



Antigua and Barbuda  
Maritime Administration

Miscellaneous Circular  
No. 2020 – 002  
Rev 7  
3 July 2023

**SUBJECT: AMSA - Port State Control Regime: Pre-Arrival Checklist for Vessels Calling to Australian Ports**

**REFERENCE:**

- a) [Miscellaneous Circular 2014-004](#) *Port State Control Inspection Defect Reporting*
- b) [Directive 001-2014](#) *Port State Control Reporting Directive 2014*
- c) *International Safety Management (ISM) Code (1998), as referred to by the International Convention on the Safety of Life at Sea (SOLAS) (1974), as amended.*
- d) [Antigua and Barbuda Merchant Shipping Act \(MSA\) 2006](#) *Section 115 and associated Regulations (Statutory Instruments, Directives and Circulars, as applicable)*
- e) *Other related International Regulations concerned, e.g., MARPOL, STCW, MLC (as applicable)*
- f) *IMO Circular Letter 4204/Add.30 Coronavirus (COVID-19) – Joint Statement calling on all Governments to immediately recognize seafarers as key workers, and to take swift and effective action to eliminate obstacles to crew changes, to address the humanitarian crisis faced by the shipping sector, ensure maritime safety and facilitate economic recovery from the COVID-19 pandemic.*
- g) *AMSA MN 10/2020—Updated: Temporary arrangements for the maximum period of shipboard service for seafarers during COVID-19 pandemic.*
- h) *AMSA Port State Control procedures (Navigation Act 2012)*

**TO:** Ship-owners, operators, masters and officers of Antigua and Barbuda flagged ships, and recognized organizations

**1. PURPOSE**

This Circular provides information in respect of AMSA Port State Control procedures and Regulatory Policies to implement the relevant measures to be more prepared. The aim is to improve the performance of all clients, stakeholders, their vessels, and this Administration, to prevent undue delays and detention.

**2. APPLICATION**

This Circular applies to all Antigua and Barbuda flagged Ships.

### 3. BACKGROUND

AMSA Marine surveyors may board a ship at any time to inspect and detain unseaworthy or substandard ships (under sections 257 and 248 of the Navigation Act 2012). Details can be obtained from: <https://www.amsa.gov.au/vessels-operators/port-state-control>.

AMSA has now issued AMSA MN 10/2020 which supersedes AMSA MN 04/2020 and outlines the compliance and enforcement approach on the subject until 28 February 2021. The AMSA will accept the validity of a SEA under the following circumstances:

- Where a seafarer has a valid Seafarers Employment Agreement (SEA), which is signed by all parties and is being complied with, and the seafarer has served on board a vessel for less than 11 months without taking leave no action will be taken.
- Where a seafarer has a valid SEA and has served continuously on board a vessel for more than 11 months - the master will be required to provide a plan for the seafarer's repatriation which is approved by the flag State, and results in the repatriation of the seafarer before having served a maximum continuous period of 14 months.
- Where a seafarer does not have a valid SEA - the master will be required to facilitate a valid SEA or otherwise repatriate the seafarer.

No extensions of service without taking leave beyond 14 months will be accepted by AMSA unless the master or owner demonstrates to AMSA:

- that all possible efforts were made to repatriate the seafarer without success.
- that the seafarer has provided written confirmation accepting the extension and
- a plan to repatriate the seafarer within a month has been put in place.

After 28 February 2021, AMSA will revert to the compliance and enforcement approach outlined in marine notice 17/2016, meaning that AMSA inspectors will verify compliance with Regulation 2.4 of the MLC, 2006 to ensure that seafarers serve no longer than 11 months continuously on board a ship.

In order to enhance the performance of Antigua and Barbuda flagged vessels in respect of compliance with relevant provisions, when inspected by AMSA Port state control, ADOMS' clients and stakeholders will be required to implement procedures as outlined in this Circular, prior to and when calling at any Australian port.

### 4. OBLIGATIONS AND RESPONSIBILITIES

1. It is the Shipowner's primary responsibility to ensure compliance of their vessels registered under the flag of Antigua and Barbuda with all national and international requirements, as applicable. It is then the master's responsibility to ensure that this is carried out on the vessel under his/her command.

