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## Engineering Circular No. 7 / 2012

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**Subject: Reinstatement of Safety Management Certificate (SMC) when window period lapses due to prolonged layup/docking.**

This Directorate has been receiving requests for authorization of Intermediate/Renewal SMC audits beyond window period due to vessels prolonged lay-up/dockings. Though the need for a proper audit plan keeping in view the vessels' lay-up/docking activities cannot be further stressed, there have been instances where the intermediate/renewal SMC audits of ships could/has not been undertaken during the window period, reportedly due to circumstances beyond the control of ship owners / managers.

After due deliberations and in order to maintain continuity of the SMC audit cycles, the Directorate issues following instructions on the subject:-

**1.** All efforts to be made to plan the intermediate and renewal SMC audits of ships well in advance, especially considering the fact that "substantial" window periods are available.

**2. Intermediate SMC audits:** If for unavoidable reasons vessels have to be laid up during the window-period of the intermediate SMC audits and the audit window closes during the said layup/docking period, the existing Safety Management Certificate becomes invalid. In such cases the Recognized Organization can undertake the "Initial SMC audit", under intimation to this Directorate, beyond the window period without any further approval from this Directorate.

2.1 The initial SMC Audit as stated above should be performed only under normal operating conditions i.e when the ship is not in dry dock/ lay-up and the audit scope would be to the extent of "initial" audit.

2.2 On satisfactory completion of the said initial-audit, the SMC, if decided to be validated, would be issued with an endorsement as "Validity restored after satisfactory conduct of audit as applicable for "Initial audit". The validated SMC would be valid from the date of completion of the said initial audit for a period not exceeding the original date of expiry of existing SMC.

**3. Renewal SMC audits:** For reasons stated above if renewal audits could not be completed before the expiry of existing Safety Management Certificate, the Recognized organization can undertake the “renewal SMC audit” beyond the window-period without any further approval from this Directorate. However, the new Safety Management Certificate would be valid from the date of completion of the renewal audit to a date not exceeding five years from the date of expiry of the existing Safety Management Certificate.

**4.** This procedure comes into effect from the date of issue of this circular

This is issued with the approval of the competent authority and comes into effect from the date of issue of this circular.

Sd/-  
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