



# Technical Circular

No.: 111/2020

Date: 28<sup>th</sup> August 2020

**Subject: Cyprus Maritime Administration Circular No. 08/2020 as amended by Circular No. 18/2020 Reg Urgent Provisional Measures for the operation of Cyprus ships during the COVID-19 outbreak**

1. In view of the ongoing COVID-19 pandemic, Cyprus Maritime Administration, vide Circular No. 08/2020 as amended by Circular No. 18/2020, dated 18/08/2020, has established urgent provisional measures with regard to extensions, postponements of surveys, audits, inspections etc as outlined below. These measures are temporary and their duration will be based on the global evolution of the COVID-19 pandemic.

**A. Extension of Seafarers Certificates:**

Following measures are applicable to seafarers who joined the ship prior 1<sup>st</sup> March 2020 and remain on board with a renewed contract;

- a. **Certificates of Competency and Certificates of Proficiency** issued by the Administration which have expired or will be expiring after 01/03/2020 will be extended until **31/12/2020**.
- b. **Medical Fitness Certificates and Seafarer's Identification and Sea Service Record Books** issued by the Administration which have expired or will be expiring after 01/03/2020 will be considered valid until **31/12/2020**.
- c. **Cyprus endorsements** attesting the recognition of national certificates of competency which have expired or will be expiring after 01/03/2020 will be extended for a **maximum period up to 31/12/2020**, or an earlier date as provided by a similar extension issued by the Competent Authorities of the Country which issued the certificate of competency.

**B. Statutory Certificates for Internationally Trading Vessels:**

- a. **Surveys in areas not affected by Covid-19:**  
Operators are urged to consider arranging surveys/ audits/ inspections of their vessels as early as possible and, if practicable, within the window provided by the relevant international maritime Conventions at locations and under conditions which will not adversely affect the health of the personnel involved.
- b. **Extension of surveys:**
  - i. The Administration may authorize an extension of the annual/ intermediate/ periodic or renewal surveys for all ships' statutory certificates, **for up to 3**



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. While we have taken utmost care to be as factual as possible, readers/ users are advised to verify the exact text and content of the Regulation from the original source/ issuing Authority.

**months** from the last date of the window survey, provided that the request for extension is supported by the Classification society of the vessel.

- ii. **Remote Inspection:** The Administration may also accept a remote inspection in lieu of the onboard survey, whenever the Recognised Organisation (RO) proposes that any of the above-mentioned surveys may be carried out by remote inspection techniques.
- iii. **Short Term Certificate:** In the event that the authorised RO is unable to attend the vessel to complete a survey or inspection leading to the endorsement or renewal of a relevant certificate, then a short-term certificate may be issued with validity of **not more than 3 months** from the date of expiration of the current certificate or the closure of the required window for the conduct of the required activity. It remains the responsibility of the operator and the Master to ensure that the vessel is maintained and operated in accordance with the statutory requirements for the duration of the short-term certificate.
- iv. **Re-alignment of Certificate dates:** On expiration of the short-term certificate, or earlier if circumstances permit, a survey or inspection, must be completed and a new certificate is to be issued, aligned with the expiration date of the previous certificate.

### **C. ISM Code and ISPS Code Verifications:**

If, due to restrictions imposed as a result of the Covid-19 pandemic, an auditor or inspector cannot attend ISM/ISPS upcoming inspections, audits, or verifications, a Recognised Organisation (RO) or Recognised Security Organisation (RSO) must notify the Administration and obtain relevant authorisation, unless specified otherwise, as follows:

#### **a. ISM Code:**

- i. **Internal Annual ISM Verification:** Authorisation is required for a 3-month extension to the 12-month interval for shore-side and shipboard internal audits. The audit may be postponed for a further 3 months without further authorisation from the Administrator. For audits to be carried out during the 3-month extension period, the Administrator will accept a remote audit in lieu of a physical audit. No further authorisation to carry out a remote internal audit is required from the Administrator. This may also be applied to internal audits which are required to be completed prior to the external verification.
- ii. **Initial ISM Verification:** Authorisation is required for an extension of the Interim Safety Management Certificate (SMC) with validity for a minimum period required to complete the initial verification and for a period **no longer than 3 months**.

