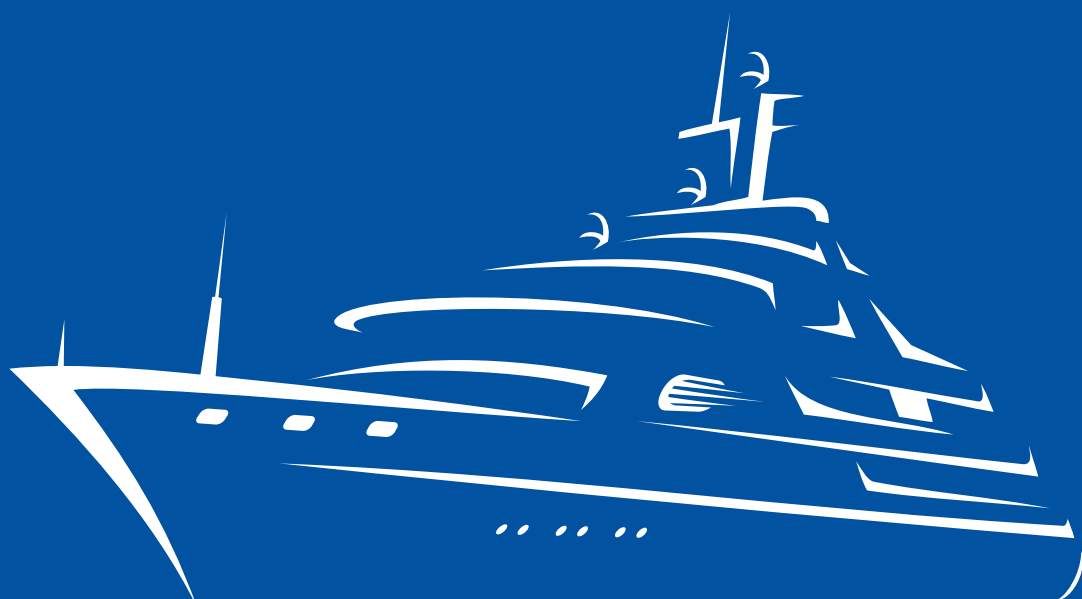




Yacht Master's Guide



Barbados Maritime
Ship Registry

Foreword

This guide has been produced to assist all Masters and senior officers of Barbados registered Commercial Yachts, i.e. LY2 or Large Yacht Code compliant yachts.

The guide should answer most of your questions regarding Barbados shipping legislation and of course, all seafarers, masters, operators etc. are welcome to contact the Ships' Registry by telephone or email should they have other concerns that are not answered in this guide.

Further information is available from our web-site at www.barbadosmaritime.com

Tel: +44(0)207 636 5739

Fax: +44(0)207 6365745

24/7 emergency contact after hours: +44 (0)7703 359326

Email: ops@barbadosmaritime.com



Contents

Page	Section
4	1. Commercial certification
4	2. Crew agreement and articles
5	3. Official log book
7	4. Publications to be held on board
8	5. LRIT
9	6. Safety
9	7. Accident Reporting
10	8. Hours of Rest
13	9. Barbados Nautical Inspectors and Class Societies
14	10. Manning Requirements
17	11. ISM
17	12. Continuous Synopsis Record
19	13. Complaints Procedure
20	14. Frequently asked questions

1 Commercial Certification

All Commercial Yachts are required to undergo annual inspection

All Commercial yachts are issued with a Certificate of Registry that is granted on compliance with the LY2 Code, which becomes effective in January 2014 for Barbados flagged vessels. To maintain Commercial Yacht status, every Commercial Yacht is required to undergo an annual inspection by one or other of our Barbados authorised surveyors.

It is possible to switch to Private/Pleasure status, for a specified period of time but annual surveys will continue to be required. If the inspection does not take place within the time-frame indicated by the flag, the yacht will lose its Commercial Yacht status.

No commercial yacht may hold a Pleasure Yacht certificate without first confirming the request for the change to the Registry.

