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**PERIODIC REVIEW OF ADMINISTRATIVE REQUIREMENTS IN
MANDATORY IMO INSTRUMENTS**

Inventory of administrative requirements

Submitted by Denmark

SUMMARY

Executive summary: This document contains the completed inventory of administrative requirements in mandatory IMO instruments in force

Strategic direction: 8

High-level action: 8.0.1

Planned output: 8.0.4.2

Action to be taken: Paragraph 3

Related document: C 108/4/1

1 As stated in document C 108/4/1, Denmark offered to finance the creation of an inventory of administrative requirements in mandatory IMO instruments in force and, in doing so, concluded an agreement with the World Maritime University and Mr. Jørgen Rasmussen for this purpose. The finalized inventory of administrative requirements in mandatory IMO instruments in force is attached in the annex.

2 The format of the inventory is made up of five columns. Columns 1 and 2 refer to the article of the instrument (number and text). Column 3 relates to the type of requirement, e.g. the provision of information to the Administration, keeping record or approval. Column 4 concerns who is obligated to provide the type of requirement in column 3, e.g. a contracting party, IMO or the flag State. The last column concerns the frequency of the requirement, e.g. whether it is a one-time obligation or a continuing requirement.

Action requested of the Council

3 The Council is invited to note the information provided, as well as inventory of administrative requirements in mandatory IMO instruments in force.

ANNEX

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Convention or Protocol	Other mandatory instruments	Page
SOLAS 74		3
	Res. MSC.215(82)	26
	Res. MSC.133(76), as amended	27
	FSS Code	28
	FTP Code	29
	LSA Code	30
	CSS Code, sub-chapter 1.9	31
	Grain Code	32
	IMDG Code	34
	IBC Code	35
	IGC Code	37
	INF Code	39
	ISM Code	40
	1994 HSC Code	41
	2000 HSC Code	48
	Res. A.739(18)	55
	Res. A.798(19)	56
	Res. A.744(18), as amended	57
	Casualty Investigation Code	58
	Res. 4 of the 1997 SOLAS Conf.	60
	Res. MSC.169(79)	61
	Res. MSC.168(79)	62
	ISPS Code	63
SOLAS PROT 78		64
SOLAS PROT 88		67
	Stockholm Agreement	69
SUA 88		71
SUA PROT88		73
SUA 2005		74
SUA PROT 2005		76
LL 66		77
LL PROT 88		80
COLREG 72		82
SAR 79		83
CSC 72		84
STCW 78		86
	STCW Code, part A	91
STP 71		92
SPACE STP 73		94
MARPOL 73/78		96
MARPOL PROT 97		112
	Res. MEPC.94(46), as amended	117
	BCH Code	120
	NO _x Technical Code	122

Convention or Protocol	Other mandatory instruments	Page
OPRC 90		123
OPRC-HNS 2000		124
AFS 2001		125
Bunkers 2001		127
LLMC 76		128
LLMC PROT 96		129
FUND PROT 92		130
FUND PROT 2003		131
PAL 74		132
PAL PROT 2002		133
SALVAGE 89		135
TONNAGE 69		136
FAL 65		138
INMARSAT OA 76		140
IMMARSAT CONVENTION 76		141
COS_ SAR 88		142
LC 72		143
LC PROT 96		144
INTERVENTION 69		146
INTERVENTION PROT 73		147
CLC 69-92		148
NUCLEAR 71		149
Intact Stability Code		150

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
SOLAS 1974 With chapter I as amended by SOLAS PROT 88				
Article I(b)	The Contracting Governments undertake to promulgate all laws, decrees, orders and regulations and to take all other steps which may be necessary to give the present Convention full and complete effect, so as to ensure that, from the point of view of safety of life, a ship is fit for the service for which it is intended.	Provision of information to public	Contracting Governments	Continuous
Article III	The Contracting Governments undertake to communicate to and deposit with the Secretary-General of the Inter-Governmental Maritime Consultative Organization* (hereinafter referred to as "the Organization"): (a) a list of non-governmental agencies which are authorized to act in their behalf in the administration of measures for safety of life at sea for circulation to the Contracting Governments for the information of their officers; (b) the text of laws, decrees, orders and regulations which shall have been promulgated on the various matters within the scope of the present Convention; (c) a sufficient number of specimens of their certificates issued under the provisions of the present Convention for circulation to the Contracting Governments for the information of their officers.	Provision of information to IMO	Contracting Governments	One-off and then continuous updating

Ref.	Requirement	Type	Burden on?	Comments
Article V	(c) Notice of any such permission, together with a statement of the circumstances, shall be sent to the Secretary-General of the Organization by the Contracting Government granting such permission.	Provision of information to IMO	Contracting Governments	Continuous
Article IX(b)	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General of the Organization.	Provision of information to IMO	Contracting Governments	One-off
Regulation I/4	The Administration, which allows any such exemption, shall communicate to the Organization particulars of same and the reasons therefor which the Organization shall circulate to the Contracting Governments for their information.	Provision of information to IMO	Administrations	Continuous
Regulation I/5	(b) Any Administration which so allows, in substitution, a fitting, material, appliance or apparatus, or type thereof, or provision, shall communicate to the Organization particulars thereof together with a report on any trials made and the Organization shall circulate such particulars to other Contracting Governments for the information of their officers.	Provision of information to IMO	Administrations	Continuous
Regulation I/6(b)	... The Administration shall notify the Organization of the specific responsibilities and conditions of the authority delegated to nominated surveyors or recognized organizations.	Provision of information to IMO	Administrations	Continuous
Regulation I/6(c)	... and shall in due course notify the Administration. ...	Provision of information to Administrations	Nominated surveyors or recognized organizations	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation I/6(c)	... If such corrective action is not taken the relevant certificate should be withdrawn and the Administration shall be notified immediately; and,	Provision of information to Administration	Nominated surveyors or recognized organizations	Continuous
Regulation I/6(c)	... If the ship is in the port of another Party, the appropriate authorities of the port State shall also be notified immediately.	Provision of information to port State authorities	Nominated surveyors or recognized organizations	Continuous
Regulation I/11(c)	Whenever an accident occurs to a ship or a defect is discovered, either of which affects the safety of the ship or the efficiency or completeness of its life-saving appliances or other equipment, the master or owner of the ship shall report at the earliest opportunity to the Administration, the nominated surveyor or recognized organization responsible for issuing the relevant certificate, ...	Provision of information to Administration, nominated surveyor or recognized organization	Companies and masters	Continuous
Regulation I/11(c)	... If the ship is in a port of another Contracting Government, the master or owner shall also report immediately to the appropriate authorities of the port State and the nominated surveyor or recognized organization shall ascertain that such a report has been made.	Provision of information to port State authorities	Companies and masters	Continuous
Regulation I/16	The certificates issued under regulations 12 and 13 shall be readily available on board for examination at all times.	Recording	Companies and masters	Continuous
Regulation I/19(d)	In the event of this control giving rise to an intervention of any kind, the officer carrying out the control shall forthwith inform, in writing, the Consul or, in his absence, the nearest diplomatic representative of the State whose flag the ship is entitled to fly of all the circumstances in which intervention was deemed necessary. In addition, nominated surveyors or recognized organizations	Provision of information to flag States, nominated surveyors and recognized organizations	Port State control officers	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	responsible for the issue of the certificates shall also be notified. ...			
Regulation I/19(d)	... The facts concerning the intervention shall be reported to the Organization.	Provision of information to IMO	Port State control officers	Continuous
Regulation I/21(b)	Each Contracting Government undertakes to supply the Organization with pertinent information concerning the findings of such investigations.	Provision of information to IMO	Contracting Governments	Continuous
Regulation II-1/3-6.4.1	... an updated copy of which shall be kept on board.	Recording	Companies and masters	Continuous
Regulation II-1/4.2	... Any Administration which allows such alternative methodologies shall communicate to the Organization particulars thereof.	Provision of information to IMO	Administrations	Continuous
Regulation II-1/5-1.1	The master shall be supplied with such information satisfactory to the Administration as is necessary to enable him by rapid and simple processes to obtain accurate guidance as to the stability of the ship under varying conditions of service. A copy of the stability information shall be furnished to the Administration.	Provision of information to masters and Administrations	Companies	Continuous
Regulation II-1/19.1	There shall be permanently exhibited, or readily available on the navigation bridge, for the guidance of the officer in charge of the ship, plans showing clearly for each deck and hold the boundaries of the watertight compartments, the openings therein with the means of closure and position of any controls thereof, and the arrangements for the correction of any list due to flooding. In addition, booklets containing the aforementioned information shall be made available to the officers of the ship.	Provision of information to masters and officers	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation II-1/21.4	A record of all drills and inspections required by this regulation shall be entered in the logbook with an explicit record of any defects which may be disclosed.	Recording	Masters	Continuous
Regulation II-1/22.6	... the time of opening such doors in port and of closing them before the ship leaves port shall be entered in the logbook.	Recording	Masters	Continuous
Regulation II-1/22.12	The master shall ensure, before the ship proceeds on any voyage, that an entry in the logbook is made of the time of the last closing of the doors specified in paragraph 13 and the time of any opening of particular doors in accordance with paragraph 14.	Recording	Masters	Continuous
Regulation II-1/23.5	The master shall ensure, before the ship leaves the berth on any voyage, that an entry in the logbook, as required by regulation 22.13, is made of the time of the last closing of the accesses referred to in paragraph 3.	Recording	Masters	Continuous
Regulation II-1/24.3	... the time of opening such doors in port and of closing them before the ship leaves port shall be entered in the logbook.	Recording	Masters	Continuous
Regulation II-1/46.3	Every ship shall be provided with documentary evidence, to the satisfaction of the Administration, of its fitness to operate with periodically unattended machinery spaces.	Recording	Companies	Continuous
Regulation II-2/13.7.2.2	Simple "mimic" plans showing the "you are here" position and escape routes marked by arrows shall be prominently displayed on the inside of each cabin door and in public spaces. The plan shall show the directions of escape and shall be properly oriented in relation to its position on the ship.	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation II-2/14.2.2.2	The maintenance plan shall be kept on board the ship and shall be available for inspection whenever required by the Administration.	Recording	Companies and masters	Continuous
Regulation II-2/15.2.3.1	2.3.1 A training manual shall be provided in each crew mess room and recreation room or in each crew cabin.	Recording	Companies and masters	Continuous
Regulation II-2/15.2.4.2	A duplicate set of fire control plans or a booklet containing such plans shall be permanently stored in a prominently marked weathertight enclosure outside the deckhouse for the assistance of shore-side fire-fighting personnel.	Recording	Companies and masters	Continuous
Regulation II-2/15.3.2	In ships carrying more than 36 passengers, plans and booklets required by this regulation shall provide information regarding fire protection, fire detection and fire extinction based on the guidelines developed by the Organization.	Recording	Companies and masters	Continuous
Regulation II-2/16.1.1	fire safety operational booklets shall be provided on board; and ...	Recording	Companies and masters	Continuous
Regulation II-2/16.2.2	The fire safety operational booklet shall be provided in each crew mess room and recreation room or in each crew cabin.	Recording	Companies and masters	Continuous
Regulation II-2/17.3	The engineering analysis shall be prepared and submitted to the Administration, based on the guidelines developed by the Organization, and shall include, as a minimum, the following elements: ...	Provision of information to Administrations	Companies	Continuous
Regulation II-2/17.4.2	A copy of the documentation, as approved by the Administration, indicating that the alternative design and arrangements comply with this regulation shall be carried on board the ship.	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation II-2/17.5	The Administration shall communicate to the Organization pertinent information concerning alternative design and arrangements approved by them for circulation to all Contracting Governments.	Provision of information to IMO	Administrations	Continuous
Regulation II-2/18.8.1	Each helicopter facility shall have an operations manual, including a description and a checklist of safety precautions, procedures and equipment requirements. This manual may be part of the ship's emergency response procedures.	Recording	Companies and masters	Continuous
Regulation III/8.2	Clear instructions to be followed in the event of an emergency shall be provided for every person on board. ...	Recording	Companies and masters	Continuous
Regulation III/8.3	Muster lists and emergency instructions complying with the requirements of regulation 37 shall be exhibited in conspicuous places throughout the ship including the navigation bridge, engine-room and crew accommodation spaces.	Recording	Companies and masters	Continuous
Regulation III/8.4	Illustrations and instructions in appropriate languages shall be posted in passenger cabins and be conspicuously displayed at muster stations and other passenger spaces to inform passengers of: ...	Recording	Companies and masters	Continuous
Regulation III/9.2	Posters or signs shall be provided on or in the vicinity of survival craft and their launching controls and shall: ...	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation III/9.5	The person in charge of the survival craft shall have a list of the survival craft crew and shall see that the crew under his command are acquainted with their duties. In lifeboats, the second-in-command shall also have a list of the lifeboat crew.	Recording	Companies and masters	Continuous
Regulation III/19.5	The date when musters are held, details of abandon ship drills and fire drills, drills of other life-saving appliances and onboard training shall be recorded in such logbook as may be prescribed by the Administration. If a full muster, drill or training session is not held at the appointed time, an entry shall be made in the logbook stating the circumstances and the extent of the muster, drill or training session held.	Recording	Masters	Continuous
Regulation III/20.3.2	Instructions for onboard maintenance of life-saving appliances complying with regulation 36 shall be provided and maintenance shall be carried out accordingly.	Recording	Companies and masters	Continuous
Regulation III/20.6	The following tests and inspections shall be carried out weekly and a report of the inspection shall be entered in the logbook:	Recording	Masters	Continuous
Regulation III/27	<p>1 All persons on board all passenger ships shall be counted prior to departure.</p> <p>2 Details of persons who have declared a need for special care or assistance in emergency situations shall be recorded and communicated to the master prior to departure.</p> <p>3 In addition, not later than 1 January 1999, the names and gender of all persons on board, distinguishing between adults, children and infants shall be recorded for search and rescue purposes.</p>	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	<p>4 The information required by paragraphs 1, 2 and 3 shall be kept ashore and made readily available to search and rescue services when needed.</p> <p>...</p>			
Regulation III/35.2	A training manual complying with the requirements of paragraph 3 shall be provided in each crew mess room and recreation room or in each crew cabin.	Recording	Companies and masters	Continuous
Regulation IV/3.3	Each Administration shall submit to the Organization, as soon as possible after 1 January in each year, a report showing all exemptions granted under paragraphs 1 and 2 during the previous calendar year and giving the reasons for granting such exemptions.	Provision of information to IMO	Administrations	Continuous
Regulation IV/5.2	Each Contracting Government undertakes to provide the Organization with pertinent information concerning the shore-based facilities in the maritime mobile service, mobile-satellite service and maritime mobile-satellite service, established for sea areas which it has designated off its coasts.	Provision of information to IMO	Contracting Governments	Continuous
Regulation IV/5-1.2	... Where appropriate, international organizations maintaining a registry of these identities shall be notified by the Contracting Government of these assignments.	Provision of information to international organizations	Contracting Governments	Continuous
Regulation IV/17	A record shall be kept, to the satisfaction of the Administration and as required by the Radio Regulations, of all incidents connected with the radiocommunication service which appear to be of importance to safety of life at sea.	Recording	Masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation V/3.3	Each Administration shall submit to the Organization, as soon as possible after 1 January in each year, a report summarizing all new exemptions and equivalents granted under paragraph 2 of this regulation during the previous calendar year and giving the reasons for granting such exemptions and equivalents. The Organization shall circulate such particulars to other Contracting Governments for information.	Provision of information to IMO	Administrations	Continuous
Regulation V/4	Each Contracting Government shall take all steps necessary to ensure that, when intelligence of any dangers is received from whatever reliable source, it shall be promptly brought to the knowledge of those concerned and communicated to other interested Governments.	Provision of information to Governments and others concerned	Contracting Governments	Continuous
Regulation V/7.2	Each Contracting Government undertakes to make available information to the Organization concerning its existing search and rescue facilities and the plans for changes therein, if any.	Provision of information to IMO	Contracting Governments	Continuous
Regulation V/13.3	Contracting Governments undertake to arrange for information relating to aids to navigation to be made available to all concerned. ...	Provision of information to all concerned	Contracting Governments	Continuous
Regulation V/19.8.2	Contracting Governments shall specify and communicate to the Organization relevant details, taking into account the performance standards and functional requirements adopted by the Organization, to enable long-range identification and tracking information to be made available pursuant to the provisions of	Provision of information to IMO	Contracting Governments	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	paragraph 8.1. The Contracting Government concerned may, at any time thereafter, amend or withdraw such communication. ...			
Regulation V/19.8.2	... The Organization shall inform all Contracting Governments upon receipt of such communication together with the particulars thereof.	Provision of information to Contracting Governments	IMO	Continuous
Regulation V/19.9.2	The Administration concerned shall communicate, pursuant to paragraph 9.1, such decisions to the Organization. ...	Provision of information to IMO	Administrations	Continuous
Regulation V/19.9.2	... The Organization shall inform all Contracting Governments upon receipt of such communication together with the particulars thereof.	Provision of information to Contracting Governments	IMO	Continuous
Regulation V/26.6	The date upon which the checks and tests prescribed in paragraphs 1 and 2 are carried out and the date and details of emergency steering drills carried out under paragraph 4 shall be recorded.	Recording	Masters	Continuous
Regulation V/28.2	Each ship of 500 gross tonnage and above, engaged on international voyages exceeding 48 hours, shall submit a daily report to its company, as defined in regulation IX/1, which shall retain it and all subsequent daily reports for the duration of the voyage. ...	Recording	Companies and masters	Continuous
Regulation V/29	An illustrated table describing the life-saving signals shall be readily available to the officer of the watch of every ship to which this chapter applies. ...	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation V/30.2	<p>A list of all limitations on the operation of a passenger ship, including exemptions from any of these regulations, restrictions in operating areas, weather restrictions, sea state restrictions, restrictions in permissible loads, trim, speed and any other limitations, whether imposed by the Administration or established during the design or the building stages, shall be compiled before the passenger ship is put in service. The list, together with any necessary explanations, shall be documented in a form acceptable to the Administration, which shall be kept on board readily available to the master. The list shall be kept updated.</p> <p>...</p>	Recording	Companies and masters	Continuous
Regulation V/31.2	Each Contracting Government will take all steps necessary to ensure that when intelligence of any of the dangers specified in paragraph 1 is received, it will be promptly brought to the knowledge of those concerned and communicated to other interested Governments.	Provision of information to Governments and others concerned	Contracting Governments	Continuous
Appendix to chapter V, paragraph 5	Each contributing Government shall notify the Secretary-General of its undertaking, pursuant to paragraph 2, ...	Provision of information to IMO	Contributing Governments	Continuous
Appendix to chapter V, paragraph 5	... who shall notify all Contracting Governments.	Provision of information to Contracting Governments	IMO	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation VI/2.1	The shipper shall provide the master or his representative with appropriate information on the cargo sufficiently in advance of loading to enable the precautions which may be necessary for proper stowage and safe carriage of the cargo to be put into effect. Such information shall be confirmed in writing and by appropriate shipping documents prior to loading the cargo on the ship.	Provision of information to masters	Shipper	Continuous
Regulation VI/7.2	To enable the master to prevent excessive stresses in the ship's structure, the ship shall be provided with a booklet, which shall be written in a language with which the ship's officers responsible for cargo operations are familiar. If this language is not English, the ship shall be provided with a booklet written also in the English language. The booklet shall, as a minimum, include: ...	Provision of information to masters	Companies	Continuous
Regulation VII/2.4	To supplement the provisions of this part, each Contracting Government shall issue, or cause to be issued, detailed instructions on emergency response and medical first aid relevant to incidents involving dangerous goods in packaged form, taking into account the guidelines developed by the Organization.	Provision of information to masters and crew	Contracting Governments	Continuous
Regulation VII/6.1	When an incident takes place involving the loss or likely loss overboard of dangerous goods in packaged form into the sea, the master, or other person having charge of the ship, shall report the particulars of such an incident without delay and to the fullest extent possible to the nearest coastal State. ...	Provision of information to coastal States	Masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation VII/7-1.3	To supplement the provisions of this part, each Contracting Government shall issue, or cause to be issued, detailed instructions on the safe carriage of dangerous goods in solid form in bulk, which shall include instructions on emergency response and medical first aid relevant to incidents involving dangerous goods in solid form in bulk, taking into account the guidelines developed by the Organization.	Provision of information to masters and crew	Contracting Governments	Continuous
Regulation VII/7-4.1	When an incident takes place involving the loss or likely loss overboard of dangerous goods in solid form in bulk into the sea, the master, or other person having charge of the ship, shall report the particulars of such an incident without delay and to the fullest extent possible to the nearest coastal State. ...	Provision of information to coastal States	Masters	Continuous
Regulation VIII/8	... The Administration, when satisfied, shall approve such operating manual and a copy shall be kept on board the ship. The operating manual shall always be kept up to date.	Recording	Companies and masters	Continuous
Regulation VIII/12	In the event of any accident likely to lead to an environmental hazard, the master of a nuclear ship shall immediately inform the Administration. ...	Provision of information to Administrations	Companies and masters	Continuous
Regulation VIII/12	... The master shall also immediately inform the competent governmental authority of the country in whose waters the ship may be, or whose waters the ship approaches in a damaged condition.	Provision of information to coastal and port State authorities	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation XI-1/5.10	The Continuous Synopsis Record shall be kept on board the ship and shall be available for inspection at all times.	Recording	Companies and masters	Continuous
Regulation XI-2/4.5	Where a ship is not in compliance with the requirements of this chapter or of part A of the ISPS Code, or cannot comply with the requirements of the security level set by the Administration or by another Contracting Government and applicable to that ship, then the ship shall notify the appropriate competent authority prior to conducting any ship/port interface or prior to entry into port, whichever occurs earlier.	Provision of information to port State authorities	Companies and masters	Continuous
Regulation XI-2/5	The Company shall ensure that the master has available on board, at all times, information through which officers duly authorized by a Contracting Government can establish:	Recording	Companies	Continuous
Regulation XI-2/6.6	When an Administration receives notification of a ship security alert, that Administration shall immediately notify the State(s) in the vicinity of which the ship is presently operating.	Provision of information to States	Administrations	Continuous
Regulation XI-2/6.7	When a Contracting Government receives notification of a ship security alert from a ship which is not entitled to fly its flag, that Contracting Government shall immediately notify the relevant Administration and, if appropriate, the State(s) in the vicinity of which the ship is presently operating.	Provision of information to Administrations and other States	Contracting Governments	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation XI-2/2.1	... If requested by the Contracting Government, the ship or the Company shall provide confirmation, acceptable to that Contracting Government, of the information required above.	Provision of information to Contracting Governments	Companies and masters	Continuous
Regulation XI-2/2.2	Every ship to which this chapter applies intending to enter the port of another Contracting Government shall provide the information described in paragraph 2.1 on the request of the officers duly authorized by that Government. The master may decline to provide such information on the understanding that failure to do so may result in denial of entry into port.	Provision of information to port State authorities	Companies and masters	Continuous
Regulation XI-2/2.3	The ship shall keep records of the information referred to in paragraph 2.1 for the last 10 calls at port facilities.	Recording	Companies and masters	Continuous
Regulation XI-2/9.3.1	... an officer duly authorized by the Contracting Government shall forthwith inform in writing the Administration specifying which control measures have been imposed or steps taken and the reasons thereof. ...	Provision of information to Administrations	Port State authorities	Continuous
Regulation XI-2/9.3.1	... The Contracting Government imposing the control measures or steps shall also notify the recognized security organization which issued the Certificate relating to the ship concerned ... when any such control measures have been imposed or steps taken.	Provision of information to recognized security organizations	Port State authorities	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation XI-2/9.3.1	... and the Organization ...	Provision of information to IMO	Port State authorities	Continuous
Regulation XI-2/9.3.2	When entry into port is denied or the ship is expelled from port, the authorities of the port State should communicate the appropriate facts to the authorities of the State of the next appropriate ports of call, when known, and any other appropriate coastal States, taking into account guidelines to be developed by ...	Provision of information to port and coastal States	Port State authorities	Continuous
Regulation XI-2/12.1	... The Administration which allows such security measures shall communicate to the Organization particulars thereof.	Provision of information to IMO	Administrations	Continuous
	... The Contracting Government which allows such security measures shall communicate to the Organization particulars thereof.	Provision of information to IMO	Contracting Governments	Continuous
Regulation XI-2/13	<p>1 Contracting Governments shall, not later than 1 July 2004, communicate to the Organization and shall make available for the information of Companies and ships:</p> <ul style="list-style-type: none"> .1 the names and contact details of their national authority or authorities responsible for ship and port facility security; .2 the locations within their territory covered by approved port facility security plans; .3 the names and contact details of those who have been designated to be available at all times to receive and act upon the ship-to-shore security alerts referred to in regulation 6.2.1; 	Provision of information to IMO	Contracting Governments	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	<p>.4 the names and contact details of those who have been designated to be available at all times to receive and act upon any communications from Contracting Governments exercising control and compliance measures referred to in regulation 9.3.1; and</p> <p>.5 the names and contact details of those who have been designated to be available at all times to provide advice or assistance to ships and to whom ships can report any security concerns referred to in regulation 7.2 and thereafter update such information as and when changes relating thereto occur. ...</p> <p>2 Contracting Governments shall, not later than 1 July 2004, communicate to the Organization the names and contact details of any recognized security organizations authorized to act on their behalf together with details of the specific responsibility and conditions of authority delegated to such organizations. Such information shall be updated as and when changes relating thereto occur. ...</p> <p>3 Contracting Governments shall, not later than 1 July 2004, communicate to the Organization a list showing the approved port facility security plans for the port facilities located within their territory together with the location or locations covered by each approved port facility security plan and the corresponding date of approval and thereafter shall further communicate when any of the following changes take place:</p>			

