

# Isle of Man Ship Registry



## Commercial Yacht Master's Handbook



[www.iomshipregistry.com](http://www.iomshipregistry.com)

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## Introduction

This handbook is designed for all Masters and senior officers of Isle of Man registered Commercial Yachts i.e. Large Yacht Code Compliant Yachts.

Please read it as it should answer most of your questions regarding Isle of Man Merchant Shipping Regulations and the administrative processes required in running an Isle of Man Commercial Yacht Masters, and other seafarers, serving in Isle of Man yachts are always welcome to contact the Isle of Man Ship Registry by phone, fax or email. If there is any way in which the Ship Registry can assist by providing advice or support the staff will always attempt to provide the maximum assistance possible.

Further information, including current legislation and advice, can be obtained by accessing the Ship Registry's web site at:

<http://www.iomshipregistry.com>

Tel: +44-1624-688500

Fax: +44-1624-688501

Emergency after hours contact number: +44-7624-493467

E-Mail address [marine.survey@gov.im](mailto:marine.survey@gov.im)



Certified to the ISO9001:2008 Quality Standard and the Investor in People Standard

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## 1 Commercial Certification

### *Commercial or Pleasure mode, it does not matter!*

All Commercial yachts are issued with a Certificate of Compliance with the large commercial yacht code, be this LY1 or LY2. In order for this status to be maintained an annual survey must take place as described in section 9 of this publication.

Even if the yacht switches to Pleasure Mode operation then these annual surveys must continue in order to maintain the large commercial yacht code certification. If the annual survey is not completed within the window the large yacht code certificate becomes invalid which may have repercussions on the yacht's insurance.

For example:

A yacht gains its Large Yacht Code Compliance certificate 14th June 2003 but then it is decided to operate the yacht in Pleasure Mode commencing 8<sup>th</sup> September 2003. In 2004 no annual yacht code survey takes place so that on 14<sup>th</sup> September 2004 (the end of the window for survey) that yacht loses its large commercial yacht compliance. Should the yacht want to regain the certificate we would have to revisit that yacht in order to carry out another survey to confirm compliance with the large yacht code. Who carried out the annual survey is described in Section 9.

A Commercial yacht may only hold either a Commercial certificate of Registry (The blue book) or a Pleasure certificate of Registry. If the yacht wants to change between Commercial and Pleasure registry the Registry must be contacted in the first instance on [registry.marine@gov.im](mailto:registry.marine@gov.im)

*NOTE – The certificate of registry is a totally separate document from the certificate of compliance with the large yacht code.*

## 2 Crew agreement and articles

*You must have a crew agreement and articles on board. This is how to complete them.*



### Introduction

Isle of Man registered commercial yachts are required to carry and maintain the following Crew Agreements and articles -

### Crew Agreement

Every Isle of Man yacht shall have an agreement in writing, in a form approved by the Isle of Man Ship Registry, between each person employed and the person employing him. These official crew agreements are additional to and separate from any company contract or similar document.

There is a standard form of approved crew agreement supplied by the Ship Registry for each yacht.

The crew agreement and the official log book are closely related documents. These are obtained directly from the Isle of Man Ship Registry.

Because the crew agreement is a requirement of both an Act of the Manx Parliament and an ILO Convention, it must be used and its correct use is of importance. Failure to keep an approved crew agreement constitutes an offence.

This section sets out the main requirements for opening, maintaining, and subsequently closing a crew agreement.

The master, on opening a crew agreement for the first time should insert at the top of the first section, the name of the employer and his address. This defines the parties to the agreement and will normally be either the name of the owner or of the manager who is employing the crew of the ship. Each seaman who then signs on the list of crew becomes a party to this agreement between himself and the employer.

### The crew agreement during the voyage

Once the crew agreement is opened this is to be posted up in a conspicuous place next to the contractual clauses approved by the Isle of Man Ship Registry. If there is insufficient room for this to be displayed, it may be located somewhere on board to which all staff has access, for example a folder on the Bridge or in the Mess Room.

### Terminating a crew agreement

At the end of the crew agreement it must be closed and all persons on it who have not already done so must sign off in section (b) of the final column of the crew articles while the master should ensure that all the other shaded boxes are completed. The entry for "Date and Place of leaving the ship" should be left blank if the crew member is to sign on another crew agreement immediately and is not therefore leaving the yacht, and as noted above the reason for discharge in this case will be "agreement terminated".

As soon as a crew agreement is closed and another one opened, the old one complete with all its parts which includes:

- Cover Page.
- Contractual Clauses.
- Forms ALC 1 (a),(b),(c).
- Completed Official Log Book.
- Radio logs covering the period of the agreement.(If yacht  $\geq$  300 GT)

Should be delivered to the Isle of Man Ship Registry via whichever method the yacht's operators have set up for this purpose.

### **Length of crew agreement:**

If the yacht is employed:

On frequent short voyages around the UK or Isle of Man – maximum 6 months.

On voyages which terminate regularly in the UK or Isle of Man – maximum 12 months.

On any other type of voyage – Maximum 24 months.

### **Crew Articles (List of crew)**

#### **Lists of crew, Forms ALC 1(a), (b) & (c)**

These are supplied with the crew agreement as follows:

ALC1(a) – Used to record details of every member of the crew when they join the yacht.

ALC1(b) – Used to record details of Masters and any other persons on board other than members of the crew, but not guests. I.e., Superintendents, riding squads, contract staff etc.

ALC1(c) – Used to record details of anybody under the age of 18 employed on the yacht. **This is in addition to those entries for the same person on the form ALC1 (a).**

### **Annual Leave**

Staff who go on annual leave from the yacht during their contract must ensure that they sign off the articles when they leave and sign back on again when they return. This also includes periods of a few days when the crew member may be away from the vessel and not on yacht business. In this case the crew member should sign off the articles and sign back on once he or she has rejoined the vessel. By signing on the articles the crew member is agreeing with the contract on board and as such the Master has responsibility.

### 3 Official log book



*Maintaining this is a legal requirement!*

The Official Log Books Regulations require Isle of Man ships to carry and maintain an official log book. This log book is a legal document and is an official channel of communication between the master and the Isle of Man Ship Registry. It is also a document that is acceptable as evidence in court proceedings, therefore it is essential that it is regularly, correctly and accurately filled in.

As the official log book was originally designed for merchant vessels we have adapted it to be more yacht friendly and in a loose leaf format. Blank pages and PDF files are supplied when the Yacht comes on the register. They are also available by request via e-mail or can be downloaded from the Isle of Man Ship Registry web site as a PDF. All pages should be filled in by hand. (Should the yacht want to use the "old" paper book then we have objection to this although the Master may find it harder to complete)

The entries in the log book cover such matters as records of seaman employed, musters and drills, inspections of accommodation and provisions, departure and arrival checks. The log book also has a narrative section for the recording of changes of masters, accidents and casualties, disciplinary matters, appointments of safety officers and committee meetings etc...

The various sections should be filled in as follows:-

Reference number in list of crew refers to Official List of Crew (ALC 1(a)).

