



TUVALU SHIP REGISTRY

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MARINE CIRCULAR

MC-1/2021/1

06/2026

FOR: Ship Owners, Ship Managers, Ship Operators, Ship Masters, Ship Officers, Classification Societies

SUBJECT: GUIDELINES ON REMOTE PORT STATE CONTROL INSPECTION FOR TOKYO MOU

DEFINITIONS:

The following abbreviations stand for:

- “APCIS” – Asia-Pacific Computerized Information System
- “BWM” – Ballast Water Management
- “BWRB” – Ballast Water Record Book
- “COE” – Certificate of Endorsement
- “CRB” – Cargo Record Book
- “CSR” – Continuous Synopsis Record
- “GMDSS” – Global Maritime Distress Safety System
- “GRB” – Garbage Record Book
- “MSMC” – Minimum safe manning Certificate
- “OLB” – Official Log Book
- “ORB” – Oil Record Book
- “PSC” – Port State Control
- “PSCO” – Port State Control Officer
- “RO” – Recognised Organisation as defined by IMO Resolution MSC.349(92) and MEPC.237(65)
- “TMOU” – Tokyo Memorandum of Understanding on Port State Control in the Asia-Pacific Region

The term “Administration” shall mean the Tuvalu Ship Registry.

PURPOSE:

The purpose of this marine circular is to notify the shipping community on TMOU's decision to launch remote PSC inspections as a practical alternative where and when physical PSC inspections are not feasible in order maintain PSC activities during the COVID-19 pandemic. The remote PSC inspection scheme has taken effect from 01 April 2021.

REFERENCES:

- (a) IMO FAL.2/Circ.133 – List of Certificates and Documents Required to be Carried on Board Ships, dated 27 June 2022
- (b) TOKYO MOU Press Release – Tokyo MOU Launched Guidance on Remote PSC Inspection, dated 09 March 2021
- (c) Tuvalu Marine Circular MC-4/2007/12/2 – Continuous Synopsis Record (CSR)
- (d) Tuvalu Marine Circular MC-1/2009/10/12/3 – Failure to Apply for Tuvalu Crew Endorsements in Accordance to STCW Reg I/10
- (e) Tuvalu Marine Circular MC-12/2011/1 – GMDSS Radio Logbooks
- (f) Tuvalu Marine Circular MC-1/2011/1 – Requirements on Carriage of Publications on board Tuvalu Ships
- (g) Tuvalu Marine Circular MC-15/2012/1 – Record Keeping and Reporting Requirements for MARPOL

- (h) Tuvalu Marine Circular MC-26/2012/1 – Guidance Notes for Entries for Official Log Books
- (i) Tuvalu Marine Circular MC-5/2013/1 – Prevention of Garbage Pollution by Ships - MARPOL Annex V
- (j) Tuvalu Marine Circular MC-3/2015/1 – Electronic Certificates of Endorsement
- (k) Tuvalu Marine Circular MC-3/2016/1 – Ballast Water Management Convention

APPLICATION:

This marine circular applies to all Tuvalu flagged vessels that are subject to PSC inspection.

CONTENTS:

1. Principles and procedures for Remote PSC Inspection

- 1.1. The selection of ships for a remote PSC inspection is at the discretion of the Port State Authority in accordance with the existing inspection regime but is not decided based on requests from the ship.
- 1.2. It is not mandatory for a ship to receive a remote PSC inspection.
- 1.3. A remote PSC inspection will be carried out upon mutual agreement between the Port State Authority and the ship.
- 1.4. In principle, remote PSC inspections will apply only for initial inspection. However, a Port State Authority may conduct a more detailed inspection and/or order detention during the remote PSC inspection as the PSCO deems necessary.
- 1.5. In general, a ship will not be subject to repeated and/or consecutive remote PSC inspections.
- 1.6. The recording and /or reporting of remote PSC inspections will be distinguished from reports of normal physical inspections in the APCIS database.

