



ABUJA MOU

MEMORANDUM OF UNDERSTANDING ON PORT STATE CONTROL FOR WEST AND CENTRAL AFRICAN REGION (ABUJA MoU)

AMOU-F-ISD-002-A

GUIDELINES ON CIC REPORT SUBMISSION / SEARCHING IN AMIS

CIC report form is integrated into the inspection reporting tool and it is available for submission via a list of inspections displayed on the “Ship Data” page.

CIC Report Submission

Please, follow the below steps to submit a CIC report to the AMIS system:

1. Fill in and save in the AMIS an inspection report following the standard procedure for inspection submission.
2. Click the tab “Ships” (1) to enter the Ship search page of the AMIS (Figure 1);

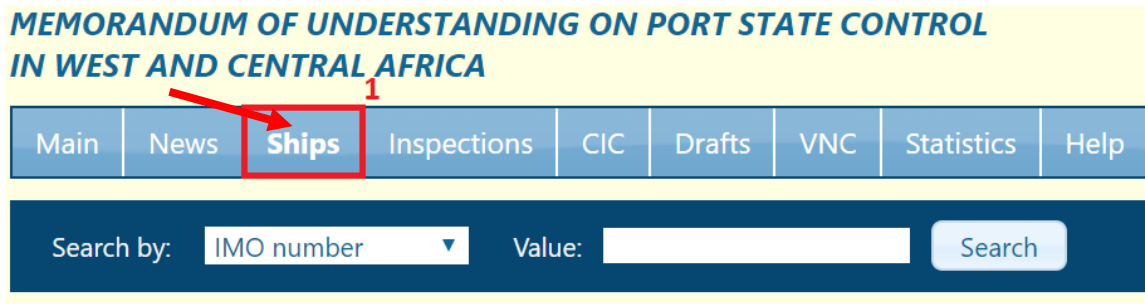


Figure 1

3. Find the relevant ship by IMO No., call sign, or ship name (2) and open the “Ship data” page by clicking the relevant ship record displayed in search results (3) (Figure 2);

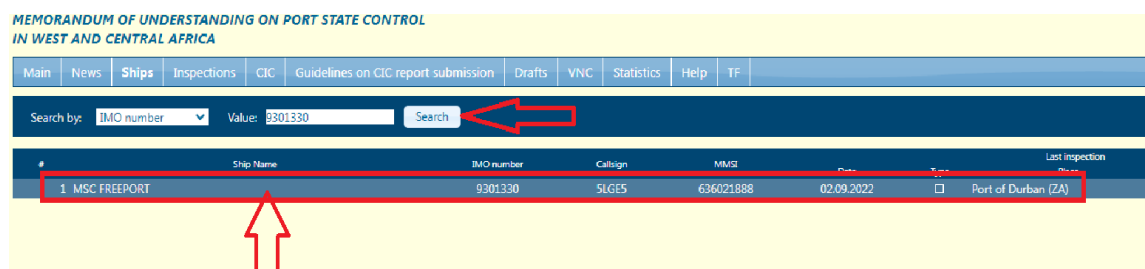


Figure 2

4. Find the “Inspections” section (4) displaying a table with Inspections records on the “Ship data” page (Figure 3);

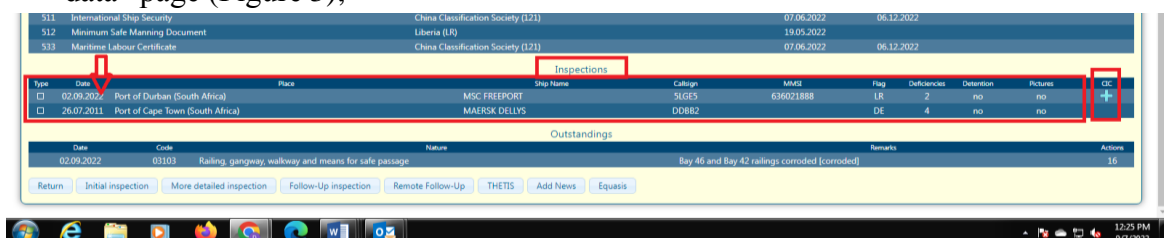


Figure 3



ABUJA MOU
MEMORANDUM OF UNDERSTANDING ON PORT STATE CONTROL FOR WEST AND CENTRAL AFRICAN REGION (ABUJA MoU)
AMOU-F-ISD-002-A
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5. Find the last column called “CIC” (5) in the table with Inspections records (Figure 4);