Ref.	Requirement	Type	Burden on?	Comments
	<p>.1 changes in the location or locations covered by an approved port facility security plan are to be introduced or have been introduced. In such cases the information to be communicated shall indicate the changes in the location or locations covered by the plan and the date as of which such changes are to be introduced or were implemented;</p> <p>.2 an approved port facility security plan, previously included in the list submitted to the Organization, is to be withdrawn or has been withdrawn. In such cases, the information to be communicated shall indicate the date on which the withdrawal will take effect or was implemented. In these cases, the communication shall be made to the Organization as soon as is practically possible; and</p> <p>.3 additions are to be made to the list of approved port facility security plans. In such cases, the information to be communicated shall indicate the location or locations covered by the plan and the date of approval.</p> <p>4 Contracting Governments shall, at five-year intervals after 1 July 2004, communicate to the Organization a revised and updated list showing all the approved port facility security plans for the port facilities located within their territory together with the location or locations covered by each approved port facility security plan and</p>			

Ref.	Requirement	Type	Burden on?	Comments
	<p>the corresponding date of approval (and the date of approval of any amendments thereto) which will supersede and replace all information communicated to the Organization, pursuant to paragraph 3, during the preceding five years.</p> <p>5 Contracting Governments shall communicate to the Organization information that an agreement under regulation 11 has been concluded. The information communicated shall include:</p> <ul style="list-style-type: none"> .1 the names of the Contracting Governments which have concluded the agreement; .2 the port facilities and the fixed routes covered by the agreement; .3 the periodicity of review of the agreement; .4 the date of entry into force of the agreement; and .5 information on any consultations which have taken place with other Contracting Governments and thereafter shall communicate, as soon as practically possible, to the Organization information when the agreement has been amended or has ended. <p>6 Any Contracting Government which allows, under the provisions of regulation 12, any equivalent security arrangements with respect to a ship entitled to fly its flag or with respect to a port facility located within its territory shall communicate to the Organization particulars thereof.</p> <p>...</p>			

Ref.	Requirement	Type	Burden on?	Comments
Regulation XI-2/13	<p>... The Organization shall circulate such particulars to other Contracting Governments for the information of their officers. ...</p> <p>... The Organization shall circulate such particulars to other Contracting Governments for the information of their officers ...</p> <p>...</p> <p>7 The Organization shall make available the information communicated under paragraphs 3 to 6 to other Contracting Governments upon request.</p>	Provision of information to Contracting Governments	IMO	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Resolution MSC.215(82)				
Paragraph 3.2 Clear evidence of these inspections shall be reported and be included in the Coating Technical File (CTF) (see 3.4).	Provision of information to Administrations and recording	Shipyard and company	Continuous
Paragraph 3.4.3	In-service maintenance, repair and partial recoating activities shall be recorded in the Coating Technical File in accordance with the relevant section of the Guidelines for coating maintenance and repair.	Recording	Company and master	Continuous
Paragraph 3.4.4	If a full recoating is carried out, the items specified in 3.4.2 shall be recorded in the Coating Technical File.	Recording	Company and master	Continuous
Paragraph 3.4.5	The Coating Technical File shall be kept on board and maintained throughout the life of the ship.	Recording	Company and master	Continuous
Paragraph 4.4.2	Coating manufacturers shall provide a specification of the protective coating system to satisfy the requirements of table 1.	Provision of information to Administrations	Manufacturers	Continuous
Paragraph 6.1.3	Results from the inspection shall be recorded by the inspector and shall be included in the CTF	Recording	Inspector	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Resolution MSC.133(76)				
No administrative requirements identified.				

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
FSS Code Resolution MSC.98(73)				
Chapter 8, paragraph 2.5.2.4	A list or plan shall be displayed at each indicating unit showing the spaces covered and the location of the zone in respect of each section. Suitable instructions for testing and maintenance shall be available.	Display of information on board	Company and master	Continuous
Chapter 9, paragraph 2.5.1.4	Clear information shall be displayed on or adjacent to each indicating unit about the spaces covered and the location of the sections.	Display of information on board	Company and master	Continuous
Chapter 10, paragraph 2.4.1.2	Clear information shall be displayed on, or adjacent to, the control panel designating the spaces covered.	Display of information on board	Company and master	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
FTP Code Resolution MSC.61(67)				
Paragraph 7.2	The Administration shall inform the Organization of approvals referenced to in paragraph 7.1 in accordance with regulation I/5 of the Convention and ...	Provision of information to IMO	Administrations	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
LSA Code 96				
No specific administrative requirements identified.				

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
CSS Code, sub-chapter 1.9				
Paragraph 1.9.1	Prior to shipment the shipper should provide all necessary information about the cargo to enable the shipowner or ship operator to ensure ...	Provision of information to owners or ship operators	Shippers	Continuous
Paragraph 1.9.2	The master should be provided with adequate information regarding the cargo to be carried so that its stowage may be properly planned for handling and transport.	Provision of information to masters	Shippers	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Grain Code Resolution MSC.23(59)				
Paragraph 3.2	The document shall accompany or be incorporated into the grain loading manual provided to enable the master to meet the requirements of A 7. ...	Recording	Companies and masters	Continuous
Paragraph 3.4	A copy of such a document, grain loading stability data and associated plans shall be placed on board in order that the master, if so required, shall produce them for the inspection of the Contracting Government of the country of the port of loading.	Recording	Companies and masters	Continuous
Paragraph 4	Where an equivalent accepted by the Administration in accordance with regulation 1/5 of the International Convention for the Safety of Life at Sea, 1974, as amended, is used, particulars shall be included in the document of authorization or in the grain loading manual.	Recording	Administrations, companies and masters	Continuous
Paragraph 6.1	Information in printed booklet form shall be provided to enable the master to ensure that the ship complies with this Code when carrying grain in bulk on an international voyage. This information shall include that which is listed in A 6.2 and A 6.3.	Recording	Companies	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
IMDG Code				
No specific administrative requirements identified. Such requirements are found in SOLAS chapter VII.				

