



Marine Notice 04/2025, 27/08/2025

Subject: “G-B I.S.R. Policy for Appointment of Flag State Inspectors / Surveyors”

Ref.:

- a. G-B I.S.R. Code of Operation, Chapter 10.3 Safety & Security at Sea.
- b. G-B I.S.R. Marine Circular Nr. 07/2024, 24/01/2024 “Annual Safety Inspections of G-B Flagged Vessels”

To: All ship owners / Managers / Operators, Masters and Officers of Merchant Ships, Flag State Inspectors / Surveyors, Authorized Recognized Organizations, and Deputy Registrars.

Summary: This Marine Notice establishes the policy of the Guinea-Bissau International Ships Registry (G-B I.S.R.) for the appointment, qualification, and oversight of Flag State Inspectors and Surveyors, in accordance with the obligations of the Republic of Guinea-Bissau under UNCLOS, the IMO mandatory instruments, and the III Code. It sets out the principles, criteria, and procedures governing the selection and authorization of qualified personnel to conduct surveys, inspections, and audits on behalf of the Administration, ensuring that such functions are carried out by competent professionals in a consistent, transparent, and accountable manner.

1. Purpose and Scope

1.1 This Marine Notice establishes the policy and procedures of the Guinea-Bissau International Ships Registry (G-B I.S.R.), acting under the delegated authority of the Ministry of Transports, Telecommunications and Digital Economy of the Republic of Guinea-Bissau, for the appointment, qualification, and oversight of Flag State Inspectors and Surveyors.

1.2 The Notice is issued in accordance with the obligations of the G-B I.S.R. delegated functions, as a flag State under:

- a. Article 94 and 217 of UNCLOS,
- b. the relevant IMO mandatory instruments (SOLAS, MARPOL, Load Lines, Tonnage, BWM, AFS, ISM, ISPS, MLC, etc.), and
- c. the Code for the Implementation of Mandatory IMO Instruments (III Code), in particular paragraphs 28–37 on Flag state Surveyors.

1.3 This policy ensures that all surveys, inspections, audits, and verifications undertaken on behalf of the Administration are performed by qualified and duly authorized personnel, thereby upholding safety, pollution

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prevention, and compliance with applicable international and national standards, as prescribed by the relevant provisions of the IMO III Code.

2. Policy Principles for Flag State Surveyors

2.1 In line with paragraphs 28–37 of the III Code, the G-B I.S.R. adopts the following policy principles:

- a. **Defined Responsibilities** – All personnel performing Flag State survey and inspection functions shall have their authority, responsibilities, and interrelation with the Administration clearly documented and traceable.
- b. **Qualification Standards** – Candidates for appointment as Flag State Inspectors/Surveyors shall demonstrate:
 - I. A valid STCW management-level Certificate of Competency (Master or Chief Engineer) preferably with not less than three years of relevant seagoing service; or
 - II. A relevant degree in marine engineering, naval architecture, or nautical science with not less than three years of relevant technical experience; or
 - III. Formal accreditation as a surveyor through a structured training programme leading to equivalent competency.
- c. **Knowledge and Competence** – Appointed personnel shall possess and maintain:
 - I. Practical and theoretical knowledge of ships, their operation, and international maritime conventions;
 - II. Familiarity with survey and certification procedures, investigative methodologies, and oversight functions;
 - III. Professional competence to effectively and efficiently perform the assigned tasks;
 - IV. Safety awareness, including occupational health and personal safety at all times.
- d. **Training and Updating** – The Administration shall implement a system of continuous updating of knowledge and competence through:
 - I. Initial briefing on IMO and national instruments;
 - II. Familiarization with G-B I.S.R. procedures, manuals, and circulars;
 - III. Periodic refresher training, participation in PSC & maritime safety seminars, and updates on amendments to mandatory instruments.
- e. **Supervision and Oversight** – Appointed inspectors/surveyors remain under the supervision of the Maritime Operations Division / Deputy General Ships Registrar Office (Marine Operations) and are



subject to periodic evaluation, peer review, and quality audits to ensure consistent application of international and national requirements, as may be pertinent on an ad-hoc basis.

- f. Independence and Impartiality – Inspectors/surveyors must act independently and impartially when conducting surveys, without conflict of interest, and report findings objectively to the Administration.
- g. Identification and Authority – All duly appointed inspectors/surveyors are planned to be issued with an official identification document (Flag State Inspector ID Card), which, upon completion of the scheme, must be carried when performing duties.

