.3.3	... If the ship is in a port of another Party, the master or owner shall also report immediately to the appropriate authorities of the port State and the nominated surveyor or recognized organization shall ascertain that such report has been made.	Provision of information to port State authority	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex II, regulation 14.1	Every ship certified to carry substances of category X, Y or Z shall have on board a Manual approved by the Administration. ...	Recording	Companies	Continuous
Annex II, regulation 15.1	Every ship to which this Annex applies shall be provided with a Cargo Record Book, whether as part of the ship's official logbook or otherwise, in the form specified in appendix 2 to this annex.	Recording	Companies	Continuous
Annex II, regulation 15.5	The Cargo Record Book shall be kept in such a place as to be readily available for inspection and, except in the case of unmanned ships under tow, shall be kept on board the ship. It shall be retained for a period of three years after the last entry has been made.	Recording	Companies and masters	Continuous
Annex II, regulation 17.1	Every ship of 150 gross tonnage and above certified to carry noxious liquid substances in bulk shall carry on board a shipboard marine pollution emergency plan for noxious liquid substances approved by the Administration.	Recording	Companies and masters	Continuous
Annex IV, regulation 4.5	... and shall in due course notify the Administration. If such corrective action is not taken the Certificate should be withdrawn and the Administration shall be notified immediately, ...	Provision of information to Administration	Nominated surveyors and recognized organizations	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex IV, regulation 4.5	... and if the ship is in a port of another Party, the appropriate authorities of the port State shall also be notified immediately. ...	Provision of information to port State authority	Nominated surveyors and recognized organizations	Continuous
Annex IV, regulation 4.9	... the master or owner of the ship shall report at the earliest opportunity to the Administration, the recognized organization or the nominated surveyor responsible for issuing the relevant Certificate, ...	Provision of information to Administration	Companies and masters	Continuous
Annex IV, regulation 4.9	... If the ship is in a port of another Party, the master or owner shall also report immediately to the appropriate authorities of the port State and the nominated surveyor or recognized organization shall ascertain that such report has been made.	Provision of information to port State authority	Companies and masters	Continuous
Annex V, regulation 9(1)	Every ship of 12 m or more in length overall shall display placards which notify the crew and passengers of the disposal requirements of regulations 3 and 5 of this annex, as applicable.	Recording	Companies and masters	Continuous
Annex V, regulation 9(2)	Every ship of 400 gross tonnage and above, and every ship which is certified to carry 15 persons or more, shall carry a garbage management plan which the crew shall follow. ...	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex V, regulation 9(3)	Every ship of 400 gross tonnage and above and every ship which is certified to carry 15 persons or more engaged in voyages to ports or offshore terminals under the jurisdiction of other Parties to the Convention and every fixed and floating platform engaged in exploration and exploitation of the seabed shall be provided with a Garbage Record Book.	Recording	Companies and masters	Continuous
<b>MARPOL PROT 97</b>				
Annex VI, regulation 5.3.3	... and shall in due course notify the Administration. If such corrective action is not taken, the certificate should be withdrawn by the Administration. ...	Provision of information to Administration	Nominated surveyor or recognized organization	Continuous
Annex VI, regulation 5.3.3	... If the ship is in a port of another Party, the appropriate authorities of the port State shall also be notified immediately.	Provision of information to port State authority	Administration, nominated surveyor or recognized organization	Continuous
Annex VI, regulation 5.4.5	Whenever an accident occurs to a ship or a defect is discovered, which substantially affects the efficiency or completeness of its equipment covered by this annex, the master or owner of the ship shall report at the earliest opportunity to the Administration, a nominated surveyor, or recognized organization	Provision of information to Administrations, nominated surveyors or recognized organizations	Owner or master	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	responsible for issuing the relevant certificate.			
Annex VI, regulation 15.6	A tanker carrying crude oil shall have on board and implement a VOC Management Plan approved by the Administration.	Recording	Company and master	Continuous
Annex VI, regulation 18.2.4	2.4 A ship shall notify its Administration and the competent authority of the relevant port of destination when it cannot purchase compliant fuel oil.	Provision of information to Administrations and port authorities	Masters	Continuous
Annex VI, regulation 18.6	The bunker delivery note shall be kept on board the ship in such a place as to be readily available for inspection at all reasonable times. It shall be retained for a period of three years after the fuel oil has been delivered on board.	Recording	Company and master	Continuous

