

TO: Related departments of CCS Headquarters; Branches and Offices; and Ship Companies

GUIDANCE ON MANNING, TRAINING AND CERTIFICATION FOR OFFSHORE INDUSTRY

--- The Bahamas Maritime Authority Information Bulletin No.105

The Office of The Maritime Administrator of Bahama issued the Information Bulletin No.105 to Bahamas recognised organisations, Bahamas approved nautical inspectors, ship owners, managers and masters, seafarers, duly authorized manning agents and training centers. This Information Bulletin provides guidance on the variation in qualifications and training required for those in charge and the crews of Bahamas registered Mobile Offshore Units (MOU) and other such units used in the offshore oil and gas industry. All the auditors of CCS branches and offices should comply with the requirements of this notice during relevant inspections and audits.

1. Purpose

This Bulletin provides guidance on the variation in qualifications and training required for those in charge and the crews of Bahamas registered Mobile Offshore Units (MOU) and other such units used in the offshore oil and gas industry. This Bulletin should be read in conjunction with BMA Information Bulletin nos. 81, 103, 106, 108, 115, 121, 124, 129, 130, 137, 138, IMO Assembly Resolutions A.891(21), A.1047(27) and any subsequent Bulletins or international guidelines relating to manning, seafarers or training.

2. Application

- 2.1 This Bulletin applies to seafarers serving onboard offshore units and Companies providing the officers for such vessels.
- 2.2 All parties should note that 2010 STCW certificates can only be issued by an STCW party.

2.3 For the purpose of this Bulletin,

- .i Approved seagoing service is sea service carried out onboard the unit type for which that application is submitted.
- .ii Approved training is training that satisfies the requirements of STCW Code A-V and has been approved by the Bahamas or an STCW party with whom The Bahamas has a recognition agreement.
- .iii Company is the entity responsible for the management of the ship in accordance with the International Safety Management (ISM) Code. For ships that are not required to comply with the ISM, Company is the entity as defined in International Convention on Standards of Training, Certification and Watch-keeping for Seafarers, 1978 as amended (STCW Convention) Regulation I/14

2.4 The Registered Owner or Company shall report the full name and details of such entity and duly authorised parties (e.g. Manning agents) who may submit application on behalf of the Registered Owner or Manager to the Seafarers and Manning Department. This notification, as well as any changes of the entity, shall be made either by completing the Manning Section of Bahamas form R104 or submitting a Letter of Declaration to this effect (The letter shall be on the headed paper of Registered Owner or Manager).

2.5 All maritime crew shall be signed on an Article of Agreement or similar other agreement. Industrial crew/non-maritime personnel shall also be employed on a standard contract complying with the ILO requirements.

3. Definition of Categories of Personnel

3.1 The following are categories of offshore personnel:

- Category A: Visitors and special personnel who are on board for not more than 3 days and have no operational responsibility
- Category B: Special personnel without any designated responsibility for safety and survival of others
- Category C: Regularly assigned special personnel with designated responsibility for the safety and survival of others
- Category D: Maritime crew members.

3.2 The maritime crew consists of:

- Offshore Installation Manager (OIM) who is responsible for overall management of an installation;

- Barge Supervisor / Barge Master who is responsible for control of movement and operation of a barge;
- Ballast Control Operator who is responsible for control of trim, draft and stability;
- Maintenance Supervisor, who is responsible for mechanical and electrical repair and maintenance
- Navigation, Engineering and Electro-Technical Officers, GMDSS Radio Operators, Navigation, Engineering and Electro-Technical Ratings who are certified in accordance with the STCW Convention requirements

