

Isle of Man Ship Registry

WWW.IOMSHIPREGISTRY.COM

MASTER'S HANDBOOK



Isle of Man
Government
Reillys Eilan Vannin

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INTRODUCTION

This handbook is designed for all Masters and senior officers on Isle of Man registered ships. The purpose is to provide you with simple and easy to use information regarding Isle of Man Merchant Shipping Regulations and the administrative processes required in running an Isle of Man ship. These may differ from the procedures that you are familiar with in ships of other flags and this handbook attempts to provide simple guidance on the key areas.

Masters and other seafarers serving on Isle of Man ships are always welcome to contact the Isle of Man Ship Registry by telephone 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.

KNOWLEDGE OF IOM MARITIME LEGISLATION

Any seafarer who applies for an IoM endorsement at the management level (masters, chief officers, chief engineers and second engineers) should have appropriate knowledge of maritime legislation relevant to the functions they are permitted to perform.

This Handbook has been published in order to fulfil this requirement and explains areas of IoM legislation and requirements which officers on IoM registered vessels should be aware of.

FURTHER INFORMATION

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

<http://www.iomshipregistry.com>

Tel: +44 1624 688500

Emergency after hours contact number: +44 7624 493467

E-mail address: marine.survey@gov.im

We are also active on Social Media and this is a good way to keep up to date with latest news. You can follow us on Twitter @IoMShipRegistry or on LinkedIn @Isle of Man Ship Registry to keep up to date with latest updates.

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1. FLAG STATE INSPECTION PROGRAMME (GENERAL INSPECTIONS)

Since 2017, the Isle of Man Ship Registry has delegated to ROs responsibility for ISM, MLC and ISPS audits, with the exceptions of approvals for Ship Security Plans (SSPs) and Declarations of Maritime Labour Compliance (DMLC) Part IIs. However, Isle of Man Ship Registry (IOMSR) Surveyors are still required to visit Manx ships periodically to undertake flag state General Inspections (GIs). Due to Covid-19 restrictions, some GIs are now being completed remotely.

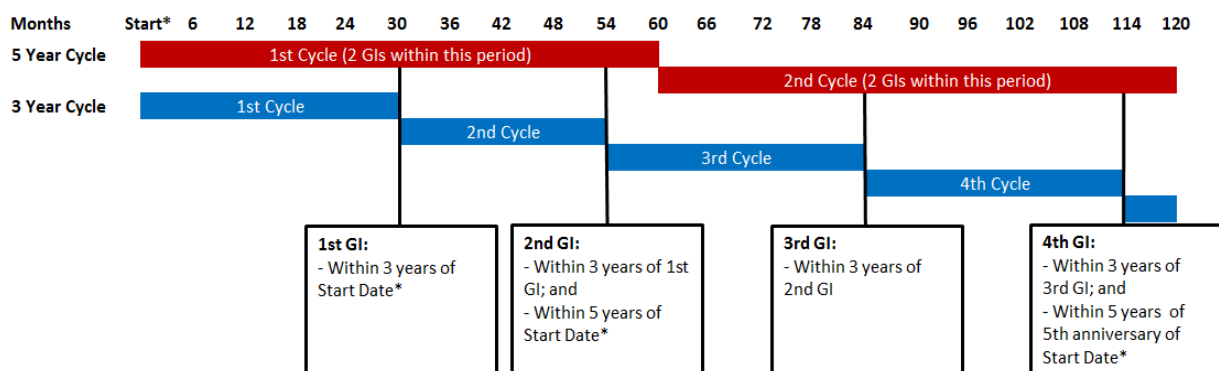
A GI needs to be planned to ensure it can be carried out at a port where there is enough time available to complete the inspection (a minimum of 12 hours), preferably when no other audits or inspections are planned. Please ensure the inspection is arranged in plenty of time with the Ship Registry via your Designated Person Ashore.

Timings of General Inspections

There are two straightforward rules that determine when IOMSR are required to conduct a GI:

- 1) We must attend at least every 3 years; and
- 2) We must attend twice within 5 years of the Start Date*

The diagram below shows a sample GI schedule for the first 10 years of a ship's registration in the Isle of Man. It is important to note that the 3 year cycle is derived from the date of the last GI whereas the 5 year cycle remains derived from the start date* regardless of the date of the last GI. There is no 'survey window' as the date by which a GI is required depends upon the date of the proceeding one:



*Start Date is defined as follows:

For vessels first registered in IOM before 1st April 2017 –

- The date of the last attendance by an IoMSR Surveyor before 1st April 2017, or;
- If not attended by an IoMSR Surveyor before 1st April 2017, the date of registration

For vessels first registered in IOM on or after 1st April 2017 –

- The date of registration

What to expect during an Isle of Man General Inspection

An opening meeting will take place with all available crew for introductions and planning of the inspection. The surveyor will arrange to work around the crew's schedule in order to not affect their working pattern or interfere with their minimum hours of rest.

The inspection will be similar in format to an expanded PSC inspection, and should be prepared for in the same way. It is expected that a General Inspection will take around 12 hours to complete.

There will be closing meeting with those crew available to discuss the results of the inspection findings, any deficiencies raised and the proposed timeframes/corrective actions for closing them out.

An inspection report will be provided upon the surveyor's return to the office. No certificates will be issued following the inspection.

Remote General Inspections

As a result of the COVID-19 pandemic we introduced remote survey techniques to fulfil our obligations in locations where we did not have surveyor availability.

This is a service we will continue to offer and the inspection will follow the similar format whether we are on board or not. The difference being the technology used as we will be viewing the vessel through the lens on an on-board smartphone via dedicated remote survey software. So although the inspection will be the same it does take time to adjust to this new way of working especially on board the vessels.



Pre-Registration

All new vessels are attended for a pre-registration survey, however this may be carried out by either by a surveyor from the Isle of Man Ship Registry or by Class depending on the following criteria:

New Build

A new build ship will not normally require a pre-registration survey by an IOMSR surveyor if similar ships from that yard have shown to be of an acceptable standard. They will, however, have to be attended by the vessel's RO for a pre-registration survey in all cases. This will take the form of normal Class surveys carried out as part of the survey process to allow certification to be issued.

In determining whether a pre-registration survey is by an IOMSR surveyor required we will also consider the following factors:

- Is the vessel type new to the yard?
- The technical manager's inspection procedure and/or survey report and whether the manager is known to us
- Technical manager's fleet PSC history
- Relevant information from the ship's RO.

Existing Ships Less Than 10 Years Old

Again, existing ships less than 10 years old that are transferring onto the Isle of Man flag will not normally require a pre-registration survey from an IOMSR surveyor unless there are sufficient adverse indicators. Such indicators may be derived from:

- Previous flag's Paris MOU status
- PSC history for the Ship or Technical Manager
- Information from the ship's RO records.

If not attended by an Isle of Man Ship Registry surveyor then the vessel's RO will have to attend for a pre-registration survey.

Existing Ships More Than 10 Years Old But Less than 20 Years Old

These ships will always require a survey carried out by an IOMSR surveyor, however this can be either before registration or deferred for up to six months from the date of registration. This determination will be made on the same criteria as those listed above.

If an IOMSR surveyor does not attend prior to registration, the vessel will require a pre-registration survey from the RO.

Costs

Fees for General Inspections are covered within a ship's consolidated annual fee regardless of where and how the GI is undertaken. We will, however, work with the vessel's operator to ensure the GI takes place at a mutually convenient port where travel time is kept to a minimum. This helps to keep our fees low.

Pre-registration surveys are not included within annual fees and are billed separately.



2. MANNING AND STCW REQUIREMENTS

Manning on board

All Isle of Man registered commercial ships of 200GT or over engaged on international voyages, or trading in a foreign country must apply for and be issued with a minimum safe manning document. Such a ship cannot proceed to sea without this document on board.

In order to obtain a minimum safe manning document, the ship's Company should apply to the Ship Registry with proposed minimum safe manning levels, bearing in mind the Ship Registry's regulations on the subject which are outlined in [MSN 052](#).

The minimum safe manning document will be issued with specified trading limits. This can be an 'unlimited' trading area or a 'limited operational area' in order to cater for vessels which may be confined in their operations to a limited geographical area. If a ship is geographically confined in its operations, voyages will be limited in distance from a safe port from which auxiliary services are available. A ship which operates part of the time within a limited operational area and part of the time on more extensive voyages can apply to have more than one minimum safe manning document.



When there are any changes which may affect the ship's minimum safe manning, the ship's Company must prepare and submit a new proposal for the ship's minimum safe manning. Such changes may include alteration of the trading area, construction, machinery, equipment, operation, maintenance or management of the ship. Failure to re-apply will render

the ship's existing minimum safe manning document invalid. The minimum safe manning document can also be rendered invalid if the ship persistently fails to comply with hours of rest requirements.

If the ship has the 'unmanned machinery space' notation and this is lost due to a malfunction of equipment in the engine room meaning the engine room needs to be manned then a new temporary safe manning certificate will be required.

Your ship should not proceed to sea unless it is manned in accordance with the minimum safe manning document. However, in exceptional circumstances the Ship Registry can be contacted to request permission for the ship to sail with fewer seafarers than stated on the minimum safe manning document. Whenever this circumstance arises, the Ship Registry will make an assessment of the ship's manning levels and permission may be given for the ship to sail for up to 21 days with fewer seafarers than stated on the minimum safe manning document.

In such cases, a copy of the Isle of Man Ship Registry's agreement should be kept on board the ship in case of inspection by Port State Control. If this is not done, or if the ship is found to be manned below the level specified in the minimum safe manning document without evidence of flag agreement, the ship is liable for detention.

Further information on minimum safe manning can be found in [MSN 052](#).

Isle of Man Officer Endorsements

The Isle of Man Ship Registry does not issue Certificates of Competency (CoCs), but the Ship Registry is required to issue an endorsement recognising other national CoCs. Endorsements are required for all officers sailing on Isle of Man registered vessels unless they hold a CoC issued by the United Kingdom.

Officers serving on Isle of Man registered vessels may be of any nationality or residency provided they hold a CoC issued by one of the STCW 'white list' countries recognised by the Isle of Man – see Appendix 1 of [MSN 051](#).

