



Office of
Deputy Commissioner
of Maritime Affairs

THE REPUBLIC OF LIBERIA LIBERIA MARITIME AUTHORITY

Marine Notice

SAF-019
Rev. 06/25

TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AUTHORIZED CLASSIFICATION SOCIETIES, AND LIFEBOAT SERVICE PROVIDERS

SUBJECT: Authorization of Service Providers for Maintenance, Thorough Examination, Operational Testing, Overhaul and Repair of Lifeboats and Rescue Boats, Launching Appliances and Release Gear

References:

- (a) [Resolution MSC.402\(96\), as amended](#) by [Resolution MSC.559\(108\)](#) - Requirements for Maintenance, Thorough Examination, Operational Testing, Overhaul and Repair of Lifeboats and Rescue Boats, Launching Appliances and Release Gear
- (b) [Resolution MSC.404\(96\)](#) - Amendments to the International Convention for the Safety of Life at Sea, 1974, as Amended
- (c) SOLAS 1974, as amended, Chapter III
- (d) International Life-Saving Appliances (LSA Code), as amended
- (e) [Marine Notice SAF-005](#)
- (f) Liberian Maritime Regulation 2.35

Supersedes: Marine Operations Note 05/2022 Rev.1 dated 9 May 2024

The following changes have been included:

1. Added new definitions for make, model, series and type to section 1.0;
2. Added requirements for original equipment manufacturers (OEM) in section 2.0;
3. Revised application procedure for authorization of service providers using online portal (Waypoint Cloud);
4. Amended section 4 related to certification of personnel.

PURPOSE:

This Marine Notice promulgates the Liberian Administration's requirements and procedures for authorization of service providers for Maintenance, Thorough Examination, Operational Testing, Overhaul and Repair of Lifeboats and Rescue Boats, Launching Appliances and Release Gear on Liberian-flagged ships. Only service providers authorized in accordance with Resolution MSC.402(96), as amended, and the provisions of this Notice shall carry out the aforementioned services on Liberian-flagged ships.

BACKGROUND:

Amendments to SOLAS regulations III/3 and III/20 for maintenance, thorough examination, operational testing, overhaul and repair of lifeboats and rescue boats, launching appliances and release gear were adopted through Resolution MSC.404(96). The Requirements for maintenance, thorough examination, operational testing, overhaul and repair of lifeboats and rescue boats, launching appliances and release gear were adopted through Resolution MSC.402(96), as amended ([the Requirements](#)). Resolution MSC.404(96) and Resolution MSC.402(96) took effect on 1 January 2020. Resolution MSC.402(96) amalgamates Annex 1 of MSC.1/Circ.1206/Rev.1, Guidelines for periodic servicing and maintenance of lifeboats, launching appliances and on-load release gear, and MSC.1/Circ.1277, the Interim Recommendation on conditions for authorization of service providers for lifeboats, launching appliances and on-load release gear.

[The Requirements](#) establish a uniform and documented standard for maintenance, thorough examination, operational testing, overhaul and repair of the equipment.

APPLICABILITY:

This Marine Notice applies to all service providers seeking authorization to carry out maintenance, thorough examination, operational testing, overhaul and repair of:

1. Lifeboats (including free-fall lifeboats), rescue boats and fast rescue boats; and
2. launching appliances and on-load and off-load release gear for lifeboats (including primary and secondary means of launching appliances for free-fall lifeboats), rescue boats, fast rescue boats and davit-launched life rafts.

1.0 DEFINITIONS:

Definitions have been taken from the Resolution MSC.402(96) and where necessary, Liberian National interpretations.

- 1.1 **Authorized service provider** means an entity authorized by the Administration to carry out maintenance, thorough examination, operational testing, overhaul and repair of the equipment listed in 1. and 2. under **Applicability**.
- 1.2 **Company** means the owner of the ship, or any other organization or person, such as the manager or the bareboat charterer, who has assumed responsibility for the operation of the ship from the owner of the ship, and who, upon assuming such responsibility, has agreed to take over all the duties and responsibilities imposed by the International Safety Management Code.
- 1.3 **Equipment** means the equipment listed in 1. and 2. under **Applicability**.
- 1.4 **Make** means the original manufacturer of the type, model, and series of equipment, as referred to on the approval certificate and/or ID plate, as appropriate.