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**ANNEX 2**  
**LIST OF REPORTING OBLIGATIONS THAT BURDEN THE SHIP, MASTER AND CREW**  
**IN THE INVENTORY OF ADMINISTRATIVE REQUIREMENTS IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
<b>SOLAS 1974</b>				
With chapter I as amended by SOLAS PROT 88				
Regulation I/11(c)	Whenever an accident occurs to a ship or a defect is discovered, either of which affects the safety of the ship or the efficiency or completeness of its life-saving appliances or other equipment, the master or owner of the ship shall report at the earliest opportunity to the Administration, the nominated surveyor or recognized organization responsible for issuing the relevant certificate, ...	Provision of information to Administration, nominated surveyor or recognized organization	Companies and masters	Continuous
Regulation II-1/21.4	A record of all drills and inspections required by this regulation shall be entered in the logbook with an explicit record of any defects which may be disclosed.	Recording	Masters	Continuous
Regulation II-1/22.6	... the time of opening such doors in port and of closing them before the ship leaves port shall be entered in the logbook.	Recording	Masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation II-1/22.12	The master shall ensure, before the ship proceeds on any voyage, that an entry in the logbook is made of the time of the last closing of the doors specified in paragraph 13 and the time of any opening of particular doors in accordance with paragraph 14.	Recording	Masters	Continuous
Regulation II-1/23.5	The master shall ensure, before the ship leaves the berth on any voyage, that an entry in the logbook, as required by regulation 22.13, is made of the time of the last closing of the accesses referred to in paragraph 3.	Recording	Masters	Continuous
Regulation II-1/24.3	... the time of opening such doors in port and of closing them before the ship leaves port shall be entered in the logbook.	Recording	Masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation III/19.5	The date when musters are held, details of abandon ship drills and fire drills, drills of other life-saving appliances and onboard training shall be recorded in such logbook as may be prescribed by the Administration. If a full muster, drill or training session is not held at the appointed time, an entry shall be made in the logbook stating the circumstances and the extent of the muster, drill or training session held.	Recording	Masters	Continuous
Regulation III/20.6	The following tests and inspections shall be carried out weekly and a report of the inspection shall be entered in the logbook:	Recording	Masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation III/27	<p>1 All persons on board all passenger ships shall be counted prior to departure.</p> <p>2 Details of persons who have declared a need for special care or assistance in emergency situations shall be recorded and communicated to the master prior to departure.</p> <p>3 In addition, not later than 1 January 1999, the names and gender of all persons on board, distinguishing between adults, children and infants shall be recorded for search and rescue purposes.</p>	Recording	Companies and masters	Continuous
Regulation IV/17	A record shall be kept, to the satisfaction of the Administration and as required by the Radio Regulations, of all incidents connected with the radiocommunication service which appear to be of importance to safety of life at sea.	Recording	Masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation V/26.6	The date upon which the checks and tests prescribed in paragraphs 1 and 2 are carried out and the date and details of emergency steering drills carried out under paragraph 4 shall be recorded.	Recording	Masters	Continuous
Regulation V/28.2	Each ship of 500 gross tonnage and above, engaged on international voyages exceeding 48 hours, shall submit a daily report to its company, as defined in regulation IX/1, which shall retain it and all subsequent daily reports for the duration of the voyage. ...	Recording	Companies and masters	Continuous
Regulation VII/6.1	When an incident takes place involving the loss or likely loss overboard of dangerous goods in packaged form into the sea, the master, or other person having charge of the ship, shall report the particulars of such an incident without delay and to the fullest extent possible to the nearest coastal State. ...	Provision of information to coastal States	Masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation VII/7-4.1	When an incident takes place involving the loss or likely loss overboard of dangerous goods in solid form in bulk into the sea, the master, or other person having charge of the ship, shall report the particulars of such an incident without delay and to the fullest extent possible to the nearest coastal State. ...	Provision of information to coastal States	Masters	Continuous
Regulation VIII/12	In the event of any accident likely to lead to an environmental hazard, the master of a nuclear ship shall immediately inform the Administration. ...	Provision of information to Administration	Companies and masters	Continuous
Regulation VIII/12	... The master shall also immediately inform the competent governmental authority of the country in whose waters the ship may be, or whose waters the ship approaches in a damaged condition.	Provision of information to coastal and port State authorities	Companies and masters	Continuous
Regulation XI-1/5.10	The Continuous Synopsis Record shall be kept on board the ship and shall be available for inspection at all times.	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation XI-2/4.5	Where a ship is not in compliance with the requirements of this chapter or of part A of the ISPS Code, or cannot comply with the requirements of the security level set by the Administration or by another Contracting Government and applicable to that ship, then the ship shall notify the appropriate competent authority prior to conducting any ship/port interface or prior to entry into port, whichever occurs earlier.	Provision of information to port State authority	Companies and masters	Continuous
Regulation XI-2/2.1	... If requested by the Contracting Government, the ship or the Company shall provide confirmation, acceptable to that Contracting Government, of the information required above.	Provision of information to Contracting Governments	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation XI-2/2.2	Every ship to which this chapter applies intending to enter the port of another Contracting Government shall provide the information described in paragraph 2.1 on the request of the officers duly authorized by that Government. The master may decline to provide such information on the understanding that failure to do so may result in denial of entry into port.	Provision of information to port State authority	Companies and masters	Continuous
Regulation XI-2/2.3	The ship shall keep records of the information referred to in paragraph 2.1 for the last 10 calls at port facilities.	Recording	Companies and masters	Continuous
<b>Resolution MSC.215(82)</b>				
Paragraph 3.4.3	In-service maintenance, repair and partial recoating activities shall be recorded in the Coating Technical File in accordance with the relevant section of the Guidelines for coating maintenance and repair.	Recording	Company and master	Continuous
Paragraph 3.4.4	If a full recoating is carried out, the items specified in 3.4.2 shall be recorded in the Coating Technical File.	Recording	Company and master	Continuous