If a seafarer holds a United Kingdom issued Certificate of Equivalent Competency (CEC), they are required to apply for an Isle of Man endorsement. In order to grant an Isle of Man endorsement, the following documents will be required to be submitted:

- Passport quality colour photograph
- Clear specimen signature on a white background (in blue or black ink)
- Valid and legible copy of the CoC and STCW endorsement
- Valid and legible GMDSS Certificate (Deck Officers only)
- (If applicable) valid and legible copies of the officer's certificates relating to dangerous cargoes – Oil, Gas, Chemical as appropriate, where the dangerous cargo endorsement is not included in the Certificate of Competency
- (If applicable) other certificates/endorsements if they are issued separately to the CoC (i.e. ARPA, ECDIS, passenger ship training, 1 kV, etc.)

How to Apply

Endorsement applications can only be submitted using our online system. Registered users can log in at <https://mavis.iomshipregistry.com> once they have applied for a user account. User accounts can be requested by emailing seafarers@gov.im and including your name, e-mail address and supplying a user name (for log-in purposes). Once an account has been created, you will be supplied with a password and a user guide to enable you to use the system. The user guide includes information on how to apply for an endorsement and the format of the information to be uploaded to the system.

Any applications received by post or email will be returned with a request to resubmit as an online application.

Issue of Endorsement

The Ship Registry carries out checks on both the quality and the validity of all applications submitted. Each application, if acceptable for the issuance of an endorsement, will be acknowledged with a Confirmation of Receipt of Application (CRA). The CRA will be e-mailed directly to the company making the application who should send this on to the vessel immediately. The CRA allows the seafarer to serve for a period of 3 months without the Isle of Man endorsement being available on board. If the application is complete and the officer is deemed suitable, an endorsement will be issued, normally within a few days of receipt of the application.

Port State control examinations of crew certification can result in deficiencies or even detentions in the event of incorrect or missing documents. Original versions of crew certification must be available on board.

Please note the Ship Registry does not issue a separate GMDSS endorsement for deck officers.



Form of Endorsements

Endorsements are now issued as a Digital Certificate – please see [MSN 065](#) for more information or [MSN 051](#) (Appendix 2) for sample of an Endorsement issued as a Digital Certificate. Digital endorsements can be validated by opening the PDF in Adobe Acrobat Reader or Adobe Acrobat Pro. When the file opens, a blue bar will be displayed which will confirm that the document is valid. These Endorsements can be further verified by scanning the QR code located in the upper right hand corner of the document or by visiting our [verification page](#) and inputting the particulars of the certificate.

Where an endorsement is issued as a digital certificate, the electronic version should be considered as the original. The endorsement can also be printed, but it should be noted that a paper copy is uncontrolled when printed and cannot be validated.

In addition to the current format, there are two previous formats which remain valid until their stated expiry date – these are shown in Appendices 3 & 4 of [MSN 051](#).

Watchkeeping Ratings

Please note that the Ship Registry no longer issues either engineering or navigational watch keeping rating certificates. Seafarers who require these should contact their Certificate-issuing authority. There is no requirement for the Ship Registry to issue endorsements for these qualifications.

3. HOURS OF WORK AND REST

Isle of Man requirements

The Maritime Labour Convention 2006 (MLC) requires each Member State fix maximum hours of work or minimum hours of rest for a given period of time for all seafarers. To meet this requirement, the Isle of Man Ship Registry has prescribed the following minimum hours of rest:

- 10 hours rest in any 24 hour period, which may be divided into no more than 2 periods, one of which must be at least 6 hours in length
- 77 hours rest in any 7 day period
- no more than 14 hours between any consecutive rest periods.

'Hours of rest' means time outside hours of work and does not include short breaks.

Please note that the exceptions to the hours of rest introduced by the 2010 STCW Manila Amendments are not recognised by the Isle of Man Ship Registry.



Master's responsibility

In addition to the responsibility of the shipowner to ensure compliance with these requirements, it is also the responsibility of the Master to ensure:

- each officer in charge of a watch, or rating forming part of a watch, is sufficiently rested before taking up any watchkeeping duties
- the watchkeeping arrangements are adequate for the maintenance of a safe watch at all times
- the ship does not sail from any port unless those seafarers who will be in charge of a watch immediately after sailing have received rest sufficient to allow them to maintain a safe watch.

Drills and periods on call

It is appreciated that some seafarers will be off duty when musters, fire-fighting and lifeboat drills are conducted, but these should be arranged in a manner that minimises the disturbance of rest periods and not induce fatigue.

When a seafarer is on call, such as when a machinery space is unattended, the seafarer must have an adequate compensatory rest period if the normal period of rest is disturbed by a call-out to work.

Table of shipboard working arrangements

The shipowner 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. The schedule may be changed only after consultation with the Master. The shipowner has a duty to ensure that sufficient personnel are provided so that compliance with the rest periods is possible. The hours of rest schedule must be posted in a place accessible to all the crew.

Recording hours of rest

A record must be kept of each seafarer's daily hours of rest, the principal purpose being to allow monitoring and provide documentary evidence of compliance with the minimum hours of rest requirements, and to record any deviations from the requirements.

Records must be maintained in English and be available for inspection by Isle of Man Ship Registry inspectors and port State control officers. Each seafarer shall receive a copy of the records, generally monthly, pertaining to him or her, which must be endorsed by the Master, or a person authorised by the Master, and by the seafarer.

We are aware that increasingly ships are keeping records in electronic format and this is a natural development. Shipowners may develop, or purchase, electronic systems that record the hours of rest for seafarers on their ships. Further guidance on electronic systems is given in MLN 2.3.

Records should be kept on board for 3 years to ensure that full records are available between MLC inspection dates.

4. ACCIDENT REPORTING

Accident Report Form (ARF 1)

Whilst it is appreciated that your Safety Management System has a procedure covering casualties, accidents and incidents on board, there is also a requirement in law for the Master or Company to report these to the Ship Registry by the quickest means possible.



The procedure for doing so depends upon whether the occurrence is classified as a Casualty, Accident or Incident (see below), but all should be reported to the Ship Registry using **either** our Accident Reporting Form [ARF 1](#) **or** your company accident form. In cases of serious or complex events, additional sheets may be attached to the ARF 1 providing further information. The Ship Registry will accept company specific accident report forms instead of the ARF 1, but if doing so

please be aware it is possible the Ship Registry may request further information if not all of the necessary details are included.

The ARF 1 is used to gather the information regarding the type and cause of events on Manx ships in order to report to IMO and to compile the statistics published in our annual report. All such information contained within the annual report is anonymous. The latest Annual Report may be downloaded from the Ship Registry website.

Classification of Events

Casualties are the most serious occurrences, where one or more of the following occurs:

- the death of a person, or major injury to a person
- serious harm to the environment
- loss of a ship or the abandonment of a ship
- material damage to a ship
- the grounding of a ship or any collision, or a ship is disabled
- material damage caused by or in connection with the operation of a ship

Accidents are where one or more of the following occurs:

- any fracture (other than fingers/toes)
- any loss of a limb or part of a limb
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- penetrating eye injuries

- other injuries leading to hypothermia or unconsciousness, requiring resuscitation, or admission to hospital or an offshore sick bay for more than 72 hours.

Incidents are the least serious occurrences and include all other events which are not classified as casualties or accidents. These also include near misses or events which could have led to accidents or casualties.

Reporting Requirements

In the case of a **Casualty**, you are required to notify the Ship Registry as soon as possible that a casualty has occurred and provide an overview of the circumstances of the event. The Ship Registry will then advise on a case by case basis precisely what information is required from the Master or Shipowner. As a minimum, this will need to include sufficient information to enable the following to be identified (where appropriate):

- the location, time and weather, sea and tide conditions
- the condition of the ship – e.g. draught, loading condition, cargo etc.
- third party involvement – e.g. pilots, other ships, tugs, etc.
- the ship's course, track, speed, status of navigational aids and steering
- main engine and auxiliary machinery status

Casualties can be reported on the ARF 1, however it is unlikely that it will be possible to include all of the necessary information on the ARF 1. Where this is the case additional sheets may be attached to the ARF 1.

The Ship Registry will generally investigate casualties that involve or take place on Manx ships. However, if the casualty is determined to be a very serious marine casualty, an investigation will be carried out by the UK's MAIB on our behalf.



The scale of the investigation will depend upon the seriousness of the casualty and on whether or not the event appears to present a safety issue that may require safety improvements on other ships.

It is likely that the authorities belonging to the country where the incident occurred will also investigate a casualty. For this reason it is essential that the Ship Registry understands the circumstances quickly so it can negotiate with the local authorities on the scale of the investigation and the share of responsibilities.

If the Ship Registry decides to conduct a full investigation it will send one or more investigating surveyors to your ship as quickly as possible. Until the investigating surveyor arrives at the scene and while the investigation is ongoing, it is the duty of the Master and the shipowner to preserve all evidence and records to the best of their ability.

The powers of the investigating surveyor include, but are not limited to, collecting evidence, interviewing crew members, taking photographs, collecting documents and downloading VDR data. It is an offence in law to impede the investigating surveyor. The purpose of any such investigation is to establish the circumstances and causes of the casualty with the aim of improving the safety of life at sea and the avoidance of casualties in the future. It is not the purpose of the investigation to apportion liability, nor to apportion blame, except so far as is necessary to achieve the fundamental purpose. Any statements made during the course of the investigation will be confidential to the Ship Registry and cannot be used for any other purpose.



Accidents must be reported to the Ship Registry (on form ARF 1 or company specific form). The completed accident report form has to be reported to the Ship Registry within 24 hours of the vessel's arrival at its next port after the accident.

The Ship Registry records all accidents in its database and uses the information to analyse accidents and their causes across the whole Isle of Man fleet with a view to identifying any safety measures necessary to mitigate the risks of future accidents.

Incidents must be reported to the Isle of Man Ship Registry on Form (on form ARF 1 or company specific form) before departure from the next port. As with Accidents, Incidents will be recorded within the Ship Registry database for analysis purposes.

