



Barbados Maritime
Ship Registry

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Notice to: All Appointed Nautical Inspectors (ANI) of the BMSR

1. Purpose

- 1.1 The purpose of this marine circular is to outline each type of inspection carried out by Barbados Maritime Ship Registry (BMSR) Appointed Nautical Inspectors (ANI) and the requirements for the conduct of the inspections, the Certificates of Inspection, and reports to be produced.
- 1.2 This procedure sets out the measures for Flag State Inspections as required under sections 1057 and 1058 of the Barbados Merchant Shipping Act, 2024 and Articles 94 and 217 of the United Nations Convention on the Law of the Sea (UNCLOS).

2. Application

- 2.1 This Marine Circular shall be read in conjunction with the [Bulletin 004 - Flag State Inspections](#) and emphasis is given to topics not already covered by the above Bulletin, and also to provide additional guidance.

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3. Background

3.1 The types of inspections normally conducted by the BMSR are:

- i) Pre-Registration Inspection
- ii) Initial Inspection
- iii) Annual Safety Inspection
- iv) Detention Follow-up Inspection
- v) Additional Safety Inspection

3.2 The *Pre-Registration Inspection* aims to assess the physical condition of the vessel, and the safety and pollution prevention standards of the vessel. The Pre-Registration inspection is intended only to assess the physical condition of the vessel and not to assess compliance with Barbados requirements, and availability of Publications, documents, etc, on board. The documentation and compliance with Barbados' requirements will be verified in the following inspection, i.e. Initial inspection.

3.3 The *Initial Inspections* aim to assess:

- i) the physical condition of the vessel;
- ii) the safety and pollution prevention standards of the vessel;
- iii) the compliance with Barbados requirements (Documents, Publications, Manning, Accident reporting, etc.);
- iv) the competence of the crew;
- v) the marking of the vessel.

3.4 The *Annual Safety Inspections* aim to assess:

- i) the physical condition of the vessel;
- ii) the compliance with Barbados requirements (Documents, Publications, Manning, Accident reporting, etc.);
- iii) the competence of the crew;
- iv) the maintenance of the vessel.

3.5 The *Detention Follow-up Inspections* are to be carried out as per a routine *Annual Safety Inspection*. Still, the ANI shall also assess the correct rectification of the PSC deficiencies raised at the PSC detention and the implementation of preventive measures.

3.6 The *Additional Safety Inspections* are to be carried out as per a routine *Annual Safety Inspection*. Still, the ANI shall also assess any eventual additional items as instructed by the BMSR upon assignment to the inspection.

3.7 The *Initial inspection* is required to be completed before the vessel is permanently registered with BMSR. The ANI must verify, sign and stamp the *Carving and Marking Note* which will be made available on the vessel, and send to ops@barbadosmaritime.com along with the Inspection Reports.

3.8 General Guidance for Conduct of Inspections:

- a. Inspections are organised and arranged by the managers of the vessel or Regional Registrars directly with the ANI, as listed in the <https://barbadosmaritime.org/list-of-appointed-nautical-inspectors/>. All costs are agreed directly between the owners/managers and the ANI, and the payment is made directly to the ANI.
- b. The ANI shall then approach the BMSR by email to ops@barbadosmaritime.com, along with the email confirmation of his/her appointment from the owners/managers, and it is not required to include any reference to costs. The BMSR shall then issue a unique authorisation code generated from our system and will give any specific instructions including the validity of the *Certificate of Inspection* (COI) in the authorisation message.
- c. Once the authorisation is given, the ANI is expected to carry out the inspection in due time, and exemption is only permitted in cases of emergency such as personal illness, adverse weather conditions or change of vessel's schedule. The ANI shall promptly inform the BMSR of any such instance.
- d. At least two (2) safety drills shall be conducted during the course of any inspection, except the pre-registration inspection. Guidance for the conduct of drills is given in the Marine Circular MC 042025 – "Conduct of Drills During Flag Inspections".