Ref.	Requirement	Type	Burden on?	Comments
Paragraph 3.4.5	The Coating Technical File shall be kept on board and maintained throughout the life of the ship.	Recording	Company and master	Continuous
<b>1994 HSC Code</b> Resolution MSC.36(63)				
Paragraph 18.5.7	The date when musters are held, details of abandon craft drills and fire drills, drills of other life-saving appliances and onboard training should be recorded in such logbook as may be prescribed by the Administration. If a full muster, drill or training session is not held at the appointed time, an entry should be made in the logbook stating the circumstances and the extent of the muster, drill or training session held. A copy of such information should be forwarded to the operator's management.	Recording	Masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
<b>2000 HSC Code</b> Resolution MSC.97(73), as amended by res. MSC.175(79) and MSC.222(82)				
Paragraph 18.5.7.1	The date when musters are held, details of abandon craft drills and fire drills, drills of other life-saving appliances and onboard training shall be recorded in such logbook as may be prescribed by the Administration. If a full muster, drill or training session is not held at the appointed time, an entry shall be made in the logbook stating the circumstances and the extent of the muster, drill or training session held. A copy of such information shall be forwarded to the operator's management.	Recording	Masters	Continuous
Paragraph 18.5.7.2	The master shall ensure, before the craft leaves the berth on any voyage that a record is made of the time of the last closing of the accesses referred to 2.2.4.2 and 2.2.4.3.	Recording	Masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
<b>ISPS Code</b>				
Paragraph 10.1	Records of the following activities addressed in the ship security plan shall be kept on board for ...	Recording	Master	Continuous
<b>SOLAS PROT 78</b>				
Annex replacement for chapter I, regulation 11(c)	Whenever an accident occurs to a ship or a defect is discovered, either of which affects the safety of the ship or the efficiency or completeness of its life-saving appliances or other equipment, the master or owner of the ship shall report at the earliest opportunity to the Administration, the nominated surveyor or recognized organization responsible for issuing the relevant certificate, who shall cause investigations to be initiated to determine whether a survey, as required by regulations 6, 7, 8, 9 or 10 of chapter I of the Convention and the present Protocol, is necessary. ...	Provision of information to Administrations, nominated surveyors and recognized organizations	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex replacement for chapter I, regulation 11(c)	... If the ship is in a port of another Party, the master or owner shall also report immediately to the appropriate authorities of the port State and the nominated surveyor or recognized organization shall ascertain that such a report has been made.	Provision of information to port State authority	Companies and masters	Continuous
<b>MARPOL 73/78</b>				
MARPOL PROT I, article I(1)	The master or other person having charge of any ship involved in an incident referred to in article II of this Protocol shall report the particulars of such incident without delay and to the fullest extent possible in accordance with the provisions of this Protocol.	Provision of information to coastal States	Masters	Continuous
Annex I, regulation 6.3.3.	... and shall in due course notify the Administration. If such corrective action is not taken the Certificate shall be withdrawn and the Administration shall be notified immediately; and if the ship is in a port of another Party, the appropriate authorities of the port State shall also be notified immediately.	Provision of information to Administrations and port State authorities	Nominated surveyor or recognized organization	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex I, regulation 6.4.3.	... the master or owner of the ship shall report at the earliest opportunity to the Administration, the recognized organization or the nominated surveyor responsible for issuing the relevant Certificate, ...	Provision of information to Administrations, nominated surveyors or recognized organizations	Masters or companies	Continuous