4 Responsibilities of the Company and Offshore Installation Manager or Master

- 4.1 In accordance with STCW Convention Regulation I/14 and Section 6 of the ISM Code, the Company is responsible for ensuring that the ship is manned in compliance with the Minimum Safe Manning Document (SMD) by properly qualified, certificated and medically fit seafarers. In line with these requirements, the BMA requires the company to apply for a SMD proposing the appropriate level of manning that they consider the unit will require in order to be sufficiently manned taking into consideration the principles, onboard functions and other factors as outlined in paragraph below.
- 4.2 The Company must verify the validity and authenticity of all seafarers' sea service, certificates and documents before applying for Bahamas certification. This responsibility remains irrespective of the Company using a recruitment and placement (manning/crewing) agent to submit seafarers' documents.
- 4.3 The Company and the OIM or Master shall ensure that all persons joining a Unit are immediately given, appropriate familiarization training with respect to the unit for emergency, safety and if applicable security in addition to their respective duties and functions.
- 4.4 The Company and the OIM or Master of an unit shall ensure that watch standards and arrangements as outlined in STCW Convention Chapter VIII are maintained at all times.
- 4.5 The Company and OIM or Master shall ensure compliance with the relevant requirements of the ILO Convention and STCW Convention Chapter VIII with respect to periods of rest. The watch schedules and records of daily hours of rest for all applicable seafarers shall be posted or maintained to be easily accessible and capable of being verified. Any exceptions or suspension of the periods of rest shall be recorded in the Official Log Book.
- 4.6 The OIM or Master shall maintain training records on the unit.

5. Manning Requirements

5.1 General

5.1.1 It shall be the responsibility of the Manager to ensure that the unit is sufficiently manned in compliance with the SMD by properly qualified, certificated and medically fit seafarers responsible for ensuring that the Unit is manned in compliance with the SMD by properly qualified, certificated and medically fit seafarers.

5.1.2 In determining the minimum safe manning for a unit, the Company shall take into consideration the Bahamas guidelines outlined in BMA Information Bulletin 115 and in particular the following:

5.1.2.1 Principles

.1 the capability to:

- a) maintain safe navigational, port, engineering and radio watches in accordance with regulation VIII/2 of the 1978 STCW Convention, as amended, and also maintain general surveillance of the unit;
- b) moor and unmoor the Unit safely;
- c) manage the safety functions of the Unit when employed in a stationary or near-stationary mode at sea;
- d) perform operations, as appropriate, for the prevention of damage to the marine environment;
- e) maintain the safety arrangements and the cleanliness of all accessible spaces to minimize the risk of fire;
- f) provide for medical care on board the Unit;
- g) ensure safe cargo operation including carriage of cargo during transit;
- h) inspect and maintain, as appropriate, the structural integrity of the unit;
- i) operate in accordance with the approved Security Plan; and

.2 the ability to:

- a) operate all watertight closing arrangements and maintain them in effective condition, and also deploy a competent damage control party;
- b) operate all onboard fire-fighting and emergency equipment and life-saving appliances,

carry out such maintenance of this equipment as is required to be done at sea, and muster and disembark all persons on board; and

- c) operate the main propulsion and auxiliary machineries including pollution prevention equipment and maintain them in an operational condition to enable the ship to overcome the foreseeable perils of the voyage.

5.1.2. 2 Onboard functions:

- .1 ongoing training requirements for all personnel, including the operation and use of fire-fighting and emergency equipment, life-saving appliances and watertight closing arrangements;
- .2 specialized training requirements for particular types of Units and in instances where crew members are engaged in onboard tasks that cross departmental boundaries;
- .3 provision of proper food and drinking water;
- .4 need to undertake emergency duties and responsibilities; and
- .5 provision of training opportunities for entrant seafarers to allow them to gain the training and experience needed.

5.1.2.3 Other relevant factors including;

- .1 performance of functions at the appropriate levels of responsibility;
cargo handling;
- .2 operation of the unit and care for persons on board;
- .3 marine engineering, including the tasks, duties and responsibilities involved with ship's propulsion;
- .4 electrical, electronic and control engineering requirements;
- .5 Radio communications;
- .6 the management of safety, security and protection of the marine environment;
- .7 the number of qualified and other personnel required to meet peak workloads situations

5.2 Applying for a SMD

- 5.2.1 The Company shall make an application for a safe manning document following an assessment that take into consideration, the guidelines in this Bulletin and IMO Resolutions A.890(21) , A.955 (23) and A.1047 (27) .
- 5.2.2 The application form is available to download from the BMA website (although a written application will also be accepted provided it has all the necessary information, including the details of the unit, its equipment and the intended area of operation.
- 5.2.3 In addition, the Company maybe required to provide the following supporting information:
- .i A copy of the vessel's Muster plan or muster list. The proposed manning level should ensure that there are adequate persons to address any emergency.
 - .ii A copy of the work schedule showing the hours of rest for the persons outlined on the safe manning. The proposed manning level should ensure compliance with the hours of rest requirements.
- 5.2.4 The Company may conduct a generic assessment for sister units which will be engaged on similar trading voyages and/or operations.
- 5.2.5 The Company may apply for different manning levels to reflect either the number of persons onboard or the unit's mode of operation (example manning level for on location, underway, etc)

