



The Bahamas Maritime Authority

BMA INFORMATION BULLETIN No. 91

STATUTORY APPROVAL OF DOCUMENTS

Guidance and Instructions for Ship-owners, Managers, Masters, Bahamas Recognised Organisations and Bahamas Approved Nautical Inspectors

Note: This Bulletin replaces Instruction to Classification Societies no. 7 and is to be read in conjunction with IMO Circular MSC/Circ.1151.

1. Introduction

This Bulletin gives guidance on the procedures to be followed during statutory approval of documents which are required to be carried on board by International Conventions.

2. Background

International Conventions require various documents carried on board ships to be “approved by the Administration”. These are to be found within the list of documents to be carried on board listed in IMO Circular MSC/Circ.1151, and any future revision, and includes such documents as an intact stability booklet, SOPEP, cargo securing manual, etc.

3. Document Approval Authentication

- 3.1 Bahamas Recognised Organisations are authorised to approve such documents on behalf of The Government of the Commonwealth of The Bahamas. However, situations have arisen where Bahamas Approved Nautical Inspectors and port state control officers have identified statutory documents that have been shown as approved by a Recognised Organisation without specific reference within the approval stamping to the name of the Administration.

- 3.2 In order to ensure that documents are authenticated as required by International Conventions, and to avoid operational difficulties, the following procedure is to be observed for the approval of documents:
- 3.2.1 For all statutory documents to be carried onboard vessels, e.g. booklets, manuals, plans, etc. required by International Conventions to be approved by the Administration, the Recognised Organisations may either :
- i. Stamp and date the front page of the document as approved by the Recognised Organisation on behalf of The Commonwealth of The Bahamas; or
 - ii. Stamp and date the front page of the document, as approved by the Recognised Organisation and issue an associated Declaration.
- 3.2.2 If option ii) is adopted, the Declaration must clearly identify the document that it refers to and the Declaration is to be retained with the approved document.
- 3.2.3 For either option the following information must be available:
- Title of plan/document
 - Plan/booklet number and version number/date
 - Regulation(s) that it was examined against and complies with
 - Conditions of approval
 - Warnings to the Master and operational limitations
 - Date of approval
 - Place of approval approving authority, i.e. the Recognised Organisation