



# Antigua and Barbuda

## Maritime Administration

Information Notice  
No. 2021 – 003  
Rev 3  
5 September 2025

**SUBJECT:** Concentrated Inspection Campaigns (CICs)

**REFERENCE:**

- a) [Paris MOU \(Europe and Canada\)](#)
- b) [Tokyo MOU \(Pacific Ocean\)](#)
- c) [USCG \(United States of America\)](#)
- d) [Caribbean MOU](#)
- e) [Mediterranean MOU](#)
- f) [Vina del Mar \(South and Central America\)](#)
- g) [Indian Ocean MOU](#)
- h) [Abuja MOU \(West and Central Atlantic Africa\)](#)
- i) [Black Sea MOU](#)
- j) [Riyadh MOU \(Persian Gulf\)](#)
- k) [Paris MOU Press release on CIC – Ballast Water Management](#)
- l) [Tokyo MOU Press release on CIC – Ballast Water Management](#)

**TO:** Ship-owners, operators, masters and officers of Antigua and Barbuda flagged ships, and recognized organizations.

## 1. INTRODUCTION

This Information Notice provides some advice on the schedule of upcoming CICs and the subject areas that Port State Control Officers are likely to pursue, both as a direct result of the CIC and looking at related areas. It will be updated as more information is received.

## 2. SUBJECT

1. Vessels and their equipment should always be maintained in such a way as to ensure smooth Port State Control inspections. Various Port States target vessels in different ways, however, many provide guidance on when inspections can be expected, to allow companies and seafarers to easily assess the likelihood of a regular Port State Control inspection, which in turn helps with planning activities during port stays.
2. CICs focus on specific areas where a higher risk of non-compliance could exist. This could be evidenced by the number of deficiencies encountered, accidents or where new convention requirements have recently entered into force. CICs take place yearly over a period of 3 months (September - November) and are combined with a regular inspection.
3. Information on these CICs is given on the websites of the various regional Memorandum of Understandings (MoUs), as well as by individual Port States or our [Recognized Organizations](#). It is helpful to the smooth running of the inspections if the required detailed information is readily available, and seafarers are refreshed as to the requirements.

#### **4. Concentrated Inspection Campaign (CIC) on Ballast Water Management**

##### **1. Objectives of the campaign**

1. The purpose of the campaign is to determine if ships meet the mandatory requirements for Ballast Water Management (BWM) as prescribed in the International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004 (BWM Convention). This 2025 campaign has been initiated in order to promote the effective and consistent implementation of the BWM Convention.
2. In order to determine if ships meet the requirements of the Convention, the following areas will be verified during inspections:
  1. Proper certification for BWM Convention;
  2. Approval and update of the Ballast Water Management Plan (BWMP);
  3. Crew familiarisation in the implementation of the BWMP;
  4. Ballast Water Management System approval and its operation;
  5. Records of Ballast Water Record Book (BWRB);
  6. Ballast water sediment management; and
  7. Valid exemptions, if any.

##### **2. Conduct of the CIC**

1. Joint concentrated inspection campaign on ballast Water Management by the Paris and Tokyo Memoranda of Understanding (MoU).
2. The inspection campaign will be held for three months, commencing from 1 September 2025 and ending 30 November 2025. A ship will be subject to only one inspection under this CIC during the period of the campaign.
3. Port State Control Officers will use a pre-defined questionnaire to assess that the BWM requirements in the respective areas are met
4. If any non-conformities are found, actions by the port State may vary from recording a deficiency and instructing the Master to rectify it within a certain period of time, to detaining the ship until the serious deficiencies have been rectified.
5. Inspection results will be published on the websites of the Tokyo and Paris MoU

### **3. Concentrated Inspection Campaign (CIC) on Stability and MARPOL Annex IV.**

#### **1. Objectives of the campaign**

1. The purpose of the campaign on stability is to:
  1. confirm that the ship staff are assessing the actual stability condition on completion of cargo operations before departure of the ship and on all stages of the voyage.
  2. create awareness among ship staff and ship owners about the importance of calculating the actual stability condition of the ship on completion of cargo operations and before departure of the ship.
  3. verify that the ship complies with intact stability requirements (and damage stability requirements, if applicable) under the relevant IMO instruments.
  4. Confirm the proper operation of sewage management arrangements on board.
  5. Confirm that the necessary documentation and certification for sewage management is available.
  6. Confirm that relevant shipboard personnel are aware and competent in sewage handling procedures.
  7. Confirm that shipboard sewage arrangements are functioning in accordance with the documentation and certification provided.

#### **2. Conduct of the CIC**

1. CIC on Stability and MARPOL Annex IV by the Caribbean Memorandum on Port State Control (CMOU).
2. This campaign will be held for three months, commencing from September 1, 2025, and ending on November 30, 2025, and a ship will be subject to only one inspection under this CIC during the period of the campaign.
3. Port State Control Officers (PSCOs) will use a pre-defined questionnaire to assess that the vessels are compliant with the relevant requirements of SOLAS with respect to stability and MARPOL Annex IV. If non-Conformities are identified, they will be treated in accordance with the Conventions.
4. The results of the campaign will be analyzed, and findings will be presented to the Caribbean Port State Control Committee for onward submission to the IMO.

#### **4. Action required by Masters, Ship Owners and Ship Operators**

##### **1. CIC on Ballast water management**

###### **1. Document and Certification:**

1. Ensure **IBWMC and BWMP** are valid, on board and updated.
2. Review recent **IMO guidance** including MEPC.387(81) addressing operations in Challenging Water Quality (CWQ) conditions and BWM.2/Circ.82 regarding temporary use of ballast tanks for treated sewage/grey water where applicable.

