

	STCW CIRC 2007-002	
	DEPARTMENT OF MARINE SERVICES AND MERCHANT SHIPPING (ADOMS)	
	Interactive Application System for Seafarer Documents (IASS).	Ref STCW

**Companies operating ships registered in Antigua and Barbuda,
Ships registered in Antigua and Barbuda,
Recognised Antigua and Barbuda Filing Agents**

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General

As an innovative addition for the improvement of its system of seafarer documentation management, marine administration of Antigua and Barbuda has introduced the,

Interactive Application System for Seafarers (IASS).

The IASS is an internet based system, enabling direct communication between the Filing Agent as submitting party and the Administration as issuing party for seafarer documents.

A link to access the system can be found on the administration website at www.abregistry.ag and the system includes an Online Help for assistance. Filing Agents are requested to consult the Online Help where necessary to ensure smooth operation of the system. Through the use of the IASS, safer handling and faster processing of application documents is expected. Moreover, it will also result in reduced operational costs.

Responsibility of the Filing Agent

The IASS is only accessible to recognised Filing Agents of Antigua and Barbuda.

The Filing Agents are strictly responsible for the correctness and completeness of all applications including applications prepared by sub-agents.

The legal consequences of submitting erroneous application documents are to be borne by the Filing Agents, particularly towards Port State Control and all other national Administrations.

Submission of fraudulent and deceitful documents is a reasonable ground for suspension or cancellation of a Filing Agent's status.

Access to IASS,

Filing Agents must apply for access data via e-mail. On receipt of an application email it will be verified whether the originally granted recognition as Filing Agent (as stated in your letter of recognition) is still up-to-date (any changes in designated person(s) or full style of company) etc.

Access data will then be assigned by ADOMS in order of receipt of request and sent via e-mail.

Recognised Filing Agents are entitled to apply for login data for their subagents (manning/crewing agencies) for restricted access. This will enable the sub-agent to submit completed applications to the Filing Agent who can then check the applications before finally forwarding them to the Administration.

Technical requirements

The basic technical prerequisites for use of the IASS are:

- A standard desktop PC with internet access,
- A browser, preferably IE 6.0 upward, support of Java script. (Other browsers such as Opera, Mozilla, Netscape are compatible, but may show a different layout .)
- A flat bed scanner with a resolution of 300 dpi.
- A basic image editor program

Issue of Certificates of Receipt of Application (CRA)

After a successful introduction period of the IASS, the function of issuing a Certificate of Receipt of Application (CRA) by the Filing Agent in its own right will be evaluated. ADOMS will announce its decision in this regard on a separate Information-Letter on the website.

In case a CRA is required when submitting applications, the Filing Agents are requested to put the word "CRA" under Remarks in the column "Processing Information". This will enable ADOMS to see at a glance that a CRA needs to be issued immediately.

Application process

All applications will be processed in order of receipt.

Applications which are returned to Filing Agents for completion and/or correction should be re-submitted to ADOMS within 14 days otherwise, these applications will be automatically rejected without prior notice.

Various

Experience gained during the test phase gave us enough reasons to emphasize some crucial points in submitting applications which users should note, such as:

- the expiry date of the medical certificate is always two years after the date of examination, unless otherwise stipulated;
- the sea service record should start as of the current year counting five years backwards;
- the quality of the photograph in the final document depends on the kind of layout submitted. Therefore, it is of utmost importance to follow the scanning process as described in the Online Help.

The maintenance of our web server is being done automatically on a daily basis. Consequently, there is a daily total shut-down between 1.00 and 1.30 UTC. During this time access to the IASS is denied.

Please refer to the Online Help on the web site for correct procedures.

The system entered into force on 19 March 2007.

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