

	GOVERNMENT OF ANTIGUA AND BARBUDA DEPARTMENT OF MARINE SERVICES AND MERCHANT SHIPPING (ADOMS) Circular 01-002-07 Introduction of ADOMS Interactive Application System for Seafarers (IASS)	Document	Circ. 01-002-07
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		Reference	STCW 1978, as amended, Antigua & Barbuda Quality Management System

Circular letter to:

all companies having registered their ships under the flag of Antigua and Barbuda W.I.;
all ships registered under the flag of Antigua and Barbuda W.I.;
all recognized Antigua and Barbuda Filing Agents

1. General

As an innovative addition for the improvement of its system of documentation, the flag State Administration of Antigua and Barbuda herewith introduces the

Interactive Application System for Seafarers (IASS).

The IASS is based on the Internet, enabling a direct communication between the Filing Agent as submitting party and the Administration as issuing party. It can be found on our website www.antiguamarine.com, including an Online Help for assistance. The Filing Agents are requested to consult the Online Help for a smooth operation of the system. Through the use of IASS, a safer handling and faster processing of application documents would be attained. Moreover, it will also result in reduced operational costs.

2. Responsibility of the Filing Agent

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

The Filing Agent is strictly responsible for the correctness and completeness of all applications including applications prepared by his sub-agents.

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

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

3. Access to IASS

- The Filing Agent must apply for access data via e-mail.

Thereupon it will be verified whether the originally granted recognition as Filing Agent (as stated in your letter of recognition) is still up-to-date (any changes in designated person(s) or full style of company).

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

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

4. Technical requirements

The basic technical prerequisites for entry into the IASS are:

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

5. Issuance of Certificates of Receipt of Application (CRA)

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

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

6. Application process

All applications will be processed in order of receipt.

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

7. Various

The experience gained during the test phase gave us enough reasons to emphasize some crucial points in submitting applications, such as:

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

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

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

The system will enter into force on 19 March 2007.

March 2007

**Department of Marine Services
and Merchant Shipping
Antigua and Barbuda W.I.**

* Am Patentbusch 4 * D-26125 Oldenburg * Germany *
* Phone ++49 (0) 441 93959 – 0 * Fax: ++49 (0) 441 93959 – 29 *
E-mail: info@antiguamarine.com