Inspections										
Type	Date	Place	Ship Name	Callsign	MMSI	Flag	Deficiencies	Detention	Pictu	CIC
<input type="checkbox"/>	03.08.2018	Cotonou (Benin)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	+
<input type="checkbox"/>	03.03.2018	Port of Pointe Noire (CONGO, REPUBLIC OF)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	+
<input type="checkbox"/>	02.02.2018	Cotonou (Benin)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	+

Figure 4

6. To open the CIC report form, click the symbol “+” (6) displayed in the “CIC” column corresponding to the submitted inspection report conducted during the CIC period (Figure 5);

Inspections										
Type	Date	Place	Ship Name	Callsign	MMSI	Flag	Deficiencies	Detention	Pictu	CIC
<input type="checkbox"/>	03.08.2018	Cotonou (Benin)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	+
<input type="checkbox"/>	03.03.2018	Port of Pointe Noire (CONGO, REPUBLIC OF)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	+
<input type="checkbox"/>	02.02.2018	Cotonou (Benin)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	+

Figure 5

7. After clicking on the + symbol you will see the following form of CIC report (Figure 6).

Company (LLOYD)

Add cic

CIC on STCW [Questionnaire](#)

Inspection Authority: South Africa

Ship Name: MSC FREEPORT IMO Number: 9301330

Date of Inspection: 02.09.2022 Inspection Port: Port of Durban

No.	Questions	Yes	No	N/A	Detention
QUESTIONS 1 - 10 ANSWERED WITH A "NO" MUST BE ACCOMPANIED BY A RELEVANT DEFICIENCY ON THE REPORT OF INSPECTION.					
1*	Do the number of the seafarers serving on board conform with the Minimum Safe Manning requirement specified for the vessel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2*	Do the master and officers hold valid certificates of competency as required by the Minimum Safe Manning Document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3*	Do the master, officers and radio operators hold valid endorsements attesting the recognition of certificates or documentary proof of application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4*	Do seafarers hold relevant certificates of proficiency (COP) or documentary evidences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5*	Do seafarers on board hold valid medical certificates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Do the records for hours of rest indicate compliance with the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Do the watch schedules comply with the provisions of STCW?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8*	Are seafarers newly joined the vessel familiar with their specific duties that are relevant to their routine or emergency duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9*	Can the seafarers on board the vessel communicate effectively with each other in the working language of the vessel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Do the voyage plans cover the whole route from berth to berth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If "No" is ticked for questions marked with an asterisk "*", the ship may be considered for detention.

Figure 6

8. If you click on the word [Questionnaire](#) located in the right upper corner of the CIC Form, the following CIC questionnaire in PDF format will open for the purposes of reference.

Figure 7



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AMOU-F-ISD-002-A

GUIDELINES ON CIC REPORT SUBMISSION / SEARCHING IN AMIS

9. Fill in the form of CIC report by selecting the appropriate box corresponding to the “Yes”, “NO”, or “N/A” answers, and select detention marking, if required, for the relevant questions in accordance with Guidelines for PSCOs on the CIC (Figure 8);
10. While filling the CIC report form, please, take into account that questions 1 to 6 answered with “NO” must be accompanied by the relevant deficiency code on the corresponding report of initial inspection according to the guidelines for CIC on Stability in General 2021. If a PSCO attempts to select the answer “NO” to the questions 1 to 6, and the corresponding inspection report does not contain records of the applicable deficiency, the system will provide an alert message (Figure 8).