#### **Section 2 Records of Drills, Safety Training and Safety Inspections**

Entries are required for the following:-

1. Fire & Boat Drills (to be held monthly or within 24 Hrs of any new crew member with a role on the Muster List joining).
2. Inflatable/Rescue Boat Drills (to be lowered to the water monthly).
3. Life Saving Appliances and Fire Fighting Appliances Inspections (weekly and tested as appropriate on the 4<sup>th</sup> week).
4. Passenger's safety induction (shortly after boarding).
5. Any additional safety training conducted.

An example of an entry would be:-

Date	Nature of Drill, Training or Inspection	Signatures of Master and Member of crew
25/12/05	General alarm sounded, crew mustered at emergency stations for a simulated galley fire, fire pumps and fire fighting equipment tested, crew mustered to abandon ship stations. Rescue Boat crews instructed in launching procedures.  No deficiencies found.	R. Mellie Master  B. Bacon Mate

If for any reason a muster or drill is not held then a statement as to the reason why should be entered in Column 2. Valid reasons might be '*Yacht navigating in dense fog deemed unsafe to conduct drills*'.

### **Section 3 Record of Weekly Inspections of Crew Accommodation and provisions provided for the crew.**

These are mandatory inspections which must be carried out by the Master accompanied by a member of the crew, for compliance with the ILO conventions. Both must sign the entry for it to be valid.

### **Section 4 Voyage details and pre-departure checks.**

A suitable entry is to be made every time the yacht leaves a port or an anchorage. This is to confirm that the freeboard has been verified and so the yacht has been deemed not to be overloaded. An entry is not required if the vessel 'lunch stops' at a minor anchorage. Steering gear is also included in this section; however there is no requirement to retest this if it has already been done so within the previous 12 hours. When the yacht arrives at the next port date and hour of arrival and location is to be recorded.

### **Section 5 Narrative Section**

This section should contain entries relating to:-

Changes in Master

Change in Yacht Mode Commercial/Private

Deviations to hours of rest

Accidents

Casualties

Disciplinary Matters

Crew members discharged or left behind

Desertions

Complaints

Promotions and demotions

Criminal convictions during a voyage

Illness

Deaths

Appointments of Safety Officers, representatives and committees

Meetings of Safety Committees

Wage disputes

Closing of the Official Log Book

Examples of entries would be:-

### Section 1 Record of Seamen Employed

Date and hour of the occurrence	Place of the occurrence or situation by latitude and longitude at sea	Date of entry	Narrative Entry
1000Hrs 4/6/05	Nice	4/6/06	This is to certify that I have this day opened crew articles and the crew members in the list of crew have signed on the articles before me, and I have opened this Official Log Book.. R. Mellie, master                      B. Bacon Ch Officer
1215Hrs 5/7/05	San Remo	5/7/06	This is to certify that ref. No. 1 Capt. B. Bacon has been superseded as master of this yacht by ref. No. 35, Capt. F. Palmer. All documents relevant to the safe navigation of the vessel and to her crew have been handed over on good order. R. Mellie, outgoing master F. Palmer, master
0900Hrs 6/7/05	Antibes	6/7/06	This day the yacht changed mode to operate as a Commercial Yacht boarding a party of 12 guests at Antibes. F. Palmer master                      B. Bacon Ch Officer.
1330Hrs 12/7/05	at sea 15 deg. N 59 deg W	12/7/06	This day Mr M. Baker, AB. No. 14 in the list of crew fell while working on deck. First aid treatment given and contact made with medical authorities ashore. Further treatment given in accordance with instructions. Mr Baker confined to bed and under observation. Completed form ARF 1 for transmission to the Isle of Man Ship Registry F. Palmer master                      B. Bacon Ch Officer
1700Hrs 13/7/05	St Kitts	13/7/06	This day Mr Baker signed off the crew articles and landed ashore for medical treatment. F. Palmer master                      B. Bacon Ch Officer
2300Hrs 24/7/05	at sea 45 deg W 30 deg S	24/7/06	This day it was reported to me that Mr E Ace, deckhand No. 42 in the list of crew reported for lookout duty while apparently intoxicated. Interviewed Mr. Ace and established that the allegation was correct. Mr Ace admits to the offence and declined to make further comment. Mr Ace was accompanied by his friend Mr Whicker No 28 in the list of crew. Reprimanded Mr Ace and informed him that his conduct was in breach of Master's orders and Company rules. Advised him that any repetition would lead to instant dismissal. Gave Mr Ace a copy of this entry. F. Palmer master                      B. Bacon Ch Officer.
1100Hrs 27/7/05	Buenos Aries	27/7/06	This day appointed J. Navigat Second Officer as safety officer and Nos., 6, 8, and 10 in the list of crew as safety representatives to form the yacht's safety committee. F. Palmer                      B. Bacon, Ch Officer
1700Hrs 27/7/05	Buenos Aries	27/7/06	This day signed off Nos. 5, 12, and 14 in the list of crew to proceed on leave. F. Palmer master                      B. Bacon, Ch. Officer
2030Hrs 15/8/05	Cape Town	15/8/06	All crew members discharged from the crew agreement and official log book closed this day. F. Palmer master                      B. Bacon, Ch Officer

## **Section 6 Births & Deaths**

Instructions for completing this section are contained in the section. It should be noted that in the section for births, the signature of the mother is required while in the section for deaths, the signature of the master AND the signature of a member of the crew are both required. The crew member may be any crew member.

Official log books are normally closed after 12 months at the same time as the ship's articles of agreement, and returned to the Isle of Man Ship Registry for checking. A new official log book is then opened, the log books being available from the Isle of Man Ship Registry.

Multiple log books are not permitted.

#### 4 Publications to be carried



### *The minimum publications that you are required to carry on board*

The following list is provided for guidance to masters and crew on the necessary manuals and main publications required to be carried on board yachts registered in the Isle of Man.

	<b>Publication</b>
1.	Manx Shipping Notices
2.	Stability Information (Static – all yachts. Damage – all yachts except short range)
3.	Garbage Management Plan and Records
5.	SOPEP (if $\geq 400\text{GT}$ )
6.	Oil Record Book Part 1
7.	<p>Nautical Publications applicable to the area of operation:</p> <ul style="list-style-type: none"> <li>• International Code of Signals (a statutory requirement)</li> <li>• Navigation Charts</li> <li>• Mariners' Handbook</li> <li>• Sailing Directions</li> <li>• Operational and Maintenance Instructions for Navigational Aids carried by the ship</li> <li>• List of Lights and Radio Signals</li> <li>• IAMSAR Volume III Manual (a statutory requirement)</li> <li>• Notice to mariners</li> <li>• Nautical Almanac</li> <li>• Tide Tables</li> <li>• Tidal Steam Atlas</li> <li>• Navigational Tables</li> </ul> <p>Note – all charts and publications to be updated as far as reasonably practical as necessary for the forthcoming voyage</p>
8.	Official Log Book
9.	Articles of Agreement
10.	Fire Training Manuals
11.	Fire Safety Operational Booklets
12.	LSA Training Manual
13.	LSA Maintenance Instructions
14.	Information for Radio Installation (GMDSS)
15.	Code of Safe Working Practice for Merchant Seamen
16.	Compass Error Book
17.	Record of last overhaul of LSA launching appliances

*Mariners Handbook:* A compendium of essential maritime information on charts; operations and regulations; tides, currents and characteristics of the sea; basic meteorology; navigation in ice, hazards and restrictions to navigation; and the IALA Buoyage system

*Sailing Directions:* Often referred to as Pilots, Sailing Directions are designed for use by the mariner on all classes of vessels with essential information on all aspects of navigation

*List of Radio Signals:* Comprehensive information on all aspects of Maritime Radio Communications

*List of Light Signals:* This series of books provides extensive information on all lighthouses, lightships, lit floating marks (over 8m in height), fog signals and other lights of navigational significance.