5.3 Issue of SMD

- 5.3.1 The BMA will consider all international requirements and guidance in drafting a SMD in order to be satisfied that the manning shall meet the intended goals.
- 5.3.2 In this respect the BMA may increase the scale of manning from that proposed by the Company. The BMA will not normally reduce the manning level from that proposed by the Company unless it considers certain references in the SMD application proposed by the Company are unnecessary or inconsistent with standard practices.
- 5.3.3 Notwithstanding the manning prescribed in the SMD, if the Company subsequently determines that it is difficult to provide minimum periods of rest after meeting all the essential duties and functions then the Company shall increase the manning levels and notify the BMA accordingly.
- 5.3.4 No unit shall proceed to sea, undertake a voyage or carry out operations unless it is manned, at the minimum, in compliance with the SMD.

5.4 Validity of SMD

5.4.1 A SMD issued to an Unit shall have a validity of five years from the date of issue.

5.4.2 A new SMD is also required to be issued when:

- .1 there is a change of unit's name, or
- .2 there is a change of trading area as documented on the SMD, or
- .3 any other changes/alterations to the unit, its crew, construction, machinery, equipment, operation, maintenance, or management that affects the manning level required to continue safe operations compliant with the Conventions and this Bulletin.

5.4.3 Notwithstanding the provisions of STCW A-VIII/1.9, if there is a need for regular exceptions from the weekly rest period, the Company shall undertake an assessment of the manning level in order to determine if the manning level onboard is sufficient in order to comply with the hours of rest requirements taking into consideration the 5.4.2 of this Bulletin. The outcome of this assessment shall be documented with a copy maintained onboard and if the assessment is negative, the necessary application shall be submitted to the BMA to review the safe manning level.

5.4.4 All existing Bahamas registered units will have to renew their existing SMD, if it does not have an expiry date, no later than 31 December 2013.

6 Training and certification

6.1 The Company shall assess the assigned shipboard duties of all persons and ensure that the appropriate training and or instruction is undertaken prior to the person being assigned their duties. Notwithstanding the same, all persons employed on the unit must be given familiarisation training immediately on joining the unit.

6.2 The Company shall maintain records of all training carried out and shall ensure that all persons have documentary evidence of their training and or instructions. The documentary evidence shall contain the following minimum information

- Name of issuing body and contact details
- Document number
- Name and date of birth of person complying with the requirements
- Title of the training
- Number, or numbers, of the STCW Convention Regulation(s), the STCW Code Section or IMO Resolution section or other applicable standard under which the seafarer has been found qualified

- Date of issue
 - Name and signature of the authorized person who issued the certificate, if a certificate is issued.
- 6.3 All maritime personnel shall have undertaken Basic safety Training (STCW Code A-VI/1).
- 6.4 Maritime personnel serving onboard units, which are tankers engaged in cargo operations relating to oil, chemical or liquefied gas should have certification for the appropriate cargo type. Guidance is provided in BMA Information Bulletin 106 (Tanker training, certification and endorsement)
- 6.5 The Company shall apply for Bahamas Flag State Endorsements (FSE) for all officers qualified and certified in accordance with the STCW Convention Chapter II, III and V/1. Please refer to the BMA Information Bulletin 108 on Flag State Endorsements and BMA Bulletin 106 on Tanker Certification.
- 6.6.1 There is no specific requirement for the issue of Bahamas FSE against certificates issued under IMO Resolution A-891 (21). However, on the basis of the principles of STCW Convention recognition (STCW Regulation I/10), the BMA requires that the following capacities shall either have a Bahamas National Certificate or a Bahamas FSE:
- Offshore Installation Manager (OIM),
 - Barge Supervisor (BS),
 - Ballast Control Operator (BCO)
 - Maintenance Supervisor (MS)
- 6.6.2 The requirements for a Bahamas national certificate are outlined in Section 7 of this Bulletin.
- 6.6.3 A FSE will only be issued subject to the applicant having a National Certificate that has been issued by a country with which the Bahamas has a STCW recognised agreement (BMA Information Bulletin No.121). The application should be submitted in accordance with Section 7.1 of this Bulletin
- 6.7 The BMA will not endorse a certificate issued by an Institute or Training Centre (even if it is issued for or under the authority of a STCW Convention Party State) as the endorsement principles only relates to STCW Convention Parties. This does not prevent the Company from employing those persons that they consider duly trained and qualified and who have documentary evidence to support such qualification. Such

persons if so employed shall apply for Bahamas National Certificate.