- 1.5 Manufacturer** means the original equipment manufacturer as referred to on the approval certificate and/or ID plate, as appropriate or any entity which has taken legal and legitimate responsibilities for equipment when the original equipment manufacturer no longer exists or supports the equipment.
- 1.6 Model** means a specific version of a particular make and type, as referred to on the approval certificate and/or ID plate, as appropriate.
- 1.7 Off-load release mechanism** means a release mechanism which releases the survival craft/rescue boat/fast rescue boat when it is waterborne or when there is no load on the hooks.
- 1.8 On-load release mechanism** means a release mechanism which releases the survival craft/rescue boat/fast rescue boat with load on the hooks.
- 1.9 Overhaul** means a periodical activity defined by the manufacturer that proves continued fitness for purpose for a defined period subject to correct maintenance.
- 1.10 Recognized Organization** means one of the ship classification society's delegated authority by the Liberian Administration to conduct inspection, survey, audit, plan review, and certification of Liberian-flagged ships and equipment and systems installed on those ships in accordance with the applicable international rules and regulations.
- 1.11 Repair** means any activities requiring disassembly of equipment, or any other activities outside the scope of the instructions for on-board maintenance and for emergency repair of life-saving appliances prepared in accordance with SOLAS regulations III/36.2 and III/35.3.18, respectively.
- 1.12 Series** means a specific range of models from the same manufacturer that have equivalent design characteristics and maintenance requirements.
- 1.13 Type** means category of equipment having common functional or design characteristics

2.0 REQUIREMENTS

All service providers, except as noted below for original equipment manufacturers, seeking authorization to carry out maintenance, thorough examination, operational testing, overhaul, and repair of lifeboats and rescue boats, as well as the associated launching appliances and release gear, must apply to obtain a Lifeboat Authorized Service Provider Document from the Liberian Administration (the Administration).

Upon completion of the review of the service provider's application, the Administration will issue an Authorization Document to those service providers determined to comply with the Requirements as implemented by this Notice. The Authorization Document shall be valid for a period of up to three (3) years and will be subject to annual endorsements. Only service providers holding a valid Authorization Document issued by this

Administration in accordance with the provisions of this Notice will be accepted to carry out the following services on Liberian-flagged ships, regardless of any approvals from other flag States:

- .1 Weekly and monthly inspections and routine maintenance as specified in the equipment maintenance manual(s). It should be noted that shipboard personnel under the direction of a senior ship's officer may carry out the weekly and monthly inspections and routine maintenance in accordance with the maintenance manual(s) without the need to utilize an authorized service provider.
- .2 Annual thorough examinations and operational tests described in Section 6.2 of **the Requirements**. The aforementioned annual thorough examinations and operational tests shall be conducted by certified personnel of either the original equipment manufacturer or an authorized service provider in accordance with **the Requirements** and SOLAS regulation III/20. The service provider may be the ship operator if the operator is authorized in accordance with this Marine Notice.
- .3 Five-year thorough examination, any overhaul, overload operational tests, as described in Section 6.3 of **the Requirements**, and repair shall be conducted by certified personnel of either the manufacturer or a service provider authorized by the Administration. The five-year thorough examination, overhauls, overload operational tests should be done in the presence of an authorized classification society surveyor.

Original Equipment Manufacturers (OEM)

OEMs for specific makes, types, models, and series of equipment that they manufactured may perform maintenance, thorough examination, operational testing, overhaul and repair of lifeboats and rescue boats, launching appliances and release gear on such equipment without obtaining prior authorization from the Administration.

All OEM service personnel performing the maintenance, annual and five-year thorough examinations, operational tests of lifeboats and rescue boats, launching appliances and release gear, any overhaul, overload operational tests, and repairs shall be trained and certificated in accordance with Section 4 of this Marine Notice.