5. MLC 2006

Commercial ships registered with the Isle of Man, of any tonnage, are required to comply with the Isle of Man's legislation implementing the Maritime Labour Convention (MLC).

The inspection schedule follows the same format as ISM and ISPS audits – interim, initial, intermediate and renewal inspections on a five year cycle. Further information on the certificate cycle for ISM/ISPS/MLC inspections is provided in Section 9 of this handbook.

Except for passenger ships, MLC Inspections are undertaken by Class. Specific areas covered during an MLC inspection include the following:

- Seafarers' minimum age, medical certification and qualifications
- Seafarers' employment agreements and the payment of wages
- use of any licensed, certified or regulated private recruitment and placement service
- manning levels and hours of rest
- accommodation, on board recreational facilities, food and catering
- health and safety, accident prevention and on board medical care
- on board complaint procedures.



Interim MLC inspections

Interim MLC inspections may be required as follows:

a. Ships of less than 500GT

Such ships may undergo an interim MLC inspection when the ship is delivered or when a ship is registered with the Isle of Man.

A ship of less than 500GT may also require an interim MLC inspection when a new shipowner (or a new body appointed by the shipowner) assumes responsibility for the operation of an MLC-compliant ship. The Ship Registry must be contacted prior to the new shipowner assuming responsibility to make the necessary arrangements.

There is no requirement for ships of under 500GT to be issued with an interim (or full term) MLC Certificate. In order for these ships to demonstrate that the interim inspection has taken place, a letter will be issued by the Ship Registry confirming the interim inspection date and stating the date by which the initial MLC inspection must be completed, which must be completed within six months of the interim inspection.

b. Ships of 500GT or over

A ship of 500GT or over may undergo an interim MLC inspection when the ship is delivered or when a ship is registered with the Isle of Man.

A ship may also require an interim MLC inspection when a new shipowner (or a new body appointed by the shipowner) assumes responsibility for the operation of a ship to which MLC applies

Following a successful interim inspection, the ship will be issued with an interim MLC certificate which is valid for six months.

During the interim MLC inspection, the attending inspector checks that:

- there are adequate procedures in place on board which will ensure, as far as is reasonable and practical, compliance with the Articles, Regulations and Part A of the MLC Convention
- the Master is familiar with his/her associated duties and responsibilities.



The inspector will also verify that relevant information has been submitted to the Ship Registry in order for the DMLC Part II to be drafted and approved.

Initial MLC Inspections

An initial MLC inspection must be completed within six months of the interim inspection and it is not possible to extend this date

During the initial inspection the surveyor uses the ship's DMLC Part II to verify the requirements and procedures stated in Part II have been implemented on board. Following a successful initial inspection:

- ships of 500GT or over are issued with an MLC certificate
- ships of less than 500GT are issued with a DMLC Parts I and II together with a letter confirming the due date of the next MLC inspection.

Shipowner

Shipowners bear ultimate responsibility for all aspects of the working and living conditions of seafarers employed on board, irrespective of who may actually employ them or own the ship on which they work. Under MLC, the term shipowner is defined as:

- the owner of the ship, or
- another organisation or person (manager, agent etc.) who has assumed

responsibility for the operation of the ship from the owner and who, on assuming such responsibility, has agreed to take over the duties and responsibilities imposed on shipowners in accordance with MLC, regardless of whether any other organisation or persons fulfil certain of the duties or responsibilities on behalf of the shipowner

Maritime Labour Certificate and Declaration of Maritime Labour Compliance (DMLC)

For all ships over 500gt, other than those under the transitional arrangements explained in Section 1, the Maritime Labour Certificate will be issued by a ship's RO. Appended to this will be the ship's DMLC Part I & II which are issued by the Ship Registry.



Upon registration of a ship, the following documents will be issued as soon as possible:

- DMLC Part I is issued by the flag administration and details how the requirements of the Convention are interpreted and applied by the ship's flag
- DMLC Part II which details how the shipowner complies with the relevant requirements. This is to be signed by the shipowner and the RO upon completion of the initial inspection
- A DMLC Part II Approval Letter, confirming to the RO that the DMLC Part II has been submitted and reviewed by the Administration

In order to issue these documents in a timely fashion, it is imperative that we receive a shipowner's DMLC Part II as soon as possible. Ideally this will be prior to registration, but can be shortly thereafter so long as it is submitted in sufficient time for the DMLC Part I & II to be on board in time for the initial inspection. DMLC documentation is issued by the Ship Registry with an electronic signature and sent out by email.

Ships under 500gt, will be issued with a DMLC Part I & II as above, but do not receive a Maritime Labour Certificate. Instead they will receive a letter issued by the Ship Registry confirming the inspection of the vessel and the date by which the next inspection is due.

In all cases, the DMLC documentation states how MLC is applied on board the ship. During an MLC inspection, the DMLC will be used as a starting point to verify that the ship, its crew and MLC-related documents comply with requirements.

Seafarer

MLC 2006 defines a *seafarer* as 'any person who is employed or engaged or works in any capacity on board a ship to which this Convention applies.' Since 2006 ILO has issued further interpretation of this definition:

Seafarers are persons who regularly spend more than short periods on board.

Seafarers are not persons whose work is not part of the routine business of the ship and whose principal place of work is ashore, e.g.: harbour pilots, inspectors, superintendents, scientists, researchers, divers and specialist offshore technicians.



Those persons working on an occasional and short-term basis for example, fitters, repair technicians, surveyors, port workers or day workers who do not stay on board the ship overnight are also not considered to be seafarers.

Using this interpretation the Ship Registry has determined that occasional workers such as harbour pilots, inspectors, superintendents, scientist, researchers, divers and specialist offshore technicians that only work on board only for short periods of time are not seafarers. This is because their normal place of work is onshore - they are on board for only short periods of time (for example for two or three weeks) and have no emergency duties.

While occasional workers are not seafarers, they are still working on the ship and must therefore:

- receive familiarisation training on board (responsibility of the ship)
- be assigned a berth and given access to mess areas and sanitary facilities (responsibility of the ship)
- be at least 16 years of age (responsibility of the employer)
- be medically fit to carry out their duties, although a seafarer's medical fitness certificate is not required (responsibility of the employer)
- be self-sufficient in an emergency situation
- not be required to pay for food or medical care on board, or of their return travel from the ship to their normal place of work/home (responsibility of the ship)
- have evidence that they have been issued with a contract of employment with broadly equivalent provisions to a Seafarers' Employment Agreement. It is recommended the contract make reference to working in some capacity on board the ship - this could be an addendum to the employee's shore-based contract (responsibility of the employer and ship)
- be aware that health and safety legislation applies (responsibility of the ship)

It is recommended the Master includes occasional workers on the crew list (IOMLOC), named as such (or simply as 'researcher' or 'technician') - visiting port officials may wish to see confirmation that such occasional workers are not passengers.

Industrial Personnel

The Isle of Man Ship Registry may permit, on a case by case basis, Industrial Personnel to be transported or accommodated on ships compliant with the 2008 SPS Code in accordance with MSC.418(97) – 'interim recommendations on the safe carriage of more than 12 industrial personnel'. Industrial Personnel are not considered to be seafarers (and therefore not subject to MLC) and nor are they passengers under SOLAS regulation I/2(e).

Prior to granting our approval, the shipowner will be required to inform our Administration of the maximum number of industrial persons that will be carried, and the reason for them being onboard (for example, they are living on the ship while working on an FPSO), as well as the following:

- the type of safety training the industrial personnel will have received;
- the medical standards used to attest that the industrial personnel are medically fit;
- details of their accommodation; and
- details of additional life-saving equipment which may be required.

Seafarers' Employment Agreements

Amongst other changes brought about by MLC, a completely different contractual environment now exists under which all seafarers are required to be issued with a Seafarer's Employment Agreement (an 'SEA'). This is a personal contract between the seafarer and shipowner. The SEA sets out the principal terms and conditions of a seafarer's employment. Prior to MLC entering into force, Isle of Man-flagged ships were required to maintain common contractual clauses and lists of crew, however MLC has changed this.

MLC requires seafarers working on ships to have a Seafarers' Employment Agreement signed by both the seafarer and the shipowner or a representative of the shipowner. Both the seafarer and the shipowner must have an original SEA. An original SEA (or a copy) is required to be retained on board.

Collective agreements are contractual agreements between a shipowner and a recognised seafarers' union and may be incorporated into an SEA.

Seafarers are often legally employed by a body other than the shipowner - an employment business, for example, possibly one set up by the shipowner dedicated to crewing a single ship. Under such circumstances, the employment business may sign a seafarer's SEA and evidence should be available on board confirming that the shipowner has authorised the employment business to sign SEAs with respect to service on the ship.

An employer other than the shipowner may also be directly responsible for meeting some of the obligations placed on the shipowner by an SEA (e.g. repatriation, payment of wages, etc.). Final responsibility, however, falls upon the shipowner should the direct employer of the seafarer fail to meet these obligations.

Cadet Training Agreements can be accepted as equivalent to an SEA subject to the Agreement meeting the minimum criteria specified in [MGN 485](#) published by the UK's Maritime & Coastguard Agency.

2018 Amendments to MLC

The 2018 amendments to MLC introduce regulations regarding piracy and armed robbery events on ships. Please see [TAN 004-20](#) for further guidance.

Seafarer's Record of Sea Service

MLC Regulation A2.1(e) requires Seafarers to be given a document containing a record of their employment on board the ship. In order to help Shipowner's meet this requirement, we have devised a 'Seafarer's Record of Sea Service'. This document can be purchased as a booklet or can be downloaded electronically free of charge. Orders of the booklet should be emailed to seafarers@gov.im.

Seaman's Discharge Books are no longer issued by the IOMSR, although any previously issued remain valid.

Maritime Labour Notices (MLNs)

For guidance on every aspect of MLC, the Isle of Man Ship Registry has issued MLNs which are available on the [MLC section of the Ship Registry website](#). Shipowners and Masters are urged to download and review the information as they contain advice on such issues as annual leave, young seafarers, repatriation and hours of work and rest. MLNs are written in a very readable format.