*IAMSAR Volume III manual:* Guidelines on search and rescue.

*Notice to Mariners:* Contains all the corrections, alterations and amendments for the UKHO's worldwide series of Admiralty Charts and Publications

*Navigational Tables:* e.g. Nories nautical almanac

Note that there is no requirement to carry Isle of Man Acts and Regulations on board the yacht. However these do contain useful information, and where relevant in this handbook they have been referred to. They are all available for download.

### **GMDSS Radio Log Book**

All Isle of Man yachts are required by law to keep records of communications relating to distress, urgency and safety traffic, records of important incidents connected with the radio service, regular positions of the ship, and results of tests carried out on the radio equipment.

Instructions for the maintenance of this log are contained in the log book and log books are available from the Isle of Man Ship Registry.

The log books should be returned to the Isle of Man Ship Registry when the last entry is made.

### **Oil Record Book (part 1)**

MARPOL Annex I applies to all ships, and therefore all yachts, and is enforced by the Isle of Man Ship Registry.

International legal requirements are that an *oil record book part 1*, covering machinery space operations, **shall be maintained by all ships of 400gt and over.**

IOM legal requirements are that an *oil record book part 1*, covering machinery space operations, **shall be maintained by all ships of 80gt and over.**

This oil record book shall contain entries relating to:-

Ballasting or cleaning of oil fuel tanks, discharge of ballast or cleaning water from oil fuel tanks, disposal of oily residues (sludge) and discharge overboard of bilge water which has accumulated in machinery spaces, bunkering operations and accidental discharges of oil.

Such operations requiring recording are listed in the front of the oil record book.

It is most important that oil record books are regularly, correctly and accurately maintained as **they are frequently scrutinised by port state authorities** whilst checking for possible illegal discharges.

There should be no blank lines in the book.  
All entries must be signed.

Oil record books can be obtained from the Isle of Man Ship Registry and completed books shall be kept for a period of 3 years after the last entry, but are not required to be returned to the Ship Registry.

## 5 Long Range Identification and Tracking (LRIT)



*300gt and over? Read this.*

All commercial yachts (Those with a Large Yacht Code Certificate) of 300gt and over are required to comply with LRIT requirements. This little box sits out of the way and it is monitored by your service provider.

When this has been commissioned the yacht must request a Conformance Test Report Certificate and send a copy of this to our office so we can put your yacht on the system. More information on this can be found in MSN 028

### **Instructions as to when it is permissible for a vessel to cease LRIT transmissions**

In general all vessels should continue to transmit information at a rate of once every 360 minutes and should not under any circumstances switch off their LRIT units or reduce the frequency of transmission.

The only exceptions to this are as follows:

- a) Where the vessel is in dry-dock or undergoing modification in a shipyard or port for a period where continued interruption of the system would cause undue problems and an application has been made to the Ship Registry and agreement received;
- b) Where the vessel is to be placed in long term lay-up and an application is made to the Ship Registry by the Operator to reduce the transmission rate or to stop transmission for a set period and agreement received.

The Ship Registry can be contacted at [marine.survey@gov.im](mailto:marine.survey@gov.im) for any enquires regarding making an application to reduce or terminate transmissions under these circumstances.

In addition to this an entry is to be made in the Official Log Book indicating the time and date the unit was switched off and a corresponding entry made as to when the unit is re-started and transmissions recommenced.

See MSN 032 for further guidance.

## 6 Safety officials and safety committees

*5 or more persons employed on board? Read on.*



### Role of Safety Officials & Safety Committees

Every person on board a vessel has a responsibility for safety. Merchant Shipping legislation provides for specific responsibilities to those personnel with designate duties in ensuring the safety of those on the vessel. A vessel's safety culture is dependent upon the high standards of safety which can only be achieved by strong support and encouragement from the vessel's senior management.

The Regulations dealing with Safety Officials lay requirements on the company/operator for the appointment of vessel's Safety Officers, the appointment of a safety committee and the election of safety representatives with specific powers.

***On every vessel in which five or more persons are employed*** the Company/operator is required to appoint a safety officer. The Master is required to record this appointment of a Safety Officer in the official log book. The Safety Officer should have adequate training for the role, be familiar with the statutory responsibilities for health and safety and with the principles and practice of risk assessment. This training could be in the form of a computer or video/DVD course from a suitable training company. Where this training is not available on board or within the management company, then it is strongly advised that the designated Safety Officer attends a suitable training course. If possible the Company/operator should avoid appointing as Safety Officer anyone to whom the Master has delegated the task of giving medical treatment.

- amongst the duties of the Safety Officer it is the responsibility to ensure that the provisions of the Code of Safe Working Practices and the Company's/operator's occupational health and safety policies are complied with.
- investigate every accident or incident occurring on board and any potential hazard to occupational health and safety.
- carry out occupational health and safety inspections of each accessible part of the vessel in which the crew may be required to work at least once every three months or more frequently if there have been changes in the working conditions.
- stop any work which he reasonably believes may cause an accident and inform the Master who shall be responsible for deciding when work can safely be resumed.
- ensure the minutes of each safety committee meeting are accessible to all the crew.

On every vessel in which five or more persons are employed the Company/operator is required to make rules and arrangements for the officers and ratings to elect safety representatives. The Regulations specify that no safety representative shall have less than two years consecutive sea service since attaining the age of 18 years. The Master must record the election or appointment of safety representatives this should be in the official log book. When there is a substantial change in the number of crew the Master should remind personnel of their right to elect new safety representatives. The number of safety representatives who should be elected will vary according to the size of the crew

- in a vessel carrying fewer than 16 crew, one safety representative elected by the officers and ratings
- in a vessel carrying 16 or more crew, one safety representative elected by the officers and one elected by the ratings.

- in a vessel carrying more than 30 ratings one safety representative elected by the ratings from each of the deck engine and catering departments.

The responsibilities and duties of a safety representative include amongst others:-

- to participate in any investigations or inspections carried out by the Safety Officer subject to his agreement, or after notification to the Master, undertake similar investigations or inspections himself, whether or not they have been carried out by the Safety Officer.
- on behalf of the crew on matters affecting occupational health and safety of crew members; consult with the Master and Safety Officer and make recommendations to them, request through the safety committee an investigation by the Safety Officer of any such safety matter.
- inspect any of the records required to be kept by the Safety Officer.