- 6.8 BMA Information Bulletin 86 provides details of the Bahamas approval/acceptance process for training under STCW Convention Chapter V & VI.

7 Requirements for the issuance of Bahamas certificates under IMO Resolution A-891 (21)

7.1 Common requirements

- 7.1.1 The BMA recommends that applications are submitted using the Bahamas Online Registration Information System (BORIS) via <https://public.bahamasmaritime.com>. Additional BORIS information is contained in BMA Information Bulletin no. 137.
- 7.1.2 If applications are submitted in a paper format, the application form and details on completing the form is outlined in BMA Information Bulletin no. 124) and which is available for download from the download page of the BMA website (www.bahamasmaritime.com). Each application form MUST include the following, in order to be deemed completed:

- .1 Proof of age and identity. Note that all applicants must be at least 18 years old,
- .2 Valid medical certificate. This document must be issued by a medical practitioner approved by a country with whom the Bahamas has a STCW Convention Recognition Agreement,
- .3 A duly completed application form which shall be signed by the seafarer and where applicable, the Company submitting the application,
- .4 An original passport size photograph,
- .5 Copy(ies) of successfully completed Basic Training (STCW Code A-VI/1)
- .6 Payment. See BMA Information Bulletin 81 (fee schedule).

7.1.3 All person applying for a Bahamas national certificate may be required to undergo an assessment as determined by the BMA.

7.2 Offshore Installation Manager

- 7.2.1 In addition to the general information specified in Section 7.1, the applicant shall provide the following:
- .1 Valid STCW II/2 Master Certificate of Competency (CoC) or STCW III/2 Chief

Engineer CoC.

- .2 For STCW management level CoC holder, documentary evidence of at least 3 months sea service on a MOU in any capacity. Persons not holding the STCW management level CoC will be required to have at least 36 months sea service on board a MOU including at least 18 months service in the capacity of a Barge Supervisor.
- .3 Documentary evidence of having successfully completed all components of training listed in 5.3.2 and 5.4.2 of the Resolution
- .4 Documentary evidence of having successfully completed an approved course of training meeting the requirements of paragraph 6.2 and table 6.2 of the Resolution

7.2.2 Persons not holding STCW II/2 CoC will have their OIM certificate restricted to 'static' condition only.

7.3 Barge Supervisor

7.3.1 In addition to the general information specified in Section 7.1, the applicant shall provide the following:

- .1 Evidence of at least 18 months sea service on a MOU including at least 6 months service in the capacity of a Ballast Control Operator. STCW II/1 or III/1 CoC holders who are qualified as a Ballast Control Operator will not need further sea service. STCW II/2 or II/3 Master CoC holders who have one month sea service on a MOU in any capacity will not need further sea service,
- .2 Documentary evidence of having successfully completed all components of training listed in 5.3.2 and components .1 to .4 of paragraph 5.4.2 of the Resolution,
- .3 An appropriate qualification for Radio-communication. This requirement is not required if the applicant has a STCW II/1 or II/2 CoC,
- .4 Documentary evidence of having successfully completed an approved course of training meeting the requirements of paragraph 6.3 and table 6.3 of the Resolution.

7.3.2 Persons not holding STCW management level deck officer or master CoCs will have their certificates restricted to 'static' conditions only.

7.4 Ballast Control Operator

7.4 In addition to the general information specified in Section 7.1, the applicant shall provide the following

- .1 Evidence of at least 12 months sea service on a MOU including 6 months service as a trainee Ballast Control Operator under the supervision of a certified Ballast Control Operator. For persons holding STCW II/1 or III/I CoC or above, 3 months sea service as a trainee Ballast Control Operator will be required,
- .2 Documentary evidence of having successfully completed all components of training listed in 5.3.2 and components .1 to .4 of 5.4.2 of the Resolution,
- .3 Documentary evidence of having successfully completed an approved course of training meeting the requirements of paragraph 6.4 and table 6.4.