3. Recruitment and Appointment Procedure

3.1 Candidates must complete the official Application Form for Appointment as Flag State Inspector/Surveyor and submit the required documentation, including:

- Copy of passport and passport-size photo;
- Certificates of Competency or relevant degree certificates;
- Proof of seagoing or technical experience (preferably with minimum three years);
- Training and education certificates;
- Curriculum Vitae;
- Any additional supporting documents (professional memberships, company registration if applicable).

3.2 Applications are reviewed by the Maritime Operations Division of G-B I.S.R. for documentary verification and qualification screening, as appropriate.

3.3. Final approval is granted by the Deputy General Ships Registrar and confirmed by the General Ships Registrar, after which the applicant is entered into the official Register of G-B I.S.R. Flag State Inspectors/Surveyors.

4. Continuous Oversight and Development

4.1 The G-B I.S.R. maintains a structured oversight programme for all appointed inspectors/surveyors, including performance evaluation, case reviews, and audit feedback.

4.2 Training cycles will incorporate participation in IMO model courses, PSC seminars, internal audit briefings, and regular updates through G-B I.S.R. Normative Documents.

4.3 A Standing Operating Procedure (SOP) is under development to formalize qualification mapping, training requirements, and performance metrics.



5. Validity and Withdrawal of Appointment

5.1 Appointments remain valid subject to continued compliance with qualification, performance, and integrity requirements.

5.2 The Administration reserves the right to suspend or withdraw appointments in cases of non-performance, misconduct, or loss of required qualifications.

6. Attachment Application Form

6.1 This Marine Notice is accompanied by the **Application Form for Appointment as Flag State Inspector/Surveyor**, which constitutes the official entry pathway to nomination.

7. Applicability

7.1 The current Marine Notice applies immediately from the date of issuance to all G-B I.S.R. registered vessels.

For the Guinea-Bissau International Ships Registry

Authorized Signatory:

Office of the General Ships Registrar



Annex I – Competence & Training Matrix for Flag State Inspectors / Surveyors

The following matrix defines the minimum entry qualifications, experience, and training requirements for personnel appointed as Flag State Inspectors, Surveyors, Auditors, and Investigators under the authority of the Republic of Guinea-Bissau.

Table 1: Recruitment & Training Matrix (Initial and In-Service)

Position	Entry Qualification (III Code Ref.)	Experience Required	Initial Training Requirements	In-Service Training & Updating
Flag State Surveyor	<ul style="list-style-type: none"> - STCW management-level CoC (Master / Chief Engineer) (III Code 29.1, 30) OR - Degree in marine engineering, naval architecture, nautical science (III Code 29.2, 31) 	<ul style="list-style-type: none"> - Preferably min. 3 years seagoing service as officer OR 3 years in relevant marine technical capacity 	<ul style="list-style-type: none"> - Familiarization with SOLAS, MARPOL, Load Lines, Tonnage, BWM, AFS - ISM Code, ISPS Code, MLC 2006 - National legislation and G-B I.S.R. procedures 	<ul style="list-style-type: none"> - Annual refresher on IMO amendments & PSC trends - Participation in IMO model courses - Updates on ISM/ISPS/MLC implementation - Internal peer review
Flag State Inspector	<ul style="list-style-type: none"> - As above, OR accredited surveyor through recognized training programme (III Code 29.3, 32) 	<ul style="list-style-type: none"> - Preferably min. 3 years in ship inspections, audits, or classification 	<ul style="list-style-type: none"> - ISM, ISPS, MLC modules - Introduction to ISO 9001 principles and RO Code oversight 	<ul style="list-style-type: none"> - Annual inspector briefings - Continuous updates on IMO Circulars, PSC detentions, flag responses
Internal Auditor (RO/FS oversight)	<ul style="list-style-type: none"> - Degree in maritime operations, naval architecture, or quality management systems 	<ul style="list-style-type: none"> - Min. 2 years in auditing or classification experience 	<ul style="list-style-type: none"> - ISO 9001 & ISO 19011 internal audit principles - RO Code & ISM auditing practices 	<ul style="list-style-type: none"> - CPD in audit methods - Ongoing participation in RO performance reviews



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Position	Entry Qualification (III Code Ref.)	Experience Required	Initial Training Requirements	In-Service Training & Updating
Marine Casualty Investigator	- STCW Master / Chief Engineer OR technical/legal expert with casualty investigation background	- Min. 3 years relevant experience incl. technical reporting	<ul style="list-style-type: none"> - IMO Casualty Investigation Code - Root cause analysis methods - National reporting obligations (III Code & MSC-MEPC.3/Circ.4) 	<ul style="list-style-type: none"> - Participation in IMO workshops - Review of past investigation cases - Continuous training on human factors & safety culture