Once the safety officials have been appointed or elected as may be the case, the Master shall appoint a safety committee which shall include the Safety Officer and every safety representative. The Master shall be the chairman of the safety committee. The safety committee shall hold meetings at such intervals as it may decide but in any case at intervals of not more than 6 weeks. The appointment of every safety committee shall be recorded by the Master in the official log book. The duties of the safety committee shall be amongst others:-

- to ensure that the provisions of the Code of Safe Working Practices, relevant legislation and shipping notices are complied with to improve the standard of safety consciousness among the crew.
- make representations and recommendations on behalf of the crew to the Company/operator on matters relating to occupational health and safety of the crew.
- ensure the Company's/operator's occupational health and safety policies are observed and to make recommendations for their improvement.
- inspect any of the records required to be kept by the Safety Officer and ensure that any conclusions reached on matters of safety are followed up.

It shall be the duty of the Company/operator, and Master to facilitate the work of the Safety Officer, safety representatives and safety committee in carrying out their duties, amongst others to:-

- provide access to any necessary safety information, documents, shipping notices and relevant regulations.
- inform the Safety Officer, safety representatives and safety committee of any hazards on board the ship known to them which may endanger the ship or her crew.
- permit occupational health and safety inspections of any accessible part of the vessel where crew members may be required to work.

It is very important the Master takes a close interest in the work of the safety officials. He should check the Safety Officer is fulfilling his responsibilities effectively, but should give support and encouragement. The Master is the person best situated to ensure the safety committee works successfully by encouraging all crew members to participate in the ship's safety culture.

**For further guidance refer to:-**

M/S (Safety Officials, General Duties and Protective Equipment) Regs 2001 (SD 816/01) Code of Safe Working Practices.

Code of Safe Working Practices for Merchant Seamen

## 7 Accident reporting

*If you have a casualty or accident we need to know!*



### Reporting and Submitting Reports.

The Regulations place a duty on the Master or operator to report casualties and accidents by the quickest means possible and as soon as possible after the occurrence to the Isle of Man Ship Registry. Details concerning casualties should be reported either by e-mail or phone as soon as possible, with the paperwork to follow.

The Regulations interpret accidents and casualties as follows: -

**Accidents:** - as an occurrence which caused material damage to any ship or structure or damage to the health of any person or serious injury.

**Casualties:** - cover occurrences such as, loss of life, loss of the ship, collision of the ship, pollution incidents etc...

Manx Shipping Notice No 03 contains all the information required to assist in completing the ARF 1.

It should be noted that the ARF 1 is used for both accident and casualty reporting and is the only correct means of reporting these occurrences to the Isle of Man Ship Registry. Copies of this form should be on board in printed form or available on the computer. If the yacht already uses its own accident reporting form that contains all the same information that can be found in Form ARF 1, then the use of this is acceptable to the Ship Registry.

If any of the above-mentioned documents are not on board then please contact the Isle of Man Representative Person of the vessel or they may be obtained direct from the Isle of Man Ship Registry or from the website.

### For further guidance refer to:-

Merchant Shipping (Accident Reporting and Investigation) Regulations 2001 (SD 815/01);

Manx Shipping Notice 03;

Form ARF 1 Version January 2006 (or later).

## 8 Hours of rest



*Fatigue is important for the safety of all on board and so rest hours must be recorded.*

| This applies to all Isle of Man Commercial Yachts.

Every seafarer shall be provided with “rest” in accordance with Section A-VIII/1 of the STCW Code.

“Seafarer” means any person who is employed or engaged in any capacity on board a Commercial Yacht on the business of the yacht, but does not include persons who are training in a sail training vessel or persons who are not engaged in the navigation of, or have no emergency responsibilities on a sail training vessel.

“Rest” means time when a person is not on duty and is not required to be available for duty. However, in the case of the Master, Mate, Chief Engineer, and Second Engineer “rest” includes the time when the officer is required to be on board and is available for consultation and advice, but is not actively engaged in any work related to the yacht’s operations.

The time when the designated duty engineer officer in a yacht with a UMS class notation is free to sleep may be counted as “rest”. However, any time that the officer is called to answer an alarm condition shall be deemed work and the rest requirements shall apply.

The operator is required to draw up, **in consultation with the master**, an “**hours of rest schedule**” showing the maximum watch periods and minimum rest periods to be observed by crew members. It can only be changed after consultation with the master. The operator has a duty to ensure that sufficient personnel are provided so that the rest periods can be complied with. The “**hours of rest schedule**” shall be posted up in a place accessible to all the crew.

A copy of the “**hours of rest schedule**” shall also be attached to the official log book. Any deviations must be recorded with an explanation for the deviation. This is normally recorded in the Official Log Book.

When any crew member engaged in watchkeeping duties is involved in work associated with the following such that they cannot have the minimum “rest” required by the “**hours of rest schedule**” the master shall record the fact and reason in an annex to the official log book :-

- emergencies and situations likely to become emergencies unless action is taken;
- musters and drills;
- essential work on board which cannot be delayed for safety or environmental protection reasons; and
- factors beyond the control of the master or the operator other than commercial needs.

Records are to be kept on board for a minimum period of 3 years.

### **For further guidance refer to:-**

Merchant Shipping (Manning and training) (Amendment) Regulations 2002 (SD 757/02) and the following pages which illustrate a model format for recording hours of rest.

**MODEL FORMAT FOR TABLE OF SHIPBOARD WORKING ARRANGEMENTS**

Name of Ship: \_\_\_\_\_ IMO number: \_\_\_\_\_

A copy of the Regulations on hours of rest in force for this ship can be found at: \_\_\_\_\_

Details of any equivalent arrangements set out in a collective agreement for the ship:

\_\_\_\_\_

A copy of any equivalent arrangements set out in a collective agreement in place on this ship can be found at:

\_\_\_\_\_

Position / Rank	Scheduled daily work hours at sea		Scheduled daily work hours in port		Total hours of work at sea	Total hours of work at port
	Watchkeeping (from – to)	Non-Watchkeeping duties (from – to)	Watchkeeping (from – to)	Non-Watchkeeping (from – to)		

Signature of Master \_\_\_\_\_ Date \_\_\_\_\_

**SUMMARY OF ISLE OF MAN MERCHANT SHIPPING (MANNING AND TRAINING) (AMENDMENT) REGULATIONS 2002**

The Isle of Man Merchant Shipping (Manning and Training) (Amendment) Regulations 2002 require in accordance with ILO Convention 180 that the **minimum** hours of rest for all seafarers are:

- 10 hours in any 24 hour period; and
- 77 hours in any 7 day period.

Hours of rest may be divided into no more than 2 periods one of which shall be at least 6 hours in length. The interval between consecutive periods of rest shall not exceed 14 hours.

