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CIRCULAR

St. Kitts & Nevis – Mandatory Reporting Protocols for Recognized Organizations (RO): Statutory Compliance, Certification Validity, and TOCA Procedures

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Notice to: Ship Owners/ Managers/ Operators / Surveyors/ Auditors

The St. Kitts and Nevis Ship Registry (SKAN) has issued [Maritime Circular – MC 152 26](#), to remind all Recognized Organizations (ROs), shipowners, and technical managers of their responsibilities regarding the prompt reporting of statutory certification status, audit compliance, Transfer of Class Agreement (TOCA) requirements, and any issues that may impact a vessel's regulatory compliance.

Points to Note:

All Recognized Organizations (ROs) are required to provide immediate and full visibility to the Administration regarding any matter affecting a vessel's compliance or certification status.

I. Immediate reporting is required in the following situations:

- **Certification Status Changes:** Any withdrawal, suspension, expiry, or other alteration affecting the validity or status of statutory certificates. Unique Tracking Number (UTN) and certificate number;
- **Audit and Inspection Delays:** Failure to complete required audits or inspections (e.g., ISM, ISPS, MLC) within the prescribed timeframes established by the applicable conventions;
- **Compliance Concerns:** Any circumstance or condition that may adversely affect the vessel's compliance status or the validity of its statutory certification;

- **Certification Validity Issues:** Any findings, deficiencies, or non-conformities that directly impact the validity of a statutory certificate;
- **Issuance of Conditional Certificates:** The issuance of a Conditional Certificate as a result of discrepancies, deficiencies, or inconsistencies identified during an audit, inspection, or survey.

II. TOCA Procedure:

All Recognized Organizations (ROs) are required to strictly comply with the established Transfer of Class Agreement (TOCA) procedures. Complete information, including reporting timelines and supporting documentation, must be promptly submitted to the Administration upon commencement of the process to ensure continuous regulatory oversight.

III. Requests for extensions to deadlines or validity periods:

Extension requests shall be submitted to the Administration prior to the expiry of the statutory deadline. Requests submitted retrospectively, i.e. after a survey or inspection has fallen overdue, will not be accepted and are considered indicative of inadequate.

IV. Requirements for Reporting:

Formal notifications relating to any compliance issues, changes in certificate status, or procedures outlined in this Circular shall be submitted directly to RO@skanregistry.com.

Act now

Ship Owners/Managers/Operators/Surveyors are to take note of the contents of St. Kitts and Nevis Ship Registry (SKAN) Marine Circular MC 152 26 and be guided accordingly.