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MARINE CIRCULAR 120.1

To: **ALL SHIPOWNERS, MANAGERS, MASTERS, DEPUTY REGISTRARS AND RECOGNIZED ORGANIZATIONS**

Subject: **GUIDELINES FOR UNDERGOING A PORT STATE CONTROL INSPECTION**

1. Purpose
   1.1 The purpose of this Marine Circular is to provide guidance for undergoing Port State Control Inspections, including ship's Master cooperation in order to avoid costly delays and potential detentions.

2. Applicability
   2.1 This Marine Circular applies to all Palau registered ships trading internationally including those countries actively engaged in Port State Control activities.

3. General Requirements
   3.1 During inspections carried out by Port State Control officers it is essential that the participation and cooperation of the Master and crew are professional. Below are rules that should be followed during inspections.
   a. The inspection team should be met at embarkation and escorted to the Master's office.

   b. The Master should present himself as such, treating the port State Inspectors like the important official visitors they are. The introduction of the Port State Inspectors and Master should be done cordially and respectfully.

   c. Require an opening meeting, even when is not offered. The opening meeting will ensure the Port State Inspectors understand the importance of their presence and set the inspection in a formal action.

   d. The Master and crew should be well presented adhering to a standard of dress.

   e. Key officers/personnel should be properly introduced. Ensure that the lead in the official party is identified. All key staff should be present unless duty requires otherwise, in which case this should be explained.

   f. The inspection procedure contemplated by the Port State Inspection team should be explained, and if not, Master's should ask for an explanation.

   g. Identify ship's key officers who will assist in key elements of the inspection.

   h. Request notification of irregularities as soon as possible in order to carry out corrections on the spot.

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i. Never intentionally misrepresent a condition to the Port State officials.

j. Insist on a closing meeting even if it is not offered.

k. Never offer the inspection team any gifts, either before, during or after the inspection. An invitation to join the officers at meals is acceptable.

l. Ensure the Port State Inspection Team is escorted at debarkation.

4. Assistance and Notification

4.1 The Company and shipboard SMS should contain procedures for the immediate reporting of port Stat Control and compliance actions to the Palau Maritime Administrator via email at technical@palaureg.com or phone at +30 210 429 3500. This will allow the Palau Maritime Administration to intercede as necessary while the action is actually taking place.

4.2 If a Flag State Surveyors is onboard providing additional assistance during the Port State Inspection, the Master shall provide the Flag State Surveyor the necessary and transparent information in order to work together towards an immediate rectification of the deficiencies or contact the Palau Maritime Administration as necessary.

5. Contact

5.1 Any inquiries concerning the subject for this Marine Circular should be directed to the Palau Ship Registry Administrator at technical@palaureg.com

****This Marine Circular supersedes Marine Circular 15-018**

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