Figure 8

11. While filling the CIC report form, please, also take into account that the new column with detention marking is added to the questionnaire. Detention marking can be selected for the questions from 1 to 6 if the relevant deficiency code is followed by the action code “30” on the report of initial inspection. If a PSCO attempts to select the detention marking and the corresponding deficiency on the initial inspection report is not a detainable deficiency followed by the action code 30, the system will provide a corresponding alert message (Figure 9).

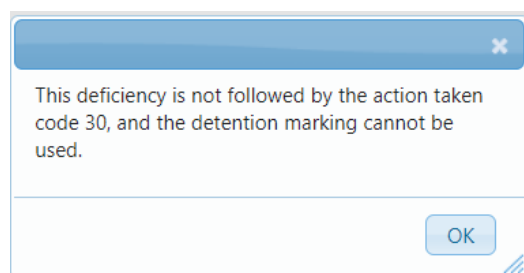


Figure 9



ABUJA MOU
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AMOU-F-ISD-002-A

GUIDELINES ON CIC REPORT SUBMISSION / SEARCHING IN AMIS

12. Upon answering all the questions of the CIC report click the “Add” button (7) to submit the CIC report to the AMIS system (Figure 10)

Figure 10



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CIC Report Search

1. Finding CIC of Ship Data Page

It is now possible to find the CIC report on the ship data page. The submitted CIC file can be opened and printed by clicking the icon of PDF file in the CIC column on the “Inspections” table located on the ship data page (Figure 1).

Type	Date	Place	Ship Name	Callsign	MMSI	Flag	Deficiencies	Detention	Pictures	CIC
<input type="checkbox"/>	03.08.2018	Cotonou (Benin)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	
<input type="checkbox"/>	03.03.2018	Port of Pointe Noire (CONGO, REPUBLIC OF)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	
<input type="checkbox"/>	02.02.2018	Cotonou (Benin)	ROTTERDAM BRIDGE	V7KF6	538005687	MH	0	no	no	

Figure 1

2. CIC reports can be found via the CIC tab by date range, authority, ship or flag.

2.1 Click on “CIC” (1) tab to enter the “CIC search” section of the AMIS (Figure 2);

MEMORANDUM OF UNDERSTANDING ON PORT STATE CONTROL
IN WEST AND CENTRAL AFRICA

Main News Ships **CIC** Drafts VNC Statistics Help TF Shady

From: 01.01.2017 To: 09.11.2018 Authority: --select-- Port: --select-- Flag: --select-- Search by: --select-- Value: Search

Date Place IMO number Name Flag

Figure 2

2.2 Indicate search parameters using any of the following options calendars (2, 3), drop-down lists (4), ship search by “IMO number” or by “Ship Name” (5), type the ship IMO or the ship Name in the value box (6), and press “Search” button (7) (Figure 3);

MEMORANDUM OF UNDERSTANDING ON PORT STATE CONTROL
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Main News Ships Inspections **CIC** Drafts VNC Statistics Help TF Shady

From: 01.01.2017 To: 09.11.2018 Authority: --select-- Port: --select-- Flag: --select-- Search by: IMO number Value: 9224324 Search

Date Place IMO number Name Flag

03.08.2018 Cotonou (BJ) 9224324 ROTTERDAM BRIDGE MH

Figure 3

2.3 Open the CIC report by clicking on line with the relevant CIC report record displayed in the search results. Upon clicking on the line with the searched CIC report you will see the CIC report saved in the AMIS system (Figure 4).

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Main News Ships Inspections **CIC** Drafts VNC Statistics Help TF Shady

From: 01.01.2017 To: 09.11.2018 Authority: --select-- Port: --select-- Flag: --select-- Search by: --select-- Value: Search

Date Place IMO number Name Flag

03.08.2018 Cotonou (BJ) 9224324 ROTTERDAM BRIDGE MH

Figure 4