7.5 Maintenance Supervisor

7.5.1 In addition to the general information specified in Section 7.1, the applicant shall provide the following:

- .1 Documentary evidence of at least 18 months service on a MOU in a relevant capacity on board, of which at least 6 months service should be as a trainee Maintenance Supervisor under the supervision of a qualified Maintenance Supervisor. For persons holding STCW III/2 or III/3 engineering CoC, at least 3 months service in a relevant category will be required,
- .2 Documentary evidence of having successfully completed all components of training listed in 5.3.2 of the Resolution,
- .3 Documentary evidence of having successfully completed a course of training meeting the requirements of paragraph 6.5 and table 6.5 of the Resolution. This is not required for applicants holding STCW Convention III/2 or III/3 CoC.

7.5.2 Persons not holding STCW III/2 or III/3 engineering CoCs will have their certificates restricted for 'non -self propelled' vessels only.

7.6 Revalidation

For the purpose of revalidation, the BMA will accept the following as evidence of continued professional competence:

- .1 documentary evidence of approved service for a period of at least 12 months in the preceding 5 years; or
- .2 documentary evidence of having performed functions considered by the BMA to be equivalent to the required seagoing service; or
- .3 documentary evidence of completing approved service in the capacity of the certificate held, for a period of not less than 3 months in a supernumerary capacity, or lower rank

in the six months immediately prior to serving in the capacity of the certificate to be revalidated.

7.7 Submission and processing of applications

7.7.1 As outlined in 7.1.2, the BMA recommends that applications are submitted using BORIS (<https://public.bahamasmaritime.com>).

7.7.2 Paper applications can be submitted as follows:

.1 Europe, UK, Middle East and African regions:

The Bahamas Maritime Authority, 120 Old Board Street, London, EC2N 1AR, United Kingdom.

.2 North or South America and the Caribbean regions:-

The Bahamas Maritime Authority, PO Box N-4679, Nassau, New Providence, Bahamas.

.3 For applications from the Asia Pacific region:-

The Bahamas Maritime Authority, Room 2019 – 2020, 20th Floor, Hutchison House, 10 Harcourt Road, Hong Kong

7.7.2 Once the application is received, the BMA will review for completeness and if all correct, the applicable certificate will be issued. Taking into consideration public holidays and other factors, the BMA aims to issue certificates in a timely manner in order to avoid any delays to the vessel. Owners should ensure that proper planning when submitting applications for seafarer who intend to join a unit.

7.7.3 Failure to follow any of these guidelines may result in an application either being severely delayed or possibly rejected.

7.7.4 If the Bahamas certificate is not received within two (2) months of the application submission date, the Company should contact the Seafarers and Manning Department at the Office to which the application was submitted. This will enable the Company and the BMA to address any identified problems with the submitted application.

7.7.5 If a Company requires documents to be processed within one (1) week of application, the BMA should be contacted and notified of the same. The provision of this “fast track” service will be subjected to an additional fee.

7.7.6 Correspondence relating to applications will be sent to the Companies as listed on the application form and all parties are encouraged to provide a generic email address in

order to avoid any delays in the application process.

7.8 Loss or damaged certificates

7.8.1 The BMA should immediately be notified of any Bahamas certificates that are reported as being lost or damaged. The notification should include the following information:

- Name of seafarer
- Date of Birth
- Nationality
- Affected Bahamas certificate number, if known
- Request for duplicate certificate, if applicable

7.8.2 If the lost certificate is subsequently found, the Company or seafarer should notify the BMA.

7.8.3 The BMA continues to monitor measures to reduce the loss of documents in transit.

7.8.4 A duplicate certificate will be issued subject to receiving the above information, copy of a valid Medical certificate and the applicable fee.

8. Fees

8.1 The fees applicable are the same as for other BMA Certificates or Endorsements. Please refer to BMA Information Bulletin 81

8.2 The fast track service specified in 7.7.5 will be charged as a professional fee. Please refer to BMA Information Bulletin 86.