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
IBC Code				
Paragraph 1.4.2	When the Administration allows any fitting, material, appliance, apparatus, item of equipment, or type thereof, or provision, procedure, or arrangement, or novel design or application to be substituted, it shall communicate to the Organization the particulars thereof, together with a report on the evidence submitted, ...	Provision of information to IMO	Administrations	Continuous
Paragraph 1.4.2	... so that the Organization may circulate the same to other Contracting Governments to SOLAS and Parties to MARPOL for the information of their officers.	Provision of information to Contracting Governments to SOLAS and Parties to MARPOL	IMO	Continuous
Paragraph 1.5.1.3	... The Administration shall notify the Organization of the specific responsibilities and conditions of the authority delegated to nominated surveyors or recognized organizations for ...	Provision of information to IMO	Administrations	Continuous
Paragraphs 1.5.1.3	... circulation to the Contracting Governments.	Provision of information to Contracting Governments	IMO	Continuous
Paragraph 1.5.1.4	... and shall in due course notify the Administration ... and the Administration shall be notified immediately; ...	Provision of information to Administrations	Nominated surveyor or recognized organization	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 1.5.1.4	... and, if the ship is in a port of another Contracting Government, the appropriate authorities of the port State shall also be notified immediately.	Provision of information to port State authorities	Nominated surveyor or recognized organization	Continuous
Paragraph 1.5.4.3	The Certificate issued under provisions of this section should be available on board for examination at all times.	Recording	Company and master	Continuous
Paragraph 5.2.1	A copy of this Code or national regulations incorporating the provisions of the Code should be on board every ship covered by this Code.	Recording	Company and master	Continuous
Paragraph 5.2.2	Information should be on board and available to all concerned, giving the necessary data for the safe carriage of the cargo.	Recording	Company and master	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
IGC Code				
Paragraph 1.4.2	When the Administration so allows any fitting, material, appliance, apparatus, item of equipment, or type thereof, or provision, procedure or arrangement to be substituted, it should communicate to the Organization the particulars thereof together with a report on the evidence submitted, so ...	Provision of information to IMO	Administrations	Continuous
Paragraph 1.4.2	... that the Organization may circulate the same to other Contracting Governments to the 1974 SOLAS Convention for the information of their officers.	Provision of information to Contracting Governments to SOLAS	IMO	Continuous
Paragraph 1.5.1.2	The Administration should notify the Organization of the specific responsibilities and conditions of the authority delegated to nominated surveyors or recognized organizations for	Provision of information to IMO	Administrations	Continuous
Paragraph 1.5.1.2	... circulation to the Contracting Governments.	Provision of information to Contracting Governments to SOLAS	IMO	Continuous
Paragraph 1.5.1.3	Such surveyor or organization should immediately ensure that corrective action is taken and should in due course notify the Administration. If such corrective action is not taken ... and the Administration should be notified immediately; ...	Provision of information to Administrations	Nominated surveyor or recognized organization	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	and, if the ship is in a port of another Contracting Government, the port State authority concerned should also be notified immediately.	Provision of information to port State authorities	Nominated surveyor or recognized organization	Continuous
Paragraph 1.5.4.2	The certificate issued under the provisions of this section should be available on board for inspection at all times.	Recording	Company and master	Continuous
Paragraph 18.1.1	Information should be on board and available to all concerned, giving the necessary data for the safe carriage of cargo.	Recording	Company and master	Continuous
Paragraph 18.1.3	A copy of this Code or national regulations incorporating the provisions of this Code should be on board every ship covered by this Code.	Recording	Company and master	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
INF Code Resolution MSC.88(71)				
Paragraph 10.1	Every ship carrying INF cargo shall carry on board a shipboard emergency plan.	Recording	Companies and masters	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
ISM Code¹ Resolution A.741(18) as amended by MSC.104(73), MSC.179(79), MSC.195(80) and MSC.273(85)				
Paragraph 3.1	If the entity who is responsible for the operation of the ship is other than the owner, the owner must report the full name and details of such entity to the Administration.	Provision of information to IMO	Owner	One-off and updating
Paragraph 3.2	The Company should define and document the responsibility, authority and interrelation of all personnel who manage, perform and verify work relating to and effecting safety and pollution prevention.	Recording	Company	Continuous
Paragraph 5.1	The Company should clearly define and document the master's responsibility ...	Recording	Company	Continuous
Paragraph 13.6	A copy of the Document of Compliance should be placed on board in order that the master of the ship, if so requested, may produce it for verification by the Administration or ...	Recording	Company	Continuous

¹ One could argue that the ISM Code is in its entirety administrative requirements. I have only included those specific requirements, which demands provision of information or providing documentation (records).

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
1994 HSC Code Resolution MSC.36(63)				
Paragraph 1.5.5	... The Administration should notify the Organization of the specific responsibilities and conditions of the authority delegated to nominated surveyors or recognized organizations.	Provision of information to IMO	Administrations	Continuous
Paragraph 1.5.6	... and should, in due course, notify the Administration. If such corrective action is not taken, the Certificate should be withdrawn and the Administration should be notified immediately; and, ...	Provision of information to Administrations	Nominated surveyors and recognized organizations	Continuous
Paragraph 1.5.6	... if the craft is in an area under the jurisdiction of another Government, the appropriate authorities of the port State should be notified immediately.	Provision of information to port State authorities	Nominated surveyors and recognized organizations	Continuous
Paragraph 1.11.2	... The Administration which allows any such substitution should communicate to the Organization particulars of these substitutions and the reasons therefor ...	Provision of information to IMO	Administrations	Continuous
Paragraph 1.11.2	... , which the Organization should circulate to its Member Governments for their information.	Provision of information to Member Governments	IMO	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 1.12.1	The Administration should ensure that the management of the Company operating the craft has provided the craft with adequate information and guidance in the form of manuals to enable the craft to be operated and maintained safely. These manuals should include a route operational manual, craft operating manual, maintenance manual and servicing schedule. Such information should be updated as necessary.	Recording	Administrations, companies and masters	Continuous
Paragraph 1.14.1	In the event that an Administration has cause to investigate an accident involving a craft to which this Code applies, that Administration should provide a copy of the official report to the Organization, ...	Provision of information to IMO	Administrations	Continuous
Paragraph 1.14.1	... which will invite Member States to note the existence of the report and to obtain a copy.	Provision of information to Member States	IMO	Continuous
Paragraph 1.14.2	In the event that operational experience reveals structural or equipment failures affecting the safety of a design, craft owners should inform the Administration.	Provision of information to Administrations	Companies	Continuous
Paragraph 2.7.2	The master should be supplied by the owner with reliable information relating to the stability of the craft in accordance with the following provisions of this paragraph. The information relating to stability should, before being issued to the master, be submitted to the Administration for approval, together with a copy thereof for their retention, and should incorporate such additions and amendments as the Administration may in any particular case require.	Provision of information to Administrations and masters, and recording	Companies and Administrations	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 2.7.3	Where any alterations are made to a craft so as significantly to affect the stability information supplied to the master, amended stability information should be provided. If necessary, the craft should be re-inclined.	Provision of information to masters and recording	Companies	Continuous
Paragraph 2.7.4	A report of each inclining or lightweight survey carried out in accordance with this chapter and of the calculation therefrom of the lightweight condition particulars should be submitted to the Administration for approval, together with a copy for their retention. The approved report should be placed on board the craft by the owner in the custody of the master and should incorporate such additions and amendments as the Administration may in any particular case require. ...	Provision of information to Administrations and masters, and recording	Companies	Continuous
Paragraph 2.7.5	Following any inclining or lightweight survey, the master should be supplied with amended stability information if the Administration so requires. The information so supplied should be submitted to the Administration for approval, together with a copy thereof for their retention, and should incorporate such additions and amendments as the Administration may in any particular case require.	Provision of information to Administrations and masters, and recording	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 2.7.6	Stability information demonstrating compliance with this chapter should be furnished in the form of a stability information book which should be kept on board the craft at all times in the custody of the master. ...	Provision of information to masters and recording	Companies	Continuous
Paragraph 2.14.2	A report of each inclining or lightweight survey carried out in accordance with 2.7.1 and of the calculation therefrom of the lightweight condition particulars should be submitted to the Administration for approval, together with a copy for their retention. The approved report should be placed on board the craft by the owner in the custody of the master and should incorporate such additions and amendments as the Administration may in any particular case require. ...	Provision of information to Administrations and masters, and recording	Companies	Continuous
Paragraph 2.14.3	Following any inclining or lightweight survey, the master should be supplied with amended stability information if the Administration so requires. The information so supplied should be submitted to the Administration for approval, together with a copy thereof for their retention, and should incorporate such additions and amendments as the Administration may in any particular case require.	Provision of information to Administrations and masters, and recording	Companies	Continuous
Paragraph 7.7.2.1.7	Clear information should be displayed on or adjacent to each indicating unit about the spaces covered and the location of the sections.	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 7.9.1	There should be permanently exhibited, for the guidance of the master and officers of the craft, fire control plans showing clearly for each deck the ...	Recording	Companies and masters	Continuous
Paragraph 7.9.2	A duplicate set of fire control plans or a booklet containing such plans should be permanently stored in a prominently marked weathertight enclosure outside the deckhouse for the assistance of shore-side fire-fighting personnel.	Recording	Companies and masters	Continuous
Paragraph 8.4.1	Clear instructions to be followed in the event of an emergency should be provided for each person on board.	Recording	Companies and masters	Continuous
Paragraph 8.4.2	Muster lists complying with the requirements of regulation III/53 of the Convention should be exhibited in conspicuous places throughout the craft, including the control compartment, engine-room and crew accommodation spaces.	Recording	Companies and masters	Continuous
Paragraph 8.4.3	Illustrations and instructions in appropriate languages should be posted in public spaces and be conspicuously displayed at assembly stations, at other passenger spaces and near each seat to inform passengers of:	Recording	Companies and masters	Continuous
Paragraph 8.4.5	A training manual complying with the requirements of 18.2.3 should be provided in each crew mess room and recreation room.	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 8.5	Posters or signs should be provided on or in the vicinity of survival craft and their launching controls and should: ...	Recording	Companies and masters	Continuous
Paragraph 8.9.2.1	Instructions for onboard maintenance of life-saving appliances complying with the requirements of regulation III/52 of the Convention should be provided and maintenance should be carried out accordingly.	Recording	Companies and masters	Continuous
Paragraph 14.3.3	Each Administration should submit to the Organization, as soon as possible after 1 January in each year, a report showing all exemptions granted under 14.3.1 and 14.3.2 during the previous calendar year and giving the reasons for granting such exemptions.	Provision of information to IMO	Administrations	Annually
Paragraph 18.2	The company should ensure that the craft is provided with adequate information and guidance in the form of technical manual(s) to enable the craft to be operated and maintained safely. The technical manual(s) should consist of a route operational manual, craft operating manual, training manual, maintenance manual and servicing schedule. Arrangements should be made for such information to be updated as necessary.	Provision of information to masters and recording	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 18.5.7	The date when musters are held, details of abandon craft drills and fire drills, drills of other life-saving appliances and onboard training should be recorded in such logbook as may be prescribed by the Administration. If a full muster, drill or training session is not held at the appointed time, an entry should be made in the logbook stating the circumstances and the extent of the muster, drill or training session held. A copy of such information should be forwarded to the operator's management.	Recording	Masters	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
2000 HSC Code Resolution MSC.97(73), as amended by res. MSC.175(79) and MSC.222(82)				
Paragraph 1.5.5	The Administration shall notify the Organization of the specific responsibilities and conditions of the authority delegated to nominated surveyors or recognized organizations.	Provision of information to IMO	Administrations	Continuous
Paragraph 1.5.6	... and shall, in due course, notify the Administration. If such corrective action is not taken, the Certificate shall be withdrawn and the Administration shall be notified immediately; and, ...	Provision of information to Administrations	Nominated surveyors and recognized organizations	Continuous
Paragraph 1.5.6	... if the craft is in an area under the jurisdiction of another Government, the appropriate authorities of the port State shall be notified immediately.	Provision of information to port State authorities	Nominated surveyors and recognized organizations	Continuous
Paragraph 1.8.1	... On all craft, all certificates issued under this chapter, or certified copies thereof, shall be carried on the craft. Except where the flag State is a Party to the 1988 SOLAS Protocol, a copy of each of these certificates shall be posted up in a prominent and accessible place in the craft.	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 1.11.2	... The Administration which allows any such substitution shall communicate to the Organization particulars of these substitutions and the reasons therefor ...	Provision of information to IMO	Administrations	Continuous
Paragraph 1.11.2	..., which the Organization shall circulate to its Member Governments for their information.	Provision of information to Member Governments	IMO	Continuous
Paragraph 1.12.1	The Administration shall ensure that the management of the Company operating the craft has provided the craft with adequate information and guidance in the form of manuals to enable the craft to be operated and maintained safely. These manuals shall include a route operational manual, craft operating manual, maintenance manual and servicing schedule. Such information shall be updated as necessary.	Recording	Administrations, companies and masters	Continuous
Paragraph 1.14.1	In the event that an Administration has cause to investigate an accident involving a craft to which this Code applies, that Administration shall provide a copy of the official report to the Organization, ...	Provision of information to IMO	Administrations	Continuous
Paragraph 1.14.1	... which will invite Member States to note the existence of the report and to obtain a copy.	Provision of information to Member States	IMO	Continuous
Paragraph 1.14.2	In the event that operational experience reveals structural or equipment failures affecting the safety of a design, craft owners shall inform the Administration.	Provision of information to Administrations	Companies	Continuous
Paragraph 2.7.3	The master shall be supplied by the owner with reliable information relating to the stability of the craft in accordance with the following provisions of this paragraph.	Provision of information to Administrations and masters, and recording	Companies and Administrations	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	The information relating to stability shall, before being issued to the master, be submitted to the Administration for approval, together with a copy thereof for their retention, and shall incorporate such additions and amendments as the Administration may in any particular case require.			
Paragraph 2.7.4	Where any alterations are made to a craft so as significantly to affect the stability information supplied to the master, amended stability information shall be provided. If necessary, the craft shall be re-inclined.	Provision of information to masters and recording	Companies	Continuous
Paragraph 2.7.5	A report of each inclining or lightweight survey carried out in accordance with this chapter and of the calculation therefrom of the lightweight condition particulars shall be submitted to the Administration for approval, together with a copy for their retention. The approved report shall be placed on board the craft by the owner in the custody of the master and shall incorporate such additions and amendments as the Administration may in any particular case require. ...	Provision of information to Administrations and masters, and recording	Companies	Continuous
Paragraph 2.7.6	Following any inclining or lightweight survey, the master shall be supplied with amended stability information if the Administration so requires. The information so supplied shall be submitted to the	Provision of information to Administrations and masters, and recording	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	Administration for approval, together with a copy thereof for their retention, and shall incorporate such additions and amendments as the Administration may in any particular case require.			
Paragraph 2.7.7	Stability information demonstrating compliance with this chapter shall be furnished in the form of a stability information book which shall be kept on board the craft at all times in the custody of the master. ...	Provision of information to masters and recording	Companies	Continuous
Paragraph 2.14.2	A report of each inclining or lightweight survey carried out in accordance with 2.7.1 and of the calculation therefrom of the lightweight condition particulars shall be submitted to the Administration for approval, together with a copy for their retention. The approved report shall be placed on board the craft by the owner in the custody of the master and shall incorporate such additions and amendments as the Administration may in any particular case require. ...	Provision of information to Administrations and masters, and recording	Companies	Continuous
Paragraph 2.14.3	Following any inclining or lightweight survey, the master shall be supplied with amended stability information if the Administration so requires. The information so supplied shall be submitted to the Administration for approval, together with a copy thereof for their retention, and shall incorporate such additions and amendments as the Administration may in any particular case require.	Provision of information to Administrations and masters, and recording	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 7.7.1.1.7	Clear information shall be displayed on or adjacent to each indicating unit about the spaces covered and the location of the sections.	Recording	Companies and masters	Continuous
Paragraph 7.9.1	There shall be permanently exhibited, for the guidance of the master and officers of the craft, fire control plans showing clearly for each deck the ...	Recording	Companies and masters	Continuous
Paragraph 7.9.2	A duplicate set of fire control plans or a booklet containing such plans shall be permanently stored in a prominently marked weathertight enclosure outside the deckhouse for the assistance of shore-side fire-fighting personnel.	Recording	Companies and masters	Continuous
Paragraph 8.4.1	Clear instructions to be followed in the event of an emergency shall be provided for each person on board.	Recording	Companies and masters	Continuous
Paragraph 8.4.2	Muster lists complying with the requirements of regulation III/37 of the Convention shall be exhibited in conspicuous places throughout the craft, including the control compartment, engine-room and crew accommodation spaces.	Recording	Companies and masters	Continuous
Paragraph 8.4.3	Illustrations and instructions in appropriate languages shall be posted in public spaces and be conspicuously displayed at assembly stations, at other passenger spaces and near each seat to inform passengers of:	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 8.4.5	A training manual complying with the requirements of 18.2.3 shall be provided in each crew mess room and recreation room.	Recording	Companies and masters	Continuous
Paragraph 8.5	Posters or signs shall be provided on or in the vicinity of survival craft and their launching controls and shall: ...	Recording	Companies and masters	Continuous
Paragraph 8.9.2.1	Instructions for onboard maintenance of life-saving appliances complying with the requirements of regulation III/36 of the Convention shall be provided and maintenance shall be carried out accordingly.	Recording	Companies and masters	Continuous
Paragraph 8.9.11	An Administration which permits extension of liferaft service intervals in accordance with 8.9.9 shall notify the Organization of such action in accordance with regulation I/5(b) of the Convention.	Provision of information to IMO	Administrations	Continuous
Paragraph 14.3.3	Each Administration shall submit to the Organization, as soon as possible after 1 January in each year, a report showing all exemptions granted under 14.3.1 and 14.3.2 during the previous calendar year and giving the reasons for granting such exemptions.	Provision of information to IMO	Administrations	Annually
Paragraph 18.2	The company shall ensure that the craft is provided with adequate information and guidance in the form of technical manual(s) to enable the craft to be operated and maintained safely. The technical manual(s) shall consist of a route operational manual, craft operating manual, training manual, maintenance manual and servicing schedule. Arrangements shall be made for such information to be updated as necessary.	Provision of information to masters and recording	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 18.5.7.1	The date when musters are held, details of abandon craft drills and fire drills, drills of other life-saving appliances and onboard training shall be recorded in such logbook as may be prescribed by the Administration. If a full muster, drill or training session is not held at the appointed time, an entry shall be made in the logbook stating the circumstances and the extent of the muster, drill or training session held. A copy of such information shall be forwarded to the operator's management.	Recording	Masters	Continuous
Paragraph 18.5.7.2	The master shall ensure, before the craft leaves the berth on any voyage, that a record is made of the time of the last closing of the accesses referred to 2.2.4.2 and 2.2.4.3.	Recording	Masters	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Resolution A.739(18)				
	Sets requirements for the authorization of recognized organizations. The entire resolution could be regarded as administrative requirements, i.e. reporting and documentation between an Administration and its recognized organizations.			