2 Crew agreement and Articles

There must be a crew agreement and Articles on board.

These are to be completed as follows:

Commercial yachts registered on Barbados flag must carry and maintain the following Crew Agreements and Articles:

Crew Agreement

All personnel on board a Barbados registered yacht must have a written agreement of employment with the employer. These official crew agreements are additional to but separate from any company contract or similar documents. The standard form of approved crew agreement can be obtained from the Ships' Registry.

The Crew Agreement is a requirement under Barbados legislation and mandatory under MLC 2006 Convention. Failure to keep an approved Crew Agreement is an offence.

Opening, maintaining and closing a Crew Agreement

The master should insert at the top of the first section the name and address of the employer. This identifies the parties to the agreement and it will normally be either the name of the owner or of the manager who is employing the crew of the vessel. Each seaman signing on the list of crew thus becomes a party to this agreement.

Crew Agreement to be posted

Once opened the Crew Agreement is to be posted up in a conspicuous place next to the contractual clauses previously approved by Barbados Ships' Registry. The Agreement may be located somewhere on board where all staff may access it, for example in the Mess Room or a folder on the Bridge.

Closing a Crew Agreement

At the end of the crew agreement it must be closed and every person on it who has not already done so must sign off in section (b) of the final column of the crew articles; the master should ensure that all the other shaded boxes are completed. The "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. The reason for discharge in this case will be "agreement terminated".

The Articles once closed should be held securely ashore by the owners/managers, together with the official log book, for a period of seven years. Do not return to the Barbados Ships' Registry.

Duration of Crew Agreement:

On frequent near coastal voyages – maximum 6 months.

On all other voyages – maximum 12 months.

Annual Leave

Personnel 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 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 Barbados ships to carry and maintain an official log book. This log book is a legal document and is acceptable as evidence in court proceedings, therefore it is essential that it is regularly, correctly and accurately completed.

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

Section 2 Records of Drills, Safety Training and Safety Inspections

Entries are required for the following:

1. Fire and Boat Drills (to be held monthly or within 24 hours of arrival of any new crew member with Muster List duties)
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 4th week).
4. Passenger safety induction (shortly after boarding).
5. Any additional safety training conducted.

Date	Nature of Drill, Training or Inspection	Signatures Master and Crew member
23/12/2010	<i>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.</i>	<i>F. Anton Master P. Ugwash mate</i>

An example of an entry would be:-

If for any reason a muster or drill is not held then a statement as to the reason should be entered in Column 2. Valid reasons might be "Yacht navigating in stormy conditions 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 conducted by the Master in company with a crew member, to comply with MLC 2006 Convention. 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 re-test this if it has already been undertaken 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 the following:-

<i>Changes in Master</i>	<i>Desertions</i>	<i>Appointments of Safety Officers,</i>
<i>Deviations to hours of rest</i>	<i>Complaints</i>	<i>representatives and committees</i>
<i>Accidents</i>	<i>Promotions and demotions</i>	<i>Meetings of Safety Committees</i>
<i>Casualties</i>	<i>Criminal convictions during a voyage</i>	<i>Wage disputes</i>
<i>Disciplinary Matters</i>	<i>Illness</i>	<i>Closing of the Official Log Book</i>
<i>Crew members discharged or left behind</i>	<i>Deaths</i>	