If you have any further questions regarding MLC, please feel free to contact the MLC team:

Tel: +44 1624 688500

Email: marine.mlc@gov.im or for questions specific to seafarers issues use seafarers@gov.im

6. PORT STATE CONTROL

The Ship Registry has a good standing on all major port State control white lists and this is due to the good condition of Manx ships when inspected.

The Isle of Man Ship Registry takes any detention of an Isle of Man ship very seriously. Every detention damages our reputation and increases the number of inspections of Isle of Man ships. In some areas repeated detentions can lead to a ship being banned from a PSC region.

When to expect an inspection

This will depend upon the relevant MOU inspection region in which your ship is trading, the PSC inspection procedures, and the age of the ship.



In both the Paris & Tokyo MoU Regions, there are inspection regimes in place that are based upon the risk profile not just of the individual vessel itself, but the rest of a fleet and therefore the Company performance. Each ship in the information system will be attributed a Ship Risk Profile (SRP). This SRP will determine the ship's priority for inspection, the interval between its inspections and the scope of the inspection. Ships are assigned either a high, standard or low risk. This is based on generic and historic parameters.

However, in other MoU regions ships will be inspected routinely once every six months within a particular inspection region, providing there were no deficiencies recorded at the last inspection, or there are no outstanding deficiencies from a previous inspection within any other region. If your ship moves from one PSC inspection region to a port in another region then the ship can be expected to be re-inspected under their relevant PSC inspection procedures.

Periodic inspections are carried out at intervals determined by the SRP. Overriding or unexpected factors might trigger an inspection in between periodic inspections. This category of inspection is referred to as an 'additional inspection'.

Ships become due for periodic inspection in the following time windows:

- For HRS (high risk) – 5-6 months after the last inspection in the Paris MoU region
- For SRS (standard risk) – 10-12 months after the last inspection in the Paris MoU region
- For LRS (low risk) – 24-36 months after the last inspection in the Paris MoU region

Periodic inspections and additional inspections count equally. Therefore the time span for the next periodic inspection re-starts after an additional inspection.

The selection scheme is divided into two priorities:

- Priority I: ships must be inspected because either the time window has closed or there is an overriding factor.
- Priority II: ships may be inspected because they are within the time window or the port State considers an unexpected factor warrants an inspection.

The priority and the level of selection will be shown for each ship in the information system.

Unexpected factors could indicate a serious threat to the safety of the ship and the crew or to the environment but the need to undertake an additional inspection is for the professional judgment of the inspection authority.

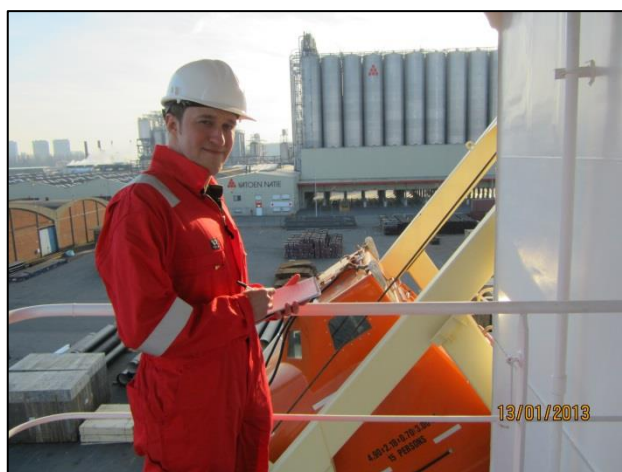
Paris MoU – General reporting obligations

A ship has to report 24 hours (24 ETA) before arriving at a port or anchorage of the Paris MoU region or before leaving the previous port or anchorage if the voyage is expected to take less than 24 hours. Thus, this pre-arrival notification has to be reported to all ports in the Paris MoU region the ship calls. The 72 hours reporting obligation (72 ETA) is only required when the ship is due for an expanded inspection.

Reporting obligations for ships due an expanded inspection

Ships due for an expanded inspection have to report 72 hours (72 ETA) before arriving at a port or anchorage of the Paris MoU region or before leaving the previous port or anchorage if the voyage is expected to take less than 72 hours the following information to the port authority:

- (a) ship identification (name, flag, call sign IMO or MMSI number)
- (b) port of destination
- (c) estimated time of arrival (ETA)
- (d) estimated time of departure (ETD)
- (e) planned duration of the call
- (f) for tankers:
 - i. configuration: single hull, single hull with SBT, double hull
 - ii. condition of the cargo and ballast tanks: full, empty, inerted
- (g) volume and nature of cargo
- (h) planned operations at the port or anchorage of destination (loading, unloading, other)
- (i) planned statutory survey inspections and substantial maintenance and repair work to



be carried out whilst in the port of destination
(j) date of last expanded inspection in the Paris MoU region.

Other MoU regions now have available websites which provide guidance on various aspects of PSC inspections and criteria in their geographical areas. Some of these are as follows;

www.tokyo-mou.org

www.iomou.org

www.bsmou.org

www.riyadh-mou.org

www.medmouic.org

www.parismou.org

www.uscg.mil

There are a number of actions that you can take to avoid Port State Control detentions. Advice on these matters is contained in the various [Manx Shipping Notices](#) and within [Port State Control Information Notices](#), which are promulgated from time to time. In general you must ensure that;

- all statutory and secondary certificates and documents are in order
- all surveys are completed within specified dates
- all crew certificates, endorsements and medical certificates applicable to the STCW Convention are correct
- all fire-fighting appliances and installations are ready for immediate use, including all fire-fighting equipment, fire doors, ventilation fire dampers and fire flaps, main and emergency fire pumps
- that all life-saving appliances are ready for immediate use, weekly / monthly inspections recorded, lifeboats and MOB rescue boats ready for operation, other life-saving appliances are correctly stowed and in good order
- all crew members are properly familiarised with their emergency and security duties, are conversant with their respective duties and responsibilities
- the oily water separator and alarm unit is 100% operational.
- areas within the ship are clean and provide a safe working environment



These are the minimum steps to avoid a detention or an inspection during which many deficiencies could be recorded. They should all be covered as part of a properly working ISM system and faults in any of these areas suggests that your ISM system may not be working properly.

When an Isle of Man ship is detained it is essential that the Isle of Man Ship Registry is informed immediately with all the facts

There are two reasons for this:

- 1.** the Ship Registry will often send a surveyor to investigate the reasons for a detention.
- 2.** the Ship Registry will, where applicable, challenge the Port State Control Authority that has detained the ship when a detention is unjustified. It is not uncommon for ships to be detained on inadequate grounds and if the Ship Registry has the facts in time it is often possible to have a detention lifted and removed from the ship's record.

Masters are also requested to forward to the Ship Registry a copy of the PSC report for our records.

The Ship Registry publishes port State control notices to advise clients of any updates or changes to port State control procedures. These can be accessed on the Ship Registry website by accessing the 'Notices & Legislation' section and then [PSC Notices](#).

7. SAFETY OFFICIALS AND COMMITTEES

Introduction

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

Responsibilities of the shipowner and the Master

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



The shipowner and the Master must facilitate the work of the safety officer, safety representatives and the safety committee in carrying out their occupational health and safety functions, and in particular:

- provide access to any necessary information, documents and similar material including any relevant legislation, relevant Manx Shipping Notices or Maritime Labour Notices and the Isle of Man Ship Registry's Health and Safety Guidelines
- 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 a seafarer
- ensure that information concerning the hazards, locations and necessary safety precautions applicable to any hazardous cargoes on board is readily available to all seafarers and displayed prominently in easily accessible locations
- provide, so far as is practicable, any reasonably necessary accommodation, office equipment supplies and similar materials
- permit occupational health and safety inspections of any accessible part of the ship
- allow the safety officer and safety representatives any absence from ship duties without loss of pay that may be necessary to enable them to fulfil their functions, or to undertake any necessary training on board in the exercise of their functions as safety officer or safety representative
- display, in an easily accessible place easily accessible to seafarers, a notice listing the names of the safety officer and safety representative on board
- receive and discuss, at any reasonable time, representations about health and safety

from the safety officer, the safety representatives or the safety committee

- specify in writing the reasons for refusing to implement any recommended occupational health and safety measures made by the safety officer, safety representative or the safety committee
- provide upon request to the safety officer or representatives any information or plans necessary to enable them to undertake the investigations and inspections

Responsibilities of persons working on board

It is the responsibility of every person who is employed or engaged or works in any capacity on board a ship to take care of their own health and safety and of any other persons on-board the ship who may be affected by their action or omission.

Inform the Master or safety officer of any matter or work situation considered a risk to health and safety.



Safety officer

Safety officers are required on all ships. The safety officer is a person designated to take specific responsibility for the implementation of and compliance with the ship's occupational health and safety policies and programmes. The safety officer may be the Master, however it is recommended that where possible this task is designated to another seafarer as the Master already has duties under the health and safety Regulations. The Master is required to record the appointment of a safety officer in the official log book.

The safety officer must have at least 2 years' sea service since attaining the age of 18 and in the case of a safety officer for a tanker this must include at least 6 months' service on a tanker.

There is no legal requirement for safety officers to be given any formal training, but they must be aware of their responsibilities and be effective in carrying them out. To ensure this is achieved it is recommended that the safety officer attend either a shipboard training scheme or a shore-based course to give them an understanding of their duties. Shipboard training schemes may be computer-based training, understudying the existing safety officer, or the receipt of information and instruction.

Safety Officer's Duties:

- Investigation of every accident and marine incident
- Investigation of complaints by seafarers about occupational health and safety
- Investigation upon request by the safety committee
- Occupational health and safety inspections
- Ensuring deficiencies are reported
- Improving the standard of safety consciousness among seafarers
- Ensuring the records of each safety committee meeting are accessible to all crew on the ship

Safety representative(s)

On every ship in which there are five or more seafarers a safety representative must be either elected or appointed.

A safety representative may only be elected or appointed if they have at least 2 years' sea service since attaining the age of 18 and if serving on tankers, the 2 years' sea service must include at least 6 month's sea service on tankers.

For ships with 16 or more seafarers a safety representative must be elected or appointed for each department and as a minimum this must include a safety representative for the deck and engine departments. 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 Master is required to record the appointment of a safety representative in the official log book.

