



Merchant Shipping Directorate



Transport Malta

## **GUIDANCE TO REGISTERED OWNERS AND MANAGEMENT COMPANIES ON THE FILING OF INTERNATIONAL SAFETY MANAGEMENT (ISM) JOINT DECLARATION FORMS**

### **Technical Notice SLS.26**

*Notice to Shipowners, Ship Operators, Managers, Masters, Owners' Representatives and Recognised Organisations*

The Merchant Shipping Directorate has reviewed its procedures relating to the filing of International Safety Management (ISM) declaration forms. The purpose of this document is to provide guidance to owners and management companies of Maltese registered vessels.

To this effect, this Directorate will be introducing a new ISM declaration form, as from 1 January 2016. A copy of the form may be downloaded from [www.transport.gov.mt/admin/uploads/media-library/files/Technical\\_Note\\_SLS\\_26-ISM\\_Declaration\\_of\\_Company\\_Form.doc](http://www.transport.gov.mt/admin/uploads/media-library/files/Technical_Note_SLS_26-ISM_Declaration_of_Company_Form.doc).

The electronic form is to be submitted to this Directorate by email on [ism.tm@transport.gov.mt](mailto:ism.tm@transport.gov.mt).

### **When to Complete an ISM Joint Declaration Form**

Owners of Maltese registered ships should notify this Directorate using the enclosed ISM Joint Declaration of Company in the following cases:

- Delegation of ISM responsibilities (ISM Ref 1.1.2) from Owner to Management Company of ISM Certificated Maltese Registered ships;
- Change of registered owner;
- Change of ISM Management Company;
- Change in ship's name.

The Completed Form is to reach this Directorate within two working days from agreed date of "Transfer of Responsibility" (Registered Owner to Management Company).

### **Notification of minor amendments to the Joint Declaration Form**

Any minor amendments contained in the form such as, change in telephone numbers and/or changes to DPA details should be communicated by email to this Directorate on the dedicated generic email [ism.tm@transport.gov.mt](mailto:ism.tm@transport.gov.mt).

The submission of information shall be solely considered as fulfillment of the reporting obligation imposed by ISM Code Section 3.1.

An electronic acknowledgement of the form and/or the necessary amendments will be sent to the registered owner and the ISM managers by email. A copy of the correspondence shall be maintained aboard the ships.

Merchant Shipping Directorate

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[www.transport.gov.mt/ship-registration](http://www.transport.gov.mt/ship-registration)



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