Examples of an entries might be:-

Section 1 Record of Seamen Employed

Date and Hour of Occurrence	Place of Occurrence or Longitude and Latitude at Sea	Date of Entry	Narrative Entry
1300 hrs 07/07/07	Cannes	07/07/08	I certify 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. <i>F. Anton, Master P. Ugwash, Ch. Mate</i>
1100 hrs 08/07/07	Nice	08/07/08	This certifies that No.1. <i>Capt. F. Antom</i> has been superseded as master of this yacht by ref. No.14 <i>Capt. L. Emon</i> <i>F. Anton, outgoing Master L. Emon, Master</i>
1400 hrs 14/07/07	At Sea 15°N 59°W	14/07/08	This day Mr. S. Marty No. 6 in the list of crew, fell while working on deck. First aid given and contact made with medical authorities ashore. Mr Marty confined to bed and under observation. Form 45 completed for Barbados Maritime. <i>L. Emon, Master P. Ugwash, Ch Officer</i>
1700 hrs 15/07/07	St Kitts	15/07/08	This day Mr. Marty signed off the crew articles and landed ashore for medical treatment. <i>L. Emon, Master P. Ugwash, Ch Officer</i>
2350 hrs 22/07/07	At Sea 45°W 30°S	12/07/08	This day it was reported to me that Mr Old, deckhand No.23 in the list of crew reported for look-out duty while apparently intoxicated. Mr. Ace was interviewed and admitted the office and would make no further comment. Mr Old was accompanied by his friend Mr. Brazenose No.25 in the list of crew. Reprimanded Mr. Old, informed him his conduct was in breach of Master's and Company's rules and advised any repetition would lead to instant dismissal. Gave Mr. Old copy of this entry. <i>L. Emon, Master P. Ugwash, Ch Officer</i>
1400 hrs 29/07/07	Ushaia	29/07/08	This day signed off Nos.3,6,14,15 in the list of crew to proceed on leave. <i>L. Emon, Master P. Ugwash, Ch Officer</i>
1300 hrs 10/08/07	Santaigo	10/08/08	All crew members discharged from crew agreement and official log book closed this day. <i>L. Emon, Master P. Ugwash, Ch Officer</i>

Section 6 Births & Deaths

Instructions for completing this section are contained in the section. Note that in the births section, the mother's signature is required whilst 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 must be retained by owners/managers for seven years, in secure archival storage. A new official log book is then opened. New log books may be purchased from Barbados Maritime.

Multiple Log Books are not permitted.

4 Publications to be carried

The minimum publications that you must carry on board

The following list of necessary manuals and publications is provided for guidance to masters and crew of Barbados registered yachts:

Publication

1. UK MCA 'M' Notices
2. Stability Information (Statis – all yachts. Damage – all yachts except short range)
3. Garbage Management Plan and Records.
4. SOPEP (if $\geq 400\text{gt}$)
5. Oil Record Book Part 1
6. Nautical Publications applicable to the area of operation:

- International Code of Signals (statutory requirement)
- Navigation Charts
- Mariner's Handbook
- Sailing Directions
- Operational and maintenance instructions for Navigational Aids carried by the yacht
- List of Lights and Radio Signals
- IAMSAR Volume III Manual (statutory requirement)
- Notice to Mariners
- Nautical Almanac
- Tide Tables
- Tidal Stream Atlas
- Navigational Tables

NC – all charts and publications to be updated as far as reasonably practical for the forthcoming voyage.

7. Official Log Book
8. Articles of Agreement
9. Fire Training Manuals
10. Fire Safety Operational Booklets
11. LSA Training Manual
12. LSA Maintenance Instructions
13. Information for Radio Installation (GMDSS)
14. Code of Safe Working Practices for Merchant Seamen
15. Compass Error Book
16. 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: 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

There is no requirement to carry the Shipping Act and regulations on board the yacht, however, these do contain useful information and are available to order on cd.

GMDSS Radio Log Book

Barbados Maritime does not supply these log books, but records of communications relating to distress, emergency 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 should be kept. UK MCA Radio Log books are therefore accepted for this purpose. Again, the Log Books should be kept in a secure archive facility when returned to Owners/managers for safe-keeping, after last entry is made.

Oil Record Book (Part 1)

MARPOL Annex 1 applies to all ships, and therefore all yachts, and is enforced by the Isle of Man Ship Registry.

International legal requirements are that oil record book part 1 covering machinery space operations, shall be maintained by all vessels of 400gt and over. Whilst this is not therefore mandatory for vessels below 400gt, Barbados Maritime recommends that the ORB Part 1 should be held on board and entries made 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.

Recordable operations are listed in the front of the oil record book.