Nothing in this Schedule or the Regulations impair the right of the master to require a seafarer to perform any hours of work necessary in an emergency etc. As soon as practicable after the normal situation has been restored the master shall ensure that any seafarers who have performed work in a scheduled rest period are provided with an adequate period of rest.

**MODEL FORMAT FOR RECORD OF HOURS OF REST**

Name of Ship: \_\_\_\_\_ IMO Number: \_\_\_\_\_

Seafarers full name: \_\_\_\_\_ Position/rank: \_\_\_\_\_

Dates from - to: \_\_\_\_\_ Watchkeeper: Yes / No (delete as appropriate)

**RECORD OF HOURS OF REST - COMPLETE THE TABLE ON THE REVERSE SIDE**

Name of master or person authorised by master to sign this record: \_\_\_\_\_

Signature of master or authorised person: \_\_\_\_\_

Signature of seafarer: \_\_\_\_\_

A copy of this record is to be given to the seafarer.



## 9 Isle of Man Surveyors and Classification Societies

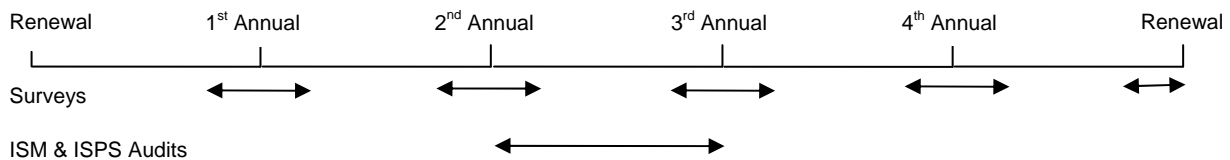
*Use this to plan your surveys  
– It is your responsibility!*



As flag state the Isle of Man surveyors will visit the vessels at intervals of not more than three years apart. The Isle of Man is responsible for ensuring any vessels flying the Isle of Man Flag comply with all applicable International Regulations.

### Certificate Cycle

Some Certificates do not expire. Those that do are issued on a 5 year cycle. This cycle works around the expiry date of the certificates (not when they were issued). There is renewal survey every 5 years, supplemented by annual surveys in-between (except ISM & ISPS which have intermediate audit at 2½ years). There is a 'time window' for completing the surveys. Renewal surveys must be completed within the last 3 months of the cycle. Annual surveys must be done ±3months of their due date. ISM & ISPS intermediates have to be done between the 2<sup>nd</sup> & 3<sup>rd</sup> annual anniversary dates:-



### What is the Master required to do?

It is the Masters responsibility to request a surveyor (either IOM or Class) to conduct the surveys when they are due. Please feel free to contact us to plan a survey schedule. **You will not get any reminders from us or Class, warning when surveys are due.** Should the applicable surveys not be carried out within the appropriate 'time window' then the certificate(s) and Commercial Registry will become invalid.

Advance notice of when you require a surveyor is always appreciated.

### Who does the audits and surveys?

When an Isle of Man Ship Registry Surveyor visits the yacht his/her visit should coincide with the 2<sup>nd</sup> or 3<sup>rd</sup> Yacht Code Annual Survey and Renewal Survey. At this time he/she will also conduct the ISM/ISPS audits (if the yacht is over 500GT). The costs for these visits are included in the monthly subscriptions

All other surveys are delegated to the Classification Society. The yacht will have been supplied with a letter and a 'Surveyor Appointment' for the attending Class Surveyor. This will clarify the delegation to him and he will request to see these documents when he visits. Please keep them in a safe place as they should be retained onboard and not removed by the Class Surveyor.

The Class Surveyor is authorised to endorse our certificates with his Class Stamp for surveys carried out by Class.

Certificate	Required for which yacht	Certificate Issued by	Renewal Survey done by	Annual Survey done by
Registry	All	IOM	-	-
Safe Manning	All	IOM	-	-
Tonnage	All	Class	-	-
Yacht Code	All	IOM	IOM	Class/IOM
Classification	All	Class	Class	Class
Load Line	All	Class	Class	Class
Radio	≥300GT	Class	Class	Class
Oil Pollution	≥400GT	Class	Class	Class
Air Pollution*	≥400 GT	Class	Class	Class
Sewage Pollution*	>15 Persons	Class	Class	-
Safety Construction	≥500GT	Class	Class	Class
Safety Equipment	≥500GT	Class	Class	Class
Security	≥500GT	IOM	IOM	IOM (Intermediate)
ISM	≥500GT	IOM	IOM	IOM (Intermediate)
LRIT Conformance test report certificate	≥300	Approved Service Provider	-	-
Anti Fouling*	≥400 GT <400 GT	Class Owner	- -	- -

Upon completion of any survey by Class, please send an email to [marine.survey@gov.im](mailto:marine.survey@gov.im) to let us know what has been completed.

#### Certificate Queries, Extensions & Exemptions

Any queries or requests for exemption/extension of the above certificates must be made to the Isle of Man Ship Registry and not Class.

#### \*Note - May 2011

Sewage Pollution, Air Pollution and Anti Fouling are statements of compliance issued by Class and not certificates, as the Isle of Man has not yet had MARPOL Annex IV, MARPOL Annex VI or AFS extended to it.

## 10 Manning requirements



*This is who you should have on board as a minimum.*

### Manning Scales for Commercial and Pleasure Vessels over 24 m in Load Line Length and under 3000 GRT

The following tables show the minimum numbers of personnel, in brackets, and the minimum safe manning qualification requirements for the posts indicated.

#### COMMERCIAL AND PLEASURE YACHTS UNDER 500 GRT

Miles from a Safe Haven	Personnel	>24m < 200 GRT	200 – 500 GRT
Up to 60	Master	(1) YM Offshore	(1) Master (Y)
	Chief Officer		(1) Coastal Skipper
	OOW Nav		
	Ch Engineer	(1) AEC	(1) Ch Eng (Y4)
	2 <sup>nd</sup> Engineer		
	Ast Engineer		(1) AEC
	Yacht Rating	(1)	(2)

Miles from a Safe Haven	Personnel	>24m < 200 GRT	200 – 500 GRT
Up to 150	Master	(1) YM Offshore	(1) Master (Y)
	Chief Officer	(1) Coastal Skipper	(1) YM Offshore
	OOW Nav		
	Ch Engineer	(1) MEOL (Y)	(1) Ch Eng (Y3)
	2 <sup>nd</sup> Engineer		
	Ast Engineer		(1) MEOL (Y)
	Yacht Rating	(1)	(2)

Miles from a Safe Haven	Personnel	>24m < 200 GRT	200 – 500 GRT
Over 150	Master	(1) YM Ocean	(1) Master (Y)
	Chief Officer	(1) YM Offshore	(1) OOW (Y)
	OOW Nav		(1) YM Offshore
	Ch Engineer	(1) Ch Eng (Y4)	(1) Ch Eng (Y3)
	2 <sup>nd</sup> Engineer		(1) Ch Eng (Y4)
	Ast Engineer	(1) AEC	
	Yacht Rating	(2)	(2)

Any variance to the minimum numbers and/or minimum qualification requirements shown above must be submitted to the Isle of Man Ship Registry for consideration and agreement.