Powers of a safety representative

- Participate, subject to the agreement of the safety officer, in any investigation or inspection carried out by the safety officer
- Undertake investigations or inspections whether or not such investigations or inspections have already been carried out by the safety officer
- Inspect any records the safety officer is required to make
- Attach any comments to any accident report which is required to be submitted



The roles of safety representative and Safety Officer cannot be fulfilled by the same crew member.

Safety committees

Once the safety officials have been appointed or elected, the Master must appoint a safety committee which shall include the safety officer and any safety representatives. The Master must be the Chairman of the safety committee. The safety committee may hold meetings at such intervals as it decides but such intervals must not be more than 6 weeks. The appointment of every safety committee must be recorded by the Master in the official log book.

Safety committees are required to -

- Make representations and recommendations on behalf of the seafarers to the shipowner on matters affecting the occupational health and safety of seafarers
- Inspect any of the records required to be kept by the safety officer
- Ensure the ship's occupational health and safety policies and programmes are observed, and make recommendations for their improvement
- Consider and take any appropriate action in respect of any occupational health and safety matters affecting the ship and its seafarers
- Keep a record of the minutes of the meeting which shall include any conclusions made, any representations made to the Master or the safety committee, any replies made, and any actions that follow



For further guidance

Refer to MLN 4.3 for further guidance on compliance with the Isle of Man's Health and Safety legislation. Included within MLN 4.3 are:

- [MLN 4.3 \(A\)](#) Health and Safety Policies and Programmes
- [MLN 4.3 \(B\)](#) Health and Safety (vibration)
- [MLN 4.3 \(C\)](#) Health and Safety (noise)
- [MLN 4.3 \(D\)](#) Health and Safety (hazardous chemical agents)
- [MLN 4.3 \(E\)](#) Reporting of Occupational Accidents, Incidents and Diseases

8. ISSUE OF CERTIFICATES & DELEGATION STATUS

The following issue of certificates and delegation status is covered in the 'Isle of Man Technical Instructions to Recognised Organisations and their Surveyors', Appendix 1. You can view this by clicking [here](#).

9. STATUTORY SURVEYS & AUDITS

The Ship Registry is responsible for ensuring that ships flying the Manx flag comply with all applicable international Regulations. To monitor this, a Ship Registry surveyor visits every Manx ship twice in every 5 years in order to carry out a general inspection of the ship (see Section 1 for more information).

Your ship's classification society is appointed to carry out all statutory surveys with the exception of Passenger Ship Safety Surveys and MODU renewal surveys. Table 1 details the delegation status for each survey and audit. Please be aware the Isle of Man Ship Registry does not carry out annual flag State inspections nor do we appoint any organisation to carry these out on our behalf.

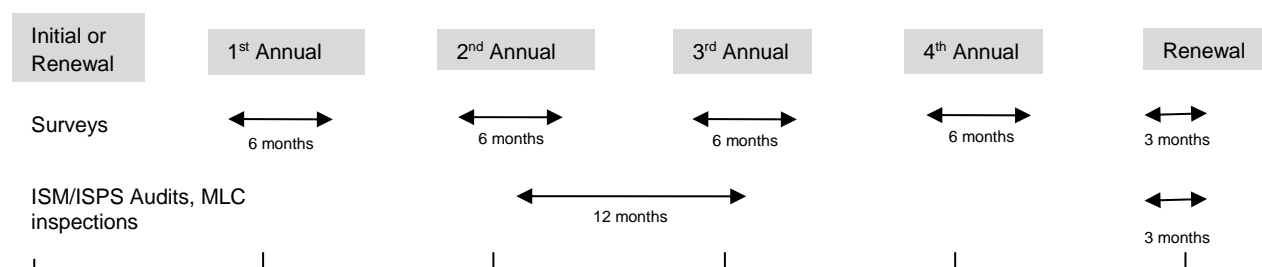
Arranging audits and surveys

It is the Master's responsibility to request the attendance of a surveyor (either Ship Registry or Class) to conduct surveys and audits when due. You will not receive reminders from the Ship Registry or from Class when surveys are due. If the survey is not carried out within the appropriate time window, the certificate(s) and registry will become invalid making the ship unable to trade. Advanced notice of when you require a surveyor is always appreciated.

Certificate cycle

- Some statutory certificates do not expire (e.g. the ITC and the IEEC)
- Certificates which do expire are issued predominantly on a 5 year cycle. This cycle is generally based on the certificate's expiry date, not on the date it was issued
- Renewal surveys are held at maximum intervals of 5 years
- Between renewal surveys, annual and intermediate surveys become due for most statutory certificates
- ISM/ISPS and MLC certificates do not require annual audits. Instead, intermediate audits are conducted between the second and third anniversary of the expiry date
- A 'time window' exists for completing most surveys. For example, renewal surveys must generally be completed within the last 3 months of the cycle (an exception is the Class renewal (or 'Special') survey, parts of which can commence earlier than this). Annual surveys must be completed within 3 months either side of the anniversary date. Figure 1 below illustrates.
- No window exists for General Inspections, however every ship must be inspected twice in every 5 years, with not more than 36 months between inspections. See Section 1 for more information.

Figure 1



10. STOWAWAYS

A *Stowaway* is a person who is concealed on a ship, or in cargo which is subsequently loaded on the ship, without the consent of the shipowner or the Master or any other responsible person. The stowaway may be detected on board the ship before or after it has departed from a port, or in the cargo while unloading it in the port of arrival.

Masters, shipowners, port authorities, national administrations, and other bodies including security operators all have a responsibility to co-operate to prevent illegal access to a ship while it is in port. However, no matter how effective port and ship security is, there will still be occasions when stowaways gain access to ships, either secreted in the cargo or by surreptitious boarding.

Shipowners and Masters should ensure that adequate security arrangements are in place which, as far as practicable, will prevent stowaways from getting on board the ship. These arrangements should be in accordance with the ship's security plan. You must not rely purely on the ability of the port authorities or terminal security staff to prevent unauthorised persons from entering the port area even though the port may have ISPS Code procedures in place.



In areas where people trafficking is a well organised crime, you may encounter sophisticated methods of bringing stowaways on board, for instance modifying containers by installing false panels. Besides cargo spaces and containers, stowaways have been found inside funnels, chain lockers, storerooms, accommodation cabins, crane cabins, garbage containers, mast houses, engine room bilges, lifeboats, rudder trunks and other spaces.

When departing from a port where there is risk of stowaway embarkation, a ship should undergo a thorough search in accordance with a specific plan or schedule, and with priorities given to places where stowaways might hide. Search methods which are likely to harm secreted stowaways should not be used. Fumigation or sealing of enclosed spaces should not be carried out until a thorough search of the areas has taken place.

Despite best practices, it is possible that stowaways may still be found on board your ship. The following section explains the correct course of action if a stowaway is found. In all cases, when encountering a stowaway, keep in mind the safety and security of the ship and crew. Be aware of potential infectious diseases or dangerous behaviour which may present a hazard to crew or the stowaways themselves.

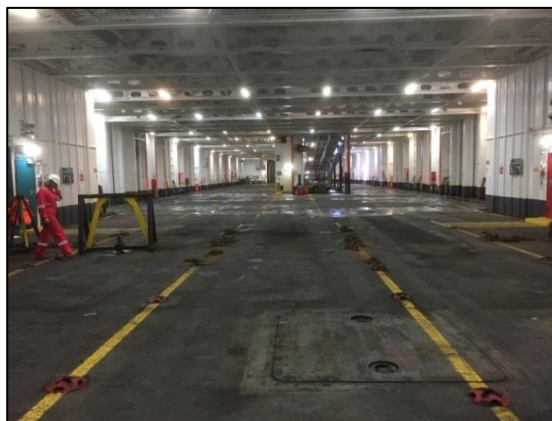
If a stowaway is discovered in port or within territorial waters of the likely State of embarkation, or in another port of the same State

You should inform port authorities/police and port facility security officer. IMO Regulations require the local authorities to accept any returned stowaway having nationality/citizenship or right of residence, and to accept a stowaway back for examination where the port of embarkation is identified to the satisfaction of the public authorities of the receiving State.

Required action if a stowaway is discovered after departing the likely port of embarkation

When a stowaway is discovered after leaving the likely port of embarkation and the territorial waters of that State, it is the responsibility of the Master to undertake the following actions as soon as possible:

- to make every effort to determine as much information as possible, including the port of embarkation of the stowaway, their identity and nationality and prepare a written statement containing as much known information as is possible
- to notify the existence of a stowaway and any relevant details to the shipowner and appropriate authorities at the port of embarkation, the next port of call and the flag State
- do not depart from the planned voyage to seek the disembarkation of the stowaway after the ship has left the territorial waters of the State where the stowaways embarked, unless permission to disembark the stowaway has been granted by the public authorities of the State to whose port the ship deviates
- to ensure that the stowaway is presented to the appropriate authorities at the next port of call in accordance with their requirements
- to take any appropriate measures to ensure the security, general health, welfare and safety of the stowaway until disembarkation and treat the stowaway in a manner consistent with basic humanitarian principles. The stowaway must not be made to work whilst on-board except in emergency situations or in relation to the stowaway's accommodation on board



IMO regulations require the next port of call of your intended voyage to 'favourably consider allowing disembarkation' of the stowaway and to give directions for the removal of the stowaway to either the port of embarkation, the stowaway's state of nationality/citizenship/residence or to some other State to which lawful directions may be made, in co-operation with the shipowner.

If a situation is encountered where the authorities at your next port of call refuse to accept the stowaway, the Ship Registry should be advised at the first available opportunity.

11. REFUGEES

A Master's obligation to render assistance to persons in distress at sea is a longstanding maritime tradition and is enshrined in international law. Survivors of distress incidents should be provided with assistance regardless of nationality or status or the circumstances in which they are found.

In recent years, the issue of persons rescued at sea, many of whom turn out to be trafficked and undocumented migrants has continued unabated, in particular in the Mediterranean region. Such activity is most prevalent in the summer months, from North Africa and West Asia towards Southern Europe.