###### **2. Crew Training and Familiarization:**

1. Conduct onboard training sessions and drills for crew to ensure practical knowledge of BWMP protocols.

###### **3. BWMS Status:**

1. Confirm BWMS is **type-approved**, fully operational, and maintained per the plan.
2. If system malfunctions occur, follow contingency procedures and notify PSC authorities per BWMP provisions.

###### **4. Records and Reporting:**

1. Maintain accurate **Ballast Water Record Book** entries with date, time, location, volume, and signature.
2. Log sediment handling and any exemptions (if applicable).

###### **5. SMS Integration**

1. Integrate BWM-related findings and PSC observations into your Safety Management System and annual management review processes.

###### **6. Best Practice Guidance**

1. Use the official **CIC questionnaire as a self-audit tool**.
2. Review the most frequent PSC observations, including missing records, insufficient crew knowledge, or BWMS malfunctions

7. Conduct vessel-specific internal audits ahead of scheduled inspections.

## **2. CIC on Ships Stability**

1. Masters and officers must be familiar with the ship's stability information and be able to demonstrate compliance during PSC inspections. Particular attention should be paid to the use of approved stability software and validity of stability-related certificates. Any negative finding should be promptly addressed to avoid detention or further regulatory action.
2. Ship owners and managers should ensure crew training, stability booklet accuracy, and approved software compliance are up to date. Failure to meet the requirements may result in deficiencies being issued under the applicable IMO instruments such as the SOLAS Convention (Regulation II-1/5-1) and the ISM Code (Clause 7 - Development of Plans for Shipboard Operations).
3. ADOMS urges all parties to ensure thorough preparation in anticipation of CIC inspections
4. The CIC questionnaires are found in the annexes of this information notice.

## **5. Future CICs**

1. CIC on Cargo Securing in 2026.

### **Issued by**

Antigua and Barbuda  
Department of Marine Services and Merchant Shipping  
(ADOMS) St. John's

## Annex 1

### 2025 CONCENTRATED INSPECTION CAMPAIGN

#### SEWAGE / MARPOL Annex IV

No.	Item	Yes	No	N/A	Code of Action taken
Q.1	Does the vessel hold a valid <b>International Sewage Pollution Prevention (ISPP) Certificate</b> (for ships ≥400 GT or certified to carry >15 persons)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q.2	Is the <b>sewage treatment plant, comminuting/disinfection system</b> , or <b>holding tank</b> type clearly indicated and compliant with the certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q.3	Was the sewage treatment plant found in <b>operational condition</b> and properly maintained at time of inspection (Check to be made on Type Approval)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q.4	Was there an <b>Operations Manual</b> for the installed sewage treatment plant available on board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q.5	Are the <b>sewage discharge pipeline diagrams and valve systems</b> clearly marked, accurate and prevented from direct overboard discharge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q.6	If the vessel is provided with an approved comminuting or disinfecting system, was a certificate of approval sighted on board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q.7	Were adequate records available on board to indicate that the vessel is complying with <b>discharge standards</b> under Regulation 11 (e.g., distance from land, rate, and treatment method)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q.8	Is the vessel supplied with a standard discharge connection in accordance with Regulation 10?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q.9	Are key shipboard personnel familiar with MARPOL Annex IV and the ship's sewage system operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q.10	Is the area surrounding the <b>sewage system free from leakage, odor, or signs of poor maintenance</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Annex 2

### 2025 CONCENTRATED INSPECTION CAMPAIGN

#### SHIP'S STABILITY

No.	Questions	Yes	No	N/A	Detention
1	Has the ship been provided with approved stability information which can be understood and easily used by the Master and the responsible officer?				
2	Is the data used in the stability check for departure complete and correct?				
3	Does the ship comply with the stability criteria as applicable to the ship type?				
4	Is there evidence to show that the Master or responsible officer can determine the stability of the ship under varying conditions of service using the approved stability information provided on board?				
5	If the ship is provided with a Stability Instrument, is it approved by the Administration?				
6	Are the relevant ship stability certificates carried on board and are valid?				

### Annex 3

#### 2025 CONCENTRATED INSPECTION CAMPAIGN

#### BALLAST WATER MANAGEMENT

No.	Questions	Yes	No	N/A	Detention
1*	Is a valid International Ballast Water Management Certificate (IBWMC) on board? <b>(01136 - BWM 2004 / Reg. E-2)</b>				
2*	Is the approved Ballast Water Management Plan (BWMP) on board? <b>(14801- BWM 2004 / Reg. B-1)</b>				
3*	Is the BWMP up to date to reflect the applicable requirements to manage Ballast Water as required by the Convention? <b>(14801- BWM 2004 / Reg. B-1)</b>				
4*	Are officers and crew familiar with their duties in the implementation of the BWMP? <b>(14806 - BWM 2004 / Reg.B-6)</b>				
5*	Is the Ballast Water Management System (BWMS) approved by the Administration/Organization, as appropriate? <b>(14812 – BWM 2004 / Reg. D-3 or BWMS Code)</b>				
6*	Is the BWMS operational? <b>(14811 - <u>BWM 2004 / Reg. D-2 or BWMS Code Section 4)</u>)</b>				
7	Was the Ballast Water managed according to the BWMP? <b>(14813 - BWM 2004 / Reg. B-1)</b>				
8	Is the Ballast Water Record Book (BWRB) properly filled including exemptions if granted? <b>(14802- BWM 2004 / Reg. B-2 &amp; Reg. A-4.4)</b>				
9*	Is the crew managing Ballast Water sediments in accordance with the BWMP? <b>(14805 - BWM 2004 / Reg. B-5)</b>				
10*	If an exemption has been granted, are the conditions of exemption implemented? <b>(14809 – BWM 2004 / Reg. A-4)</b>				