A deck officer with an AEC or MEOL qualification will be accepted for the engineering post requiring that qualification provided he is not the Master **and** the minimum safe manning numbers are maintained.

The requirements for engineers for Yachts under 500 GRT with power greater than 3000 kW will be as shown above provided they have a simple engine room layout and engine configuration. Where engine power is over 3000 kW and there are complicated engine room layouts and engine configuration these requirements may be re-assessed by the Ship Registry.

#### COMMERCIAL AND PLEASURE YACHTS OVER 500 GRT

Miles from a Safe Haven	Personnel	500 – 3000 GRT < 3000 kW	500 – 3000 GRT 3000 kW to < 6000 kW	500 – 3000 GRT 6000 kW to < 9000 kW
Up to 60	Master	(1) Master (Y)	(1) Master (Y)	(1) Master (Y)
	Chief Officer	(1) OOW (Y)	(1) OOW (Y)	(1) OOW (Y)
	OOW Nav			
	Ch Engineer	(1) Ch Eng (Y3)	(1) Ch Eng (Y2)	(1) Ch Eng (Y1)
	2 <sup>nd</sup> Engineer			
	Ast Engineer	(1) MEOL (Y)	(1) MEOL (Y)	(1) MEOL (Y)
	Yacht Rating	(2)	(2)	(2)

Miles from a Safe Haven	Personnel	500 – 3000 GRT < 3000 kW	500 – 3000 GRT 3000 kW to < 6000 kW	500 – 3000 GRT 6000 kW to < 9000 kW
Up to 150	Master	(1) Master (Y)	(1) Master (Y)	(1) Master (Y)
	Chief Officer	(1) Chief Mate (Y)	(1) Chief Mate (Y)	(1) Chief Mate (Y)
	OOW Nav			
	Ch Engineer	(1) Ch Eng (Y2)	(1) Ch Eng (Y2)	(1) Ch Eng (Y1)
	2 <sup>nd</sup> Engineer	(1) Ch Eng (Y3)	(1) Ch Eng (Y3)	(1) Ch Eng (Y2)
	Ast Engineer			
	Yacht Rating	(2)	(2)	(2)

Miles from a Safe Haven	Personnel	500 – 3000 GRT < 3000 kW	500 – 3000 GRT 3000 kW to < 6000 kW	500 – 3000 GRT 6000 kW to < 9000 kW
Over 150	Master	(1) Master (Y)	(1) Master (Y)	(1) Master (Y)
	Chief Officer	(1) Chief Mate (Y)	(1) Chief Mate (Y)	(1) Chief Mate (Y)
	OOW Nav	(1) OOW (Y)	(1) OOW (Y)	(1) OOW (Y)
	Ch Engineer	(1) Ch Eng (Y2)	(1) Ch Eng (Y1)	(1) Ch Eng (Y1)
	2 <sup>nd</sup> Engineer	(1) Ch Eng (Y3)	(1) Ch Eng (Y3)	(1) Ch Eng (Y1)
	Ast Engineer			
	Yacht Rating	(2)	(2)	(2)

Any variance to the minimum numbers and/or minimum qualification requirements shown above must be submitted to the Isle of Man Ship Registry for consideration and agreement.

All officers holding recognised UK STCW and/or UK RYA Yacht and/or IYT Yacht certificates of competency will not require IOM Endorsements, however officers holding other countries recognized, acceptable, STCW and/or Yacht certification will require to be issued with an IOM Endorsement.

Consideration may be given to officers who are working towards gaining the qualifications to meet the minimum requirements stated above. Officers in this category will be accepted on a case by case basis, for a limited period of time only, based on previous experience and written confirmation that they are working towards or will have the specified qualification within that limited time period.

### **Minimum Training**

All personnel employed on the yacht should be medically fit and hold a valid medical fitness certificate. Also all personnel employed on the yacht should have completed the four basic STCW courses, namely:-

- Personal Survival Techniques (or a Basic Sea Survival course)
- Fire Prevention and Fire Fighting
- Elementary First Aid
- Personal Safety & Social Responsibility

### **Sailing Yachts**

The minimum safe manning for Sailing Yachts of under 500 GRT is the same as shown above with except:-

1. If necessary, an additional Yacht Rating should be carried, giving a minimum of 2.
2. For sailing yachts <200GT a Chief Mate (Coastal Skipper) is required.
3. For sailing yachts 200-500GT the 2<sup>nd</sup> Engineer may be an Assistant Engineer (MEOL(Y)).

The minimum safe manning for Sailing Yachts over 500 GRT is the same as shown above; however an additional Yacht Rating should be carried giving a minimum of 3.

### **Safe Manning Certificates**

All commercial yachts will be issued with a Safe Manning Certificate stating the minimum safe manning numbers and the areas of operation. Owners and/or managers should forward details of their manning proposals to the Ship Registry for approval prior to registration.

Pleasure vessels may request a Safe Manning Certificate, for which a fee will be chargeable, whereby the Owner may find it useful for determining the minimum crew and associated risks for the operational range of his yacht.

### **Nomenclature**

Master (Y)	- Master (Yacht)
YM Ocean	- RYA/DTP Yachtmaster Ocean with Commercial Endorsement
YM Offshore	- RYA/DTP Yachtmaster Offshore with Commercial Endorsement
OOW (Y)	- Officer of the Watch (Yacht )
MEOL (Y)	- Marine Engine Operator Licence (Yacht)
AEC	- Approved Engine Course

## 11 Mini ISM

### *If you are under 500gt, read on*

All commercial yachts under 500gt must have a mini ISM on board and working. As the name implies this is a simple version of an ISM system which outlines and records the safety management of the yacht and benefits all on board.

Annex 2 of the Large Commercial Yacht Code (LY2) gives a framework to work from when developing a mini ISM system although any format can be used.

- **It must be simple.**
- **It can be developed by the yacht.**
- **It must be yacht specific.**
- **It is not auditable, however during annual surveys it will be checked to see if it is being used.**
- **It is reviewed by the Company/Owner at least once every three years.**

## 12 Continuous Synopsis Record – Yachts 500 GRT and over

*One of the few documents which you NEVER throw away previous versions.*



The International Ship & Port Facility Code (ISPS) was introduced to establish an international framework for the deterrent of security incidents against maritime targets. A core part of certification to be carried on board is the Continuous Synopsis Record (CSR).

This is a record of the vessels history with relation to the information contained within it. All copies are to be kept on board so any changes can be traced. The following provides information on how to maintain the CSR.

### **Masters responsibilities and duties in the maintenance of the CSR on board ship.**

As from 1<sup>st</sup> July 2004 the Master will be responsible for the proper maintenance of the Continuous Synopsis Record on board Isle of Man Registered yachts.

In order that the Master can carry out these responsibilities the following guidelines are given below.

- Ensure that you have the latest edition of the ISPS Code on board at all times.
- Keep all CSR documents in a separate file/folder.
- CSR to be kept on board at all times.