The Master of a ship is obliged to render assistance to any person found at sea in danger of being lost, in so far as he or she can do so without serious danger to the ship, the crew, or the passengers. The Search and Rescue (SAR) Convention defines 'rescue' as an operation to retrieve persons in distress, provide for their initial medical or other needs, and deliver them to a place of safety (which does not necessarily have to be on land).

When requested to provide assistance to the rescue of persons in distress at sea and diverting to the location, the IMO's ['Rescue at Sea – a Guide to Principles and Practice as Applied to Refugees and Migrants'](#) document requires the Master to, if possible:

- identify the ship's equipment and life-saving appliances that may be appropriate for the rescue operation
- determine if any special arrangements, additional equipment or assistance may be required for the rescue operation
- implement any plans and procedures to safeguard the safety and security of the crew and the ship
- inform the ship's owner/operator and agent at the next intended port of call of the rescue operation

When rescuing persons at sea, the Master of the ship providing assistance should, following a request, provide the Rescue Coordination Centre (RCC) responsible for the search-and-rescue region with the following specific information, if possible:

- details of the assisting ship, including: name, flag and port of registry; name and address of the ship's owner/operator and agent at the next port; position of the ship, maximum speed, and next intended port of call; current safety and security status, and endurance with additional persons on board
- details of the rescued persons, including: total number; name, gender, and age; apparent health and medical condition (including any special medical needs);
- actions completed or intended to be taken by the Master
- the Master's preferred arrangement and location for disembarking or transferring the rescued persons, mindful that rescued persons should not be disembarked or transferred to a place where their life or safety would be at risk
- any help needed by the assisting ship (i.e. due to limitations and characteristics of the ship's equipment, available manpower, stocks of supplies, etc)

- any special factors (e.g. safety of navigation, prevailing weather conditions, time-sensitive cargo)

Masters who have embarked persons in distress at sea should treat them with humanity, within the capabilities of the ship. If rescued persons appear to indicate that they are asylum-seekers the Master should inform the rescued persons concerned that the Master has no authority to hear, consider or determine an asylum request.

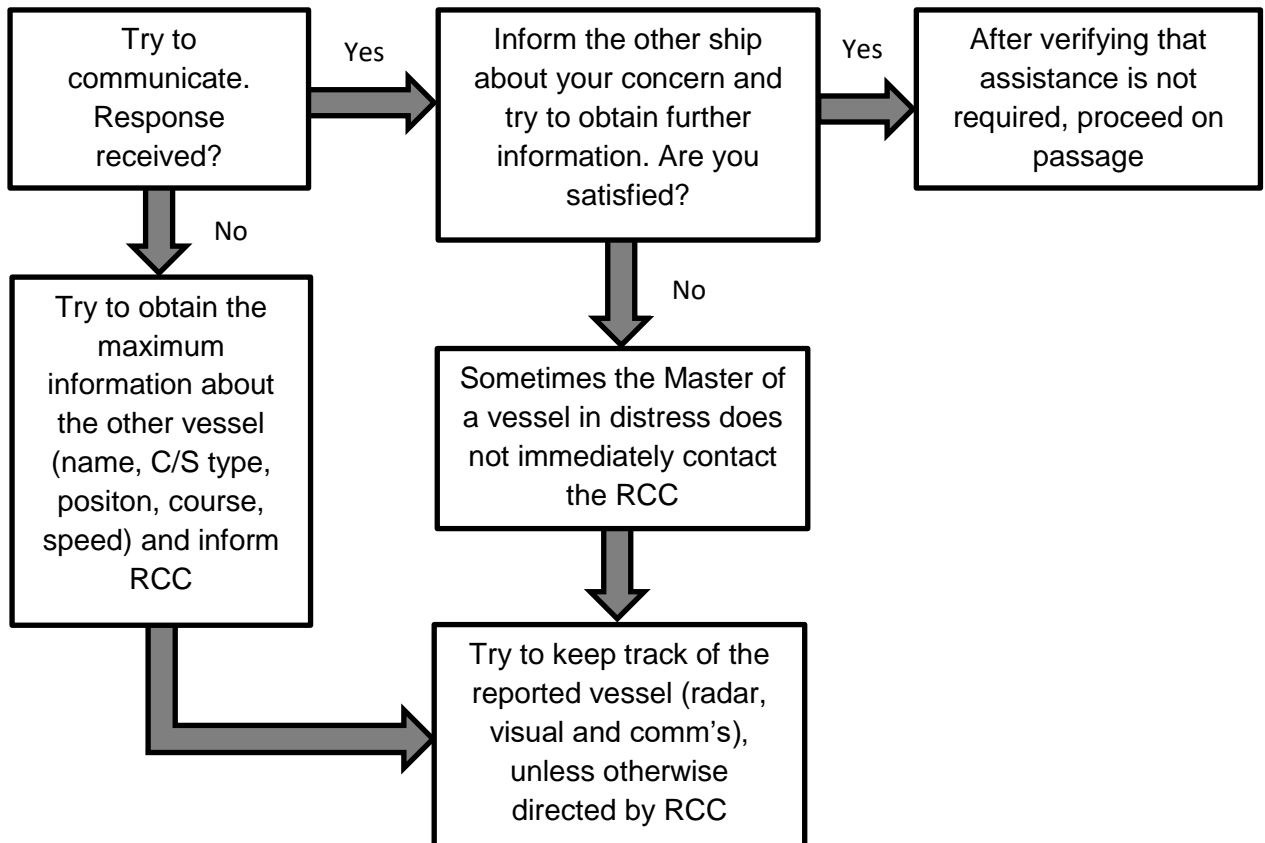
You should be aware of additional risks involved when engaging with people of unknown origin, such as infectious disease, violence and sabotage. Taking into consideration the possible criminal aspect of people trafficking, it is possible that the refugee ships may also carry weapons.

In all cases the competent RCC should be informed about any situation which may develop into a SAR incident. When the RCC responsible for the SAR region in which assistance is needed is informed about the situation, that RCC should immediately accept responsibility for coordinating the rescue efforts, since related responsibilities including arrangements for a place of safety for rescued persons, fall primarily on the Government responsible for that region. If you have embarked persons in distress, you should therefore liaise with this RCC regarding disembarkation of any such persons. IMO regulations require an assisting ship to be relieved of its responsibility in the rescue operation as soon as alternative arrangements can be made.

Disembarkation of rescued asylum-seekers and refugees in territories where their lives or freedoms would be threatened must be avoided.

Operating guidance for Masters of ships observing another vessel apparently in danger

The following diagram shows suggested procedures from IMO resolution MSC/Circ.892 for reporting concerns about the safety of another vessel (fire, smoke, adrift, navigating towards a danger, etc.)



12. CONTINUOUS SYNOPSIS RECORD

The Master's responsibilities and duties in maintaining the CSR file

The CSR is a record of aspects of the ship's history including details of the ship's owner, manager, Classification Society and flag Administration. The Master is responsible for maintaining a ship's CSR file. These are now issued as a Digital Certificate – see [MSN 065](#), although Form 2 and Form 3 can still be completed manually.

It is essential that all original CSRs issued to a ship be retained on board so that changes can be tracked. If a ship is sold, all the CSRs **MUST** stay with the ship.

On joining a ship, it is recommended that the Master verify the ship's CSR file is up to date, noting that CSRs and their history are often a focus of Port State Control .

Amendments to the CSR

Whenever a change occurs to any of the items listed on the CSR, a new CSR must be requested from this administration. If a ship's current CSR requires amendment, the Master is responsible for ensuring its reissue. The following procedure should be used:

- The Master completes a Form 2 with the relevant amendments and items not being changed marked 'N/C'. If the items being changed are registry items (boxes 1-8, 10 or 15) then a copy should be emailed to registry.marine@gov.im. If the items being changed are survey items (boxes 9, 11-14) then a copy should be emailed to marine.survey@gov.im. The original Form 2 should be kept with the current CSR in the ship's CSR file. The index of amendments (Form 3) should also be updated at this time.
- The Ship Registry will review the Form 2 and email a new CSR (Form 1) to the ship with the updated information. This document will be issued as a digital CSR.
- Upon receipt, the Master should check the sequential number and review the CSR to ensure it covers all relevant amendments. **Please note that there is no requirement for the Master to countersign the digital CSR.** If correct, the CSR should be added to the ship's CSR file and must update the [Index of Amendments \(CSR Form 3\)](#).

Loss of, or damage to, any document in the ship's CSR file

If for any reason documents within a ship's CSR file are lost or damaged, it is essential they be replaced as quickly as possible. Please contact this administration to resolve such issues.

13. LRIT

All merchant ships of 300GT and above are required to be fitted with a Long Range Identification and Tracking system (LRIT).

Once the system has been commissioned, the ship must request a Conformance Test Report certificate and must send a copy of this to the Ship Registry so that the ship can be included in our LRIT tracking system.

When is it permissible for a ship to cease LRIT transmissions?

In general, all ships must transmit LRIT information and therefore you should not switch off the LRIT units or reduce the frequency of transmission except in very specific circumstances, which are detailed below.

Such exceptional circumstances are limited to the following, but still require the permission of the Ship Registry to cease transmissions:

- a) When the ship is in dry-dock or undergoing modification in a shipyard or port for a period where frequent interruption of the system would cause undue problems
- b) When the ship is to be placed in 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 prior to entering layup mode.



Applications to reduce or terminate transmissions should be made to marine.survey@gov.im. If permission is granted, 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 when the unit is re-started and transmissions recommenced. The unit must not be switched off without the prior authorization of Isle of Man Ship Registry. Where such authorization is received, the Master should also immediately inform the local Port State Authority of the ship's intent to cease transmitting LRIT information and confirm receipt of permission from the Ship Registry.

An exception to the above applies where the Master determines that the transmission of LRIT information compromises the safety or security of their ship. In such circumstances the Master has the discretion to temporarily switch off the LRIT system. It must be switched back on as soon as the threat has passed.

Please see [MSN 032](#) for further guidance.