9. Enquiries

Any queries related to the offshore requirements can be directed to the BMA's Seafarers & Manning Department at: stcw@bahamasmaritime.com

11. Revision History

Rev.2 (28 February 2012)

Attachment: THE BAHAMAS MARITIME AUTHORITY INFORMATION BULLETIN No.105,
total 12 pages

**For any question please contact the Certification Management Dept. of
CCS**



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- 5.3.1 The BMA will consider all international requirements and guidance in drafting a SMD in order to be satisfied that the manning shall meet the intended goals.
- 5.3.2 In this respect the BMA may increase the scale of manning from that proposed by the Company. The BMA will not normally reduce the manning level from that proposed by the Company unless it considers certain references in the SMD application proposed by the Company are unnecessary or inconsistent with standard practices.
- 5.3.3 Notwithstanding the manning prescribed in the SMD, if the Company subsequently determines that it is difficult to provide minimum periods of rest after meeting all the essential duties and functions then the Company shall increase the manning levels and notify the BMA accordingly.

- 5.3.4 No unit shall proceed to sea, undertake a voyage or carry out operations unless it is manned, at the minimum, in compliance with the SMD.

5.4 Validity of SMD

- 5.4.1 A SMD issued to an Unit shall have a validity of five years from the date of issue.

- 5.4.2 A new SMD is also required to be issued when:

- .1 there is a change of unit's name, or
- .2 there is a change of trading area as documented on the SMD, or
- .3 any other changes/alterations to the unit, its crew, construction, machinery, equipment, operation, maintenance, or management that affects the manning level required to continue safe operations compliant with the Conventions and this Bulletin.

- 5.4.3 Notwithstanding the provisions of STCW A-VIII/1.9, if there is a need for regular exceptions from the weekly rest period, the Company shall undertake an assessment of the manning level in order to determine if the manning level onboard is sufficient in order to comply with the hours of rest requirements taking into consideration the 5.4.2 of this Bulletin. The outcome of this assessment shall be documented with a copy maintained onboard and if the assessment is negative, the necessary application shall be submitted to the BMA to review the safe manning level.

- 5.4.4 All existing Bahamas registered units will have to renew their existing SMD, if it does not have an expiry date, no later than 31 December 2013.

6 Training and certification

- 6.1 The Company shall assess the assigned shipboard duties of all persons and ensure that the appropriate training and or instruction is undertaken prior to the person being assigned their duties. Notwithstanding the same, all persons employed on the unit must be given familiarisation training immediately on joining the unit.
- 6.2 The Company shall maintain records of all training carried out and shall ensure that all persons have documentary evidence of their training and or instructions. The documentary evidence shall contain the following minimum information
- Name of issuing body and contact details
 - Document number
 - Name and date of birth of person complying with the requirements
 - Title of the training

- Number, or numbers, of the STCW Convention Regulation(s), the STCW Code Section or IMO Resolution section or other applicable standard under which the seafarer has been found qualified
 - Date of issue
 - Name and signature of the authorized person who issued the certificate, if a certificate is issued.
- 6.3 All maritime personnel shall have undertaken Basic safety Training (STCW Code A-VI/1).
- 6.4 Maritime personnel serving onboard units, which are tankers engaged in cargo operations relating to oil, chemical or liquefied gas should have certification for the appropriate cargo type. Guidance is provided in *BMA Information Bulletin 106* (Tanker training, certification and endorsement)
- 6.5 The Company shall apply for Bahamas Flag State Endorsements (FSE) for all officers qualified and certified in accordance with the STCW Convention Chapter II, III and V/1. Please refer to the *BMA Information Bulletin 108* on Flag State Endorsements and BMA Bulletin 106 on Tanker Certification.
- 6.6.1 There is no specific requirement for the issue of Bahamas FSE against certificates issued under IMO Resolution A-891 (21). However, on the basis of the principles of STCW Convention recognition (STCW Regulation I/10), the BMA requires that the following capacities shall either have a Bahamas National Certificate or a Bahamas FSE:
- Offshore Installation Manager (OIM),
 - Barge Supervisor (BS),
 - Ballast Control Operator (BCO)
 - Maintenance Supervisor (MS)
- 6.6.2 The requirements for a Bahamas national certificate are outlined in Section 7 of this Bulletin.
- 6.6.3 A FSE will only be issued subject to the applicant having a National Certificate that has been issued by a country with which the Bahamas has a STCW recognised agreement ([BMA Information Bulletin No.121](#)). The application should be submitted in accordance with Section 7.1 of this Bulletin
- 6.7 The BMA will not endorse a certificate issued by an Institute or Training Centre (even if it is issued for or under the authority of a STCW Convention Party State) as the endorsement principles only relates to STCW Convention Parties. This does not prevent the Company from employing those persons that they consider duly trained and qualified and who have documentary evidence to support such qualification. Such persons if so employed shall apply for Bahamas National Certificate.
- 6.8 [BMA Information Bulletin 86](#) provides details of the Bahamas approval/acceptance process for training under STCW Convention Chapter V & VI.