It is imperative that oil record books are correctly and regularly maintained as Port State control inspectors will frequently check the book for possible illegal discharges.

There are to be no blank lines in the book and all entries must be signed.

Oil record books may be obtained from Barbados Maritime. The books should be retained for a period of 3 years after the final entry but do not return these to the Ships' Registry.

5 Long Range Identification and Tracking (LRIT)

Vessels 300gt or more – Conformance Test Report required

All commercial yachts of 300gt + with a Large Yacht Code Certificate must comply with LRIT requirements. The equipment is monitored by your service provider. Please check with Barbados Maritime that the service provider is approved for this purpose.

Once commissioned a Conformance Test Report Certificate must be requested with a copy sent to Barbados Maritime so the yacht can be entered in the data centre. More information is available in our Bulletin No.165, as amended from time to time.

Instructions as to when it is permissible for a vessel to cease LRIT transmission

Generally, all vessels should continue to transmit at six-hourly intervals, and under no circumstances must the LRIT unit be switched off. EXCEPTIONS are:-

- a) When the vessel is in dry-dock or under modification at a shipyard or port for a period and notification of this has been made to Barbados Maritime in order for the vessel to be temporarily suspended in the data centre
- b) When the vessel is to be in long-term lay-up and a request has been made to the Barbados Ships' Registry to reduce or suspend transmissions.

An entry is to be made in the Official Log Book indicating time and date the unit was switched off, and a further entry when the unit is reactivated and transmissions recommenced.

6 Safety officials and safety committees

Do you have 5 or more persons employed on board? See below

Every person on board a vessel has responsibility for safety. Whilst there is shipping legislation in place for specifically designated personnel, ultimately strong support and encouragement from senior management is needed to foster a strong safety culture.

There is a requirement on the company/operator to appoint the vessel's Safety officers, a safety committee and election of safety representatives with specific powers.

On every vessel employing five or more persons the company/operator has to appoint a safety officer. The Master must record this appointment in the official log book. The Safety Officer should be adequately trained for the role, be familiar with the statutory responsibilities for health and safety and the principles and practice of risk assessment. The training may be in computerised form, but if not available on board we would strongly advise attendance of the designated Safety Officer on a suitable training course. If practicable, the company/operator should avoid appointing as a Safety Officer anyone to whom the Master has delegated the task of providing medical treatment.

- Amongst the duties of the Safety Officer is the responsibility to ensure the Code of Safe Working Practices and the company's/operator's occupational health and safety policies are maintained.
- 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 the work can safely be resumed.
- Ensure the Minutes of each safety committee meeting are accessible to all the crew.

7 Accident Reporting

Tell us if you have a casualty or accident – it's important we know as soon as possible!

We need to know as soon as possible after an incident or casualty has occurred. Email reporting is the quickest method, with paperwork following on from the email.

Definitions are:

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

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

Barbados template form No.45 should be used for such incident/accident reporting and is available to download from our website, or can be forwarded on request via email.

8 Hours of rest

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

This applies to all Barbados Commercial Yachts.

Every seafarer shall be provided with rest in accordance with Section A-VIII/I of 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 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 as work, and 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 for 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. This is normally recorded in the Official Log Book.

When any crew member engaged in watch-keeping 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 like 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, and in total retained for a minimum of seven years.

For further guidance refer to:

Merchant Shipping (Manning and training)(Amendment) Regulations 2002 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 No.

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 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 work at sea	Total Hours work in port
	Watch-keeping (from – to)	Non-Watch-keeping duties (from – to)	Watch-keeping (from – to)	Bib0Watch- keeping		

Signature of Master

Date

Summary of the Shipping (Safe Manning, Watch-keeping and Hours of Work) Regulations, 2001

The Barbados Shipping regulations require in accordance with MLC 2006 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 the Regulations removes 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 emergency has been resolved 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 No.

Seafarers full name: Position/rank:

Dates from – to: Watch-keeper: Yes/No (delete as relevant)

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.