All manufacturers that service equipment other than their own must apply and obtain authorization as a Lifeboat Service Provider from the Administration in accordance with Section 3 of this Marine Notice.

3.0 APPLICATION FOR AUTHORIZATION AS AN AUTHORIZED SERVICE PROVIDER

All entities, including Manufacturers that service equipment other than their own or for which they have taken legal and legitimate responsibility, requesting to be authorized to provide services for Liberian-flagged ships must complete and submit an online application to the Office of the Deputy Commissioner of Maritime Affairs, Republic of Liberia.

All applicants for authorization as an Authorized Lifeboat Service Provider must submit their application electronically via the online portal Waypoint Cloud at <https://wpcloud.liscr.com/>. Instructions for using the portal can be found at: https://media.liscr.com/marketing/WPCloud/SP_WorkOrder_Guide.mp4

All applicants for authorization as an Authorized Lifeboat Service Provider shall:

- .1 Submit one signed copy of the form (electronic signatures are acceptable).
 - a. The application shall be signed by the individual, partner or primary officer of a corporation who is legally able to obligate the entity for which he or she is a representative.
 - b. If the application is approved, a Liberian Lifeboat Service Provider Authorization Document will be issued to the applicant. The document will be valid for up to three (3) years, after which a new Application must be submitted to renew the Authorization.
- .2 In cases where an applicant owns or operates multiple service providers that are not covered under the applicant's ISO quality system:
 - a. Each such service provider must be individually approved and authorized by the Administration.
 - b. A separate application must be completed, as per item 1 above, and submitted for each individual service provider, along with all applicable quality system certification and RO approval certificates.
 - c. An individual Authorization Document will be issued to each approved service provider.
- .3 In cases where an applicant owns or operates multiple service providers, and:
 - a. The applicant has a quality system certified to the current ISO 9000 standard;
 - b. All of the service providers are covered under the applicant's ISO quality system;
 - c. All of the service providers are included on the applicant's RO Lifeboat Service Provider/Supplier approval certificate, and
 - d. The details of the owning/operating arrangements are clearly indicated on the applicant's application form;
 - e. Only one application should be submitted by the applicant. However, individual application should be submitted by each subsidiary applicant;
 - f. An individual Authorization Document will be issued to each of these

service providers based on the applicant's ISO certification and RO certification.

Upon receipt of the application, a Service Agreement will be provided to the applicant for signature and acceptance. Upon completion of the review of the application and receipt by the Administration of the Service Agreement signed by the applicant and the processing fee as required by the service agreement, a Document of Authorization valid for three (3) years will be issued to the Service Provider.

Approved Lifeboat Service Providers are required to renew their Authorization Document every three (3) years. A processing fee, as specified in the Authorization and Reporting Agreement with the Administration, must be submitted with each renewal application.

Applicants are advised to ensure that the application form is signed by the authorized signatory and all required information and documents are submitted.

3.1 Initial Issuance of the Authorization Document

Upon satisfactory completion of the review of an application, the Administration will:

- .1 Issue an Authorization Document valid for up to three (3) years. The Authorization Document will be subject to annual endorsement by the Administration.
- .2 If the service provider's ISO 9000 certification document includes subsidiary service providers, each subsidiary will be issued an individual Authorization Document.
- .3 Require all authorized service providers to enter into an Authorization and Reporting Agreement with the Administration.
- .4 List the authorized service provider on the Liberian Registry website www.liscr.com under "Maritime" => "Regulations and Standards" => "Authorized Lifeboat Service Providers".

3.2 Issuance of Provisional Authorization Document

Shipowners or Operators intending to use a service provider that is not authorized by the Administration must ensure that the service provider apply for an authorization using the procedure described above.

Upon receipt of the application, and pending its assessment, the Administration may agree to grant provisional authorization to the service provider for a single service only, to be completed within 30 days from the authorization. Refer to paragraph 3.3 for further details.

3.3 Issuance of Single Time Authorizations

A Single-Time Authorization is required in either of the following cases:

- (1) The ship is in a port where there is no lifeboat service provider authorized by

the manufacturer(s) of the lifeboat equipment for the specific make and model installed on the ship.