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Resolution A.789(19)				
Sets specifications on the survey and certification functions of recognized organizations. The entire resolution could be regarded as administrative requirements, i.e. reporting and documentation between an Administration and its recognized organizations.				

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Resolution A.744(18)				
Paragraph 5.1.1	A specific survey programme should be worked out in advance of the periodical survey by the owner in cooperation with the Administration.	Provision of information	Company and master	Continuous
Paragraph 6.1.1	The owner should supply and maintain onboard documentation as specified in 6.2 and 6.3, which should be readily available for the surveyor. The condition evaluation report referred to in 6.2 should include a translation into English.	Recording	Company	Continuous
Paragraph 6.1.2	The documentation should be kept on board for the lifetime of the ship.	Recording	Company and master	Continuous
Paragraph 7.3.1	A thickness measurement report should be prepared and submitted to the Administration.	Provision of information to Administrations	Recognized organization	Continuous
Paragraph 8.2.2	A condition evaluation report of the survey and results should be issued to the owner as shown in annex 7 and placed on board the ship for reference at future surveys. The condition evaluation report should be endorsed by the Administration.	Recording	Company and master	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Casualty Investigation Code 2008, parts I and II Resolution MSC.255(84)				
Paragraph 4.1	The Government of each State shall provide the Organization with detailed contact information of the marine safety investigation Authority(ies) carrying out marine safety investigations within their State.	Provision of information to IMO	Governments	One-off and updating
Paragraph 5.1	When a marine casualty occurs on the high seas or in an exclusive economic zone, the flag State of a ship, or ships, involved, shall notify other substantially interested States as soon as is reasonably practicable.	Provision of information to other States	Flag State	Continuous
Paragraph 5.2	When a marine casualty occurs within the territory, including the territorial sea, of a coastal State, the flag State, and the coastal State, shall notify each other and between them notify other substantially interested States as soon as is reasonably practicable.	Provision of information to other States	Flag State and coastal State	Continuous
Paragraph 13.1	Subject to paragraphs 13.2 and 13.3, where it is requested, the marine safety investigating State(s) shall send a copy of a draft report to a substantially interested State to allow the substantially interested State to make comment on the draft report.	Provision of information to other States	Investigating State	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 14.1	The marine safety investigating State(s) shall submit the final version of a marine safety investigation report to the Organization for every marine safety investigation conducted into a very serious marine casualty.	Provision of information to IMO	Investigating State	Continuous
Paragraph 14.2	Where a marine safety investigation is conducted into a marine casualty or marine incident, other than a very serious marine casualty, and a marine safety investigation report is produced which contains information which may prevent or lessen the seriousness of marine casualties or marine incidents in the future, the final version shall be submitted to the Organization.	Provision of information to IMO	Investigating State	Continuous
Paragraph 14.4	The final marine safety investigation report shall be made available to the public and the shipping industry by the marine safety investigating State(s), or the marine safety investigating State(s) shall undertake to assist the public and the shipping industry with details, necessary to access the report, where it is published by another State or the Organization.	Provision of information to the public and the shipping industry	Investigating State	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Resolution 4 of the 1997 SOLAS Conference				
No administrative requirements identified.				

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Resolution MSC.169(79)				
Paragraph 2.5	Shipowners and operators shall keep a Maintenance Plan and a record of maintenance and component replacement carried out, in order to facilitate maintenance planning and statutory surveys by the Administration. Hatch cover maintenance plans shall form part of a ship's safety management system as referred to in the ISM Code.	Recording	Company and master	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Resolution MSC.168(79)				
No administrative requirements identified.				

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
ISPS Code²				
Paragraph 4.2	Contracting Governments, when they set security level 3, shall issue, as necessary, appropriate instructions and shall provide security-related information to the ships and port facilities that may be affected.	Provision of information to ships and port facilities	Contracting Governments	Continuous
Paragraph 7.8	An Administration requiring ships entitled to fly its flag to set security level 2 or 3 in a port of another Contracting Government shall inform that Contracting Government without delay.	Provision of information to Contracting Governments	Administration	Continuous
Paragraph 10.1	Records of the following activities addressed in the ship security plan shall be kept on board for ...	Recording	Master	Continuous

² It could be argued that all requirements in the ISPS Code are operational and not administrative. I have tried to identify those that specifically require provision of information or the keeping of records.

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
SOLAS PROT 78				
Article III	The Parties to the present Protocol undertake to communicate to, and deposit with, the Secretary-General of the Inter-Governmental Maritime Consultative Organization (hereinafter referred to as "the Organization"), a list of nominated surveyors or recognized organizations which are authorized to act on their behalf in the administration of measures for safety of life at sea ... The Administration shall therefore notify the Organization of the specific responsibilities and conditions of the authority delegated to the nominated surveyors or recognized organizations.	Provision of information to IMO	Parties	Continuous
Article III	... for circulation to the Parties for information of their officers. ...	Provision of information to Parties	IMO	Continuous
Article IV/2	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General of the Organization.	Provision of information to IMO	Parties	One-off
Annex replacement for chapter I, regulation 6(c)	The Administration shall notify the Organization of the specific responsibilities and conditions of the authority delegated to nominated surveyors or recognized organizations.	Provision of information to IMO	Administrations	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex replacement for chapter I, regulation 6(d)	... and shall in due course notify the Administration. If such corrective action is not taken the relevant certificate should be withdrawn and the Administration shall be notified immediately; and, ...	Provision of information to Administrations	Nominated surveyors or recognized organizations	Continuous
Annex replacement for chapter I, regulation 6(d)	... if the ship is in the port of another Party, the appropriate authorities of the Port State shall also be notified immediately. ...	Provision of information to port State authorities	Nominated surveyors or recognized organizations	Continuous
Annex replacement for chapter I, regulation 11(c)	Whenever an accident occurs to a ship or a defect is discovered, either of which affects the safety of the ship or the efficiency or completeness of its life-saving appliances or other equipment, the master or owner of the ship shall report at the earliest opportunity to the Administration, the nominated surveyor or recognized organization responsible for issuing the relevant certificate, who shall cause investigations to be initiated to determine whether a survey, as required by regulations 6, 7, 8, 9 or 10 of chapter I of the Convention and the present Protocol, is necessary. ...	Provision of information to Administrations, nominated surveyors and recognized organizations	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex replacement for chapter I, regulation 11(c)	... If the ship is in a port of another Party, the master or owner shall also report immediately to the appropriate authorities of the port State and the nominated surveyor or recognized organization shall ascertain that such a report has been made.	Provision of information to port State authorities	Companies and masters	Continuous
Annex replacement for chapter I, regulation 19(d)	In the event of this control giving rise to an intervention of any kind, the officer carrying out the control shall forthwith inform, in writing, the Consul or, in his absence, the nearest diplomatic representative of the State whose flag the ship is entitled to fly, of all the circumstances in which intervention was deemed necessary. In addition, nominated surveyors or recognized organizations responsible for the issue of the certificates shall also be notified. The facts concerning the intervention shall be reported to the Organization.	Provision of information to flag States	Port State control officers	Continuous
Annex replacement for chapter I, regulation 19(e)	The port State authority concerned shall notify all relevant information about the ship to the authorities of the next port of call, in addition to parties mentioned in paragraph (d) of this regulation, if it is unable to take action as specified in paragraphs (c) and (d) of this regulation or if the ship has been allowed to proceed to the next port of call.	Provision of information to flag States and other port States	Port State authorities	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
SOLAS PROT 88 (Articles only)				
Article III	<p>The Parties to the present Protocol undertake to communicate to, and deposit with, the Secretary-General of the International Maritime Organization (hereinafter referred to as "the Organization"):</p> <p>(a) the text of laws, decrees, orders and regulations and other instruments which have been promulgated on the various matters within the scope of the present Protocol;</p> <p>(b) a list of nominated surveyors or recognized organizations which are authorized to act on their behalf in the administration of measures for safety of life at sea for circulation to the Parties for information of their officers, and a notification of the specific responsibilities and conditions of the authority delegated to those nominated surveyors or recognized organizations; and</p> <p>(c) a sufficient number of specimens of their certificates issued under the provision of the present Protocol.</p>	Provision of information to IMO	Parties	Continuous
Article IV.2	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General of the Organization.	Provision of information to IMO	Parties	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Stockholm Agreement				
Article 5(3)	Each Contracting Government undertakes to advise the other Contracting Governments, the Secretary-General and, with respect to States that are members of the European Union, the Commission of the European Communities, of the steps it has taken to implement paragraph 2 of this article.	Provision of information to IMO, other Contracting Governments and the European Commission	Contracting Governments	Continuous
Article 7.2	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General.	Provision of information to IMO	Contracting Governments	One-off
Article 7.3	The Secretary-General shall inform the Governments of all States which have signed the present Agreement or acceded to it of any signature or of the deposit of any instrument of ratification, acceptance, approval or accession and the date of its deposit. When the conditions for entry into force have been met, the Secretary-General shall inform the Governments of these States of the date of entry into force of the Agreement.	Provision of information to Contracting Governments	IMO	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex, paragraph 2	... Any such agreement other than a single ship agreement of less than one month duration shall be notified to the Secretary-General of the International Maritime Organization ...	Provision of information to IMO	Contracting Governments	Continuous
Annex, paragraph 2	... for circulation to Contracting Governments to the SOLAS Convention as well as to the European Commission.	Provision of information to SOLAS Contracting Governments and the European Commission	IMO	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
SUA 88				
Article 6/3	Any State Party which has established jurisdiction mentioned in paragraph 2 shall notify the Secretary-General of the International Maritime organization ... If such State Party subsequently rescinds that jurisdiction, it shall notify the Secretary-General.	Provision of information to IMO	Party	Continuous
Article 7/5	When a State Party, pursuant to this article, has taken a person into custody, it shall immediately notify the States which have established jurisdiction in accordance with article 6, paragraph 1 and, if it considers it advisable, any other interested States, of the fact that such person is in custody and of the circumstances which warrant his detention. The State which makes the preliminary inquiry contemplated in paragraph 2 of this article shall promptly report its findings to the said States and shall indicate whether it intends to exercise jurisdiction.	Provision of information to other States.	Party	Continuous
Article 14	Any State Party having reason to believe that an offence set forth in article 3 will be committed shall, in accordance with its national law, furnish as promptly as possible any relevant information in its possession to	Provision of information to other States.	Party	Continuous