(1) For completion and use in accordance with the procedures established by the competent authority in compliance with the relevant requirements of ILO Convention No. 180 on Seafarers' Hours of Work and the Manning of Ships Convention 1996.

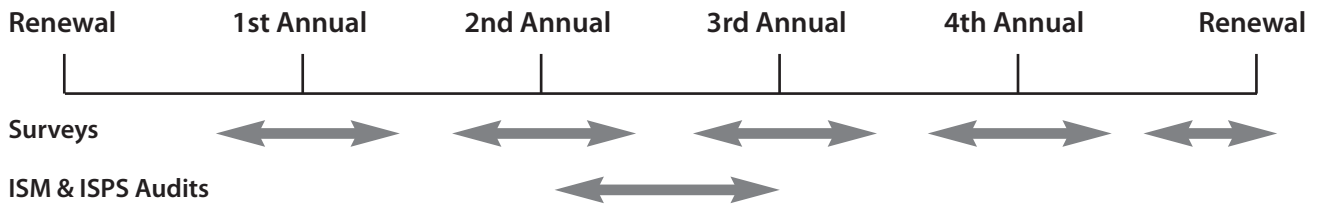
(2) Additional calculations or verifications may be necessary to ensure compliance with the relevant requirements of ILO Convention No. 180 on Seafarers' Hours of Work and the Manning of Ships Convention 1996, and the International Convention on Standards of Training, Certification and Watchkeeping 1978, as amended. (STCW 95)

(2)

9 Barbados Nautical Inspectors and Class Societies

Plan your surveys – it is your responsibility

Barbados inspectors will visit all vessels for annual safety inspection. This also applies to commercial yachts. Apart from the flag annual safety inspection, the Classification Society that issues statutory certificates on behalf of the flag will also be required to visit the vessel for renewal of certificates from time to time. There is a renewal survey every 5 years, supplemented by annual surveys in-between (except ISM & ISPS which have intermediate audit at 2 ½ years. There is a time limit for completing the surveys. Renewal surveys must be completed with the last 3 months of the cycle. Annual surveys must be done $\pm$ 3 months of their due date. ISM & ISPS intermediates have to be done between the 2nd & 3rd annual anniversary dates:-



What does the Master have to do?

It is the Master's responsibility to request a surveyor (either Barbados inspector or Class) to conduct the surveys when they are due. We will try to remind you of flag safety inspections before they become due, but the responsibility remains the Master's. Class is unlikely to send reminders when surveys are due. Should the applicable surveys not be carried out with the allowable 'time window' then the certificate(s) and Commercial Registry will become invalid.

Advance not of when you require a surveyor is always welcomed.

When a Barbados inspector visits the yacht for annual safety inspection, he will inspect the yacht and her paperwork, including all MLC 2006 requirements, and certify his inspection accordingly. The costs of the inspection are borne by the yacht owner or operator.

Likewise a Class Surveyor has delegated authority from flag to endorse any of the Class or flag certificates as appropriate

Certificate	Required for Which yacht	Certificate Issued by	Renewal Survey done by	Annual Survey done by
Registry	All	Barbados	-	-
Safe Manning	All	Barbados	-	-
Tonnage	All	Class	-	-
Yacht Code	All	Barbados	-	Barbados
Classification	All	Class	Class	Class
Load Line	All	Class	Class	Class
Radio	$\geq 300\text{gt}$	Class	Class	Class
Oil Pollution	$\geq 400\text{gt}$	Class	Class	Class
Air Pollution*	$\geq 400\text{gt}$	Class	Class	Class
Sewage Pollution*	> 15 Persons	Class	Class	-
Safety Construction	$\geq 500\text{gt}$	Class	Class	Class
Safety Equipment	$\geq 500\text{gt}$	Class	Class	Class
Security	$\geq 500\text{gt}$	Class	Class	Class
ISM	$\geq 500\text{gt}$	Class	Class	Class
LRIT Conformance	$\geq 300\text{gt}$	Approved	-	-
Test report certificate		Service Provider		
Anti-Fouling*	$\geq 400\text{gt}$	Class	-	-
	400gt	Owner	-	-

On completion of survey by Class, copy of the Class certificate issued, extended or renewed is forwarded to Barbados Maritime.

