

**Circular 117 / 2015**

**To: Vessel Owners, Managers, Masters, Officers, Deputy Registrars, Surveyors and Other Interested Parties**

**Subject: Becoming an Authorised Service Provider**

**Date: 24 November 2015**

**Related circulars** - MCI Circular 39 / 2012 - Cook Islands approved Service providers for Lifeboat's, Launching Appliances, and On- Load Release Gear

For Service Providers other than those covered by MCI Circular 39/2012 please refer to the following procedure

**Summary**

**Service providers providing the following services must be approved by Maritime Cook Islands.**

Radio Survey;  
In Water survey;  
Ultra sonic thickness;  
Life rafts;  
LRIT;

Design and Engineering services for

- Stability
- Strength
- Shipboard Oil Pollution Emergency Plans
- Ship Security Plans
- Cargo Securing Manuals
- Shipboard Marine Pollution Emergency Plans
- Technical Files (NOx)
- Oil Discharge monitoring and control systems

Lifeboats (see circular 39);  
Launching Appliances (see circular 39);  
On-Load Release Gear (see circular 39);

Service providers **may** contact the Technical Department to seek authorization to carry out services on Cook Islands flagged vessels; in the alternative Maritime Cook Islands Deputy Registrars and Surveyors should bring the service provider to the attention of -

Technical Department - Service Providers  
Mrs. Grainne Findlay  
[Grainne@maritimecookislands.com](mailto:Grainne@maritimecookislands.com)

The service provider must provide documentary evidence of the following information

- a. List of personnel employed and authorised to carry out service on behalf of the company.
- b. The Company has available to it, sufficient tools/equipment/software to carry complete the works to the satisfaction of the Administration.
- c. Quality System complying with the most current version of the ISO 9000 series that includes

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- Code of conduct for the relevant activity
- Maintenance and calibration of equipment, where applicable
- Software up-dates
- Training programmes for personnel
- Supervision and verification to ensure compliance with operational procedures
- Recording and reporting of information
- Quality management of subsidiaries and agents
- Job preparation
- Periodic review of work process, procedures, complaints, corrective actions, issuance control and maintenance of documents

In alternative to the above the service provider may provide evidence of authorisation from either a recognised Flag State Administration or IACS Recognised Organisation.

Once the above information has been verified, Maritime Cook Islands may issue a Certificate of Authorisation.

Where a authorisation is granted based on existing approval from a recognised Flag State Administration or IACS Recognised Organisation, MCI authorisation will remain valid based on the the existing approval remaining valid.

Where an authorisation is granted based on supplied documentary evidence, MCI authorisation will remain valid for a period of 5 years at the end of the period a review will be conducted by Maritime Cook Islands to determine the continuation or discontinuation of the authorisations.

For further enquiries, please contact the Technical Department at [df@maritimecookislands.com](mailto:df@maritimecookislands.com).