- iii. **Intermediate ISM Verification:** Authorisation is required for the issuance of a short term SMC that is valid for a period of **no longer than 3 months**.
- iv. **Renewal ISM Verification:** Authorisation is required for an extension of the SMC for no longer than 3 months.
- v. **Document of Compliance Verification:** Authorisation is required for the issuance of a short-term DOC, valid for a period of **no longer than 3 months**, in the event that a company is unable to complete the necessary verifications due to the current Covid-19 circumstances.

**b. ISPS Code:**

- i. **Internal Annual ISPS Verification:** Internal Audits ISPS Verification may be postponed for up to 3 months without further authorisation from the Administration. For audits to be carried out during the 3-month extension period, the Administrator will accept a remote audit in lieu of a physical audit. No further authorisation to carry out a remote internal audit is required from the Administrator. This may also be applied to internal audits which are required to be completed prior to the external verification.
- ii. **Initial ISPS Verification:** The Administration will authorise a consecutive Interim International Ship Security Certificate (ISSC) with validity for the minimum period required to complete the initial verification and for a period **no longer than 3 months**.
- iii. **Intermediate ISPS Verification:** Authorisation is required for the issuance of a short term ISSC with validity of **no longer than 3 months**.
- iv. **Renewal ISPS Verification:** Authorisation is required for an extension of the ISSC for **no longer than 3 months**.

**c. Remote Audits:**

The Administration may also accept a remote audit in lieu of the onboard audit, whenever the RO/RSO confirms that such audits may be carried out by remote auditing techniques.

**D. Guidance to Recognized Organizations:**

Where an RO is able to conduct a survey on board a vessel in compliance with the normal course of survey and certification, no notification to the Administration is required and the relevant certificate may be issued or endorsed as necessary.

For statutory certificates issued by an RO, and the issuance of a short-term certificate or extension as provided on the basis of the attached Maritime Circular No. 08/2020, the Administration should be notified electronically as soon as practicable at [shipsafety@dms.gov.cy](mailto:shipsafety@dms.gov.cy)

2. A copy of the attached Cyprus Maritime Circular No. 08/2020 & 18/2020 is to be placed onboard.
3. Ship owners/ operators and masters of Cyprus flagged ships are advised to be guided by above.
4. **This Technical Circular supersedes and revokes earlier Technical Circular No. 044/2020, dated 08<sup>th</sup> April 2020.**

**Enclosure:**

1. Cyprus Maritime Circular No. 08/2020, dated 31/03/2020
2. Cyprus Maritime Circular No. 18/2020, dated 18/08/2020

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REPUBLIC OF CYPRUS  
**SHIPPING DEPUTY MINISTRY**

Circular No. 8/2020

31 March 2020

SDM 5.13.09  
SDM 12.3.01.36. 02

To all Registered Owners, Registered Bareboat Charterers,  
Managers and Representatives of Ships flying the Cyprus Flag

**Subject: Urgent Provisional Measures for the operation of Cyprus ships during the Covid-19 outbreak.**

In an effort to support shipping companies and owners of Cyprus ships and to enable them to address the difficulties encountered due to the coronavirus outbreak, the Shipping Deputy Ministry (SDM) has put in place special arrangements for its smooth operation and the effective provision of services to its clients and collaborators ([Circular No. 6/2020](#)).

In response to these unprecedented and continuously changing conditions, as well as the need for continuous updates and information arising from this **force majeure** situation, the Cyprus Maritime Administration has prepared a [dedicated section](#) in its website where all related information and circulars issued by the SDM, Cyprus, the EU and the IMO regarding Covid -19 can be found:

[www.shipping.gov.cy](http://www.shipping.gov.cy)

The Shipping Deputy Ministry remains **fully operational** and continues to provide its high-quality services without any disruption, so that all ships registered under the Cyprus flag will continue to operate as usual. Our arrangements ensure the timely completion of registry and other transactions without any interruption and encourage the continuity of trade and the maintenance of the supply chain. The Registrar of Cyprus Ships assures all those concerned that a degree of flexibility will be permitted wherever this is deemed necessary.