Certificate Queries, Extensions & Exemptions

Any queries or requests for exemption/extension of the above must be made to the appropriate body as shown above.

*Class is responsible for issuing certificates for these items.

10 Manning Requirements

How many crew are required on board as a minimum?

Manning Scales for Commercial and Pleasure Vessels over 24m Load Line Length and under 3000grt

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

Miles from a safe haven	Personnel	No.	>24m <200grt	No.	200 - 500grt
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)
	2nd Engineer				
	Asst. Engineer			1	AEC
	Yacht Rating	1		2	

Miles from a safe haven	Personnel	No.	>24m <200grt	No.	200 - 500grt
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)
	2nd Engineer				
	Asst. Engineer			1	MEOL (Y)
	Yacht Rating	1		2	

Miles from a safe haven	Personnel	No.	>24m <200grt	No.	200 - 500grt
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)
	2nd Engineer			1	Ch. Eng. (Y4)
	Asst. Engineer		AEC	1	MEOL (Y)
	Yacht Rating	2		2	

Any variance to the minimum numbers and/or minimum qualification requirements shown above must be submitted to the Barbados Ships' Registry for consideration and agreement.

The requirements for engineers for Yachts under 500grt 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 3000kW 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 500grt

Miles from a safe haven	Personnel	No.	500 - 3000grt <3000Kw	No.	500 - 3000grt 3000 - <6000Kw	No.	500 - 3000grt 6000 - <9000Kw
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 (Y2)
	2nd Engineer						
	Asst. Engineer	1	MEOL (Y)	1	MEOL (Y)	1	MEOL (Y)
	Yacht Rating	2		2		2	

Miles from a safe haven	Personnel	No.	500 - 3000grt <3000Kw	No.	500 - 3000grt 3000 - <6000Kw	No.	500 - 3000grt 6000 - <9000Kw
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)
	2nd Engineer	1	Ch.Eng(Y3)	1	Ch.Eng(Y3)	1	Ch. Eng (Y2)
	Asst. Engineer	1	MEOL (Y)	1	MEOL (Y)	1	MEOL (Y)
	Yacht Rating	2		2		2	

Miles from a safe haven	Personnel	No.	500 - 3000grt <3000Kw	No.	500 - 3000grt 3000 - <6000Kw	No.	500 - 3000grt 6000 - <9000Kw
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)
	2nd Engineer	1	Ch.Eng(Y3)	1	Ch.Eng(Y3)	1	Ch. Eng (Y1)
	Asst. Engineer						
	Yacht Rating	2		2		2	

Any variance to the minimum numbers and/or minimum qualification requirements shown above must be submitted to Barbados Ships' Registry for consideration and agreement.

All officers holding recognised STCW Certificate of Competency will be accepted for service on board Barbados flagged ships but will require to be issued with Barbados endorsements if these are foreign issued.

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. Approval may be given by the Principal Registrar 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 & 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 except:-

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

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 Ships' 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.

Definitions

Master(Y)	- Master (Yacht)
YM Ocean	- RYA/DTP Yachmaster 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

Under 500gt? See below:

All commercial yacht under 500gt must have a mini ISM on board and working. 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 specific to the yacht.
- It is not auditable; however during annual safety inspections 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 500grt and over

Never throw away previous versions!

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

This is a record of the vessel's history with relation to the information provided within it. All copies are to be kept on board so any changes can be traced. Information on how to maintain the CSR follows:

Master's responsibilities and duties in the maintenance of the CSR on board ship.

It is the Master's responsibility to maintain the CSR on board the yacht. The Master should:

- Ensure he has the latest edition of the ISPS Code on board at all times.
- All CSR documents to be kept 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 CSRs should remain in the file on board the yacht, even the outdated ones.