14. COMPLAINTS PROCEDURE

Our approach

The Isle of Man Ship Registry's Quality Policy affirms our commitment to addressing seafarers' complaints. Complaints will always be passed to a Principal Surveyor who will decide on the action to be taken and will allocate the necessary resources to investigate the complaint. Complaints are always treated confidentially to avoid any additional problems for the seafarer concerned. Complaints are required to be sent to the Ship Registry in writing by letter or email.

The ship's on board complaints procedure

All ships must have an on board procedure for the fair and effective handling of seafarers' complaints alleging breaches of any MLC regulation. This mechanism should be used in the first instance of any grievance. In general grievance cases, seafarers should use the standard Company's Complaint procedure which should be available on board at all times. The on board complaint procedures shall include the right of the seafarer to be accompanied or represented during the complaints procedure, as well as safeguards against the possibility of victimization of seafarers for filing complaints.

All seafarers must be provided with a copy of this procedure in their employment agreement, which must include contact information of the Isle of Man Ship Registry in the event that the grievance cannot be resolved using this procedure.



In the first instance, complaints should be addressed to the head of the seafarers' department or to their superior officer. Complaints regarding health and safety matters should also be reported to the safety officer. If the complaint cannot be resolved by either the head of department or the superior officer to the satisfaction of the seafarer then the seafarer may refer the matter to the Master who should personally handle the complaint. If a complaint cannot be resolved on board, the matter should be referred ashore to the shipowner (as defined under MLC regulations) who should be given an appropriate time limit for resolving the matter.

In all cases seafarers should have the right to lodge complaints directly with the Master and/or the shipowner if felt appropriate, however this should only be done when necessary and complaints should be dealt with and resolved at the lowest level possible.

If none of these procedures are effective in resolving the complaint, the Master or any seafarer may take the matter to the Isle of Man Ship Registry. Our preferred method of receiving

complaints is via our [online form](#). This is designed to ensure that we receive all the information we need to resolve this matter at the earliest opportunity.

We can also receive complaints by email to marine.mlc@gov.im or by post to:

Principal Surveyor
Isle of Man Ship Registry
St Georges Court
Upper Church Street
Douglas.
Isle of Man
IM1 1EX
British Isles

All such complaints will be treated by the Ship Registry in absolute confidence and will be given serious consideration. If considered appropriate, a surveyor will visit the vessel in order to investigate the complaint as quickly as possible. However, it is essential that the person making any complaint is identified to the Ship Registry. We will not reveal the source of the complaint when investigating but we are not able to process anonymous complaints.

Seafarers also have the right to lodge a complaint with any Port State Authority, however we would urge seafarers to contact the Ship Registry before contacting a Port State Authority.

For further information please see [MLN 5.1.5](#).

15. LIFTING APPLIANCES AND LIFTING GEAR

LSA lifting appliances

Lifting appliances used in association with any life-saving appliance (rescue boat or davit-launched liferaft) are subject to testing in accordance with the basic provisions of SOLAS. Such testing includes installation testing using load factors of $2.2 \times \text{SWL}$ along with five-yearly dynamic proof load testing at $1.1 \times \text{SWL}$. [MSN 062](#) refers and provides clear guidance concerning the testing of launching appliances for life-saving appliances.

Relevant records should be maintained on board to record the completion of these tests.

Non-LSA lifting appliances and lifting gear

Many different forms of non-LSA *lifting appliance* can be found on board a ship, such as cargo/stores cranes, electrical hoists and chain blocks.

There are also various kinds of *lifting gear* used on board which includes any gear to which a load can be attached, such as hooks, slings, shackles and ropes.

Isle of Man legislation (Merchant Shipping (Hatches, Hold Access and Lifting Plant) Regulations 1989) requires that all lifting appliances and lifting gear be:

- of good design and of sound construction and material
- of adequate strength for the purpose
- free from defect
- properly installed or assembled, and
- properly maintained.

Proof load testing

Lifting appliances and lifting gear must not be used without first being suitably proof load tested by a competent person after:

- manufacture or installation
- any repair or modification which is likely to alter the safe working load or affect the strength or stability of the equipment

The competent person carrying out a proof load test should be sufficiently independent and impartial to ensure that objective decisions can be made. The competent person can be:

- a surveyor appointed by the Ship Registry
- a surveyor appointed by the ship's Classification Society
- a specialist shore-based organisation



Proof load testing of lifting appliances (including cranes, davits, hoists and chain blocks):

Lifting Appliances are required to be proof load tested following installation on board and prior to use. In addition, all lifting appliances must be subject to repeat proof load testing at intervals of no more than 5 years.

Suitable precautions must be taken before commencement of any test to ensure the following:

- the safety of personnel
- the adequacy of supporting structures
- the ability to maintain control of the appliance
- the stability of the ship during the test

The competent person shall determine the test procedure. Testing should be carried out in accordance with the manufacturer's instructions and should satisfy a recognised lifting appliance code, for example:

- a national or international standard
- the lifting appliance regulations of a Classification Society



Testing must include proof loading of the appliance and attached gear concerned. In the case of re-testing after repairs or modifications, testing may in some cases be undertaken by means of a static test using a load cell. In all cases, the test must be to the satisfaction of the competent person. On conclusion of the test, a thorough examination of the equipment must be completed.

Proof load testing of lifting gear (shackles, hooks, slings and rope)

Lifting gear is tested by the manufacturer in accordance with the applicable national standard and all items should be furnished with a manufacturer's certificate attesting to the completion of such tests. Lifting gear should be identified (stamped/marked) such that the relevant test certificate can be traced. Repeated proof load testing at five yearly intervals is not required.

Thorough examination

Lifting appliances and lifting gear are also required to be thoroughly examined at intervals of no more than 12 months. The Ship Registry permits this examination to be carried out by a competent person on board.

The competent person is someone who is trained and has the necessary skills, practical experience and knowledge of the type of lifting appliances and gears which they are required to inspect. There should also be the provision of necessary tools and spare parts

together with manufacturers recommended service instructions and maintenance procedures for the purposes of guidance for the assigned competent person.

The Ship Registry will accept either the ship's Master, chief engineer, chief officer or second engineer as being competent persons for the purposes of annual inspections of lifting appliances.

Records

On completion of any thorough examination or proof load test, an entry shall be made in either the ship's lifting appliances' log book, the chain register or elsewhere within the ship's safety management system.

On completion of any proof load test, a signed statement attesting to this, issued by the responsible competent person, must be retained on board.

16. LOG BOOKS, RECORD BOOKS AND LIST OF CREW

Introduction

Various log books, record books and the List of Crew are required to be kept and maintained by Isle of Man regulations and international conventions. It is imperative that Masters ensure these documents are accurately maintained and kept up to date in a timely manner. The records contained in these documents are frequently scrutinised by port State control. Any inaccuracies or errors in these documents may constitute an offence under the regulations and can lead to deficiencies, fines or detention of the ship by port State control.

Official Log Book

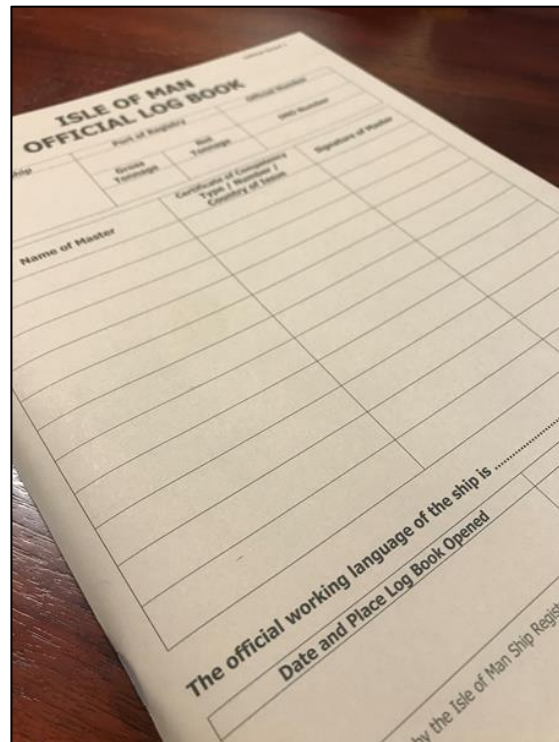
Isle of Man registered ships are required to carry and maintain the Isle of Man Official Log Book. The Official Log Book is a legal document and is an official channel of communication between the Master and the Ship Registry. The Official Log Book will inevitably be requested in any dispute or accident.

An Official Log Book issued by any other organisation or Flag State authority must not be used on an Isle of Man registered ship. The Official Log Book may be completed in a paper book "IOMOLB" or in a loose leaf format "[IOMOLB-LL](#)" at the discretion of the Master. The Isle of Man Official Log Book is required to be kept open for intervals not exceeding 12 months from the date of opening. When the Log Book is closed it should be kept on board the ship for a period of not less than 3 years, along with the List of Crew. There is no requirement to return these to the Ship Registry.

Required entries in the Official Log Book are stated in [MSN 004](#) Chapter 3 and cover such matters as safety committees, musters, drills and inspection of LSA, testing of steering gear, inspections of accommodation and provisions, details of draughts and freeboards on departure and arrivals and any births and deaths on board.

The Official Log Book also has a narrative section for the recording items such as changes of Master, accidents and casualties, disciplinary matters and any other factual information concerning any aspect of shipboard operations. Masters are encouraged to utilise the narrative section as much as possible.

Official Log Books "IOMOLB" are available from your Isle of Man Representative person or an electronic version "[IOMOLB-LL](#)" is available on the Ship Registry website.



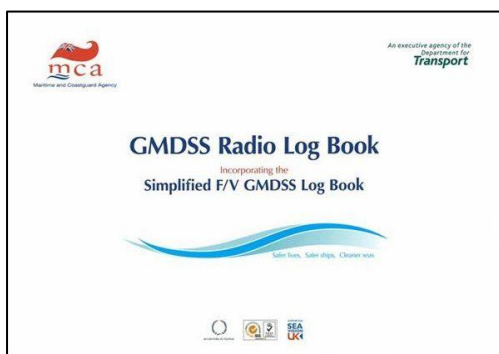
The current version of the Official Log Book is version 2, however version 1 remains valid and can still be used on Manx Ships.