Annex I, regulation 6.4.3.	... If the ship is in a port of another Party, the master or owner shall also report immediately to the appropriate authorities of the port State and the nominated surveyor or recognized organization shall ascertain that such report has been made.	Provision of information to port State authority	Masters or companies	Continuous
Annex I, regulation 36.1	Every oil tanker of 150 gross tonnage and above shall be provided with an Oil Record Book Part II (Cargo/Ballast Operations). ...	Recording	Companies and masters	Continuous
Annex I, regulation 36.7	The Oil Record Book shall be kept in such a place as to be readily available for inspection at all reasonable times and, except in the case of unmanned ships under tow, shall be kept on board the ship ...	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex II, regulation 8.3.3	... the master or owner of the ship shall report at the earliest opportunity to the Administration, the recognized organization or the nominated surveyor responsible for issuing the relevant Certificate, ...	Provision of information to Administrations, nominated surveyors or recognized organizations	Companies and masters	Continuous
Annex II, regulation 8.3.3	... If the ship is in a port of another Party, the master or owner shall also report immediately to the appropriate authorities of the port State and the nominated surveyor or recognized organization shall ascertain that such report has been made.	Provision of information to port State authority	Companies and masters	Continuous
Annex II, regulation 15.1	Every ship to which this Annex applies shall be provided with a Cargo Record Book, whether as part of the ship's official logbook or otherwise, in the form specified in appendix 2 to this annex.	Recording	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex II, regulation 15.5	The Cargo Record Book shall be kept in such a place as to be readily available for inspection and, except in the case of unmanned ships under tow, shall be kept on board the ship. It shall be retained for a period of three years after the last entry has been made.	Recording	Companies and masters	Continuous
Annex IV, regulation 4.9	... the master or owner of the ship shall report at the earliest opportunity to the Administration, the recognized organization or the nominated surveyor responsible for issuing the relevant Certificate, ...	Provision of information to Administration	Companies and masters	Continuous
Annex IV, regulation 4.9	... If the ship is in a port of another Party, the master or owner shall also report immediately to the appropriate authorities of the port State and the nominated surveyor or recognized organization shall ascertain that such report has been made.	Provision of information to port State authority	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex V, regulation 9(2)	Every ship of 400 gross tonnage and above, and every ship which is certified to carry 15 persons or more, shall carry a garbage management plan which the crew shall follow. ...	Recording	Companies and masters	Continuous
Annex V, regulation 9(3)	Every ship of 400 gross tonnage and above and every ship which is certified to carry 15 persons or more engaged in voyages to ports or offshore terminals under the jurisdiction of other Parties to the Convention and every fixed and floating platform engaged in exploration and exploitation of the seabed shall be provided with a Garbage Record Book.	Recording	Companies and masters	Continuous