On receipt of any CSR the Master should check that the details are correct and then sign it on the back page as received on board. All original CSR's should remain in the file on board the yacht, even the outdated ones.

### **Amendments to CSR**

Under our Merchant Shipping (ISPS Code) Regulations 2004 the Master is responsible for amending the CSR and ensuring the amendments are kept in the correct order.

When any change to the current CSR requires an amendment, it must be amended without delay. If the Master initiates the amendment he must attach the original of the amendment(s) to the CSR and send a copy to the Isle of Man Ship Registry without delay.

The Master must also ensure that the Index of Amendments (Form 3) is kept up to date and attached to the current CSR in date order.

### **On receipt of a revised and updated CSR**

The Master should sign and date the CSR and attach it to the yacht's CSR file.

The Master should check its sequential number and review the CSR to ensure that it covers all relevant Amendment Forms (Form 2) attached to the previous CSR.

In case the review establishes that there are outstanding amendments not reflected in the latest CSR, the Master should do the following:

1. complete new Amendment Form(s) relating to each outstanding amendment and attach it to the latest CSR;
2. list the amendment(s) referred to in No. 1 above in the Index of Amendments (Form 3) attached to the latest CSR; and
3. forward copies of the Amendment Form(s) to the Isle of Man Ship Registry.

**In case of loss of, or damage to, any document in the ship's CSR file**

In the case of loss of, or damage to, the yacht's CSR file, the Master should contact in writing the Isle of Man Ship Registry without delay, and list all the papers lost or damaged.

On receipt of such a written request the Isle of Man Marine Ship Registry will provide duplicates of the lost or damaged papers to the yacht. The duplicates will be stamped accordingly.

Please note where the word Master is used the word Company may insert CSO particularly where the amendment may have to be initiated ashore by the CSO.

**Please note that the Isle of Man will ONLY accepted amendments to the CSR on the appropriate Amendment Form 2. Also the sections NOT to be amended must be entered with the letters N/C.**

## 13 Complaints procedure

*We care!*

### GENERAL

*In the Isle of Man Ship Registry Quality Policy we have a commitment to address any seafarer's complaints. These can be in various formats and brought to our attention from a number of sources. They will always be passed to a Principal Surveyor who will decide any actions and allocate the resources. We also have a need to treat the complaint in confidence as far as possible to avoid any additional problems for the seafarer concerned. However, to avoid dealing with possible malicious calls we have to insist that complaints are sent by letter, fax or e-mail and that any complaint identifies the person making it.*

### Yacht

If any seafarer employed in a yacht registered in the Isle of Man considers that he has a grievance in connection with any aspect of his work, safety, living conditions, food, treatment, pay or any other aspect of his employment in the ship he should have access to a procedure on board described in his contract of employment or in the company procedures, that allows him to take his grievance to either his Head of Department or to the Master.

If the seaman is dissatisfied with the action taken by the Master on the grievance, or if he feels that it is not appropriate to complain to the Master or if he feels that the Master is not taking action he should take the matter to the company who should have a mechanism for dealing with it.

If none of these procedures are effective the Master or any of the crew may take the matter directly to the Ship Registry. He may do so by telephone, by letter, by fax, or by email. All such complaints will be treated by the Ship Registry in absolute confidence and will be given serious consideration by the Ship Registry. If appropriate a Surveyor will visit the ship as quickly as possible. It is however essential that the person making any complaint is identified to the Ship Registry. The Ship Registry will not reveal the source of its information when investigating but will not deal with any anonymous complaints.

### Complaints about provisions or water

Isle of Man law provides that if 3 or more seamen employed in an Isle of Man ship consider that the provisions or water provided for them are not in accordance with regulations because of bad quality, unfitness for use or deficiency in quantity, they have a right to complain to the Master who must investigate. He must also record the fact in the official log book.

As with any other grievance, if they are dissatisfied with the action taken by the Master they may complain to the company and then to the Isle of Man Ship Registry.

## **Working with the Isle of Man Ship Register**

The Ship Register aims to be an efficient and effective flag state. Our aim is to provide the best possible service at all times. We welcome feedback from shipowners and from ship's crews which tells us when we are getting things right, and just as importantly, enables us to focus on where we need to improve, so that we learn from our mistakes. We record and monitor all complaints and carry out regular reviews of our customer services.

### **Step 1**

If you are not satisfied with the service from the Ship Registry or from your Classification Society please get in touch with the person or section that you have been dealing with. They will be keen to put the matter right if they can. All our letters give the name and telephone number of the sender and usually a reference number. E-mail is the preferred communication therefore please use [marine.survey@gov.im](mailto:marine.survey@gov.im) which is always monitored during office hours.

We are confident that most concerns can be addressed satisfactorily at this first step. However, if you already feel that you have explored this avenue as far as you can, then please proceed to Step 2.

### **Step 2**

However, if you are still not satisfied, you should write or send an e-mail to the Principal Surveyor (Standards) at the address below.

### **Step 3**

If you remain unsatisfied, you should write, including full details of previous correspondence, to the Director of Ship Registry at the following address:

Isle of Man Ship Registry  
St George's Court  
Upper Church Street  
Douglas  
Isle of Man  
IM1 1EX  
British Isles

General e-mail: [marine.survey@gov.im](mailto:marine.survey@gov.im)

He will make sure that your complaint is thoroughly investigated.

At every step, we will try to respond to your correspondence within a reasonable time period following receipt.

## 14 Frequently Asked Questions

The intention of this section is to answer the most frequently asked questions in a clear and precise manner. This will be continually updated as time progresses.

### 1) What is required for ISM Audits?

When the vessel is due a shipboard audit for ISM, the Isle of Man Ship Registry should be contacted giving as much advance notice as possible. The Registry surveyor will visit the vessel at a time and place agreed with the Operators of the yacht. Typically our surveyor will be on board the vessel for a whole day during which time he or she will perform the SMC audit and carry out an inspection of the ship and its operations as a working vessel.

### 2) What about ISPS Audits

Security audits are carried out at the same time as the ISM audits. This enables these two certificates to be harmonised and so reduces the visits required to the yacht over a five year period.

### 3) Safety Officer training

Safety officers require to have received adequate training so they can full-fill their role on board as stated in section 6 of this handbook. This training may take place on board the yacht and be given by another member of the ships staff or within the management company. Such training may consist of a computer or video course and are readily available in the marketplace. If there is no person on board or within the management company who can give any training then it is strongly advised that the designated Safety Officer attends a suitable training course.

### 4) How often should we complete a Masters Review for ISM?

The Company should stipulate in the Safety Management System (SMS) how often the Master should review the SMS. This is to be done annually at intervals not exceeding 12 months. To avoid the whole system being reviewed in one block, one approach is for the Master to review one area on the SMS every month ensuring that over the year the whole system has been thoroughly reviewed.

### 5) Can you give me an example of Critical Equipment as defined in the ISM Code?

Critical equipment is any equipment which, if failed, may result in a hazardous situation. Examples of this would be (but not limited to) Steering Gear, Main Engines, Navigational Equipment, Mooring Systems, Emergency Bilge Systems.