Ref.	Requirement	Type	Burden on?	Comments
	those States which it believes would be the States having established jurisdiction in accordance with article 6.			
Article 15/1	Each State Party shall, in accordance with its national law, provide to the Secretary-General, as promptly as possible, any relevant information in its possession concerning: (a) the circumstances of the offence; (b) the action taken pursuant to article 13, paragraph 2; (c) the measures taken in relation to the offender or the alleged offender and, in particular, the results of any extradition proceedings or other legal proceedings.	Provision of information to IMO	Party	Continuous
Article 15/2	The State Party where the alleged offender is prosecuted shall, in accordance with its national law, communicate the final outcome of the proceedings to the Secretary-General.	Provision of information to IMO	Party	Continuous
Article 15/3	The information transmitted in accordance with paragraphs 1 and 2 shall be communicated by the Secretary-General to all States Parties, to Members of the International Maritime Organization, to the other States concerned, and to the appropriate international intergovernmental organizations.	Provision of information to other States and organizations	IMO	Continuous
Article 17/3	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General.	Provision of information to IMO	Party	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
SUA PROT 88				
Article 3/3	Any State Party which has established jurisdiction mentioned in paragraph 2 shall notify the Secretary-General of the International Maritime Organization ... If such State Party subsequently rescinds that jurisdiction, it shall notify the Secretary-General.	Provision of information to IMO	Party	Continuous
Article 5/3	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General.	Provision of information to IMO	Party	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
SUA 2005				
Article 6/3	Any State Party which has established jurisdiction mentioned in paragraph 2 shall notify the Secretary-General. If such State Party subsequently rescinds that jurisdiction, it shall notify the Secretary-General.	Provision of information to IMO	Party	Continuous
Article 8/15	... Such designation, including contact information, shall be notified to the Secretary-General within one month ...	Provision of information to IMO	Party	One-off and updating
Article 13	Any State Party having reason to believe that an offence set forth in article 3, <i>3bis</i> , <i>3ter</i> or <i>3quater</i> will be committed shall, in accordance with its national law, furnish as promptly as possible any relevant information in its possession to those States which it believes would be the States having established jurisdiction in accordance with article 6.	Provision of information to other States.	Party	Continuous
Article 14	The information transmitted in accordance with paragraphs 1 and 2 shall be communicated by the Secretary-General to all States Parties, to Members of the Organization, to other States concerned, and to the appropriate international intergovernmental organizations.	Provision of information to other States and organizations	IMO	Continuous
Article 17/3	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General.	Provision of information to IMO	Party	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
SUA PROT 2005				
Article 3/3	Any State Party which has established jurisdiction mentioned in paragraph 2 shall notify the Secretary-General. If such State Party subsequently rescinds that jurisdiction, it shall notify the Secretary-General.	Provision of information to IMO	Party	Continuous
Article 8/3	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General.	Provision of information to IMO	Party	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
LL 66				
Article 6(3)	The Administration which allows any exemption under paragraphs (1) and (2) of this Article shall communicate to the Inter-Governmental Maritime Consultative Organization ... particulars of the same and reasons therefor ...	Provision of information to IMO	Administration	Continuous
Article 6(3)	... which the Organization shall circulate to the Contracting Governments for their information.	Provision of information to Contracting Governments	IMO	Continuous
Article 8(2)	The Administration which allows a fitting, material, appliance or apparatus, or provision, other than that required by the present Convention, shall communicate to the Organization ... particulars thereof, together with a report on any trials made.	Provision of information to IMO	Administration	Continuous
Article 8(2)	... for circulation to the Contracting Governments ...	Provision of information to Contracting Governments	IMO	Continuous
Article 9(2)	An Administration which makes any such approval shall communicate to the Organization ... particulars thereof.	Provision of information to IMO	Administration	Continuous
Article 17(2)	A copy of the certificate, a copy of the survey report used for computing the freeboard, and a copy of the computations shall be transmitted as early as possible to the requesting Government.	Provision of information to other Contracting Government	Contracting Government	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Article 21(3)	In the event of the control provided for in this Article giving rise to an intervention of any kind, the officer carrying out the control shall immediately inform in writing, the Consul or the representative of the State whose flag the ship is flying of this decision and of all the circumstances in which intervention was deemed to be necessary.	Provision of information to flag State	Port State control officer	Continuous
Article 23(2)	Each Contracting Government undertakes to supply the Organization with the pertinent information concerning the findings of such investigations.	Provision of information to IMO	Contracting Government	Continuous
Article 26(1)	<p>The Contracting Governments undertake to communicate to and deposit with the Organization:</p> <ul style="list-style-type: none"> (a) a sufficient number of specimens of their certificates issued under the provisions of the present Convention for circulation to the Contracting Governments; (b) the text of the laws, decrees, orders, regulations and other instruments which shall have been promulgated on the various matters within the scope of the present Convention; and (c) a list of non-governmental agencies which are authorized to act in their behalf in the administration of load line matters for circulation to the Contracting Governments. 	Provision of information to IMO	Contracting Government	One-off and updates

Ref.	Requirement	Type	Burden on?	Comments
Article 26(2)	Each Contracting Government agrees to make its strength standards available to any other Contracting Government, upon request.	Provision of information to other Contracting Government	Contracting Government	Continuous
Article 27(2)	Acceptance or accession shall be effected by the deposit of an instrument of acceptance or accession with the Organization, which ...	Provision of information to IMO	Contracting Government	One-off
Article 27(2)	... shall inform all Governments that have signed the Convention or acceded to it of each new acceptance or accession and of the date of its deposit.	Provision of information to other Contracting Government	IMO	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
LL PROT 88				
Article III	<p>The Parties to the present Protocol undertake to communicate to, and deposit with, the Secretary-General of the International Maritime Organization (hereinafter referred to as "the Organization"):</p> <p>(a) the text of laws, decrees, orders and regulations which shall have been promulgated on the various matters within the scope of the present Protocol;</p> <p>(b) a list of nominated surveyors or recognized organizations which are authorized to act on their behalf in the administration of load line matters ... , and a notification of the specific responsibilities and conditions of the authority delegated to those nominated surveyors or recognized organizations;</p> <p>(c) a sufficient number of specimens of their certificates issued under the provisions of the present Protocol.</p>	Provision of information to IMO	Party	One-off and then continuous updating
Article III(b)	... for circulation to Parties for the information of their officers ...	Provision of information to Parties	IMO	One-off and then continuous updating
Article IV/2	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General of the Organization.	Provision of information to IMO	Party	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
COLREG 72				
Article II/3	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Inter-Governmental Maritime Consultative organization ...	Provision of information to IMO	Party	One-off
Article II/3	... which shall inform the Governments of States that have signed or acceded to the present Convention of the deposit of each instrument and of the date of its deposit.	Provision of information to Parties	IMO	One-off
Annex I, paragraph 14	The construction of lights and shapes and the installation of lights on board the vessel shall be to the satisfaction of the appropriate authority of the State whose flag the vessel is entitled to fly.	Approval	Flag State	Continuous
Annex III, paragraph 3	The construction of sound signal appliances, their performance and their installation on board the vessel shall be to the satisfaction of the appropriate authority of the State whose flag the vessel is entitled to fly.	Approval	Flag State	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
SAR 79				
Article IV(2)	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General	Provision of information to IMO	Party	One-off
Article IV(3)	The Secretary-General shall inform States of any signature or of the deposit of any instrument of ratification, acceptance, approval or accession and the date of its deposit.	Provision of information to States	IMO	One-off
Paragraph 2.1.4	... The Secretary-General shall be notified of such arrangements.	Provision of information to IMO	Party	One-off
Paragraph 2.1.5	... The Secretary-General shall be notified of such agreement.	Provision of information to IMO	Party	Continuous
Paragraph 2.1.6	Agreement on the regions or arrangements referred to in paragraphs 2.1.4 and 2.1.5 shall be recorded by the Parties concerned, or in written plans accepted by the Parties.	Information to be recorded	Party	One-off or continuous
Paragraph 2.1.11	Parties shall forward to the Secretary-General information on their search and rescue service, including ...	Provision of information to IMO	Party	Continuous
Paragraph 2.1.12	The Secretary-General shall notify all Parties of the agreements or arrangements referred to in paragraphs 2.1.4 and 2.1.5.	Provision of information to Parties	IMO	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
CSC 72				
Article IV/2	An Administration which entrusts such testing, inspection and approval to an organization shall inform the Secretary-General of the International Maritime Consultative Organization (hereinafter referred to as "the Organization") ...	Provision of information to IMO	Approving Administration	Continuous
Article IV/2	... for communication to Contracting Parties.	Provision of information to Contracting Parties	IMO	Continuous
Article VI/2	Where the container appears to have become unsafe as a result of a defect which may have existed when the container was approved, the Administration responsible for that approval shall be informed by the Contracting Party which detected the defect.	Provision of information to approving Administration	Contracting Party	Continuous
Article VII/4	Instruments of ratification, acceptance, approval or accession shall be deposited with the Secretary-General of the Organization ...	Provision of information to IMO	Contracting Party	One off
Regulation 4	... When satisfied, the Administration shall notify the applicant in writing the ...	Provision of information to applicant	Approving Administration	Continuous
Regulation 5.3(d)	Keep a record of containers manufactured to the approved design type. ...	Keep record	Manufacturer	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation 7	The manufacturer shall notify the Administration prior to commencement of production of each new series of containers to be manufactured in accordance with an approved design type.	Provision of information to Administration	Manufacturer	Continuous
Regulation 8	... the Administration, when so satisfied, shall notify the applicant in writing of approval and ...	Provision of information to applicant	Approving Administration	Continuous
Regulation 9.1	... then the Administration, after investigation, shall notify the owner in writing whether approval is granted, ...	Provision of information to owner	Approving Administration	Continuous
Regulation 10	... Where approval is granted, such approval shall be notified to the owner in writing, and ...	Provision of information to owner	Approving Administration	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
STCW 78 Incl. 2010 Manila Amendments				
Article I(2)	The Parties undertake to promulgate all laws, decrees, orders and regulations and to take all other steps which may be necessary to give the Convention full and complete effect, ...	Promulgation of laws, etc.	Parties	Continuous
Article IV(1)	The Parties shall communicate as soon as practicable to the Secretary-General: (a) the text of laws, decrees, orders, regulations and instruments promulgated on the various matters within the scope of the Convention; (b) full details, where appropriate, of contents and duration of study courses, together with their national examination and other requirements for each certificate issued in compliance with the Convention; (c) a sufficient number of specimen certificates issued in compliance with the Convention.	Provision of information to IMO	Parties	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Article IV(2)	The Secretary-General shall notify all Parties of the receipt of any communication under paragraph (1)(a) and, inter alia, for the purposes of articles IX and X, shall, on request, provide them with any information communicated to him under paragraphs (1)(b) and (c).	Provision of information to Parties	IMO	Continuous
Article VIII(3)	Parties shall, as soon as possible after 1 January of each year, send a report to the Secretary-General giving information of the total number of dispensations in respect of each capacity for which a certificate is required that have been issued during the year to seagoing ships, together with information as to the numbers of those ships above and below 1,600 gross register tons respectively.	Provision of information to IMO	Parties	Continuous
Article IX(2)	Details of such arrangements shall be reported as early as practicable to the Secretary-General ...	Provision of information to IMO	Parties	Continuous
Article IX(2)	... who shall circulate such particulars to all Parties.	Provision of information to Parties	IMO	Continuous
Article X(2)	... the officer carrying out the control shall forthwith inform, in writing, the master of the ship and the Consul or, in his absence, the nearest diplomatic representative or the maritime authority of the State whose flag the ship is entitled to fly, so that appropriate action may be taken.	Provision of information to master and flag State	Port State control officer	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Article XIII(2)	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General.	Provision of information to IMO	Parties	One-off
Article XIII(3)	(3) The Secretary-General shall inform all States that have signed the Convention or acceded to it and the Director-General of the International Labour Office of any signature or of the deposit of any instrument of ratification, acceptance, approval or accession and the date of its deposit.	Provision of information to Parties and ILO	IMO	Continuous
Article XIV(2)	The Secretary-General shall inform all States that have signed the Convention or acceded to it of the date on which it enters into force.	Provision of information to Parties	IMO	One-off
Regulation I/2.14	Each Party undertakes to maintain a register or registers of all certificates and endorsements for masters, officers, and, as applicable, ratings which are issued, have expired or have been revalidated, suspended, cancelled or reported lost or destroyed and of dispensations issued.	Recording	Parties	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation I/2.15	Each Party undertakes to make available information on the status of such certificates of competency, endorsements and dispensations to other Parties and companies which request verification of the authenticity and validity of certificates produced to them by seafarers seeking recognition of their certificates under regulation I/10 or employment on board ship.	Provision of information to Parties and companies	Parties	Continuous
Regulation I/7.1	In addition to the information required to be communicated by article IV, each Party shall provide to the Secretary-General, within the time periods prescribed and in the format specified in section A-I/7 of the STCW Code, such other information as may be required by the Code on other steps taken by the Party to give the Convention full and complete effect.	Provision of information to IMO	Parties	Continuous
Regulation I/8.3	A report containing the results of the evaluation required by paragraph 2 shall be communicated to the Secretary-General in accordance with the format specified in section A-I/7 of the STCW Code.	Provision of information to IMO	Parties	Continuous
Regulation I/10.3	Information provided and measures agreed upon under this regulation shall be communicated to the Secretary-General in conformity with the requirements of regulation I/7.	Provision of information to IMO	Parties	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Regulation I/13.4	Details of such trials shall be reported to the Organization as early as practicable but not less than six months before the date on which the trials are scheduled to commence ...	Provision of information to IMO	Parties	Continuous
Regulation I/13.4	... The Organization shall circulate such particulars to all Parties.	Provision of information to Parties	IMO	Continuous
Regulation I/13.5	The results of trials authorized under paragraph 1, and any recommendations the Administration may have regarding those results, shall be reported to the Organization, ...	Provision of information to IMO	Administrations	Continuous
Regulation I/13.5	... which shall circulate such results and recommendations to all Parties.	Provision of information to Parties	IMO	Continuous
Regulation I/13.6	Any Party having any objection to particular trials authorized in accordance with this regulation should communicate such objection to the Organization as early as practicable.	Provision of information to IMO	Parties	Continuous
Regulation I/13.6	The Organization shall circulate details of the objection to all Parties.	Provision of information to Parties	IMO	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
STCW Code, part A Including 2010 Manila Amendments				
Section A-I/7.1	The information required by regulation I/7, paragraph 1, shall be communicated to the Secretary-General in the formats prescribed in the paragraphs hereunder.	Provision of information to IMO	Parties	Continuous
Section A-I/7.7	The Secretary-General shall maintain a list of competent persons approved by the Maritime Safety Committee, including competent persons made available or recommended by the Parties, who ...	Recording	IMO	Continuous
Section A-I/10.2	Where an Administration which has recognized a certificate withdraws its endorsement of recognition for disciplinary reasons, the Administration shall inform the Party that issued the certificate of the circumstances.	Provision of information to Parties	Administration	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
STP 71				
Article III	<p>The Governments parties to the present Agreement undertake to communicate and deposit with the Inter-Governmental Maritime Consultative Organization (hereinafter referred to as "the Organization"):</p> <p>(a) the text of laws, decrees, orders, regulations and other instruments which shall have been promulgated on the various matters within the scope of the present Agreement;</p> <p>(b) a sufficient number of specimens of their certificate issued under the provisions of the present Agreement for ...</p> <p>(c) a list of non-governmental agencies which are authorized to act in their behalf in the administration of measures under the present Agreement for ...</p>	Provision of information to IMO	Parties	Continuous
Article III	... circulation to the Governments parties to the present Agreement and also to Contracting Governments to the Convention ³	Provision of information to other Governments	IMO	Continuous

³ SOLAS 1960.