Amendments to CSR

Under Barbados regulations, the Master is responsible for amending the CSR and ensuring the amendments are kept in the correct order.

When any CSR requires an amendment it must be amended without delay. Form 2 of the CSR must be completed with details of the amendment. This should be attached to a copy of the CSR and forwarded to Barbados Ships' Registry without delay.

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

On receipt of a revised and updated CSR

The master must sign and date the CSR and attach 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.

When review of the CSR finds that there are outstanding amendments not shown in the latest CSR, the Master should:

1. Complete a new Amendment form (Form 2) and attach to copy of latest CSR;
2. List the amendments(s) referred to above in the Form 3 (Index of Amendments) attached to copy of latest CSR;
3. Forward copies of the Amendment Form 3 to Barbados Ships' Registry.

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

The Master should contact the Barbados Ships' Registry without delay and advise the list of papers lost or damaged.

On receipt of the written request, the Ships' Registry will provide duplicates of the lost or damaged papers, marking these as 'duplicate'.

n.b: where the word 'Master' is used, the Company may insert 'CSO', particularly where the amendment may have to be initiated ashore by the CSO.

Ensure the requested amendments are made only on the Form 2, and all sections NOT requiring amendment must be entered as N/C.

13 Complaints Procedure

We want to help

General

Our Quality System and regulations address how seriously we take any seafarer's complaints. Whether these are verbal or written, and from whichever source, they will always be reviewed carefully AND THOROUGHLY.

We do request that details of any legitimate complaint be in writing, by letter, fax or email, and whilst we will maintain confidentiality of the complainant, we do request the person making the complaint is identified.

Yacht

Any seafarer employed in a yacht registered in Barbados Ships' Registry who considers he has a grievance in 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 either 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 seafarer is still dissatisfied with the action taken by the Master, or he feels it inappropriate to complain to the Master or that the Master is not taking action he should take this up with the company, which should have a means of dealing with it.

If none of the procedures above are effective the Master or any of the crew may take the matter directly to the Ships' Registry. He may do so by telephone, letter, fax or email. If appropriate, a surveyor will visit the ship as quickly as possible; however, the Registry will not deal with anonymous complaints.

Complaints about provisions or water

Barbados regulations provide that if three or more seamen employed on a Barbados ship consider that the provisions or water provided for them are not in accordance with regulations because of poor quality, insufficient quantity or unfitness for use, 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, crew may complain to the Company and if necessary the Ships' Registry if they are dissatisfied with the action taken by the Master.

Registry Quality Policy

We strive to provide the best service we can to all our clients, and if we fail in any way, we would appreciate your feedback so that we can address any areas where we have failed to meet your expectations.

The Principal Registrar is the senior authority at the Barbados Ships' Registry and if you have failed to obtain a satisfactory response to any of your concerns from the officer to whom you first addressed your enquiry, you may contact the Principal Registrar who will investigate and review the complaint.

14 Frequently asked questions

1) What do we have to do for ISM & ISPS Audits?

When the vessel is due for ISM audit, the yacht's Classification Society should be contacted, giving as much advance notice as possible.. The surveyor will perform the survey and arrange for issue of the Certificate.

ISPS audits are usually carried out at the same time as ISM. This helps reduce the visits required to the yacht over a five year period.

2) Safety Officer training

Safety Officer need to have adequate training so they can undertake their role on board as referred to in Section 6 of this booklet. This training may take place on board the yacht and be given by another member of the ship's staff or the management company. The training may take the form of a computer or video course, which are readily available. If there is no one on board that can provide the training it is strongly advised that the designated Safety Officer attends a suitable training course.

3) How often does a Master's Review of ISM have to be done?

The Company should state in the Safety Management System (SMS) how often the Master should review the SMS. It has to be done annually at intervals not exceeding 12 months, and we suggest the Master consider reviewing one area of the SMS every month to avoid doing the whole system in one block.

4) What is Critical Equipment referred to in ISM Code?

