



**Marine Circular Nr. 05/ 2022, 30/08/2022**

**Subject: “Description of the System of Documents Issued by the G-B I.S.R.”**

**Ref. :** (a) “Code of Operation of the International ships Registry of the Republic of Guinea-Bissau”.  
(b) G-B International – International Ships Registry of Guinea-Bissau website (<https://gbisr.com/>).

**To:** Ship owners, Managers, Masters, Deputy Registrars and Ros

**Summary**

1. This Marine Circular describes and elaborates upon the system of official document issuance, notably Marine Circulars, Marine Notices, IMO Technical Service Circulars, and Info Bulletins, by the Guinea-Bissau International Ships Registry.

**Background**

2. The Code of Operation of the International Ships Registry of the Republic of Guinea-Bissau provides among others a reference of official documents issued by the International Ships Registry, including Marine Circulars and Marine Notices to support the accurate implementation of various provisions of the Code of Operation, in line with the international maritime regulatory framework and operational best practices. In particular, under part 1, Chapter 5 the Code of Operation of the G-B I.S.R. foresees the issuance and binding provisions of the Marine Circulars and Marine Notices, while under Chapter 4.1 there is an analytical reference to the responsibilities and authorities of the Office of the General Ships Registrar.

3. To improve clarity, the G-B I.S.R. is structuring the information currently provided in the respective documentation, as follows: (a) Marine Circulars, (b) Marine Notices, (c) IMO Technical Service Circulars, and (d) Info Bulletins.

**Marine Circulars (Mar.Cir.)**

4. Marine Circular means a Circular published by the Office of the General Ships Registrar of the Republic of Guinea-Bissau that provides binding guidance to owners, masters, other seafarers and other interested parties, that may assist in the interpretation or implementation of legislation applicable to the Republic of Guinea-Bissau flagged vessels. It includes reference to any subsequent Marine Circular amending or replacing the original that is considered by the General Ships Registrar of the Republic of Guinea-Bissau and the Administration to be relevant. Marine Circulars, when properly promulgated by the General Ships Registrar, shall have the force and effect of Regulations. Marine Circulars are mandatory and must be followed by all parties to which the “Code of Operation” applies

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### Marine Notice (Mar. Not.)

5. Marine Notices published by the General Ships Registrar of the Republic of Guinea-Bissau provide important safety and security related information, information on shipping policy and maritime regulatory developments, general guidance, and details about upcoming changes to legislation to the shipping and maritime community, as well as a reference to general policy issues related to the operation of the International Ships Registry.

### IMO Technical Service Circulars (IMO TSC)

6. The issuance of the IMO Technical Service Circulars (IMO TSC) focuses upon current and relevant developments to the G-B I.S.R. listed vessels, linked with IMO Instruments and other IMO legislative provisions. IMO TSC should be read in conjunction with related provisions mentioned within potentially related issued Marine Circulars or Marine Notices.

### Info Bulletins (Info Bullet.)

7. By means of Info Bulletins the G-B I.S.R. communicates to all interested parties affiliated with its activities, developments relevant to the wider spectrum of its operation within a non-binding informative context.

### Distribution of Marine Circulars, Marine Notices, IMO TSCs & Info Bulletins

8.1 All above documents are not provided in hard copy but are available on the G-B I.S.R. website (<https://gbisr.com/news/>). Notification of the addition, or revision, of Marine Circulars, Marine Notices, IMO TSCs & Info Bulletins is electronically submitted by email to all ship-owning or ship managing companies of vessels listed with G-B ISR, Deputy Registrars and collaborators, and stakeholders on the mailing list of G-B ISR.

8.2. Notwithstanding the provisions of paragraph 8.1, it is the responsibility of all ship owning & ship managing companies operating vessels under the G-B ISR to regularly review the G-B ISR website (<https://gbisr.com/news/>) for the latest revisions of Marine Circulars, Marine Notices, IMO TSC & Info Bulletins and ensure that respective provisions and high lights are implemented accordingly.

### Operational Usage and Retention of Marine Circulars, Marine Notices, IMO TSCs & Info Bulletins

9. Companies<sup>1</sup> shall ensure that the contents of Marine Circulars, Marine Notices & IMO TSC that are relevant to their standing operations are incorporated as appropriate into their safety management system. Copies of relevant documents, in their latest revision, shall be retained on board all vessels registered with the G-B ISR and offshore units in a "Flag State file", either in hard copy or electronically. It is expected that Managing Companies shall also maintain copies of the relevant documents in their office(s).

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# G-B INTERNATIONAL

## INTERNATIONAL SHIPS REGISTRY OF GUINEA-BISSAU

10. All Marine Circulars, Marine Notices & IMO TSC include, as appropriate an issuance or an “effective date”, from which the Notice is applicable and effective. All Company Safety Management Systems, Recognised Organisation instructions to surveyors shall incorporate and implement applicable Notices from the issuance or effective date stated in the Notice, as appropriate.

### Effective Date

11. The current Maritime Circular has immediate effect as per the day of issuance.

12. Requests for potential additional clarifications can be addressed to the Office of the General Ships Registrar of the G-B I.S.R. ([gbi@gbissr.com](mailto:gbi@gbissr.com)).

For the Guinea-Bissau International Ships Registry

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Office of the General Ships Registrar



<sup>i</sup> The “Company” is the entity responsible for the management of the ship in accordance with the ISM Code. For ships which the ISM Code is not applicable, the Company is the managing “Owner” in accordance with the definition provided under Part 1, Ch. 3 of the “Code of Operation” of the G-B ISR.