2. Where the operation of a vessel has been delegated fully or partially to third parties, they are then considered responsible to ensure compliance with the relevant requirements applicable to and within the scope of their mandate. It is again deemed the master's responsibility to ensure that these requirements are met on the vessel under his/her command.
3. Ship owners/ operators and masters are advised to be guided by the AMSA MN 10/2020 when submitting repatriation plans following ADOMS Miscellaneous Circular 2020-003
4. Ship owners /Ship managers must ensure compliance as same will be verified by the Australian port State authorities.
5. Reference is made to Section 115 of the Antigua and Barbuda MSA (2006), as amended.
6. Guidance for Masters, Officers, Shipowners and Ship Managers when calling at Australian Ports
  1. Owners, Managers and Crews must be aware of the status of their Vessel, Shipping Company and Charterer as per the [AMSA ship inspection database](#)
  2. All Masters and operators need to be aware of the legal reporting requirements of sections 185 and 186 of the Navigation Act 2012. Information can be obtained from: <https://www.amsa.gov.au/forms/incident-report>
  3. It should be ensured that all documentation is well kept, organized, available and presentable. A standard of tidiness shall also apply to the vessel, its equipment and crew. This begins at the gangway or embarkation ladder, where any visitors, e.g. boarding inspectors, shall be identified, issued a visitors' card, logged and then accompanied to the ship's or master's office, as required.
  4. The checklist, as contained in the annex to this Circular on pages, shall be completed by the vessel's relevant management/officers, signed, dated and confirmed by the master/chief officer and the responsible Designated Person Ashore (DPA)/ Deputy DPA, prior to any port call in Australia. It shall be filed and kept available by the company for at least three years. The correct completion of this checklist may be subject to a further check by flag State inspectors during their required inspections and the details will be checked against the related PSC Report of Inspection forms, as retained onboard. In addition, flag Recognised Organisations (ROs) may also review the correct completion of this checklist, during their ship and company ISM audits and a non-conformity (NC) may be raised if not in compliance
  5. Exemptions from this requirement may be requested for vessels calling at Australia more frequently than twice per month or every fourteen days. These requests are evaluated by the ADOMS Technical Division and approved on an individual basis, considering the previous PSC performance of the vessel.

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6. Note: All the above-mentioned links and related information made available by third parties are subject to change. ADOMS therefore bears no liability for comprehensiveness and correctness, hence interested parties shall keep track of any changes.

7. When being inspected by Port State Control:

1. Both an opening and closing meeting shall be required, where all key staff shall be present unless special duty, leave or rest requires otherwise, in which case this must be explained. All parties shall be given an opportunity to properly introduce themselves. The intended schedule and procedures of the inspection shall be outlined and noted in advance.
2. At the opening meeting the inspectors shall be informed of any deficiencies, shortcomings, malfunctions, ongoing maintenance, exemptions, and temporary permissions etc. in advance. This should be recorded. During the inspection, the escorting officers should take notes on any mentioned or recorded deficiencies and report these at once to the Master. Any shortcomings should be addressed immediately and, if possible, corrected on the spot. In the closing meeting the results should be discussed, and any ambiguities should be clarified. It shall become clear what the specific deficiencies (if any) are and if the vessel will be detained or not.
3. Report the inspection to the company's DPA/Management and ADOMS at [reporting@adomsiid.org](mailto:reporting@adomsiid.org), if required. The checklist contained in the Annex shall be included.

**Issued by**

Antigua and Barbuda  
Department of Marine Services and Merchant Shipping  
(ADOMS) St. John's

ANNEX

PSC Pre-Arrival Checklist for Vessels calling to Australian ports

Inspection Item	Potential Deficiency	Check / Result	Comment(s)
<b>Last AMSA Port State Control Inspection</b>	Last Port State Control Inspection in Australia (Place & Date):		
<b>Ship's Statutory Certification and Inspections</b>	Next ASI Due:		
	Next Class Survey Due:		
<b>Temporary Permissions</b>	TP in place and in date?		
	If reissued risk assessment or corrective action plan available ?		
<b>EPIRB &amp; SART</b>	Battery Expiry Date / Last testing:		
<b>GMDSS</b>	equipment operational including on reserve source of energy		
<b>Certification for officers</b>	All Officers holding either an Antiguan and Barbudan CoC, Endorsement or Confirmation of Application?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Certification for Crew</b>	All Ratings required by the MSMC hold an Antiguan and Barbudan Seafarers Book and their valid national CoC?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Manning</b>	Vessel is manned in compliance with the Minimum Safe Manning Certificate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Insufficient hours of rest and possible fatigue</b>	Rest periods comply with STCW requirements? Note: The period is over any 7 days and not one calendar week.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Provisions</b>	Provisions adequate for the intended voyage?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Allotments</b>	Records on board indicate allotments are made out to all crew up to the end of last month?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Seafarers Employment</b>	Do all seafarers have signed SEAs onboard ?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Wages</b>	All ship's crew been paid their wages in full up to the last month?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Crew Complaints</b>	Does the Crew have any complaints under MLC outstanding or pending?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Last drills carried out</b>	Fire Drill:		
	Abandon Ship Drill:		
	Enclosed Space Entry Drill:		