**6) What are the requirements for drills on board?**

Each crew member shall participate in at least one abandon ship drill and one fire drill every month. The drills of the crew shall take place within 24 hours of the yacht leaving the port if more than 25% of the crew have not participated in an abandon ship or fire drill on board that particular yacht in the previous month (i.e. if they have just joined). For guidance on what should be included in drill see SOLAS Chapter III Regulation 19.

Fire drills could include such scenarios as: Engine Room fire; Engine Room fire with a missing person; Accommodation fire; Galley fire; to name but a few.

**7) Does everybody on board require a medical certificate?**

Yes.

All persons employed on board the yacht should have a valid medical certificate stating that they are fit for seagoing service. The purpose of this is to ensure that only medically fit persons are employed on board the yacht and screens out anybody who may have potential health problems. This is an international regulation and covered under the ISM Code Section 6.2.

We strongly urge all persons to ensure that they keep their medical certificates up to date and not wait until the last minute as this can cause undue pressures on a doctor, especially if he is the only person authorised to perform such a medical in your area. We do have provision for a medical certificate to expire while the person is at sea, but a medical must take place at the next suitable port before that person can proceed to sea again.

**8) What do I do if there is no local approved radio surveyor?**

All Commercial Yachts irrespective of size require Annual Survey of the Radio Station (LY2 Chapter 16). Radio requirements for Yachts less than 300 GT are encompassed within the Large Yacht Code Annual Survey to ensure that the equipment is fully functional as per LY2. This must be arranged by the yacht using a Class approved radio technician who will then issue a technicians report stating confirming that the radio equipment still meets the requirements of the Large Yacht Code.

Yachts over 300GT have a cargo Ship Safety Radio Certificate which needs endorsing on the back page annually by the Class approved attending radio surveyor.

His/her report should be submitted to the attending Class Surveyor who will then endorse the Safety Radio Certificate.

If there is no approved radio surveyor/technician please contact us and we will advise further.

**9) What about the Radio License?**

The Isle of Man Ship Registry has no responsibility for the issuance of Radio Station Licenses. It is the owner's responsibility to obtain these online from:-

online applications <http://www.ofcom.org.uk/radiocomms/ifi/licensing/classes/maritime/>

e-mail [olcspectrum@ofcom.org.uk](mailto:olcspectrum@ofcom.org.uk)

Tel: 00 44 207 6833131

Website [www.ofcom.org.uk](http://www.ofcom.org.uk)

### **What about my EPIRB registration?**

Once the EPIRB has been programmed, notification should be passed to the Maritime and Coastguard Agency (MCA) IN Falmouth:

**Tel: +44 1326 2115569**

**Fax: +44 1326 319264**

This notification can also be registered on line at:

<http://www.mcga.gov.uk/c4mca/mcga07-home/emergencyresponse/mcga-searchandrescue/epirb.htm>

### **10) What certificate should a Ship Security Officer hold?**

All commercial vessels of 500 gt and greater have to comply with the ISPS Code and as such will have a ship security officer on board.

From 1<sup>st</sup> July 2009 the ship security officer must have a certificate which states that he has fulfilled the requirements of accordance with regulation VI/5 of the STCW Convention and STCW Code Section A-VI/5. Earlier versions of this without reference to STCW are no longer valid. For further information please refer to MSN 027.

### **11) Maintenance of the vessel and equipment – ANY SIZE OF YACHT!**

Both ISM and Mini ISM require a procedure for the maintenance of equipment on board. This can be either paper based or electronic.

The following, non exhaustive list, are among items that should be covered (time scales are suggested):

- a. Fuel quick closing valves – test remotely weekly
- b. Fire detector heads – every 3 months. Best way is to test certain ones weekly in a planned manner so that all detectors (heads) get testing once every 3 months. To test this recommend that a smoke spray is carried to test the smoke detectors and a hairdryer is used to test a heat detector.
- c. Emergency lights – test weekly to confirm all bulbs/led's are functional.
- d. Bilge alarms – test 3 monthly.
- e. Fuel leakage alarm in main engine – test weekly.
- f. Fire flaps and dampers – test weekly.
- g. Emergency fire pump – test weekly.
- h. Emergency Steering – every 3 months.

Basically, if it is on board it should be working. The best way to check that it is working is to regularly test it and not wait until the annual surveys by either Class or Flag. It is your yacht and your responsibility.

## 15 Maritime Labour Convention 2006 – Prepare yourself

MLC 2006 has been coming over the horizon for a number of years and it is estimated that it will be in force at the end of 2011/early 2012. It will modernise various existing ILO conventions relating to seafarers working and living conditions into one convention that will be enforceable through inspections by flag states and port states.

We are producing regular Newsletters on our website to give more details on what will be required by yachts and owners to comply which we recommend you read. The following is a brief summary of what will be required by commercial yachts.

### Who will it apply to?

It applies to all persons who are employed, engaged or works in any capacity onboard a yacht. Therefore all of the yachts crew will be covered.

### What yachts will it apply to?

All yachts engaged in commercial activities. Yachts of 500gt and over will be issued with a Maritime Labour Certificate after inspection. Yachts under 500gt will still be inspected but are not required to be certificated.

Certificates are valid for five years with one intermediate inspection therefore all yachts will be inspected every 2 ½ years. We will be harmonising the MLC 2006 inspections with other surveys or audits that are required.

### What will you need to do?

In MLC 2006 Title 5 there are 14 specific areas covered by MLC that need to be inspected by flag states and port states. As the owner of a yacht or as yacht master, *when the time for an inspection arrives*, you will need to show how you meet the requirements regarding:-

- Minimum age;
- Medical certification;
- Qualifications of seafarers;
- Seafarers' employment agreements;
- Use of any licensed or certified or regulated private recruitment and placement service;
- Hours of work or rest;
- Manning levels for the ship;
- Accommodation; (only for yachts built after MLC 2006 comes into force)
- On-board recreational facilities; (only for yachts built after MLC 2006 comes into force)
- Food and catering;
- Health and safety and accident prevention;
- On-board medical care;
- On-board complaint procedures, and
- Payment of wages

Our national requirements will not vary much from that of MLC 2006 so we would advise owners and masters to study a copy of MLC 2006 and decide what they will need to put into place to meet the 14 areas shown.

If you have any further questions regarding MLC please feel free to contact the MLC team at [marine.mlc@gov.im](mailto:marine.mlc@gov.im)

**Contact Us:**

**Tel:** +44 1624 688500

**Email:** [marine.survey@gov.im](mailto:marine.survey@gov.im)  
[Seafarers@gov.im](mailto:Seafarers@gov.im)



**Isle of Man**  
**Government**

*Reillys Ellan Vannin*

St George's Court  
Upper Church Street, Douglas  
Isle of Man IM1 1EX  
British Isles

Telephone: +44 1624 688500  
Fax: +44 1624 688501  
[www.iomshipregistry.com](http://www.iomshipregistry.com)