



JULY 10, 2002

CIRCULAR NO. 13/02

TO MEMBERS OF THE ASSOCIATION

Dear Member:

**INTERNATIONAL TANKER OWNERS POLLUTION FEDERATION LTD. (ITOPF) –
DESIGNATED PERSON SURVEY**

ITOPF has been the shipping industry's primary resource for objective technical advice and expertise on marine oil pollution since 1968. Its team of more than 20 chemists, biologists and other experts based in London coordinates effective responses to bulk oil and bunker spills all over the world. It provides contingency planning, damage assessment and technical claims analysis for a range of government, industry and other commercial organizations, as well as training and educational programs.

ITOPF is a non-profit making organization, with about 90% of its income derived from P&I Clubs on behalf of their shipowner members, who have direct access to its technical and information services, usually at no cost.

To allow for maximum efficiency in its emergency response planning, ITOPF has requested that International Group clubs ask their members to complete the attached form, giving details of the Designated Person as required by the ISM Code. In consequence of supplying these details, Members will receive a copy of the ITOPF Handbook 2002/2003 and will automatically receive future issues of the Handbook and other technical publications.

We would recommend Members to take advantage of ITOPF's services and return the completed form as soon as possible, by fax to the American Club's London liaison office: Fax No.: + 44 20 7709 1399, for the attention of David Culverwell.

Yours faithfully,
Joseph E.M. Hughes, Chairman & CEO
Shipowners Claims Bureau, Inc., Managers for
THE AMERICAN CLUB

Attachment



PLEASE HELP US TO ASSIST YOU IN THE EVENT OF A SPILL

ITOPF is funded by the world's shipowners through their P&I insurers to provide objective technical advice on effective response to oil spills and the mitigation of damage. The organisation's highly experienced staff also assess the claims for compensation resulting from spills, undertake contingency planning and training assignments, and produce a wide range of technical publications. Full details can be found on ITOPF's website at www.itopf.com.

ITOPF's Members comprise the owners and bareboat charterers of the world's oil and chemical tank vessel tonnage and so it is extremely rare for any such ship engaged in international trade not to be entered in ITOPF. Associates comprise the owners and bareboat charterers of all other types of ship. This reflects ITOPF's increasingly important role in responding to bunker spills from non-tankers.

ITOPF's spill response services are freely available to Members and Associates but this is not always fully appreciated by those within the shipowning companies who would be in the frontline at the time of an incident. ITOPF is therefore keen to raise awareness of its services within the technical departments of its Members and Associates and their ship management companies.

One key group of individuals with whom ITOPF would like to establish a closer relationship is companies' **DESIGNATED PERSONS**, who, under the International Safety Management (ISM) Code *, are responsible for monitoring safety and pollution aspects of the operation of their ships. As a first step in this process we would invite all Members and Associates to provide contact details of their **DESIGNATED PERSON**, or **PERSON SPECIFICALLY RESPONSIBLE FOR OIL SPILL RESPONSE**, using the form that can be found on the next page.

When the contact details of such persons are received each identified individual will be sent a copy of the latest ITOPF annual Handbook. All names will also be added to a mailing list so that they automatically receive future issues of the Handbook and other technical publications.

** Compliance with the ISM Code became mandatory for passenger ships, high speed craft, oil tankers, chemical tankers, gas carriers and bulk carriers on 1 July 1998, and will apply to other cargo ships from 1 July 2002.*

Your help in this matter would be much appreciated.

For further information on ITOPF please visit our website at www.itopf.com.

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DESIGNATED PERSON SURVEY

The International Tanker Owners Pollution Federation Limited

Yes No

- 1. ARE YOU A "DESIGNATED PERSON" AS DEFINED UNDER THE ISM CODE? Yes No
- 2. ARE YOU RESPONSIBLE FOR OIL SPILL RESPONSE? Yes No
- 3. DO YOU HAVE A MARINE OPERATION POSITION? Yes No
- 4. WOULD YOUR COMPANY BE WILLING TO PROVIDE A LIST OF VESSELS FOR WHICH IT IS RESPONSIBLE?
 Yes No

5. CONTACT DETAILS (AN ITOPF HANDBOOK WILL BE SENT TO THE ADDRESS GIVEN BELOW)

NAME: _____

POSITION /JOB TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

STREET: _____

TOWN/CITY: _____

STATE: _____

POSTCODE: _____

COUNTRY: _____

TELEPHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

WEBSITE: _____

- 6. WOULD YOU LIKE TO RECEIVE FUTURE ITOPF PUBLICATIONS, FOR EXAMPLE OUR NEWSLETTER "OCEAN ORBIT"? Yes No

7. HOW DID YOU FIND OUT ABOUT THIS SURVEY?

PLEASE RETURN THIS FORM:
BY FAX: +44 (0) 20 7621 1783
BY E-MAIL: fionnmolloy@itopf.com OR central@itopf.com

OR

VISIT OUR WEBSITE www.itopf.com
 & DOWNLOAD ADDITIONAL COPIES OF THE ITOPF HANDBOOK & OTHER ITOPF PUBLICATIONS



DESIGNATED PERSON SURVEY

The International Tanker Owners Pollution Federation Limited

ITOPF WISHES TO THANK YOU FOR TAKING THE TIME TO HELP WITH THIS SURVEY