Furthermore, the SDM outlines below a number of urgent provisional measures adopted relating to the following matters:

**A. Seafarers' Certification**

In light of the recent developments and the difficulties encountered in crew changes worldwide, the Shipping Deputy Ministry has adopted the following measures applicable to **seafarers that joined the ship prior 1<sup>st</sup> of March 2020 and remain on board with a renewed contract:**



1. **Certificates of Competency** and **Certificates of Proficiency** issued by the Republic of Cyprus which have expired or will be expiring after 01/03/2020 will be extended until **01/09/2020**.
2. **Medical Fitness Certificates** and **Seafarer's Identification and Sea Service Record Books** issued by the Republic of Cyprus which have expired or will be expiring after 01/03/2020 will be considered valid until **01/09/2020**.
3. **Cyprus endorsements** attesting the recognition of national certificates of competency which have expired or will be expiring after 01/03/2020 will be extended for a **maximum period up to 01/09/2020**, or an earlier date as provided by a similar extension issued by the Competent Authorities of the Country which issued the certificate of competency.

## **B. Statutory Surveys for Internationally Trading vessels**

We acknowledge that Cyprus flag vessels and their operators alike are encountering increasing difficulties in arranging the surveys, audits, inspections and servicing activities required under national and international regulations due to a lack of availability of surveyors and auditors, travel restrictions, limited access to port facilities and the shutdown of many airports around the globe. For this reason, the following arrangements will apply:

**Surveys in areas not affected by Covid-19:** Operators are urged to consider arranging surveys/ audits/ inspections of their vessels as early as possible and, if practicable, within the window provided by the relevant international maritime Conventions at locations and under conditions which will not adversely affect the health of the personnel involved.

**Extension of surveys:** Extension of the annual/ intermediate/ periodic or renewal surveys is possible for all ships' statutory certificates, subject to authorisation. Extension is possible for up to 3 months from the last date of the window survey, provided that this request is supported by the Classification society of the vessel.

**Remote Inspection:** The Administration may also accept a remote inspection in lieu of the onboard survey, whenever the Recognised Organisation (RO) proposes that any of the above-mentioned surveys may be carried out by remote inspection techniques.

**Short Term Certificate:** In the event that the authorised RO is unable to attend the vessel to complete a survey or inspection leading to the endorsement or renewal of a relevant certificate, then a short-term certificate may be issued with validity of not more than 3 months from the date of expiration of the current certificate or the closure of the required window for the conduct of the required activity. It remains the responsibility of the operator and the Master to ensure that the vessel is maintained and operated in accordance with the statutory requirements for the duration of the short-term certificate.

**Re-alignment of Certificate dates:** On expiration of the short-term certificate, or earlier if circumstances permit, a survey or inspection, must be completed and a new certificate issued, **aligned with the expiration date of the previous certificate.**

### **C. International Safety Management (ISM) Code & International Ship and Port Facility Security (ISPS) Code Verifications**

If, due to restrictions imposed as a result of the Covid-19 pandemic, an auditor or inspector cannot attend ISM/ISPS upcoming inspections, audits, or verifications due **before 01 July 2020**, a Recognised Organisation (RO) or Recognised Security Organisation (RSO) must notify the Administration and obtain relevant authorisation, unless specified otherwise, as follows:

#### **1. ISM Code**

**Internal Annual ISM Verification:** Authorisation is required for a 3-month extension to the 12-month interval for shore-side and shipboard internal audits. The audit may be postponed for a further 3 months without further authorisation from the Administrator. For audits to be carried out during the 3-month extension period, the Administrator will accept a remote audit in lieu of a physical audit. No further authorisation to carry out a remote internal audit is required from the Administrator. This may also be applied to internal audits which are required to be completed prior to the external verification.

**Initial ISM Verification:** Authorisation is required for an extension of the Interim Safety Management Certificate (SMC) with validity for a minimum period required to complete the initial verification and for a period no longer than 3 months.

**Intermediate ISM Verification:** Authorisation is required for the issuance of a short-term SMC that is valid for a period of no longer than 3 months.

**Renewal ISM Verification:** Authorisation is required for an extension of the SMC for no longer than 3 months.

**Document of Compliance Verification:** Authorisation is required for the issuance of a short-term DOC, valid for a period of no longer than 3 months, in the event that a company is unable to complete the necessary verifications due to the current Covid-19 circumstances.

#### **2. ISPS Code**

**Internal Annual ISPS Verification:** Internal Audits ISPS Verification may be postponed for up to 3 months without further authorisation from the Administration. For audits to be carried out during the 3-month extension period, the Administrator will accept a remote audit in lieu of a physical audit. No further authorisation to carry out a remote internal audit is required from the Administrator. This may also be applied to internal audits which are required to be completed prior to the external verification.