7 Requirements for the issuance of Bahamas certificates under IMO Resolution A-891 (21)

7.1 Common requirements

7.1.1 The BMA recommends that applications are submitted using the Bahamas Online Registration Information System (BORIS) via <https://public.bahamasmaritime.com>. Additional BORIS information is contained in BMA Information Bulletin no. 137.

7.1.2 If applications are submitted in a paper format, the application form and details on completing the form is outlined in [BMA Information Bulletin no. 124](#) and which is available for download from the download page of the BMA website (www.bahamasmaritime.com). Each application form MUST include the following, in order to be deemed completed:

- .1 Proof of age and identity. Note that all applicants must be at least 18 years old,
- .2 Valid medical certificate. This document must be issued by a medical practitioner approved by a country with whom the Bahamas has a STCW Convention Recognition Agreement,
- .3 A duly completed application form which shall be signed by the seafarer and where applicable, the Company submitting the application,
- .4 An original passport size photograph,
- .5 Copy(ies) of successfully completed Basic Training (STCW Code A-VI/1)
- .6 Payment. See *BMA Information Bulletin 81* (fee schedule).

7.1.3 All person applying for a Bahamas national certificate may be required to undergo an assessment as determined by the BMA.

7.2 Offshore Installation Manager

7.2.1 In addition to the general information specified in Section 7.1, the applicant shall provide the following:

- .1 Valid STCW II/2 Master Certificate of Competency (CoC) or STCW III/2 Chief Engineer CoC.
- .2 For STCW management level CoC holder, documentary evidence of at least 3 months sea service on a MOU in any capacity. Persons not holding the STCW management level CoC will be required to have at least 36 months sea service on board a MOU including at least 18 months service in the capacity of a Barge Supervisor.
- .3 Documentary evidence of having successfully completed all components of training listed in 5.3.2 and 5.4.2 of the Resolution
- .4 Documentary evidence of having successfully completed an approved course of training meeting the requirements of paragraph 6.2 and table 6.2 of the Resolution

7.2.2 Persons not holding STCW II/2 CoC will have their OIM certificate restricted to 'static' condition only.

7.3 Barge Supervisor

7.3.1 In addition to the general information specified in Section 7.1, the applicant shall provide the following:

- .1 Evidence of at least 18 months sea service on a MOU including at least 6 months service in the capacity of a Ballast Control Operator. STCW II/1 or III/1 CoC holders who are qualified as a Ballast Control Operator will not need further sea service. STCW II/2 or II/3 Master CoC holders who have one month sea service on a MOU in any capacity will not need further sea service,
- .2 Documentary evidence of having successfully completed all components of training listed in 5.3.2 and components .1 to .4 of paragraph 5.4.2 of the Resolution,
- .3 An appropriate qualification for Radio-communication. This requirement is not required if the applicant has a STCW II/1 or II/2 CoC,
- .4 Documentary evidence of having successfully completed an approved course of training meeting the requirements of paragraph 6.3 and table 6.3 of the Resolution.

7.3.2 Persons not holding STCW management level deck officer or master CoCs will have their certificates restricted to 'static' conditions only.

7.4 Ballast Control Operator

7.4 In addition to the general information specified in Section 7.1, the applicant shall provide the following

- .1 Evidence of at least 12 months sea service on a MOU including 6 months service as a trainee Ballast Control Operator under the supervision of a certified Ballast Control Operator. For persons holding STCW II/1 or III/I CoC or above, 3 months sea service as a trainee Ballast Control Operator will be required,
- .2 Documentary evidence of having successfully completed all components of training listed in 5.3.2 and components .1 to .4 of 5.4.2 of the Resolution,
- .3 Documentary evidence of having successfully completed an approved course of training meeting the requirements of paragraph 6.4 and table 6.4.

