

| CIRCULAR       | Circular No. 005 (Amended)                                                    |
|----------------|-------------------------------------------------------------------------------|
| SUBJECT        | Instructions to Flag State Inspectors Conducting Annual Safety Inspections    |
| FROM           | Office of the Maritime Administrator, Vanuatu International Shipping Registry |
| TO             | All appointed Vanuatu Flag State Inspectors and inspection companies          |
| AMENDMENT DATE | 20 August 2026                                                                |
| EFFECTIVE DATE | Upon publication                                                              |
| STATUS         | Version 2.0 - Supersedes the prior version of Circular No. 005                |

**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-COMP-007 - Competence, Training, Resource Planning and External Technical Experts Policy; VISR-QMS-POL-PSC-008 - International Fleet PSC Performance, Detention and Corrective Action Policy; VISR-QMS-POL-REC-005 - Document and Records Control, Retention and IMSAS Evidence Management Policy; VISR-QMS-POL-CI-002 - IMSAS Compliance, Internal Audit, Corrective Action and Continual Improvement Policy.

## 1. Authority and professional duties

An FSI may act only within the current written appointment, scope and geographic authorization issued by VISR. The inspector must act independently, impartially and with professional care and must place safety, pollution prevention and documentary integrity above commercial convenience.

## 2. Pre-inspection requirements

- Confirm written assignment from the Technical Department and verify that the appointment and identification card remain valid.
- Declare any actual or potential conflict of interest, prior consultancy, financial interest, family relationship or other circumstance that could affect independence.
- Review the vessel file, PSC history, prior deficiencies, RO status, outstanding conditions and current VISR circulars and Fleet Safety Letters.
- Use only the current controlled checklist and forms. Obsolete, locally modified or unapproved forms are prohibited.

## 3. Conduct and evidence

- Physically verify the vessel, certificates, equipment, drills, records and implementation of the SMS to the extent applicable to the assigned scope.
- Photograph or otherwise preserve objective evidence of material deficiencies and of corrective action verified during attendance.
- Do not issue, endorse, extend or alter statutory certificates unless separately and expressly authorized in writing.
- Do not accept cash, gifts, commissions or direct payment arrangements outside the approved VISR process.
- Escalate suspected forgery, sanctions exposure, identity discrepancies, unsafe pressure, obstruction or attempted bribery immediately.

## 4. Reporting and post-inspection accountability

- Submit the report and evidence within the required period and remain available for clarification and follow-up.
- If a vessel is detained or suffers a serious casualty shortly after the inspection, cooperate fully with the review and provide all notes and evidence.
- Inspectors must complete required induction, refresher training and competence evaluation and acknowledge material changes to VISR instructions.
- Failure to follow instructions may result in corrective training, restricted scope, suspension or revocation of appointment.

## 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: technical@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 amended Circular supersedes the prior version of Circular No. 005 from the effective date stated above. Existing obligations, liabilities, investigations, fees and corrective actions arising under the prior version remain enforceable to the extent lawfully incurred and are to be administered under the clearer procedures stated in this amended version. If this Circular conflicts with a later Act, regulation or controlled VISR policy, the higher or later instrument prevails and the Circular shall be updated through document control.



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

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