Ref.	Requirement	Type	Burden on?	Comments
Article V	Acceptance or accession shall be effected by the deposit of an instrument of acceptance or accession with the Organization ...	Provision of information to IMO	Parties	One-off
Article V	Which shall inform all other Governments that have signed the present Agreement or acceded to it and Contracting Governments to the Convention of each acceptance or accession deposited and the date of deposit.	Provision of information to other Governments	IMO	One-off
Article IX(a)	... by notification in writing given to the Organization, declare that the present Agreement shall extend to such territory.	Provision of information to IMO	Parties	Continuous
Article IX(b)	... by notification in writing given to the Organization, declare that the present Agreement shall cease to extend to any such territory named in the notification.	Provision of information to IMO	Parties	Continuous
Article IX(c)	The Organization shall inform all Governments parties to the present Agreement and Contracting Governments to the Convention of the extension ...	Provision of information to other Governments	IMO	Continuous
Annex, rule 6	Certificates or certified copies thereof issued under the present Agreement shall be posted up in a prominent and accessible place in the ship.	Posting of certificates	Company and master	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
SPACE STP 73				
Article III	The Governments parties to the present Protocol undertake to communicate and deposit with the Inter-Governmental Maritime Consultative Organization (hereinafter referred to as "the Organization"): ...	Provision of information to IMO	Parties	Continuous
Article IV	Acceptance or accession shall be effected by the deposit of an instrument of acceptance or accession with the Organization ...	Provision of information to IMO	Parties	One-off
Article IV	... which shall inform all other Governments that have signed the present Protocol or acceded to it and Contracting Governments to the 1960 Convention ...	Provision of information to Parties and Contracting Governments to the 1960 Convention	IMO	Continuous
Article VIII(a) and (b)	... may at any time, by notification in writing to the Organization, declare ...	Provision of information to IMO	Parties and the United Nations	Continuous
Article VIII(c)	The Organization shall inform all Governments parties to the present Protocol and Contracting Governments to the 1960 Convention of ...	Provision of information to Parties and Contracting Governments to the 1960 Convention	IMO	Continuous
Annex Rule 6	The certificate issued under these Rules or a certified copy thereof shall be posted up in a prominent and accessible place in the ship.	Recording	Companies and masters	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
MARPOL 73/78				
MARPOL 73, article 4(3)	Where information or evidence with respect to any violation of the present Convention by a ship is furnished to the Administration of that ship, the Administration shall promptly inform the Party which has furnished the information or evidence, and the Organization, of the action taken.	Provision of information to IMO and Parties	Administrations	Continuous
MARPOL 73, article 5(3)	... the Party shall immediately inform the consul or diplomatic representative of the Party whose flag the ship is entitled to fly, or if this is not possible, the Administration of the ship concerned. Information shall also be given to the Administration when a ship does not carry a valid certificate in accordance with the provisions of the regulations.	Provision of information to Parties or Administrations	Parties	Continuous
MARPOL 73, article 6(2)	... If an inspection indicates a violation of the Convention, a report shall be forwarded to the Administration for any appropriate action.	Provision of information to Administrations	Port State control officers	Continuous

Ref.	Requirement	Type	Burden on?	Comments
MARPOL 73, article 6(3)	Any Party shall furnish to the Administration evidence, if any, that the ship has discharged harmful substances or effluents containing such substances in violation of the provisions of the regulations. If it is practicable to do so, the competent authority of the former Party shall notify the master of the ship of the alleged violation.	Provision of information to Administrations and masters	Parties	Continuous
MARPOL 73, article 6(4)	... The Administration shall promptly inform the Party which has reported the alleged violation, as well as the Organization, of the action taken.	Provision of information to Parties and IMO	Administrations	Continuous
MARPOL 73, article 6(5)	... The report of such investigation shall be sent to the Party requesting it and to the Administration so that the appropriate action may be taken under the present Convention.	Provision of information to Parties and Administrations	Port State authorities	Continuous
MARPOL 73, article 8(4)	... That Party shall, if it considers it appropriate, report accordingly to the Organization and to any other Party concerned.	Provision of information to IMO and Parties	Parties	Continuous
MARPOL 73, article 11(1) (as amended by MARPOL PROT 78, article III)	The Parties to the Convention undertake to communicate to the Organization: (a) the text of laws, orders, decrees and regulations and other instruments which have been promulgated on the various matters within the scope of the present Convention;	Provision of information to IMO	Parties	One-off and updating

Ref.	Requirement	Type	Burden on?	Comments
	<p>(b) a list of nominated surveyors or recognized organizations which are authorized to act on their behalf in the administration of matters relating to the design, construction, equipment and operation of ships carrying harmful substances in accordance with the provisions of the regulations for circulation to the Parties for information of their officers. The Administration shall therefore notify the Organization of the specific responsibilities and conditions of the authority delegated to nominated surveyors or recognized organizations;</p> <p>(c) a sufficient number of specimens of their certificates issued under the provisions of the regulations;</p> <p>(d) a list of reception facilities including their location, capacity and available facilities and other characteristics;</p> <p>(e) official reports or summaries of official reports insofar as they show the results of the application of the present Convention; and</p> <p>(f) an annual statistical report, in a form standardized by the Organization, of penalties actually imposed for infringement of the present Convention.</p>			

Ref.	Requirement	Type	Burden on?	Comments
MARPOL 73, article 11(2)	The Organization shall notify Parties of the receipt of any communications under the present article and circulate to all Parties any information communicated to it under subparagraphs (1)(b) to (f) of the present article.	Provision of information to Parties	IMO	Continuous
MARPOL 73, article 12(2)	Each Party to the Convention undertakes to supply the Organization with information concerning the findings of such investigation, when it judges that such information may assist in determining what changes in the present Convention might be desirable.	Provision of information to IMO	Parties	Continuous
MARPOL 73, article 13(2)	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General of the Organization.	Provision of information to IMO	Parties	One-off
MARPOL 73, article 13(3)	The Secretary-General of the Organization shall inform all States which have signed the present Convention or acceded to it of any signature or of the deposit of any new instrument of ratification, acceptance, approval or accession and the date of its deposit.	Provision of information to Parties	IMO	One-off
MARPOL 73, article 14(2)	A State which has declared that it is not bound by an Optional Annex may at any time accept such Annex by depositing with the Organization an instrument of the kind referred to in article 13(2).	Provision of information to IMO	Parties	Continuous

