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CIRCULAR

Guinea-Bissau Pre-arrival Checklist – Paris MoU

Notice to: Ship Owners / Managers / Operators / Surveyors / Auditors / Masters / Chief Engineers

C24043 | 27 August 2024

The International Ship Registry of Guinea-Bissau (G-B I.S.R.) has issued Marine Circular 03/2024 concerning:

- pre-arrival notification for G-B I.S.R. vessels entering Paris MoU region ports; and
- the submission to G-B I.S.R. of a Pre-arrival Check List for G-B I.S.R.-registered vessels visiting ports within the Paris MoU region.

The Circular notes that companies having registered vessels with the G-B I.S.R are required to understand the importance of maintaining vessels by keeping them manned with a trained crew, well-maintained equipment, and machinery, adequately supplied stores, and complying with MLC regulations to minimize deficiencies.

Master and crew members must be familiar with PSC procedures and be confident during inspections. Ship officers having a professional approach and thorough knowledge of onboard equipment can give a good first impression during such inspections.

All vessels registered with the G-B I.S.R. are subject to **mandatory safety inspections** before calling at Paris MoU region ports. To facilitate these inspections, all relevant parties are required to notify the Flag State Administration of the vessel's intended departure port before its departure and in any case no later than 96 hours before departure.

Key Points are:

Planning the Safety Inspection:

Ship Owners, Managers, Operators, and other parties responsible for the operation of G-B flagged vessels, as well as their agents or representatives, are required to notify the Administration of the vessel's intended departure port before its departure. These parties are to grant Flag State Inspectors unrestricted access to all areas of the ship for a safety inspection before departure towards Paris MoU ports.

It is the responsibility of Owners and Masters to present their vessels for timely inspection when the required inspection is due by contacting the G-B I.S.R. / Operation Department (E-mail: ops@gbi-lb.org).

G-B I.S.R. is to be informed of the vessel's schedule, including the next port of call, estimated time of arrival, and agent information, to allow a Flag State Inspector-Surveyor to visit before entering any port within the Paris MoU region if deemed necessary.

Pre-Arrival Notification:

Ship Owners, Operators, or Masters of vessels bound for a Paris MOU region port must provide the following information to the G-B ISR Operations Department at least 96 hours before the vessel's expected arrival:

- Vessel name and IMO number;
- Present Port of Call: To facilitate the timely appointment of a Flag State Surveyor-Inspector;
- Destination port within the Paris MoU Region;
- Expected arrival time at the port within the Paris MoU Region;
- Direct contacting information for the ship's master and owner/operator.

Paris MOU Pre-Ports Arrival Checklist for G-B I.S.R. Registered Vessels

A [checklist](#) has been developed by the Administration, to assist Ship Owners, Operators, Technical Managers, Designated Persons Ashore (DPA), and vessel Masters to focus on potential weak items that can result in grounds for detention.

The checklist must be sent ninety-six hours (96hrs) before the vessel arrives at Paris MOU ports, to the G-B I.S.R. Operations Department (E-mail: ops@gbi-lb.org) For sea voyages that last less than 96 hours (96hrs), the checklist must be sent at least twenty-four hours (24hrs) before arrival at the port within the Paris MoU region.

The use of this checklist is compulsory for all Guinea-Bissau flagged vessels and is to be signed by the vessel Master and/or company Designated Person Ashore (DPA). Failure to do so may lead to administrative sanctions to the vessel Master, and/or Chief Engineer and/or to the vessel company as well.

In extraordinary cases, such as equipment failures or any other situations that cannot be resolved on board the vessel immediately, Ship Owners, Operators, Technical Managers, DPA, or vessel's Master, are to immediately coordinate effective corrective actions, with the R.O. and if applicable, the G-B I.S.R. Operations Department.

Administrative Sanctions Resulting from Non-Compliance

Non-compliance with the requirements may result in the suspension or revocation of the vessel's registration certificates, and/or the imposition of disciplinary measures as deemed necessary by the International Ships Registry of Guinea-Bissau.

Act now

Ship Owners, Managers, Operators, DPAs, Masters, and Chief Engineers of Guinea-Bissau flagged ships, before departing for a Paris MoU port, must ensure that the contents of Circular 03/2024 are understood and followed.

Surveyors and Auditors when attending onboard Guinea-Bissau flagged vessels due to call at a Paris MoU Port should bring this matter to the attention of the ship staff and ensure the requirements of the Circular are understood and that the vessel is well prepared.