2. Recommendations

It is this Administration's opinion that shipping certificates and documents may be the focal point of remote PSC inspections.

This Administration therefore provides a general list below (non-exhaustive) of the important shipping certificates and documents required (for most types of ships):

2.1. List of publications, certificates and documents required to be carried onboard ships:

Please refer to:

- 2.1.1. Tuvalu Marine Circular MC-1/2011/1 – Requirements on Carriage of Publications on board Tuvalu Ships; and
- 2.1.2. IMO FAL.2/Circ.133 – List of Certificates and Documents Required to be Carried on Board Ships, dated 27 June 2022.

2.2. Minimum safe manning Certificate (MSMC)

All ships shall ensure that the manning on board meets the requirements of the MSMC to ensure that ships are properly manned in accordance with the requirements of the Administration.

2.3. Certificates of Endorsement (COE)

All officers serving onboard a Tuvalu flagged ship shall apply for STCW COE. Please refer to:

- 2.3.1. Tuvalu Marine Circular MC-1/2009/10/12/3 – Failure to Apply for Tuvalu Crew Endorsements in Accordance to STCW Reg I/10
- 2.3.2. Tuvalu Marine Circular MC-3/2015/1 – Electronic Certificates of Endorsement

2.4. Continuous Synopsis Record (CSR)

All specific ships mentioned in Tuvalu Marine Circular MC-4/2007/12/2 shall maintain a copy of CSR onboard and it shall be filed together with all CSR documents issued, preferably placed in a binder in chronological order for easy inspection by PSCO. It is the responsibility of the Company to ensure that the CSR file is complete, accurate, and maintained (as original) on board. In case of loss or damage to a ship's CSR file, the Company should contact this Administration without delay, and list the papers lost or damaged.

2.5. Ballast Water Record Book (BWRB)

In accordance to Tuvalu marine circular MC-3/2016/1, all ships that are required to comply with the BWM Convention Reg. B-2 shall have a BWRB onboard and record each operation concerning ballast water without delay. Each entry shall be signed by the officer in charge of the operation concerned and each completed page shall be signed by the master.

2.6. GMDSS Radio Logbook

All ships fitted with GMDSS ship radio stations shall require a GMDSS Radio Logbook. In accordance to Tuvalu marine circular MC-12/2011/1, the logbook entries shall be updated and kept on the navigation bridge, conveniently located to the radio installation, and readily available for inspection by Radio Surveyors and other authorized personnel. The radio log should contain a record of important incidents connected with the radio communication service which appear to be important for safety at sea.

2.7. Garbage Record Book (GRB)

All ships of 100 GT and above, and every other ship regardless of tonnage which is certified to carry 15 or more persons, and all fixed or floating platforms shall maintain a GRB. For more information, please refer to Tuvalu marine circular MC-5/2013/1.

2.8. Official Log Book (OLB)

In accordance to Tuvalu marine circular MC-26/2012/1, the OLB shall be used on all ships registered under Tuvalu Flag (except for unmanned, non-propelled vessels and pleasure yachts). The OLB entries should be up to date with the signature of the Master or by an officer authorized by the Master. The OLB is an important legal document to this Administration as well as to Masters and Officers on ships as it may be requested as evidence in court in the event of any dispute or incident.

2.9. Oil Record Book & Cargo Record Book (ORB & CRB)

The ORB (as required by MARPOL Reg I/17 and I/36) and CRB (as required by MARPOL Reg II/15), requires all tank vessels to maintain these record books in which all operations relating to loading, transfer, unloading, cleaning, ballasting and discharge of cargoes, oily residues or oily-water mixtures are to be recorded on a daily and tank by tank basis. Record Book forms should conform with and supply the information recommended in MARPOL Annex I or Annex II as applicable. For more information, please refer to Tuvalu marine circular MC-15/2012/1 – Record Keeping and Reporting Requirements for MARPOL.

Yours sincerely,

Deputy Registrar
Tuvalu Ship Registry