

CIRCULAR	Circular No. 003 (Amended)
SUBJECT	Implementation of the VISR Quality Management, Document Control and Continual Improvement Framework
FROM	Office of the Maritime Administrator, Vanuatu International Shipping Registry
TO	All VISR departments, shipowners, managers, Special Agents, Recognized Organizations, Flag State Inspectors, service providers and stakeholders
AMENDMENT DATE	20 August 2026
EFFECTIVE DATE	Upon publication
STATUS	Version 2.0 - Replaces the former Circular No. 003 concerning the company logo with a substantive QMS and IMSAS implementation instrument

Authority and legal status. This Circular is issued by the Maritime Administrator under the functions and powers conferred by the Maritime Act [CAP 131], as amended by the Maritime (Amendment) Act No. 21 of 2025, including section 10C where applicable, and any additional written authority lawfully applicable to the subject. It shall be read with applicable mandatory IMO instruments and controlled VISR policies. It does not convert a direct statutory power into a delegated power, transfer a function assigned by law to another State entity, or amend any valid appointment, concession or other governing instrument.

Related controlled policies: VISR-QMS-POL-CI-002 - IMSAS Compliance, Internal Audit, Corrective Action and Continual Improvement Policy; VISR-QMS-POL-REG-003 - Regulatory Monitoring, Legislative Change and Administrative Decisions Policy; VISR-QMS-POL-REC-005 - Document and Records Control, Retention and IMSAS Evidence Management Policy; VISR-QMS-POL-GOV-001 - Governance, Statutory Authority, Responsibility and Strategic Performance Policy.

1. Purpose and IMSAS response

This Circular establishes a controlled framework for consistent implementation, monitoring, correction and continual improvement of VISR functions. It responds directly to the need for documented systems, administrative instructions, defined responsibilities, recordkeeping and verification of effective implementation identified in the 2017 IMSAS findings.

2. Controlled documents

- Only the current approved version of a policy, circular, Fleet Safety Letter, manual, checklist, form or instruction may be used.
- The public VISR website and the controlled internal document register are the authoritative sources for current documents. Local copies must be checked before use.
- No person may alter, rebrand, translate, reproduce or issue a VISR document as authoritative without written approval and document-control identification.
- Superseded documents must be archived, marked as superseded and prevented from unintended operational use.

3. Non-conformity and corrective action

- Actual or suspected non-conformities, procedural gaps, unsafe practices, document errors, missed reporting duties, fraud indicators and recurring deficiencies must be reported promptly.
- Corrective action must identify the immediate containment, root cause, responsible person, completion date, evidence of implementation and effectiveness review.
- Where the issue is systemic, the review must extend to sister vessels, related departments, ROs, FSIs, Special Agents or service providers as appropriate.
- No employee or service provider may conceal an error or close a corrective action without objective evidence.

4. Audit, review and improvement

- VISR will maintain an annual internal-audit programme and risk-based special audits.
- Management review will consider PSC performance, detentions, casualties, complaints, fraud, sanctions, RO and FSI performance, document errors, training needs and overdue corrective actions.
- Stakeholder feedback and lessons learned will be evaluated and, where justified, incorporated into policies, procedures, training and public guidance.
- Records of audit findings, decisions, actions and effectiveness checks must be retained in the IMSAS evidence repository.

5. Acknowledgement and cooperation

Persons performing work for or on behalf of VISR must acknowledge material controlled-document changes, complete required training and cooperate with audits and corrective actions. Failure to use current instructions or to preserve required records may result in suspension of authority or other administrative measures.



Compliance records and communications

All applications, approvals, notices, reports, evidence, decisions, acknowledgements and corrective-action records required by this Circular must be transmitted through an official VISR channel and retained in the controlled Registry file in accordance with the VISR records policy. Communications from unverified domains or persons without written authority must not be relied upon.

Official contact: admin@register-vu.com. Urgent safety, casualty, sanctions or fraud matters must also be copied to info@register-vu.com and reported without delay.

Enforcement, reasons and reconsideration

Non-compliance may result in enhanced inspection, corrective-action requirements, service restrictions, suspension, administrative penalties, withdrawal or revocation of documents, or deletion from the Registry, to the extent authorized by law and the applicable written authority. Except where immediate protective action is necessary for safety, security, sanctions compliance, documentary integrity or preservation of evidence, an affected person will be notified of the material grounds and given a reasonable opportunity to respond. A request for reconsideration must be submitted in writing to the Office of the Maritime Administrator with supporting evidence within ten business days of the written decision, unless a shorter period is stated because of an urgent risk.

Supersession and effective application

This Circular amends and restates Circular No. 003. The former notice concerning the launch of a company logo is archived as historical information and has no continuing regulatory effect. This amended instrument establishes the Registry-wide quality-management, document-control and continual-improvement requirements.



Saade Makhoul
Maritime Administrator of the Republic of Vanuatu
Vanuatu International Shipping Registry

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