Ref.	Requirement	Type	Burden on?	Comments
MARPOL 73, article 14(4)	The Organization shall inform the States which have signed or acceded to the present Convention of any declaration under the present article as well as the receipt of any instrument deposited in accordance with the provisions of paragraph (2) of the present article.	Provision of information to Parties	IMO	Continuous
MARPOL PROT 78, article IV.2	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General of the Organization.	Provision of information to IMO	Parties	One-off
MARPOL PROT I, article I(1)	The master or other person having charge of any ship involved in an incident referred to in article II of this Protocol shall report the particulars of such incident without delay and to the fullest extent possible in accordance with the provisions of this Protocol.	Provision of information to coastal States	Masters	Continuous
MARPOL PROT II, article X(1)	... The award of the Tribunal shall be accompanied by a statement of reasons. It shall be final and without appeal and shall be communicated to the Secretary-General of the Organization.	Provision of information to IMO	Arbitration tribunal	Continuous
Annex I, regulation 3.3	The Administration which allows any such exemption shall, as soon as possible, but not more than 90 days thereafter, communicate to the Organization particulars of same and the reasons therefor, ...	Provision of information to IMO	Administrations	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex I, regulation 3.3	... which the Organization shall circulate to the Parties to the present Convention for their information and appropriate action, if any.	Provision of information to Parties	IMO	Continuous
Annex I, regulation 5.2	The Administration which allows a fitting, material, appliance or apparatus to be fitted in a ship as an alternative to that required by this Annex shall communicate particulars thereof to the Organization ...	Provision of information to IMO	Administrations	Continuous
Annex I, regulation 5.2	... for circulation to the Parties to the Convention for their information and appropriate action, if any.	Provision of information to Parties	IMO	Continuous
Annex I, regulation 6.3.3.	... and shall in due course notify the Administration. If such corrective action is not taken the Certificate shall be withdrawn and the Administration shall be notified immediately; and if the ship is in a port of another Party, the appropriate authorities of the port State shall also be notified immediately.	Provision of information to Administrations and port State authorities	Nominated surveyor or recognized organization	Continuous
Annex I, regulation 6.4.3.	... the master or owner of the ship shall report at the earliest opportunity to the Administration, the recognized organization or the nominated surveyor responsible for issuing the relevant Certificate, ...	Provision of information to Administrations, nominated surveyors or recognized organizations	Masters or companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex I, regulation 6.4.3.	... If the ship is in a port of another Party, the master or owner shall also report immediately to the appropriate authorities of the port State and the nominated surveyor or recognized organization shall ascertain that such report has been made.	Provision of information to port State authorities	Masters or companies	Continuous
Annex I, regulation 8.2	A copy of the certificate and a copy of the survey report shall be transmitted as soon as possible to the requesting Administration.	Provision of information to Administrations	Parties	Continuous
Annex I, regulation 18.8.4	Every product carrier operating with dedicated clean ballast tanks shall be provided with a Dedicated Clean Ballast Tank Operation Manual detailing the system and specifying operational procedures.	Recording	Companies and masters	Continuous
Annex I, regulation 20.8.1	The Administration of a Party ... shall forthwith communicate to the Organization ...	Provision of information to IMO	Administrations	Continuous
Annex I, regulation 20.8.1	... for circulation to the Parties to the present Convention particulars thereof, for their information and appropriate action, if any.	Provision of information to Parties	IMO	Continuous
Annex I, regulation 20.8.2	... In such cases, that Party shall communicate to the Organization ...	Provision of information to IMO	Parties	Continuous
Annex I, regulation 20.8.2	... for circulation to the Parties to the present Convention particulars thereof for their information.	Provision of information to Parties	IMO	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex I, regulation 21.8.1	The Administration of a Party ... shall forthwith communicate to the Organization ...	Provision of information to IMO	Administrations	Continuous
Annex I, regulation 21.8.1	... for circulation to the Parties to the present Convention particulars thereof, for their information and appropriate action, if any.	Provision of information to Parties	IMO	Continuous
Annex I, regulation 21.8.2	... In such cases, that Party shall communicate to the Organization ...	Provision of information to IMO	Parties	Continuous
Annex I, regulation 21.8.2	... for circulation to the Parties to the present Convention particulars thereof for their information.	Provision of information to Parties	IMO	Continuous
Annex I, regulation 25.5	... The Administration shall supply the Organization with the information concerning the arrangements accepted by it, ...	Provision of information to IMO	Administrations	Continuous
Annex I, regulation 25.5	... for circulation to other Parties to the Convention.	Provision of information to Parties	IMO	Continuous
Annex I, regulation 27.3	Simple supplementary operational procedures for liquid transfer operations referred to in paragraph 2 of this regulation shall mean written procedures made available to the master which: ...	Recording	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex I, regulation 29.5	The master of every oil tanker to which this regulation applies and the person in charge of a non-self-propelled oil tanker to which this regulation applies shall be supplied in a approved form with: ...	Recording	Companies	Continuous
Annex I, regulation 31.4	Instructions as to the operation of the system shall be in accordance with an operational manual approved by the Administration. ...	Recording	Companies	Continuous
Annex I, regulation 35.1	Every oil tanker operating with crude oil washing systems shall be provided with an Operations and Equipment Manual detailing the system and equipment and specifying operational procedures. ...	Recording	Companies	Continuous
Annex I, regulation 36.1	Every oil tanker of 150 gross tonnage and above shall be provided with an Oil Record Book Part II (Cargo/Ballast Operations). ...	Recording	Companies and masters	Continuous
Annex I, regulation 36.7	The Oil Record Book shall be kept in such a place as to be readily available for inspection at all reasonable times and, except in the case of unmanned ships under tow, shall be kept on board the ship ...	Recording	Companies and masters	Continuous
Annex I, regulation 37.1	Every oil tanker of 150 gross tonnage and above and every ship other than an oil tanker of 400 gross tonnage and above shall carry on board a shipboard oil pollution emergency plan approved by the Administration.	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex I, regulation 38.8	Each Party shall notify the Organization ... of all cases where the facilities provided under this regulation are alleged to be inadequate.	Provision of information to IMO	Parties	Continuous
Annex I, regulation 38.8	... for transmission to the Parties concerned ...	Provision of information to Parties	IMO	Continuous
Annex II, regulation 4.2	the Administration allowing a relaxation of the application of an amendment under this paragraph shall submit to the Organization a report ...	Provision of information to IMO	Administrations	Continuous
Annex II, regulation 4.2	... for circulation to the Parties to the Convention for their information and appropriate action, if any, ...	Provision of information to Parties	IMO	Continuous
Annex II, regulation 5.2	The Administration which allows a fitting, material, appliance or apparatus as alternative to that required by this Annex, under paragraph 1 of this regulation, shall communicate to the Organization, ...	Provision of information to IMO	Administrations	Continuous
Annex II, regulation 5.2	... for circulation to the Parties to the Convention, particulars thereof, for their information and appropriate action, if any.	Provision of information to Parties	IMO	Continuous
Annex II, regulation 5.3.5	... be provided with a Manual, approved by the Administration, ensuring that no operational mixing of cargo residues and water will occur and that no cargo residues will remain in the tank after applying the ventilation procedures prescribed in the Manual.	Recording	Companies and masters	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex II, regulation 6.3	As soon as possible, but not later than 30 days after the agreement has been reached, the Government of the producing or shipping country, initiating the agreement concerned, shall notify the Organization and provide details of the substance and the provisional assessment ...	Provision of information to IMO	Governments	Continuous
Annex II, regulation 6.3	... for annual circulation to all Parties for their information. ...	Provision of information to Parties	IMO	Continuous – annually
Annex II, regulation 6.3	... The Organization shall maintain a register of all such substances and their provisional assessment until such time as the substances are formally included in the IBC Code.	Recording	IMO	Continuous
Annex II, regulation 8.2.4	The Administration shall notify the Organization of the specific responsibilities and conditions of the authority delegated to the nominated surveyors or recognized organizations, ...	Provision of information to IMO	Administrations	Continuous
Annex II, regulation 8.2.4	... for circulation to Parties to the present Convention for the information of their officers.	Provision of information to Parties	IMO	Continuous
Annex II, regulation 8.2.5	... and shall in due course notify the Administration. If such corrective action is not taken the Certificate should be withdrawn and the Administration shall be notified immediately, ...	Provision of information to Administrations	Nominated surveyors or recognized organizations	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex II, regulation 8.2.5	... and if the ship is in a port of another Party, the appropriate authorities of the port State shall also be notified immediately. ...	Provision of information to port State authorities	Nominated surveyors or recognized organizations	Continuous
Annex II, regulation 8.3.3	... the master or owner of the ship shall report at the earliest opportunity to the Administration, the recognized organization or the nominated surveyor responsible for issuing the relevant Certificate, ...	Provision of information to Administrations, nominated surveyors or recognized organizations	Companies and masters	Continuous
Annex II, regulation 8.3.3	... If the ship is in a port of another Party, the master or owner shall also report immediately to the appropriate authorities of the port State and the nominated surveyor or recognized organization shall ascertain that such report has been made.	Provision of information to port State authorities	Companies and masters	Continuous
Annex II, regulation 9.3.2	A copy of the Certificate and a copy of the survey report shall be transmitted as soon as possible to the requesting Administration.	Provision of information to Administrations	Parties	Continuous
Annex II, regulation 13.2.3	... Information on such agreement shall be communicated to the Organization within 30 days ...	Provision of information to IMO	Parties	Continuous
Annex II, regulation 13.2.3	... for further circulation to the Parties to the Convention for their information and appropriate action if any.	Provision of information to Parties	IMO	Continuous
Annex II, regulation 14.1	Every ship certified to carry substances of category X, Y or Z shall have on board a Manual approved by the Administration. ...	Recording	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex II, regulation 15.1	Every ship to which this Annex applies shall be provided with a Cargo Record Book, whether as part of the ship's official logbook or otherwise, in the form specified in appendix 2 to this annex.	Recording	Companies	Continuous
Annex II, regulation 15.5	The Cargo Record Book shall be kept in such a place as to be readily available for inspection and, except in the case of unmanned ships under tow, shall be kept on board the ship. It shall be retained for a period of three years after the last entry has been made.	Recording	Companies and masters	Continuous
Annex II, regulation 17.1	Every ship of 150 gross tonnage and above certified to carry noxious liquid substances in bulk shall carry on board a shipboard marine pollution emergency plan for noxious liquid substances approved by the Administration.	Recording	Companies and masters	Continuous
Annex II, regulation 18.2	The Government of each Party shall determine the types of facilities provided for the purpose of paragraph 1 of this regulation at each cargo loading and unloading port, terminal and ship repair port in its territories and notify the Organization thereof.	Provision of information to IMO	Parties	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex II, regulation 18.3	... and notify the Organization of the date so established at least six months in advance of that date. ...	Provision of information to IMO	Parties	Continuous
Annex II, regulation 18.3	... The Organization shall then promptly notify all Parties of that date.	Provision of information to Parties	IMO	Continuous
Annex II, regulation 18.5	Each Party shall notify the Organization of any case where facilities required under paragraph 1 or arrangements required under paragraph 3 of this regulation are alleged to be inadequate.	Provision of information to IMO	Parties	Continuous
Annex II, regulation 18.5	... for transmission to the Parties concerned ...	Provision of information to Parties	IMO	Continuous
Annex IV, regulation 4.4	The Administration shall notify the Organization of the specific responsibilities and conditions of the authority delegated to the nominated surveyors or recognized organizations, ...	Provision of information to IMO	Administrations	Continuous
Annex IV, regulation 4.4	... for circulation to Parties to the present Convention for the information of their officers.	Provision of information to Parties	IMO	Continuous
Annex IV, regulation 4.5	... and shall in due course notify the Administration. If such corrective action is not taken the Certificate should be withdrawn and the Administration shall be notified immediately, ...	Provision of information to Administrations	Nominated surveyors and recognized organizations	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex IV, regulation 4.5	... and if the ship is in a port of another Party, the appropriate authorities of the port State shall also be notified immediately. ...	Provision of information to port State authorities	Nominated surveyors and recognized organizations	Continuous
Annex IV, regulation 4.9	... the master or owner of the ship shall report at the earliest opportunity to the Administration, the recognized organization or the nominated surveyor responsible for issuing the relevant Certificate, ...	Provision of information to Administrations	Companies and masters	Continuous
Annex IV, regulation 4.9	... If the ship is in a port of another Party, the master or owner shall also report immediately to the appropriate authorities of the port State and the nominated surveyor or recognized organization shall ascertain that such report has been made.	Provision of information to port State authorities	Companies and masters	Continuous
Annex IV, regulation 6.2	A copy of the Certificate and a copy of the survey report shall be transmitted as soon as possible to the requesting Administration.	Provision of information to Administrations	Parties	Continuous
Annex IV, regulation 12.2	The Government of each Party shall notify the Organization ... of all cases where the facilities provided under this regulation are alleged to be inadequate.	Provision of information to IMO	Parties	Continuous
Annex IV, regulation 12.2	... for transmission to the Contracting Governments concerned ...	Provision of information to Contracting Governments	IMO	Continuous
Annex V, regulation 5(4)(b)	The Government of each Party concerned shall notify the Organization of the measures taken pursuant to subparagraph (a) of this regulation. ...	Provision of information to IMO	Parties	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex V, regulation 5(4)(b)	... The Organization shall notify all Parties of the date so established no less than 12 months in advance of that date.	Provision of information to Parties	IMO	Continuous
Annex V, regulation 7(2)	The Government of each Party shall notify the Organization ... of all cases where the facilities provided under this regulation are alleged to be inadequate.	Provision of information to IMO	Parties	Continuous
Annex V, regulation 7(2)	... for transmission to the Parties concerned ...	Provision of information to Parties	IMO	Continuous
Annex V, regulation 9(1)	Every ship of 12 m or more in length overall shall display placards which notify the crew and passengers of the disposal requirements of regulations 3 and 5 of this annex, as applicable.	Recording	Companies and masters	Continuous
Annex V, regulation 9(2)	Every ship of 400 gross tonnage and above, and every ship which is certified to carry 15 persons or more, shall carry a garbage management plan which the crew shall follow. ...	Recording	Companies and masters	Continuous
Annex V, regulation 9(3)	Every ship of 400 gross tonnage and above and every ship which is certified to carry 15 persons or more engaged in voyages to ports or offshore terminals under the jurisdiction of other Parties to the Convention and every fixed and floating platform engaged in exploration and exploitation of the seabed shall be provided with a Garbage Record Book.	Recording	Companies and masters	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
MARPOL PROT 97				
Article 5.2	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General of the Organization (hereinafter referred to as the "Secretary-General").	Provision of information to IMO	Parties	One-off
Annex VI, regulation 4(2)	The Administration of a Party which allows a fitting, material, appliance or apparatus or other procedures, alternative fuel oils, or compliance methods used as an alternative to that required by this Annex shall communicate to the Organization ...	Provision of information to IMO	Administrations	Continuous
Annex VI, regulation 4(2)	... for circulation to the Parties to the present Convention particulars thereof, for their information and appropriate action, if any.	Provision of information to Parties	IMO	Continuous
Annex VI, regulation 5.3.3	... and shall in due course notify the Administration. If such corrective action is not taken, the certificate should be withdrawn by the Administration. ...	Provision of information to Administrations	Nominated surveyor or recognized organization	Continuous
Annex VI, regulation 5.3.3	... If the ship is in a port of another Party, the appropriate authorities of the port State shall also be notified immediately.	Provision of information to port State authorities	Administration, nominated surveyor or recognized organization	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex VI, regulation 5.4.5	Whenever an accident occurs to a ship or a defect is discovered, which substantially affects the efficiency or completeness of its equipment covered by this annex, the master or owner of the ship shall report at the earliest opportunity to the Administration, a nominated surveyor, or recognized organization responsible for issuing the relevant certificate.	Provision of information to Administrations, nominated surveyors or recognized organizations	Owner or master	Continuous
Annex VI, regulation 7.2	A copy of the certificate and a copy of the survey report shall be transmitted as soon as possible to the requesting Administration.	Provision of information to Administrations	Parties	Continuous
Annex VI, regulation 11.2	... If an inspection indicates a violation of this annex, a report shall be forwarded to the Administration for any appropriate action.	Provision of information to Administrations	Port State control officers	Continuous
Annex VI, regulation 11.3	Any Party shall furnish to the Administration evidence, if any, that the ship has emitted any of the substances covered by this Annex in violation of the provisions of this Annex. ...	Provision of information to Administrations	Parties	Continuous
Annex VI, regulation 11.3	... If it is practicable to do so, the competent authority of the former Party shall notify the master of the ship of the alleged violation.	Provision of information to masters	Parties	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex VI, regulation 11.4	... The Administration shall promptly inform the Party which has reported the alleged violation, as well as the Organization, of the action taken.	Provision of information to Parties	Administrations	Continuous
Annex VI, regulation 11.5	... The report of such investigation shall be sent to the Party requesting it and to the Administration so that the appropriate action may be taken under the present Convention.	Provision of information to Parties	Port State authorities	Continuous
Annex VI, regulation 15.2	A Party regulating tankers for VOC emissions shall submit a notification to the Organization.	Provision of information to IMO	Parties	Continuous
Annex VI, regulation 15.4	The Organization shall circulate a list of the ports and terminals designated by the Parties to other Parties and Member States of the Organization for their information.	Provision of information to Parties and Member States	IMO	Continuous
Annex VI, regulation 15.6	A tanker carrying crude oil shall have on board and implement a VOC Management Plan approved by the Administration.	Recording	Company and master	Continuous
Annex VI, regulation 17.2	... then the Party shall inform the Organization of any such port or terminal Each Party that has provided the Organization with such information shall also notify the Organization of its ports and terminals where reception facilities are available to manage and process such substances.	Provision of information to IMO	Parties	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex VI, regulation 17.2	... so that this information may be circulated to all Parties and Member States of the Organization for their information and any appropriate action. ...	Provision of information to Parties and Member States	IMO	Continuous
Annex VI, regulation 17.3	Each Party shall notify the Organization ... of all cases where the facilities provided under this regulation are unavailable or alleged to be inadequate.	Provision of information to IMO	Parties	Continuous
Annex VI, regulation 17.3	... for transmission to the Members of the Organization ...	Provision of information to Member States	IMO	Continuous
Annex VI, regulation 18.2.4	2.4 A ship shall notify its Administration and the competent authority of the relevant port of destination when it cannot purchase compliant fuel oil.	Provision of information to Administrations and port authorities	Masters	Continuous
Annex VI, regulation 18.2.5	A Party shall notify the Organization when a ship has presented evidence of the non-availability of compliant fuel oil.	Provision of information to IMO	Parties	Continuous
Annex VI, regulation 18.6	The bunker delivery note shall be kept on board the ship in such a place as to be readily available for inspection at all reasonable times. It shall be retained for a period of three years after the fuel oil has been delivered on board.	Recording	Company and master	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Annex VI, regulation 18(7)	<p>Parties undertake to ensure that appropriate authorities designated by them:</p> <p>.1 maintain a register of local suppliers of fuel oil;</p> <p>...</p> <p>.3 require local suppliers to retain a copy of the bunker delivery note for at least three years for inspection and verification by the port State as necessary;</p> <p>...</p>	Recording	Parties	Continuous
Annex VI, regulation 18(7)	.6 inform the Organization ... of all cases where fuel oil suppliers have failed to meet the requirements specified in regulation 14 or 18 of this annex.	Provision of information to IMO	Parties	Continuous
Annex VI, regulation 18(7)	... for transmission to Parties and Member States of the Organization.	Provision of information to Parties and Member States	IMO	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Resolution MEPC.94(46)				
Paragraph 4.1	The Administration shall issue, or cause to be issued, detailed instructions to the RO which shall ensure that the CAS surveys are carried out in accordance with the provisions of sections 5 through 10 of this Scheme.	Provision of information to recognized organizations	Administrations	Continuous
Paragraph 6.1.1.2	Notification from the Company to the Administration and to the RO of its intention to proceed with the CAS shall be submitted not less than eight months prior to the planned commencement of the CAS survey.	Provision of information to Administrations and recognized organizations	Companies	Continuous
Paragraph 6.1.1.3	Upon receipt of such notification the RO shall: .1 issue to the Company the Survey Planning Questionnaire (see appendix 2) not later than seven months prior to the planned commencement of the CAS survey; and ...	Provision of information to companies	Recognized organizations	Continuous
Paragraph 6.1.1.4	The Company shall complete and return the Survey Planning Questionnaire to the RO not less than five months prior to the planned commencement of the CAS survey. ...	Provision of information to recognized organizations	Companies	Continuous
Paragraph 6.1.1.4	... A copy of the completed questionnaire shall be forwarded by the Company to the Administration.	Provision of information to Administrations	Companies	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 6.1.1.5	The Survey Plan for the CAS shall be completed and submitted in signed order by the Company to the RO not less than two months prior to the planned commencement of the CAS survey. ...	Provision of information to recognized organizations	Companies	Continuous
Paragraph 6.1.1.5	... A copy of the Survey Plan for the CAS shall be forwarded by the Company to the Administration.	Provision of information to Administrations	Companies	Continuous
Paragraph 6.1.2.1	The Survey Plan for the CAS shall be developed by the Company in cooperation with the RO. ...	Recording	Companies	Continuous
Paragraph 6.3.1	The Company shall ensure that, in addition to the agreed Survey Plan, all other documents used in the development of the Survey Plan referred to in 6.2.1 are available on board at the time of the CAS survey.	Recording	Companies	Continuous
Paragraph 9.2	Survey records relating to the CAS survey, including actions taken, shall form an auditable documentary trail, which shall be made available to the Administration, if requested.	Recording and provision of information to Administrations	Recognized Organizations	Continuous
Paragraph 10.2.2	The CAS Final Report shall be submitted by the RO to the Administration without delay and in any case not later than two months prior to the date the ship is required to be issued with a Statement of Compliance.	Provision of information to Administrations	Recognized organizations	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 13.3	The original of the Statement of Compliance shall be placed on board the ship as a supplement to the ship's International Oil Pollution Prevention Certificate.	Recording	Company and master	Continuous
Paragraph 13.4	In addition, a copy of the CAS Final Report which was reviewed by the Administration for the issue of the Statement of Compliance and a copy of the Review Record, specified in paragraph 11.3, shall be placed on board to accompany the Statement of Compliance.	Recording	Company and master	Continuous
Paragraph 13.5	A certified copy of the Statement of Compliance and a copy of the Review Record, specified in paragraph 11.3, shall be forwarded by the Administration to the RO and shall be kept together with the CAS Final Report.	Provision of information to Recognized Organizations	Administrations	Continuous
Paragraph 14.1	The Administration shall communicate to the Organization: .1 particulars of the Statements of Compliance issued; .2 details of the suspension or withdrawal of the Statements of Compliance issued; and .3 particulars of the ships to which it has declined the issue of a Statement of Compliance and reasons thereof.	Provision of information to IMO	Administrations	Continuous
Paragraph 14.2	The Organization shall circulate the aforementioned information to all Parties to MARPOL 73/78 and shall maintain an electronic database containing the aforesaid information, accessible only to Parties to MARPOL 73/78.	Provision of information to Parties	IMO	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
BCH Code				
Paragraph 1.5.2	When the Administration so allows any fitting, material, appliance, apparatus, item of equipment, or type thereof, or provision, procedure, or arrangement, or novel design or application to be substituted hereafter, it should communicate to IMO the particulars thereof together with a report on the evidence submitted so ...	Provision of information to IMO	Administrations	Continuous
Paragraph 1.5.2	... that the Organization may circulate the same to other Parties to MARPOL 73/78 and other participating Governments for the information of their officers.	Provision of information to other Governments	IMO	Continuous
Paragraph 1.6.1.2	... The Administration should notify the Organization of the specific responsibilities and conditions of the authority delegated to nominated surveyors or recognized organizations for ...	Provision of information to IMO	Administrations	Continuous
Paragraph 1.6.1.2	... circulation to the Contracting Governments.	Provision of information to Contracting Governments	IMO	Continuous
Paragraph 1.6.1.3	... and should in due course notify the Administration ... and the Administration should be notified immediately; ...	Provision of information to Administrations	Nominated surveyor or recognized organization	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Paragraph 1.6.1.3 and, if the ship is in a port of another Contracting Government, the appropriate authorities of the port State should also be notified immediately.	Provision of information to port State authorities	Nominated surveyor or recognized organization	Continuous
Paragraph 1.6.4.3	The Certificate issued under provisions of this section should be available on board for examination at all times.	Recording	Company and master	Continuous
Paragraph 2.2.5	In the approval of the design of a ship for which a dispensation has been granted, the nature of the alternative measures prescribed should be clearly stated and be available to the Administration in the countries the ship will visit and ...	Recording	Company, master and Administration	Continuous
Paragraph 5.2.1	A copy of this Code or national regulations incorporating the provisions of the Code should be on board every ship covered by this Code.	Recording	Company and master	Continuous
Paragraph 5.2.2	Information should be on board and available to all concerned, giving the necessary data for the safe carriage of the cargo.	Recording	Company and master	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
NO_x Technical Code				
Paragraph 2.2.8.2	A copy of the certificate(s) and a copy of the survey report shall be transmitted as soon as possible to the requesting Administration.	Provision of information to Administrations	Administration of country in which the engine is built	One-off
Paragraph 7.4	The Approved Method for achieving compliance with regulation 13.7 shall include a copy of the Approved Method File which is required to accompany the engine throughout its life on board ship.	Recording	Company and master	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
OPRC 90				
Article 10	Parties shall endeavour to conclude bilateral or multilateral agreements for oil pollution preparedness and response. Copies of such agreements shall be communicated to the Organization ...	Provision of information to IMO	Party	Continuous
Article 10	... which should make them available on request to Parties.	Provision of information to Parties	IMO	Continuous
Article 15(2)	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General.	Provision of information to IMO	Party	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
OPRC PROT HNS 2000				
Article 3(3)	When the appropriate authorities of a Party learn of a pollution incident, they shall notify other States whose interests are likely to be affected by such incident.	Provision of information to other States	Party	Continuous
Article 4(3)	Each Party shall ensure that current information is provided to the Organization, directly or through the relevant regional organization or arrangements, concerning: ...	Provision of information to IMO	Party	Continuous
Article 12(6)	The Secretary-General shall inform all Parties of any amendment which enters into force under this article, together ...	Provision of information to Parties	IMO	Continuous
Article 12(7)	Any notification of acceptance ... an amendment under this article shall be communicated in writing to the Secretary-General ...	Provision of information to IMO	Party	Continuous
Article 12(7)	Who shall inform Parties of such notification and the date ...	Provision of information to Parties	IMO	Continuous
Article 13(2)	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General.	Provision of information to IMO	Party	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
AFS 2001				
Article 9(1)	Each Party undertakes to communicate to the Organization: ...	Provision of information to IMO	Party	Continuous
Article 9(2)	The Organization shall make available, through any appropriate means, information communicated to it under paragraph (1).	Provision of information to other entities	IMO	Continuous
Article 9(3)	For those anti-fouling systems approved, registered or licensed by a Party, such Party shall provide, or require the manufacturers of such anti-fouling systems to provide, to those Parties which request it, relevant information on ...	Provision of information to other Parties	Party or manufacturer	Continuous
Article 11(3)	If the ship is detected to be in violation of this Convention, the Party carrying out the inspection may ... A Party taking such action ... shall immediately inform the Administration of the ship concerned.	Provision of information to Administration	Party carrying out port State control	Continuous
Article 16(6)	Any notification or declaration under this article shall be made in writing to the Secretary-General.	Provision of information to IMO	Party	Continuous
Article 16(7)	The Secretary-General shall inform the Parties and Members of the Organization of ...	Provision of information to Parties and IMO Members	IMO	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Article 17(3)	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General.	Provision of information to IMO	Party	One-off
Annex 4, regulation 1(c)	... A surveyor or organization shall also in due course notify the Administration of any such determination. ...	Provision of information to Administration	Nominated surveyor or recognized organization	Continuous
Annex 4, regulation 1(d)	... the appropriate authorities of the port State shall be notified forthwith. ...	Provision of information to port State	Administration, nominated surveyor or recognized organization	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Bunkers 2001				
Article 7/3(b)	A State Party shall notify the Secretary-General of: ...	Provision of information to IMO	Party	Continuous
Article 7/5	The certificate shall be carried on board the ship and a copy shall be deposited with the authorities ...	Recording	Authority of registry or issuing and certifying the certificate	Continuous
Article 12/3	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General.	Provision of information to IMO	Party	One-off
Article 13(2)	Any such declaration shall be notified to the Secretary-General and shall state expressly the territorial units to which this Convention applies.	Provision of information to IMO	Party	One-off and updating