7.5 Maintenance Supervisor

7.5.1 In addition to the general information specified in Section 7.1, the applicant shall provide the following:

- .1 Documentary evidence of at least 18 months service on a MOU in a relevant capacity on board, of which at least 6 months service should be

as a trainee Maintenance Supervisor under the supervision of a qualified Maintenance Supervisor. For persons holding STCW III/2 or III/3 engineering CoC, at least 3 months service in a relevant category will be required,

- .2 Documentary evidence of having successfully completed all components of training listed in 5.3.2 of the Resolution,
- .3 Documentary evidence of having successfully completed a course of training meeting the requirements of paragraph 6.5 and table 6.5 of the Resolution. This is not required for applicants holding STCW Convention III/2 or III/3 CoC.

7.5.2 Persons not holding STCW III/2 or III/3 engineering CoCs will have their certificates restricted for 'non -self propelled' vessels only.

7.6 Revalidation

For the purpose of revalidation, the BMA will accept the following as evidence of continued professional competence:

- .1 documentary evidence of approved service for a period of at least 12 months in the preceding 5 years; or
- .2 documentary evidence of having performed functions considered by the BMA to be equivalent to the required seagoing service; or
- .3 documentary evidence of completing approved service in the capacity of the certificate held, for a period of not less than 3 months in a supernumerary capacity, or lower rank in the six months immediately prior to serving in the capacity of the certificate to be revalidated.

7.7 Submission and processing of applications

7.7.1 As outlined in 7.1.2, the BMA recommends that applications are submitted using BORIS (<https://public.bahamasmaritime.com>).

7.7.2 Paper applications can be submitted as follows:

- .1 Europe, UK, Middle East and African regions:

The Bahamas Maritime Authority, 120 Old Board Street, London, EC2N 1AR, United Kingdom.

- .2 North or South America and the Caribbean regions:-

The Bahamas Maritime Authority, PO Box N-4679, Nassau, New Providence, Bahamas.

- .3 For applications from the Asia Pacific region:-

The Bahamas Maritime Authority, Room 2019 – 2020, 20th Floor, Hutchison House, 10 Harcourt Road, Hong Kong

- 7.7.2 Once the application is received, the BMA will review for completeness and if all correct, the applicable certificate will be issued. Taking into consideration public holidays and other factors, the BMA aims to issue certificates in a timely manner in order to avoid any delays to the vessel. Owners should ensure that proper planning when submitting applications for seafarer who intend to join a unit.
- 7.7.3 Failure to follow any of these guidelines may result in an application either being severely delayed or possibly rejected.
- 7.7.4 If the Bahamas certificate is not received within two (2) months of the application submission date, the Company should contact the Seafarers and Manning Department at the Office to which the application was submitted. This will enable the Company and the BMA to address any identified problems with the submitted application.
- 7.7.5 If a Company requires documents to be processed within one (1) week of application, the BMA should be contacted and notified of the same. The provision of this "fast track" service will be subjected to an additional fee.
- 7.7.6 Correspondence relating to applications will be sent to the Companies as listed on the application form and all parties are encouraged to provide a generic email address in order to avoid any delays in the application process.

7.8 Loss or damaged certificates

- 7.8.1 The BMA should immediately be notified of any Bahamas certificates that are reported as being lost or damaged. The notification should include the following information:
- Name of seafarer
 - Date of Birth
 - Nationality
 - Affected Bahamas certificate number, if known
 - Request for duplicate certificate, if applicable
- 7.8.2 If the lost certificate is subsequently found, the Company or seafarer should notify the BMA.
- 7.8.3 The BMA continues to monitor measures to reduce the loss of documents in transit.
- 7.8.4 A duplicate certificate will be issued subject to receiving the above information, copy of a valid Medical certificate and the applicable fee.

8. Fees

- 8.1 The fees applicable are the same as for other BMA Certificates or Endorsements. Please refer to [BMA Information Bulletin 81](#)
- 8.2 The fast track service specified in 7.7.5 will be charged as a professional fee. Please refer to [BMA Information Bulletin 86](#).

9. Enquiries

Any queries related to the offshore requirements can be directed to the BMA's Seafarers & Manning Department at: stcw@bahamasmaritime.com

11. Revision History

Rev.2 (28 February 2012)