

## **THE IMO BOOKSHELF – BACKUP ARRANGEMENTS OF DIGITAL PRODUCTS CARRIED ON BOARD SHIP**

### **Accepted publications in electronic format**

The Maritime Safety Committee, at its 81st session (10 to 19 May 2006), and the Marine Environment Protection Committee, at its 53rd session (18 to 22 July 2005), gave guidance on the carriage of publications on board ships, and approved the IMO requirements on carriage of publications on board ships as follows:

*Publications may be carried on board ship in the form of electronic media such as a CD in lieu of hard copies. Acceptable publications in electronic form should be those issued by IMO or an Administration or a body authorized by an Administration to ensure correctness of their contents and to safeguard against illegal copying. A medium could either contain a publication or as many publications as possible. In any case, the media should be treated in accordance with the document control procedures in the ship's Safety Management System (SMS) including procedures for timely update.*

Ref: [MSC-MEPC.2/Circ.2](#)

### **Requirements for digital products carried on board ship**

Many flag States have now issued guidance on the carriage of digital products. Such guidance will make reference to the main computer and the backup arrangements provided on board.

Guidance for the main computer will typically state that the digital publications should be installed on a computer that is always connected to both the main and an emergency source of power.

With regard to the backup arrangements, a statement will be given that adequate backup must be provided. How this is implemented depends on the requirements of the flag State, but is generally one of the following:

- already installed on at least one other backup computer on board
- can be installed on another computer on board or reinstalled on the same computer, within a short period of time/available on a CD, portable storage device, or second unlock code.

### **Situations where a backup licence is no longer available on board**

Where a ship no longer has an available backup licence on board (because the backup licence has been used or the respective computer crashed or was replaced), they must make provision to obtain a replacement backup licence to comply with flag State guidance as outlined above.

### **The IMO Bookshelf**

When you purchase an IMO digital title (.ebk) you are buying **one licence** for installation on **one pc/laptop**.

As a courtesy, IMO provides a replacement backup licence to be used in cases where, for example, the pc/laptop crashes or there is a system upgrade requiring reinstallation of the product.

In partnership with Witherby Publishing, a new process for acquiring replacement backup licences is now in place, whereby users are invited to email their licence 'READ' code and a valid email address, together with all relevant information to [unlock.problems@emailws.com](mailto:unlock.problems@emailws.com).

The user's request will be examined by Witherby's technical services and, if both the main and backup licences have been unlocked more than 24 month ago, a replacement backup licence(s) will be provided free of charge. Should the user's case not meet this criterion, however, a new licence, complete with backup licence, must be purchased at the full price from their usual supplier.

Should users wish to run two concurrent copies of IMO digital titles on two pcs/laptops, they are advised to purchase two licences from the outset. This will ensure that a backup licence is always available in case of system crash/upgrade.

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