Table 2: Task, Responsibility & Authorization Matrix

Function	Primary Tasks	Authorized Entity	Reference Document(s)
Flag State Surveyor	Conduct annual/renewal flag inspections; verify statutory certificates; ensure compliance with IMO conventions	Maritime Operations Division (Surveyor)	SOLAS I/6; MARPOL Annex I reg.6; III Code para. 28–36; Marine Circulars
Flag State Inspector	Independent verification of RO-issued certificates; oversight of ISM, ISPS, and MLC compliance	Technical Division / RO Section	RO Code; IMO Res. A.1156(32); Marine Notice 04/2025
STCW Endorsement Verifier	Authenticate and validate foreign CoCs; ensure Reg. I/10 compliance	Seafarers Certification Division (STCW)	STCW Convention; G-B I.S.R. Marine Notice 05/2023
Marine Casualty Investigator	Collect evidence, conduct fact-finding, draft reports to IMO where required	Casualty Investigation Section	III Code; MSC.255(84); MSC-MEPC.3/Circ.4
RO Auditor	Audit functions delegated to ROs; KPI analysis; validation of corrective actions	RO Section	RO Agreements; Marine Circular 04/2023
PSC Liaison Officer	Monitor PSC detentions; coordinate flag responses; ensure follow-up	Maritime Operations Division	IMO PSC guidelines; Marine Circular 03/2024

Supporting Provisions

- 1. Qualification and Appointment** – All candidates shall comply with the minimum standards set out above and must submit documentary proof as per the official Application Form.
- 2. Continuous Competence** – All inspectors/surveyors shall undergo periodic evaluation, training updates, and competency reviews to maintain alignment with IMO amendments and PSC developments.
- 3. Performance Monitoring** – Performance will be reviewed annually by the G-B I.S.R. through internal audits, case evaluations, and RO feedback mechanisms.
- 4. Withdrawal of Authorization** – The Administration reserves the right to withdraw or suspend authorization in cases of non-compliance, lack of competence, or misconduct.



Annex II – Appointment Process Flowchart for Flag State Inspectors / Surveyors

Step 1 – Application Submission



Candidate completes **Application Form (Form Code APP-FIS)** and submits all supporting documentation (passport, CoC/degree, proof of experience, training certificates, CV, references, photo, etc.).

Step 2 – Documentary Review (Maritime Operations Division)



Administrative and technical check of:

- Authenticity of certificates, when may deemed necessary,
- Compliance with III Code para. 29–31 criteria,
- Minimum experience (preferably ≥3 years sea service/technical service).

Step 3 – Qualification Vetting (Technical Evaluation)



Verification against Competence & Training Matrix (Annex I).

Assessment of prior survey/inspection experience and training records.

Step 4 – Approval Process



- Deputy General Ships Registrar: Endorses application after verification.
- General Ships Registrar: Grants formal appointment.
- Candidate entered into the official G-B I.S.R. Register of Inspectors/Surveyors.

Step 5 – Issuance of Credentials



- Nomination letter issued,
- Flag State Inspector ID Card prepared (to be carried during duties).



Step 6 – Initial Training / Familiarization



Induction briefing on G-B I.S.R. policies, III Code requirements, applicable IMO instruments, and administrative procedures.

Step 7 – Oversight & Continuous Monitoring



- Performance reviewed through internal audits, case evaluations, and RO/PSC feedback,
- Continuous training cycles (IMO amendments, PSC updates, internal peer review),
- Renewal or withdrawal of appointment based on competence and compliance.



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Annex III - Application Form for Appointment as Flag State Inspector/Surveyor