<b>Lifeboat and Rescue boat</b>	Date lifeboat and Rescue boat lowered/maneuvered in the water. All attempts, even unsuccessful, recorded in log book?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Equipment inside the lifeboat(s), rescue boat complete, no expired equipment inside the lifeboat(s) and rescue boat?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Last LB Engine Run / Steering Test :		
	Last RB Engine Run / Steering Test :		
<b>Lifeboat launching appliances</b>	Corrosion or wastage of lifeboat davit or of sheaves and hooks, etc.?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Lifeboat and rescue boat davit(s) incl. on load release gear operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	On load release gear operating normally?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	On load release gear properly set?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Life-Rafts</b>	Hydrostatic Release Unit Expiry Date(s) o.k.?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Launching/Embarkation Instructions</b>	All launching and embarkation instructions posted next to the lifeboats and life-rafts?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Charts/Publications</b>	All Charts / No. at largest scale available for desired Voyage?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	All required publications up to date?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>If ECDIS listed in the Record of Ship's Equipment</b>	ECDIS being used for Navigation?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	All required ECDIS charts and electronic publications available and updated?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Are the officers in charge of navigational watch appropriately trained and competent for ECDIS?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Maintenance and Safety Management</b>	Is the ship clean and orderly and do the records reflect that the SMS is being followed?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Hull and weathertight closures</b>	Hull and structure in sound condition?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	All hatches, doors, air pipes, vents, deadlights etc. in good condition and sealing correctly?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Fire dampers, closing devices, remote controls, etc.</b>	Handles and wires in good condition?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	All dampers and closing devices, incl. fire screen doors, and watertight doors closing correctly?	YES <input type="checkbox"/> NO <input type="checkbox"/>	

<b>Fixed pressure / Water-spraying and Water-mist Fire-Extinguishing Systems</b>	Water supply valve to automatic pump open and system charged?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Fixed pressure Water-spraying / Water-mist Fire-Extinguishing System operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>E/R fixed CO2 firefighting system</b>	E/R fixed FF System operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Temporary safety pins used for installation and servicing removed and bottles connected?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Emergency Alarms</b>	Smoke/Flame Detectors Main Engine Oil Mist Detector	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Fire Alarm Panel operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Fire doors</b>	Fires doors self-closing as required, and locks fully engaged in door frames?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Fire mains</b>	Fire main isolation valves are in proper condition and functionality checked during fire drills ?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Fire Hoses and Nozzles</b>	No leaking, wear and tear, corrosion?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Fire Pumps / Emergency fire pump</b>	Pumps individually tested with 2 hoses supplying water to the extremities w. enough pressure?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Marking of lifesaving and emergency equipment storage, vents, air pipes, etc.</b>	All equipment storage clearly marked and in proper condition?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Cleanliness of E/R</b>	E/R clean? No oil leaks, clean bilges and tank tops, no oily rags, no buckets and/or storage containers below machinery or pipes?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	All bilge alarms in all engine and machinery spaces are operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Quick Closing Valves</b>	Quick Closing valves operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Sewage treatment system</b>	Sewage treatment system operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Use of compliant fuel</b>	Vessel trading in Emission Control Area has compliant fuel on board and initiated changeover procedures? No HFO piping connected to MDO storage and vice-versa? (unless class approved)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Garbage disposal (MARPOL Annex V) and record keeping</b>	All waste disposal in accordance with requirements? Garbage record book accurately filled out?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Emergency generator or self-contained power source for emergencies</b>	Last Testing and Operation:		
	Emergency generator properly connected to emergency switchboard?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Both means of starting in o.k.?	YES <input type="checkbox"/> NO <input type="checkbox"/>	

	Self-contained power sources onboard (If any) are operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Low insulation alarm properly set, no alarms on main and emergency switchboard?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Oily water separator &amp; 15 ppm alarm.</b>	OWS operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Last operation	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Wasted discharge line?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Inside of discharge pipe oily and dirty?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	No by-pass line fitted to any oil filtering equipment?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	15 ppm alarm operable?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Automatic stopping device operable? (3 Way valve/pump stop/dual valves).	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	C/E and 2/E able to demonstrate the operation of the OWS?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Electronic record in the monitor reflects recordings in the oil record book?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	sampling point installed in a vertical section of the outlet pipe, as close as possible to the 15-ppm bilge separator outlet.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Hydrostatic Testing</b>	Bunker / Ballast / Cargo Line Hydrostatic Test Pressure & Date	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Emergency Lighting</b>	All emergency lighting operational?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Emergency Exits</b>	Emergency exits are free of any obstructions on the entire escape route?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Existing dispensations/exemptions/ temporary permissions from the Administration, if any:</b>			
<b>Condition(s) of Class, if any:</b>			
<b>Outstanding deficiencies from last Port State Inspection, if any:</b>			
<b>Comments, if any:</b> (e.g. regarding defective equipment, missing certificate, lack of provisions, missed servicing, testing or inspections)			

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We herewith jointly certify that, prior to this port arrival, except as noted in the aforementioned, all above items and other systems and equipment are either:

- a.** in full compliance with all applicable international and specific regulations  
*or*
- b.** all mentioned deficiencies have been reported to the company/shore-based management and authorities (if applicable, incl. ADOMS) and corrective action has been initiated.

Vessel Name and IMO No:

(Stamp)

Masters / Chief Officers signature \_\_\_\_\_ Date \_\_\_\_\_

DPA / Deputy / Alternate DPA signature \_\_\_\_\_ Date \_\_\_\_\_