Ref.	Requirement	Type	Burden on?	Comments
<b>MARPOL PROT 97</b>				
Annex VI, regulation 5.4.5	Whenever an accident occurs to a ship or a defect is discovered, which substantially affects the efficiency or completeness of its equipment covered by this annex, the master or owner of the ship shall report at the earliest opportunity to the Administration, a nominated surveyor, or recognized organization responsible for issuing the relevant certificate.	Provision of information to Administrations, nominated surveyors or recognized organizations	Owner or master	Continuous
Annex VI, regulation 18.2.4	2.4 A ship shall notify its Administration and the competent authority of the relevant port of destination when it cannot purchase compliant fuel oil.	Provision of information to Administrations and port authorities	Masters	Continuous

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## ANNEX 3

### LIST OF RECOMMENDATIONS

#### **On requirements for provision of information**

*Recommendation 1:*

The SG-RAR recommends that the Organization ensures that all the – present and future – administrative requirements to provide information (both to and from IMO) could be fulfilled by electronic means (C 113/11, paragraph 4.4).

*Recommendation 2:*

The SG-RAR recommends that the Organization – as a matter of priority – establishes and develops a fundamental vision and policy concerning its role and responsibility as host of an internationally trusted web-based information portal, including (a) functional architecture for the entry, storage and retrieval of information and data; (b) practical and efficient use; and (c) development and maintenance of such a portal (C 113/11, paragraph 4.5).

#### **On requirements for carriage of certificates and similar documents**

*Recommendation 3:*

The SG-RAR recommends that the Organization – as a matter of priority – sets a clear policy target for universal acceptance of electronic certificates and similar documents as a full alternative to paper versions (C 113/11, paragraph 4.8).

#### **On requirements for recordkeeping**

*Recommendation 4:*

The SG-RAR recommends that the Organization – as a matter of priority – sets a clear policy target for universal acceptance of electronic recording of information as a full alternative to paper versions (C 113/11, paragraph 4.11).

#### **On requirements for carriage of other documents**

*Recommendation 5:*

The SG-RAR recommends to encourage the responsible committees to review the pertinent administrative requirements in appendix 7 – and similar requirements in appendices 5 and 6 – with a view to universal acceptance of electronic versions of documents for fulfilling present requirements for the carriage of documents (C 113/11, paragraph 4.13).

#### **On requirements for multiple reporting**

*Recommendation 6:*

The SG-RAR recommends to encourage the responsible committees to review the pertinent administrative requirements in appendix 7 – and similar requirements in appendix 6 – with a view to introduce an electronic and unified "single window approach" for fulfilling present requirements for multiple reporting (C 113/11, paragraph 4.15).

### **On other types of administrative requirements**

*Recommendation 7:*

The SG-RAR recommends to encourage the responsible committees to review the pertinent administrative requirements in appendix 7 – and possible similar requirements in appendices 5 and 6 – with a view to universal acceptance of electronic or software solutions for fulfilling present other types of administrative requirements (C 113/11, paragraph 4.17).

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**ANNEX 4**

**LIST OF OUTPUTS OF THE COMMITTEES THAT MAY HAVE SOME RELATION TO  
ELECTRONIC EXCHANGE OF INFORMATION OR SINGLE WINDOW**

<b>Output number</b>	<b>Description</b>	<b>Target completion year</b>	<b>Parent organ(s)</b>	<b>Associated organ(s)</b>	<b>Coordinating organ</b>	<b>Reference</b>
2.7	Regulatory scoping exercise for the use of Maritime Autonomous Surface Ships (MASS)	2020	MSC			MSC 98/23, paragraph 20.2.11
2.11	Develop guidance on definition and harmonization of the format and structure of Maritime Service Portfolios (MSPs)	2019	MSC	NCSR		
2.12	Guidelines on standardized modes of operation, S mode	2019	MSC	NCSR		
2.20	Revised General requirements for shipborne radio equipment forming part of the Global Maritime Distress and Safety System (GMDSS) and for electronic navigational aids (resolution A.694(17)) relating to Built-In Integrity Testing (BIIT) for navigation equipment	2020	MSC	NCSR		MSC 95/22, paragraph 19.12.4
5.1	Application of single-window concept	Continuous	FAL			FAL 39/16, paragraph 13.4.1

Output number	Description	Target completion year	Parent organ(s)	Associated organ(s)	Coordinating organ	Reference
5.6	Guidelines for setting up a maritime single window	2019	FAL			FAL 41/17, paragraph 14.4; FAL 42/17, paragraph 8.10
5.8	Review and revision of the IMO Compendium on Facilitation and Electronic Business, including additional e-business solutions	2019	FAL			FAL 41/17, paragraph 14.1. FAL 42/17, paragraph 14.5.
5.9	Developing guidance for authentication, integrity and confidentiality of content for the purpose of exchange of electronic information	2019	FAL			FAL 41/17, paragraph 14.3
5.10 (New)	Review and update the annex of the FAL Convention	2021	FAL			FAL 42/17, paragraph 14.1
5.13 (New)	Development of amendments to the STCW Convention and Code for the use of electronic certificates and documents of seafarers	2020	MSC	III	HTW	MSC 100/20, paragraph 17.12
6.13	Use of electronic record books	2018	MEPC	PPR		