List of Crew

Details of every seafarer employed with a valid Seafarer Employment Agreement (including the Master) on board an Isle of Man registered ship must be recorded on the List of Crew when the seafarer joins or leaves the ship.

The List of Crew may be completed and maintained on paper or electronically. The List of Crew may be completed on form [IOMLOC](#) or on a bespoke ship form provided it at least contains the information stated in Chapter 3.2 of [MSN 004](#). The List of Crew is to run concurrently with the Official Log Book, i.e. opened and closed at the same time. When each page is complete it must be printed, signed by the Master and stored with the Official Log Book.

Passengers are not required to be included however it is recommended that additional personnel carried on board that sail with the ship such as security personnel, superintendents, riding squads etc are also entered in the List of Crew.



Radio Log Book

All ships $\geq 300\text{GT}$ are required to carry and maintain a Radio Log Book. The requirements for completing radio records are contained in the Isle of Man Radio Installations Regulations SD50/99 and are usually stated in the Radio Log Book. This fulfils the requirement of maintaining radio records under SOLAS IV/17.

The Radio Log Book is 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. The Master is required to inspect and sign each day's entries in the radio log.

A GMDSS Radio Log Book (HMSO) can be obtained from your Isle of Man Representative Person. When the Radio Log Book is closed it must be retained on board the ship for a period not less than 3 years.



Oil Record Books - All Ships of 80 gross tons and over

Isle of Man Regulations require all ships of 80GT and over to carry and use an Oil Record Book. They are regularly inspected by Port State Control and incorrect entries or false entries can be punished, severely in some cases. It is critically important in avoiding detentions by Port State Control that the Oil Record Books are accurately and carefully kept.

Oil Record Book part 1 covers machinery space operations. Operations requiring recording are listed in the front of the oil record book.



Oil tankers of 150 gross tons and over and offshore supply vessels carrying oil cargo in their tanks are also required to complete **Oil Record Book part 2**, covering cargo/ballast operations.

Oil Record Books Part 1 and 2 (HMSO) can be obtained from your Isle of Man Representative Person and completed books shall be kept for a period of 3 years after the last entry. They are not required to be returned to the Ship Registry.

Isle of Man ships may also use other Oil and Radio Record Books as long as they comply with the layout and content as defined by the MARPOL Convention (MARPOL Annex I Regulation 17) and as long as they are in English or include an English translation.

Electronic MARPOL Record Books

Recent changes to MARPOL permit the use of Electronic Marpol Record Books on board ships. The Ship Registry supports this change and we have published a [Technical Advisory Notice](#) on our requirements for the approval of electronic MARPOL record books and this includes the technical standards for electronic signatures.

Deck and Engine Room Log Books

Navigation records are required to be maintained by SOLAS V/28. For day to day recording of wheelhouse and engine-room operations these may be in a format that the Company deems suitable for the type of operation that the ship is engaged in. These record books may be maintained electronically, although there is not a requirement for these systems to be approved by the Ship Registry.

Cargo Record Book – Noxious Liquid Cargo Carried in Bulk

Ships issued with NLS Certificate carrying Noxious Liquid Cargo Carried in Bulk under MARPOL Annex II must maintain a Cargo Record Book using the coding prescribed by IMO.

Garbage Record Book

Garbage records required under MARPOL Annex V must be maintained in a Garbage Record Book using the coding prescribed by IMO.

17. WORKING WITH THE ISLE OF MAN SHIP REGISTRY

The Isle of Man Ship Registry aims to provide the best possible service at all times. We welcome feedback from vessel owners and from vessels' crews telling us when we are getting things right and, just as importantly, letting us know when we are not. This enables us to focus on where we need to learn from our mistakes and improve. 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 you receive from this office 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 in the first instance when possible. All letters emanating from this office include the name and telephone number of the sender and usually a reference number. Email is the preferred medium of communication, hence please address emails to marine.survey@gov.im, an address which is always monitored during office hours. We are confident that most concerns will be addressed satisfactorily at this first step. However, if you have already explored this avenue as far as you can, then please proceed to Step 2.

Step 2

Please address a letter (address on back cover) or an email to the Principal Surveyor at the following address: marine.survey@gov.im

Step 3

If, following Step 2 and you remain dissatisfied, please write/email the same address, including full details of previous correspondence, the letter/email should be marked for the attention of the Director of the Isle of Man Ship Registry. The Director will make sure that your complaint is thoroughly investigated and a response generated.

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

18. FREQUENTLY ASKED QUESTIONS

Is every crew member on board required to be issued with a medical certificate?

Yes. All seafarers on board the ship must have a valid medical certificate confirming the holder's fitness for seagoing service. The purpose is to ensure that only medically fit persons are employed on board the ship. This is an international regulation and covered under the ISM Code Section 6.2 as well as within MLC 2006.

On occasion, a medical certificate will expire while a vessel is at sea. While the regulations make allowance for such an eventuality, the Master is obliged to ensure that a further medical takes place at the next suitable port before that person can proceed to sea again. Further information is available in [MLN 1.2](#).

What are the Regulations in respect of private security (armed guards)?

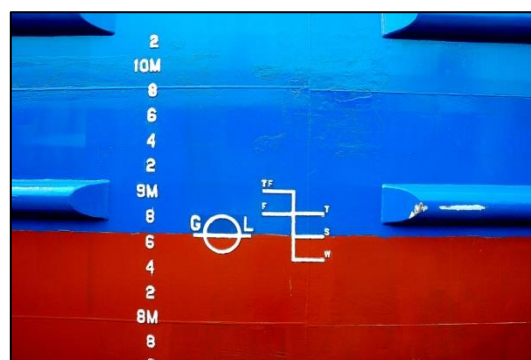
The Ship Registry's policy on private security/armed guards can be found in [MSN 045](#).

Can an Isle of Man Ship have multiple loadlines?

Yes, however only one set of Load Line marks are to be on display at any time, appropriate to the intended voyage, with all other marks obliterated by painting them out, with the corresponding Load Line certificate exhibited. All other certificates shall be placed in a sealed envelope and retained on board in the Master's safe. Only the Isle of Man Ship Registry's personnel or class surveyors or the ship's Master may open this sealed envelope which remains the property of the Isle of Man Ship Registry.

No formal authorisation is required for the issue of multiple load line certificates. The requirements which should be applied to Isle of Man registered ships are as follows:-

- The ship fully complies with all the applicable safety and pollution convention requirements appropriate for a ship of the maximum deadweight for which the minimum freeboard could be assigned
- Only one set of Load Lines is displayed at one time – all others should be permanently marked but effectively painted over
- If there are International Load Line certificates in force concurrently relating to each set of Load Line marks, the Master is to ensure that the certificate in use corresponds to the Load Line marks displayed



- The Master should make an entry in the ship's Official Log Book on each occasion that the Load Line marks in use are changed. The attendance of a Class surveyor on such occasions is not required
- All Load Line marks should be checked annually by the attending Class surveyor conducting the Load Line annual survey

The Isle of Man Ship Registry requires that all other statutory certificates must only show the maximum deadweight of the ship. A full set of statutory certificates corresponding to each of the deadweight's shown on the multiple Load Line certificates will not be issued.

Do I need to refresh my basic STCW training?

The following certificates are subject to the new STCW Regulations in respect of refresher training:

1. Personal survival techniques (STCW A-VI.2.1.1);
2. Fire prevention & fire-fighting (STCW A-VI.2.1.2);
3. Survival craft and rescue boats other than fast rescue boats (STCW A-VI/2.1);
4. Fast rescue boats (STCW A-VI/2.7); and
5. Advanced fire-fighting (STCW A-VI/3).

From 1st January 2017, all seafarers holding the above certificates will be required to hold evidence that they have undertaken relevant training every 5 years. The Ship Registry considers this to mean that either the full course has been completed within the previous 5

years or if that was completed more than 5 years ago, the relevant refresher training must have been completed within the last 5 years.



When does a Ship Registry surveyor need to attend the ship?

Please see Section 1 of this book.

Does the Ship Registry maintain a list of mandatory publications to be carried?

The Ship Registry does not maintain a comprehensive list of mandatory publications to be carried, since this varies according to a number of factors including type of ship and area of operation.

However, we can provide the following as general guidance for publications which should be carried:

- FAL.2/Circ 123 gives information regarding Statutory certificates, publications and manuals for various ship types
- Nautical Publications required by SOLAS V Regulation 27, however this will depend upon where the ship trades. Chapter 18 of the annual summary of notices to mariners (now in the Mariners Handbook NP100) gives information on various Nautical Publications. The Master or Ship's Company should decide what publications are to be carried, ensuring this is appropriate for the foreseeable voyage. Some of these publications, eg. Tides, List of Lights, Radio Signals and Notices to Mariners, may be carried in electronic format provided they have approval
- International Code of Signals and IAMSAR Vol 3 are required under SOLAS V Reg 21 – these must be in paper form
- ITU Publications as required by SOLAS Chapter IV giving effect to ITU Radio Regulations. Appendix 16 of the ITU Radio Regulations requires the following publications in either printed or electronic format:
 - List of Ship Stations and Maritime Mobile Service Identity Assignments.
 - List of Coast Stations and Special Service Station
 - Manual for Use by the Maritime Mobile and Maritime Mobile Satellite Services
- Maritime Labour Convention (where applicable) – Regulations and Maritime Labour Notices – electronic copies are acceptable and can be downloaded from on our website
- Manx Shipping Notices and Industry Circulars – electronic copies are acceptable and can be downloaded from on our website
- Code of Safe Working Practice for Merchant Seafarers

In addition to the above, the following publications are also recommended:

- Copies of various Isle of Man Regulations (electronic copies are acceptable), e.g. those in respect of fire, accommodation, life saving appliances, manning and training etc at the discretion of the Master and Company. Most are available on our website: <http://www.iomshipregistry.com>
- Master's Handbook (available on our website)
- IMO Conventions, Codes of Practice etc. that are relevant to the type of ship
- Commercial and Industry Guidelines relevant to the ship type

It is also recommended that the ship maintains a 'technical library' and a specified person is responsible for its upkeep and maintenance.

How do Digital Certificates work?

This is explained in [MSN 065](#).



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