Refer to paragraph 4.3 of Reference (e).

- (2) The manufacturer of the lifeboat, rescue boat, launching appliance, or releasing gear is no longer in business or no longer provides technical support.

In such cases, the Administration may, on a case-by-case basis, authorize one of the Authorized Service Providers to service the equipment for a single specific inspection, audit, or maintenance procedure. This authorization is contingent upon the service provider having prior authorization for the equipment and/or possessing long-term experience and demonstrated expertise servicing similar equipment.

Applications for Single-Time Authorization should be submitted to the Administration via Waypoint Cloud (<https://wpcloud.liscr.com/>)

3.4 Renewal of an Authorization Document

To ensure continuity of authorization, an application for renewal of the Authorization Document may be submitted up to three (3) months prior to the expiration of the existing document. The renewed Authorization Document shall be valid for up to three (3) years from the expiration date of the existing Authorization Document.

Applications for renewal of an Authorization Document should be submitted via WPCloud (<https://wpcloud.liscr.com/>), following the guidance provided in the section “Application for Authorization as An Authorized Service Provider.” .

3.5 Annual Endorsement

Within three (3) months before to three (3) months after the anniversary date of the Authorization Document, the authorized service provider shall undergo an annual reassessment, consisting of an onsite audit conducted by a Recognized Organization (RO) auditor.

Upon successful completion of the onsite audit, a copy of the audit report and/or the endorsed RO Service Provider/Supplier Certificate should be submitted to the Administration *via* Waypoint Cloud. Following review of the submitted information, the Administration will issue an endorsement to the Authorization Document.

4.0 CERTIFICATION OF PERSONNEL

All authorized service provider personnel, including those employed by the OEM, who will carry out maintenance, annual and five-year thorough examinations, operational tests of lifeboats and rescue boats, launching appliances and release gear, any overhaul, overload operational tests, and repairs of the equipment shall:

- .1 Be trained and certified by the manufacturer of the equipment or by a competent person of an authorized service provider who has been trained and certified by the manufacturer. The training and certification shall comply, at a minimum,

with the education, training, and competency requirements of Section 8.2 of **the Requirements**.

- .2 Upon successful completion of the requirements in Section 8.2 of **the Requirements**, each person shall be issued a certificate defining the level of qualification and the scope of the certification (i.e. make, type, model, and series of equipment), clearly stating which activities are covered by the certification.
- .3 All authorized service providers using a competent person to carry out in-house training and certification of their personnel must maintain a quality system documented to the current ISO 9000 standards. The quality system must include procedures for the training of personnel and should incorporate the guidelines and standards in Parts 1 through 4 of ISO specification on the training of service personnel (ISO 23678:2022).

The expiry date of the certificate shall clearly be indicated on the certificate and shall not exceed three (3) years from the date of issue. The validity of a certificate shall be suspended in the event of any shortfall in performance, and it may only be revalidated after a further competency assessment.

For renewal of training certification, a competency assessment shall be conducted by the manufacturer of the equipment or by a competent person of an authorized service provider who has been trained and certified by the manufacturer. In cases where refresher training is found necessary, a further assessment shall be carried out after the completion of such training.

All authorized service personnel, including those employed by the OEM, shall, upon request by the Administration, an attending class surveyor, or an attending Liberian nautical inspector, provide a copy of the certificate defining their level of qualification and the scope of the certification (i.e. make, type, model, and series of equipment) and, clearly stating the specific activities covered by the certification.

4.1 Fees

The Administration will assess administrative and documentation fees for the review of applications for authorization as a service provider, issuance of the initial Authorization Document, and for the subsequent annual endorsements and renewal of the Document, as specified in the Authorization and Reporting Agreement with the Administration.

4.2 Privacy Policy

Any personal data collected by the Liberia Maritime Authority and its Agent in the course of its operations shall be handled in accordance with applicable data protection standards. More information about the Privacy Policy is available [here](#).

If you have any questions on this Marine Notice, please contact RegsandStandards@liscr.com or call: +1 703 790 3434 and ask for the Regulations and Standards Department.