APPLICATION FOR APPOINTMENT AS “FLAG INSPECTOR / SURVEYOR” FOR THE INTERNATIONAL SHIPS REGISTRY OF GUINEA-BISSAU

Part A - PERSONAL DETAILS OF APPLICANT			
1) Family name:		2) Given name(s):	
Address of Applicant:			
3) Address Line 1			
4) Address Line 2			
5) City		6) County/State	
7) Post/Zip Code (if available)			
8) Country			
9) Tel:	10) Fax:	11) Email:	
10) Passport No:	12) Nationality:	13) Date of birth (dd/mm/yy):	14) Place of birth:
Part B - BUSINESS DETAILS (Insert name & details if Applicant trades under a business name)			
15) Name:		16) Type (e.g., Limited Liability Co., Partnership, Sole Proprietorship)	
17) Address (If same as Applicant, state “same as above”)			
18) Address Line 1			
19) Address Line 2			
20) Town/City		21) County/State	
22) Post/Zip Code (if available)			
23) Country			
24) Tel:	25) Fax:	26) Email:	
Part C – FSI MINIMUM REQUIREMENTS			
27) Appropriate qualifications from Marine or Nautical Institution and relevant seagoing experience as a Certified Master or Chief Engineer and having maintained his/her technical knowledge of ships and their operation since gaining his/her certificate of competency, or		()	
28) sea service as per above specified ranks of Master and/or Chief Engineer for a period of not less than three years, or		()	
29) a degree from a tertiary institution on a field of relevant engineering or science with at least 3 years of experience, as may deemed accepted by the GB ISR General Ships Registrar or Deputy Ships Registrar.		()	
30) accreditation as a surveyor through a formalized training program (ISM, ISPS, MLC, ISO, etc.)		()	
Part D – PROFESSIONAL & TECHNICAL EDUCATION (i.e. college/university education)			

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Tel: +30 2104529425
Address: Notara Str. 110-112,
 Piraeus, 18535, Greece
Web: www.gbissr.com

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 A MODERN AND INNOVATIVE SHIP REGISTER

FORM CODE: 1131518-MAR-NOTICE Issue 01 Rev01

G-B International – LB Offshore sal
Email: rmedawar@gbi-lb.org
Tel: +30 2104537950 / +961 -4- 710246
Address: 1st Floor, White Bldg, Zalka,
 Metn, Lebanon
Web: www.gbi-lb.org



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31) NAME & LOCATION OF COLLEGE/UNIVERSITY (highest level only)	32) CERTIFICATES OBTAINED

PROFESSIONAL TRAINING COURSES ATTENDED

33) From (dd/mm/yy)	34) To (dd/mm/yy)	35) Name of Organization/ Title of the Course	36) Professional Qualification Gained (if applicable)

Part E – WORK SURVEY EXPERIENCE (Most recent first)

37) From (dd/mm/yy)	38) To (dd/mm/yy)	39) Name of Organization/Business	40) Position Held/ Assignments Undertaken

Part F – SURVEY INFORMATION

(Please indicate which surveys you consider can be supported by your experience or qualifications)

41) Tonnage Calculations	()	47) Hull & Machinery Surveys	()	53) Pleasure Yachts	()
42) Life Saving Equipment (SOLAS)	()	48) Safety Constructions	()	54) Commercial Yachts	()
43) Pollution Prevention (MARPOL)	()	49) Underwater Surveys	()	55) National Legislation	()
44) Load Line	()	50) Electrical Survey	()	56) MLC Certification	()
45) ISM Certification	()	51) Telecommunication & Radio Equipment	()	57) Other (please state details below)	()
46) ISPS Certification	()	52) Passenger Ships	()		



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Part H – DECLARATION – TO BE COMPLETED BY ALL APPLICANTS

I hereby declare that the information contained on this application is true and correct and I apply for authorization as "Flag Surveyor/Inspector for the International Ships Registry of Guinea-Bissau."

58) **Signature of Applicant**

Please keep your signature within the box and sign without touching any of the box lines

59) **Date of Application**

Part I - SUPPORTING DOCUMENTS REQUIRED (all applications)	Attached Electronically (please tick)
Copy of National passport – showing personal details as per those entered on this Application Form	
Passport size photo	
Authenticated Copy of Cert. of Incorporation of Company (if trading as a company)	
Copies of Education & Training certificates	
Copies of Certificate of Competency	
Proof of Seagoing Experience (not less than 3 years for Masters & Chief Engineers)	
Proof of Membership of Professional Institution (s) (if applicable)	
Curriculum Vitae	
Any other documentation as deemed relevant by applicant.	

EXPLANATORY NOTES FOR APPLICANTS

- 1) Failure to complete the Application Form fully or submit the required documentation may result in rejection or delays in processing.
- 2) Applicants must sign in the box shown, keeping their signature within the box lines.
- 3) Applicants may submit their application by scanning the Application Form and supporting documents and submitting by email to rmedawar@gbi-lb.org with a copy to gbi@gbissr.com
- 4) All supporting documents submitted must be clear copies and legible and in English.
- 5) For more information contact G-B International: Email rmedawar@gbi-lb.org, Tel. +30-210-4537950 / 4537194
Mob.: +30-693-1099109

DATE RECEIVED	DATE ASSESSED	RESULT – AUTHORISED/REJECTED	NOTES

(name-signature)

Approved by the

Deputy General Ships Registrar

(name-signature)

Approved by the

General Ships Registrar