Any equipment that fails and has the potential to result in a hazardous situation, such as loss of Steering Gear, Main Engines, Navigational Equipment, Mooring Systems, Bilge Systems, etc.

5) What do we need to do for drills on board?

Each crew member has to take part in at least one abandon ship drill and one fire drill every month. Drills should take place within 24 hours of leaving port if more than 25 per cent of the crew have not taken part in an abandon ship or fire drill on board that particular yacht in the previous month (as they've just joined for instance). See SOLAS Chapter III, Reg.19 or further guidance.

6) Who on board needs a medical certificate?

Everybody should have a valid medical certificate showing fitness for seagoing service. This is an international regulation and dealt with under ISM Code Section 6.2.

We would stress the importance of keeping medical certificates up to date.

7) What happens if there is no local approval radio surveyor?

Irrespective of size, all Commercial Yachts must have annual survey of the radio station (LY2 Ch.16) Radio requirements for Yachts less than 300gt are covered 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 technician's report stating 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 report should be provided to the attending Class Surveyor who will then endorse the Safety Radio Certificate

8) Where can I get the radio licence?

Barbados Ships' Registry issues this on initial registration on behalf of the Ministry of Telecommunications. The licence remains valid until revoked, or until the equipment changes and the licence has to be re-issued. The annual radio licence fee is levied with the yacht's annual fees each year.

9) How do I register my EPIRB?

The EPIRB is recorded on the radio licence list of equipment and will be advised to the Ministry of Telecommunications by the Ships' Registry.

10) Does the Ship Security Officer need a certificate?

Yes – the ship security officer must have a certificate which shows he has met the requirements of STCW Reg. VI/5. Certificates without reference to STCW are not recognised by Barbados Maritime.

11. MLC2006 - be prepared

Barbados ratified the MLC 2006 Convention in June 2013 and the Convention will come into force for Barbados in June 2014. For other flag States the Convention came into force this year. Many of these flag States have determined they will apply all the requirements of MLC 2006 to ships they inspect, irrespective of whether the Convention is in force for the ship's administration.

Barbados Ships' Registry has produced a number of bulletins for yacht owners/operators which are available to download from our web-site. We recommend reading these.

The Convention applies to all yachts engaged in commercial activities. Yachts of 500gt or more will be issued with a Maritime Labour Certificate after successful inspection. Yachts under 500gt will still be inspected but are not required to be certificated.

Maritime Labour Certificates are valid for 5 years with one intermediate inspection after 2 ½ years, and Barbados has decided that its own surveyors will continue to monitor the vessels on an annual basis.

What do you need to do?

When the time for an inspection arrives you will need to demonstrate 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 came into force_

Food and catering

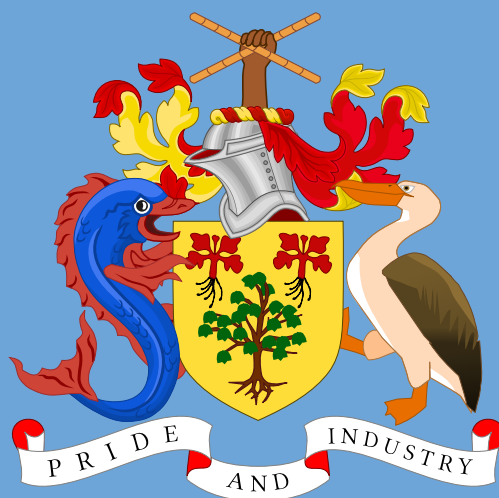
Health & Safety and accident prevention

On board medical care

On board complaints procedures and

Payment of wages

If you have any further questions regarding MLC 2006, please contact the Principal Registrar Captain Peter Green at pg@barbadosmaritime.com or ops@barbadosmaritime.com



Barbados Maritime
Ship Registry

Barbados High Commission
1 Great Russell Street, London WC1B 3ND, United Kingdom

Tel: +44(0)207 636 5739 | Fax: +44(0)207 636 5745
www.barbadsmaritime.com