- e. The following documents must be submitted to the BMSR, as found in <https://barbadosmaritime.org/inspections/inspection-templates/>:
1. PPO01-F01 Flag State Inspection Checklist
 2. PPO01-F02 Inspection Photos (*the photos must be properly attached in the appropriate spaces provided in the form*)
 3. The ANI shall always provide to BMSR the report in PDF format (links to compressed folders, multiple emails with photos, etc, are not acceptable)
 4. Certificate of Inspection (*original must be given to the master to be displayed onboard*)
- f. ANI shall ensure that the forms and the template used for the inspection are the latest revisions found on our website. Obsolete forms must be discarded and never be used. Reports shall be submitted to the BMSR as soon as possible, but not later than **7 days** after the inspection. The ANI must inform the BMSR if he/she expects any further delay in submitting the reports.
- g. A COI is issued to the vessel's Master on completion of the inspection, to be displayed in a prominent place on board. The validity of the COI will always be mentioned in the authorisation message, or as "not applicable" if it is not required. A COI is not issued for a pre-registration inspection.
- h. Where a Major Deficiency is identified and cannot be rectified before completion of the inspection, the inspector:
- i. Must immediately report the situation to the BMSR, via the emergency telephone number if necessary;
 - ii. Must not issue a Certificate of Inspection (Col), as per PPO01-F03, unless instructed to do so by the BMSR;
 - iii. Where appropriate, the BMSR may take the decision to Flag Detain the Vessel; and
 - iv. Further guidance on Major deficiencies may be found in IMO Res. A.1185(33).
- i. As proof of inspection, the ANI must send photographs of him/her in at least two different locations on the vessel, and additionally, a short video with him/her in the frame conducting a drill on board. Any photograph that appears suspicious or edited will be taken seriously, and the ANI will be promptly removed from service.
- j. If a vessel is detained within 2 months of a Flag State Inspection, the performance of the concerned ANI who carried out the inspection will be evaluated. If there are clear grounds that the ANI had omitted recording any serious deficiency on purpose or by neglect, he/she may be suspended or dismissed from service as deemed appropriate.
- k. All correspondence regarding inspections and ANIs shall be sent to ops@barbadosmaritime.com.
- 3.9 Appointments of ANIs are normally for a term of three years, which will be renewed upon evaluation of the performance of the ANI. Renewal notice will be given in due time to the ANI from the BMSR. If the ANI does not wish to continue, he/she must inform the BMSR via email.
- 3.10 Upon appointment, the ANI is issued an ID card and an official stamp, which are sent by post from the BMSR office. The ANI must use this stamp for any relevant official document issued on behalf of the BMSR, including the Certificate of Inspection.
- 3.11 All ANIs represent the BMSR and are expected to be professional in their conduct. ANIs are advised not to engage in any dispute or conflict with the master, crew, managers or other representatives of the vessel. If there is any dispute or if the ANI is not allowed to carry out the inspection in a professional manner, the ANI shall promptly inform the BMSR for further advice. We want our ANIs to be treated with respect, and we also expect the ANIs to treat others the same way. Any case of bullying or harassment shall be promptly reported to the BMSR.
- 3.12 Access to the BMSR online system for ANIs for uploading inspections is a work in progress, and all ANIs will be duly informed when it is ready.

4. Recommendations

4.1 While it is always ideal and pleasing to have “NIL deficiencies” during any inspection, ANIs are advised to treat such remarks with caution. It is better to record deficiencies for the purpose of proper follow-up and rectification, to ensure the overall safety of the vessel, the safety of the crew on board, compliance with relevant regulations, and to avoid further problems in future Port State Control Inspections. The BMSR aims to have safe vessels compliant with all relevant international conventions and codes, and proper feedback from our ANIs is crucial to maintain the highest standards.

5. Validity

5.1 The validity of this circular is until withdrawn or superseded.

For any inquiries or clarifications for this marine circular, please contact:

ops@barbadosmaritime.com

Operations Department

Barbados Maritime Ship Registry