**Initial ISPS Verification:** The Administration will authorise a consecutive Interim International Ship Security Certificate (ISSC) with validity for the minimum period required to complete the initial verification and for a period no longer than 3 months.

**Intermediate ISPS Verification:** Authorisation is required for the issuance of a short-term ISSC with validity of no longer than 3 months.

**Renewal ISPS Verification:** Authorisation is required for an extension of the ISSC for no longer than 3 months.

### **3. Remote Audits**

The Administration may also accept a remote audit in lieu of the onboard audit, whenever the RO/RSO confirms that such audits may be carried out by remote auditing techniques.

#### **D. Guidance for Recognised Organisations**

Where an RO is able to conduct a survey on board a vessel in compliance with the normal course of survey and certification, no notification to the SDM is required and the relevant certificate may be issued or endorsed as necessary. In the case of ISM and ISPS related audits, the associated RO is obliged to inform the SDM as per Circular No. [03/2019](#) at [ism@dms.gov.cy](mailto:ism@dms.gov.cy) and as per Circular No. [24/2015](#) at [maritime.security@dms.gov.cy](mailto:maritime.security@dms.gov.cy)

For statutory certificates issued by an RO, and the issuance of a short-term certificate or extension as provided on the basis of this Circular, the SDM should be notified electronically as soon as practicable at [shipsafety@dms.gov.cy](mailto:shipsafety@dms.gov.cy)

#### **E. Compulsory Insurance**

Owners and Managers of Cyprus flagged ships remain liable to maintain at all times compulsory insurance in force and, if applicable, carry on board relevant Certificate(s) in hard copy or electronic format under the 2006 MLC Convention, the 2001 Bunkers Convention, the 1992 CLC Convention, the 2007 Nairobi Wreck Removal Convention, Directive 2009/20/EC and the Athens PLR Regulation (EC) No.392/2009, to the extent that these instruments apply.

The Shipping Deputy Ministry is at the disposal of Owners, Managers and anyone concerned to provide any information or clarifications they may require.

**This Circular must be placed on board vessels flying the Cyprus flag.**



**Stavros Michael  
Acting Permanent Secretary  
Shipping Deputy Ministry**

CC:

- Permanent Secretary, Ministry of Foreign Affairs
- Maritime Offices of the Shipping Deputy Ministry abroad
- Inspectors of Cyprus Ships
- Diplomatic Missions and Honorary Consular Offices of the Republic
- Recognised Organisations (Ros)
- Cyprus Shipping Chamber
- Cyprus Union of Ship-owners
- Cyprus Master Mariners Association
- Association of Merchant Marine Officers
- Recognised maritime training schools
- Trade Union SEK
- Trade Union PEO
- Trade Union DEOK
- Cyprus Bar Association



REPUBLIC OF CYPRUS

**SHIPPING DEPUTY MINISTRY TO THE PRESIDENT**

Circular No.: 18/2020

18 August 2020

SDM 5.13.09 & SDM 12.3.01.36. 02

To all Registered Owners, Registered Bareboat Charterers, Managers and Representatives of Ships flying the Cyprus Flag

**Subject: Urgent Provisional Measures for the operation of Cyprus ships during the Covid-19 outbreak**

I wish to refer to the above subject and inform you that due to the fact that the coronavirus outbreak still constitutes a public health emergency of international concern and countries around the globe take various measures that affects the normal operation of ships it is hereby decided that Circular SDM Circ. No. 8/2020, issued on 31st of March 2020, remains to be valid with all references in part A. to "01/09/2020" being substituted by "31/12/2020".

The Shipping Deputy Ministry is at the disposal of Owners, Managers and anyone concerned to provide any information or clarifications they may require.

**This Circular must be placed on board vessels flying the Cyprus flag.**

**Stavros Michael**  
**Acting Permanent Secretary**  
**Shipping Deputy Ministry**

CC:

- Permanent Secretary, Ministry of Foreign Affairs
- Maritime Offices of the Shipping Deputy Ministry abroad
- Inspectors of Cyprus Ships - Diplomatic Missions and Honorary Consular Offices of the Republic
- Recognised Organisations (Ros)
- Cyprus Shipping Chamber
- Cyprus Union of Ship-owners
- Cyprus Master Mariners Association
- Association of Merchant Marine Officers
- Recognised maritime training schools
- Trade Union SEK
- Trade Union PEO
- Trade Union DEOK
- Cyprus Bar Association

