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CIRCULAR

TZIRS - Mandatory Declaration and Notification of the ISM Company, DPA and CSO

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

TZIRS issued [Circular No. FSI/12/2026](#) on 14 September 2026, establishing mandatory requirements for the declaration and notification of the ISM Company, Designated Person Ashore (DPA), and Company Security Officer (CSO) for applicable Tanzania Zanzibar-registered vessels. The Circular aims to ensure clear identification of the parties responsible for the operational, safety, and security functions of the vessel in accordance with the applicable ISM and ISPS requirements.

Mandatory declarations

For each applicable vessel, the following forms shall be completed and submitted to the TZIRS Technical Department:

- FSI-ISM-01: Declaration of ISM Company, signed by the registered owner and acknowledged by the ISM Company.
- FSI-ISM-02: Declaration of DPA, completed by an authorized ISM Company representative and acknowledged by the DPA.
- FSI-ISPS-01: Declaration of CSO, completed by an authorized Company representative and acknowledged by the CSO.

If the same person acts as both DPA and CSO, both forms are still required. Alternates shall be identified when formally appointed.

Information and supporting documents

The declarations shall include details of the vessel, registered owner, ISM Company, IMO Company Number (where applicable), DOC issuing body, DPA, CSO, and reliable office, mobile, email and 24-hour emergency contacts. All information shall match the applicable statutory certificates and records.

The submission shall include:

- Valid ISM Company DOC, covering the vessel type.
- Vessel SMC, or interim certification arrangements where applicable.
- Evidence that the ISM Company has assumed responsibility for the ship's operation and ISM Code duties.
- Evidence of the DPA and CSO's required competence, knowledge and training under the ISM and ISPS Codes.

Submission deadlines

Existing vessels shall submit all declarations and supporting documents within 30 calendar days of this Circular's entry into force (14 September 2026). For new registrations or transfers to TZIRS, declarations shall be submitted before registration is completed and before TZIRS authorizes or recognizes the relevant ISM/ISPS certification. Any change to the registered owner, ISM Company, manager, DPA/alternate DPA, CSO/alternate CSO, or contact details shall be reported by replacement declaration within 2 working days. Planned ISM Company changes shall be notified before the new Company assumes responsibility. Emergency changes shall be reported immediately, followed by the replacement form within 2 working days.

Verification and coordination with ROs and RSOs

ROs and RSOs shall verify that declarations match the statutory certification and promptly report any discrepancies, invalid or interrupted certification, unreported management changes, ineffective contacts, or material inconsistencies affecting the CSR, SMC or ISSC to TZIRS. TZIRS acceptance of a declaration is administrative only and does not replace ISM/ISPS verification, certification, audits, SSP approval or Administration oversight.

Non-compliance

Failure to submit accurate and current declarations may result in registration or approval delays, additional verification, notification to the RO/RSO, suspension or withdrawal of statutory documents, or other administrative action. False or misleading declarations may be subject to investigation and enforcement.

Act now

Ship Owners / Managers / Operators shall complete and submit the applicable declarations and supporting documents within the required deadlines, ensure all information remains accurate and current, and promptly notify TZIRS of any changes.

Surveyors / Auditors shall verify implementation of Circular No. FSI/12/2026 on any occasion of attending TZIRS registered vessels.