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
LLMC 76				
Article 16/3	Ratification, acceptance, approval or accession shall be effected by the deposit of a formal instrument to that effect with the Secretary-General of the Organization (...).	Provision of information to IMO	Party	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
LLMC PROT 96				
Article 10/3	Ratification, acceptance, approval or accession shall be effected by the deposit of a formal instrument to that effect with the Secretary-General.	Provision of information to IMO	Party	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
FUND 92				
Article 14.1 and .3 Such declaration shall be made in writing and ...	Provision of information to the Director	Parties	One-off
Article 36 <i>quinquies</i> (PROT, article 28.5)	Ratification, acceptance, approval or accession shall be effected by the deposit of a formal instrument to that effect with the Secretary-General of the Organization.	Provision of information to IMO	Parties	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
FUND PROT 2003				
Article 19.4	Ratification, acceptance, approval or accession shall be effected by the deposit of a formal instrument to that effect with the Secretary-General.	Provision of information to IMO	Contracting States	One-off
Article 20	... communicate to the Secretary-General the name and address of any person who in respect of that State would be liable to contribute to the Supplementary Fund pursuant to article 10 as well as data on the relevant quantities of contributing oil received by any such person in the territory of that State during the preceding calendar year.	Provision of information to IMO	Contracting States	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
PAL 74				
Article 22.2	Any declaration made under paragraph 1 of this article may be withdrawn at any time by a notification in writing to the Secretary-General of the Organization.	Provision of information to IMO	Parties	Continuous
Article 23.3	Ratification, acceptance, approval or accession shall be effected by the deposit of a formal instrument to that effect with the Secretary-General of the Organization.	Provision of information to IMO	Parties	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
PAL PROT 2002				
Article 5.3(b)	A State Party shall notify the Secretary-General of: (i) the specific responsibilities and conditions of the authority delegated to an institution or organization recognized by it; (ii) the withdrawal of such authority; and (iii) the date from which such authority or withdrawal of such authority takes effect.	Provision of information to IMO	Parties	Continuous
Article 5.5	The certificate shall be carried on board the ship, and a copy shall be deposited with the authorities who keep the record of the ship's registry or, if the ship is not registered in a State Party, with the authority of the State issuing or certifying the certificate.	Recording	Parties, companies and masters	Continuous
Article 17.3	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General.	Provision of information to IMO	Parties	One-off
Article 18.2	Any such declaration shall be notified to the Secretary-General and shall state expressly the territorial units to which this Protocol applies.	Provision of information to IMO	Parties	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Article 19.4	... the regional economic integration organization shall make a declaration to the Secretary-General ... The regional economic integration organization shall promptly notify the Secretary-General of any changes to ...	Provision of information to IMO	Regional economic integration organizations	One-off and updating
Article 19.4	... Any such declarations shall be made available by the Secretary-General, pursuant to article 24 of this Protocol.		IMO	Continuous
Article 24.2(a)	The Secretary-General shall: ... inform all States which have signed or acceded to this Protocol of: (i) each new signature or ...	Provision of information to Parties	IMO	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
SALVAGE 89				
Article 4.2	Where a State Party decides to apply the Convention to its warships or other vessels described in paragraph 1, it shall notify the Secretary-General thereof specifying the terms and conditions of such application.	Provision of information to IMO	Party	Continuous
Article 28/3	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General.	Provision of information to IMO	Party	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
TONNAGE 69				
Article 12(3)	Should the inspection reveal that the main characteristics of the ship differ from those entered on the International Tonnage Certificate (1969) so as to lead to an increase in the gross tonnage or the net tonnage, the Government of the State whose flag the ship is flying shall be informed without delay.	Provision of information to flag State	Port State	Continuous
Article 15	The Contracting Governments undertake to communicate to and deposit with the Organization: (a) a sufficient number of specimens of their certificates issued under the provisions of the present Convention for circulation to the Contracting Governments; (b) the text of the laws, orders, decrees, regulations and other instruments which shall have been promulgated on the various matters within the scope of the present Convention; and (c) a list of non-governmental agencies which are authorized to act on their behalf in matters relating to tonnages for circulation to the Contracting Governments.	Provision of information to IMO	Contracting Government	One-off and updating

Ref.	Requirement	Type	Burden on?	Comments
Article 16(2)	Acceptance or accession shall be effected by the deposit of an instrument of acceptance or accession with the Organization.	Provision of information to IMO	Contracting Government	One-off
Article 16(2)	The Organization shall inform all Governments which have signed the present Convention or acceded to it of each new acceptance or accession and of the date of its deposit.	Provision of information to Contracting Governments	IMO	One-off
Article 20(1)	(a) The United Nations, in cases where they are the administering authority for a territory, or any Contracting Government responsible for the international relations of a territory, shall as soon as possible consult with such territory or take such measures as may be appropriate in an endeavour to extend the present Convention to that territory and may at any time by notification in writing to the Organization declare that the present Convention shall extend to such territory.	Provision of information to IMO	UN or Contracting Government	One-off
Article 20(3)	The Organization shall inform all the Contracting Governments of the extension of the present Convention to any territories under paragraph (1) of this article, and of the termination of any such extension under the provisions of paragraph (2) stating in each case the date from which the present Convention has been or will cease to be so extended.	Provision of information to Contracting Governments	IMO	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
FAL 65⁴				
Article VIII(1)	... shall so inform the Secretary-General and notify him of the differences between its own practice and such Standard. ...	Provision of information to IMO	Contracting Governments	Continuous
Article VIII(3)	... As soon as any Contracting Government brings its own formalities, documentary requirements and procedures into accord with any Recommended Practice, it shall notify the Secretary-General thereof.	Provision of information to IMO	Contracting Governments	Continuous
Article VIII(4)	The Secretary-General shall inform the Contracting Governments of any notification made to him in accordance with the preceding paragraphs of this article.	Provision of information to Contracting Governments	IMO	Continuous
Article X(2)	Acceptance or accession shall be effected by the deposit of an instrument with the Secretary-General.	Provision of information to IMO	Contracting Governments	One-off

⁴ One could argue that this entire Convention is containing administrative requirements. I have endeavoured to identify only those that explicitly require the provision of information to other parties.

Ref.	Requirement	Type	Burden on?	Comments
Article XIV	The Secretary-General shall inform all signatory Governments, all Contracting Governments and all Members of the Organization of: ...	Provision of information to Contracting Governments, Members and Signatories	IMO	Continuous
Regulation 2.21	Standard. Public authorities shall, by radio whenever possible, but in any case by the fastest channels available, inform the master, before the arrival of the ship, of the documentation and the procedures necessary to put the sick or injured persons ashore expeditiously and to clear the ship without delay.	Provision of information to masters	Public authorities	Continuous
Regulation 3.3.6	Standard. Where a person is found to be inadmissible, the public authorities shall, without unreasonable delay, inform the shipowner and consult the shipowner regarding the arrangements for removal.	Provision of information to shipowners	Public authorities	Continuous
Regulation 4.6.1	Standard. Contracting Governments shall require shipmasters to make every effort to establish the identity, including nationality/citizenship of the stowaway and the port of embarkation of the stowaway, and to notify the existence of the stowaway along with relevant details to the public authorities of the first planned port of call. ...	Provision of information to port State public authorities	Contracting Governments	Continuous
Regulation 4.6.1	... This information shall also be provided to the shipowner, public authorities at the port of embarkation, the flag State and any subsequent ports of call, if relevant.	Provision of information to other entities	Contracting Governments	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Inmarsat OA 76				
After the establishment of Inmarsat as a private company, this agreement is no longer applicable.				

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Inmarsat Convention 76, as amended				
This Convention is dealt with by the Member Governments of the International Mobile Satellite Organization (IMSO).				

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
COSPAS-SARSAT Agreement 88				
This is handled by the Parties to the Agreement.				

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
LC 72				
Article IV/3	... That Party shall notify such measures to the Organization.	Provision of information to IMO	Parties	Continuous
Article V/2	... and shall inform the Organization of the actions it takes. ...	Provision of information to IMO	Parties	Continuous
Article VI/4	... shall report to the Organization, and where appropriate to other Parties, the ...	Provision of information to IMO and Parties	Parties	Continuous
Article VII/4	... and shall inform the Organization accordingly.	Provision of information to IMO	Parties	Continuous
Article VIII	... , which shall be notified to them by the Organization. ...	Provision of information to Parties	IMO	Continuous
Article XIV/3	An acceptance or declaration of objection under this article shall be made by deposit of an instrument with the Organization. ...	Provision of information to IMO	Parties	Continuous
Article XIV/3	... The Organization shall notify all Contracting Parties of the receipt of such instruments.	Provision of information to Parties	IMO	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
LC PROT 96				
Article 4.2	... That Contracting Party shall notify the Organization of such measures.	Provision of information to IMO	Parties	Continuous
Article 7.3	Each Contracting Party should provide the Organization with information on legislation and ...	Provision of information to IMO	Parties	Continuous
Article 8.1	... and shall be reported forthwith to the Organization.	Provision of information to IMO	Parties	Continuous
Article 8.2	... and shall inform the Organization of the action it takes.	Provision of information to IMO	Parties	Continuous
Article 9.4	Each Contracting Party ... shall report to the Organization and where appropriate to other Contracting Parties: ...	Provision of information to IMO and Parties	Parties	Continuous
Article 10.4	... and shall inform the Organization accordingly.	Provision of information to IMO	Parties	Continuous
Article 24.3	Ratification, acceptance, approval or accession shall be effected by the deposit of an instrument to that effect with the Secretary-General.	Provision of information to IMO	Parties	Continuous
Article 26.1	... may, ... notify the Secretary-General that, for reasons ...	Provision of information to IMO	Parties	Continuous

Ref.	Requirement	Type	Burden on?	Comments
Article 26.3	... and notify the Secretary-General of any permits issued.	Provision of information to IMO	Parties	Continuous
Annex 3, article 1.2	... shall inform the Secretary-General of ...	Provision of information to IMO	Parties	Continuous
Annex 3, article 1.3	The Secretary-General shall transmit this information to all Contracting States.	Provision of information to Contracting States	IMO	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
INTERVENTION 69				
Article III/b	The coastal State shall notify without delay the proposed measures to any persons physical or corporate known to the coastal State, or made known to it during the consultations, to have interests which can reasonably be expected to be affected by those measures. The coastal State shall take into account any views they may submit;	Interested entities	Coastal State	Continuous
Article III/f	... measures which have been taken in application of Article I shall be notified without delay to the States and to the known physical or corporate persons concerned, ...	Concerned States or entities	Coastal State	Continuous
Article III/f	... as well as to the Secretary-General of the Organization.	Provision of information to IMO	Coastal State	Continuous
Article X/1	Ratification, acceptance, approval or accession shall be effected by the deposit of a formal instrument to that effect with the Secretary-General of the Organization.	Provision of information to IMO	Parties	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
INTERVENTION PROT 73				
Article III.2	Any amendment to the list proposed by a Party to the present Protocol shall be submitted to the Organization ...	Provision of information to IMO	Parties	Continuous
Article III.2	... and circulated by it to all Members of the Organization and all Parties to the present Protocol ...	Provision of information to Parties and Members of IMO	IMO	Continuous
Article III.5	... the amendment shall be communicated by the Organization to all Parties to the present Protocol for acceptance.	Provision of information to Parties	IMO	Continuous
Article V.1	Ratification, acceptance, approval or accession shall be effected by the deposit of a formal instrument to that effect with the Secretary-General of the Organization.	Provision of information to IMO	Parties	One-off

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
CLC 69 as amended by CLC PROT 92				
Article VII/4	The certificate shall be carried on board the ship and a copy shall be deposited with the authorities who keep the record of the ship's registry or, if the ship is not registered in a Contracting State, with the authorities of the State issuing or certifying the certificate.	Recording	Companies and masters	Continuous
Article XII <i>ter</i> (PROT article 12.3)	Ratification, acceptance, approval or accession shall be effected by the deposit of a formal instrument to that effect with the Secretary-General of the Organization.	Provision of information to IMO	Parties	One-off
Article XII <i>ter</i> (PROT article 13.3)	Any State which has made a declaration in accordance with the preceding paragraph may withdraw it at any time by means of a notification addressed to the Secretary-General of the Organization.	Provision of information to IMO	Parties	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
NUCLEAR 71				
Article 5.3	Ratification, acceptance, approval or accession shall be effected by the deposit of a formal instrument to that effect with the Secretary-General of the Organization.	Provision of information to IMO	Parties	One-off
Article 8.1	... may at any time by notification in writing to the Secretary-General of the Organization declare ...	Provision of information to IMO	Parties	Continuous
Article 8.3	... may ... declare by notification in writing to the Secretary-General of the Organization, ...	Provision of information to IMO	Parties	Continuous

**INVENTORY OF ADMINISTRATIVE REQUIREMENTS
IN IMO MANDATORY INSTRUMENTS**

Ref.	Requirement	Type	Burden on?	Comments
Intact Stability Code Resolution MSC.267(85), part A				
Paragraph 1.2	... Any Administration which applies such criteria should communicate to the Organization particulars thereof. ...	Provision of information to IMO	Administrations	Continuous
Paragraph 2.1.6	Each ship shall be provided with a stability booklet, approved by the Administration, which contains sufficient information (see part B, 3.6) to enable the master to operate the ship in compliance with the applicable requirements contained in the Code.	Provision of information to masters	Companies and Administrations	Continuous