



**IMMARBE**

International Merchant Marine Registry of Belize

## **TRANSFER OF ISM/ISPS CERTIFICATION BETWEEN ROs**

TO ALL SHIPOWNERS AND OPERATORS, DEPUTY REGISTRARS, RECOGNIZED ORGANIZATIONS AND GSI INSPECTORS

MSN Superseded:  
ISSUE DATE:

N/A  
March 18, 2008

Revision No.(mm/dd/yy):

---

---

### **1. PURPOSE**

- 1.1. The purpose of this Merchant Shipping Notice is to provide guidelines to recognized organizations (ROs) for ensuring the adequacy of the transfer of the safety management system (ISM) and/or International Ship & Port Facility Security (ISPS) Code certification from one recognized organization (losing recognized organization) to another (gaining recognized organization).
- 1.2. All recognized organizations (ROs) shall follow this procedure when a request from a Company is received for the transfer of the ISM/ISPS Code certification from one RO to another.

### **2. DEFINITIONS**

- 2.1. "Gaining recognized organization" means a recognized organization (RO) which receives a request for a transfer of the ISM/ISPS Code certification from a Company; another recognized organization or IMMARBEE.
- 2.2. "Losing recognized organization" means a recognized organization (RO) from which the ISM/ISPS Code certification is being transferred.

### **3. RESPONSIBILITIES OF THE GAINING RECOGNIZED ORGANIZATION (RO)**

- 3.1. Prior accepting any request for a transfer of the ISM/ISPS Code certification, the gaining RO shall notify IMMARBEE of any request for transfer by providing the general particulars of the Company and vessels under their management/operation and details of the service requested in order to confirm that:

- 3.1.1. The existing certificates has not been withdrawn or otherwise invalidated by IMMARBE or the losing RO.
- 3.1.2. All outstanding recommendations given by the losing RO are followed up and rectified at the point transfer unless otherwise agreed by IMMARBE.
- 3.1.3. Any major non-conformity have been closed out or down graded by the losing RO.
- 3.2. **Any and all transfers of the ISM/ISPS Code certification will require prior written approval form IMMARBE.**
- 3.3. IMMARBE will contact the losing RO of the request for transfer and verify the certification status of the Company and/or vessels to ensure all outstanding recommendations given by the losing RO are followed up and rectified at the point transfer by the gaining RO.
- 3.4. **No transfer of certification of ISM/ISPS Code shall be performed by the gaining RO without conducting an audit.**
- 3.5. The audit by the gaining RO shall address all elements of the ISM/ISPS Code, to the extent the RO/RSO is so authorized by IMMARBE covering any requirement and any matter arising out of the last audit carried out by the losing RO. Where the transfer of certification occurs within the annual, intermediate or renewal due date window, the corresponding audit may serve as the audit required in 3.4.
- 3.6. If the audit is successful and a new certificate is issued by the gaining RO, the gaining RO must submit to IMMARBE copies of the certificate(s) issued immediately.
- 3.7. When the audit is not successful and, as a result, the transfer of certification is not accepted, the gaining RO shall inform IMMARBE, within two (2) working days of the date of the audit, and attach the audit report in which the reasons for the rejection should be fully explained.

#### **4. RESPONSIBILITIES OF THE LOSING RECOGNIZED ORGANIZATION**

- 4.1. The losing RO shall co-operate by providing the following information to IMMARBE within (4) working days of the receipt of the request. The documentation to be provided to IMMARBE upon notification is the following:
  - 4.1.1. The last external audit report, including any non-conformities and failures identified;
  - 4.1.2. In the case of the ISM non-conformities, this should include the corrective action plan and the time period(s) proposed for implementation;
  - 4.1.3. In the case of ISPS failures, evidence that corrective action has been proposed and the failure has been properly addressed; and
  - 4.1.4. Any other information that may be relevant to the decision to accept or reject the transfer of certification.

4.2. Upon receipt of information that the audit is not successful because of an unresolved major non-conformity and / or failure raised by the gaining RO, IMMARBE will instruct the losing RO to review the findings and take action as appropriate.

## 5. DATE OF IMPLEMENTATION

5.1. This Merchant Shipping Notice is to be implemented by all RO/RSO approved by IMMARBE forthwith.



Libardo Brú, BSc, MSc  
Technical Manager  
IMMARBE

Any queries related to this Notice should be directed to:

INTERNATIONAL MERCHANT MARINE REGISTRY OF BELIZE  
Technical Department  
Tel. (501) 223-5026 / 5031 / 5047  
Fax. (501) 223-5048 / 5070  
e-mail. [Immarbe@btl.net](mailto:Immarbe@btl.net)