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## **INFORMATION BULLETIN No. 130**

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### **Training, Instruction And Certification Requirements For Persons On Board Bahamian Ships**

**Guidance and Instructions for Bahamas Recognised Organisations,  
Bahamas Approved Nautical Inspectors, Ship Owners, Managers and  
Masters, Seafarers, duly authorised Manning Agents, Seafarers  
Recruitment & Placement Service Providers and Training Providers**

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#### **1 Purpose**

- 1.1 The International Convention on Standards of Training, Certification and Watch-keeping for Seafarers, 1978 (STCW), the associated Code (STCW Code), Maritime Labour Convention 2006 (MLC 2006) and International Maritime Organisation (IMO) Resolution A.891(21), as amended by A.1079(28), require all persons to be trained, instructed or certificated for their assigned shipboard tasks and for the ship on which they are sailing.
- 1.2 This Bulletin outlines the training, instruction and certification requirements for persons serving on Bahamian registered ships.
- 1.3 The Bulletin should be read in conjunction with Bahamas Maritime Authority (BMA) Information Bulletin Nos. 81, 86, 103, 104, 105, 106, 107, 108, 115, 118, 121, 124, 129 and any other BMA Information Bulletins relating to training and certification of seafarers.

#### **2 Application**

- 2.1 This Bulletin applies to:
  - (i) All Bahamian vessels with the exception of fishing vessels and non-commercial yachts;
  - (ii) All persons serving or intending to serve on Bahamian ships which training or instruction and certification is required in accordance with STCW;
  - (iii) Companies employing, recruiting or selecting the seafarers noted above for service on board Bahamian ships.

2.2 For the purpose of this Bulletin, the following definitions apply:

- (i) *Company* is the entity that has accepted responsibility for the effective manning of, and the assignment of seafarers for service on board, Bahamian ships in accordance with the provisions of STCW Regulation I/14. Where this entity is not the ISM Manager, the Registered Owner shall report the full name and details of such entity to the BMA's Seafarers and Manning Department. This notification, as well as any changes of the entity, shall be made either by completing the Manning Section of BMA form R104 or submitting a signed Letter of Declaration to this effect (the letter shall be on the headed paper of Registered Owner).
  
- (ii) *Approved training or instruction* means training or instruction that satisfies the requirements specified in appropriate STCW Regulation or STCW Code and has been approved by either The Bahamas or a STCW party as contained in IMO Circular MSC.1/Circ.1163. A list of Companies approved by the BMA to undertake training is contained on the BMA website ([www.bahamasmaritime.com](http://www.bahamasmaritime.com)).

### 3 General

- 3.1 Persons holding STCW documentary evidence of training should consult with the Administration that issued, or authorised the issuance of, the document to ascertain if there are any specific national requirements to maintain the validity of the document.
  
- 3.2 The table in Appendix 1 lists the certification and training requirements for seafarers, taking into consideration the guidelines in STCW Code Table B-I/2 of the 2010 amendments.
  
- 3.3 All persons, other than passengers, who are employed or engaged on board a ship, shall receive familiarisation training or information and instructions in personal survival techniques satisfying the requirements of STCW Code A-VI/1.1.

- 3.4 All persons who are employed or engaged on board AND who have been assigned safety or pollution prevention duties shall receive basic training or instructions satisfying the requirements of STCW Code A-VI/1.2 (i.e. personal survival techniques STCW Code Table A-VI/1-1; fire prevention and fire fighting STCW Code Table A-VI/1-2; elementary first aid STCW Code Table A-VI/1-3; and personal safety and social responsibility STCW Code Table A-VI/1-2). The training or instruction shall be appropriate to the assigned duties, taking into consideration that on ships carrying passengers or supernumeraries the seafarer may be required to provide assistance or guidance to these persons.
- 3.5 Where there is a requirement for approved training for STCW Chapter V and VI, the training may be approved and/or accepted by the BMA in accordance with the guidance outlined in *BMA Information Bulletin No. 86*. Training for ratings to satisfy the requirements of Chapter II and III of the 2010 amendments shall be approved by an STCW party.
- 3.6 The Certificates of Competency issued in accordance with STCW Regulations II/1, II/2, II/3, III/1, III/2, III/3, III/6 and VII/2 include the proficiency requirements in "basic training", "survival craft and rescue boats other than fast rescue boats", "advanced firefighting", "medical first aid" and "medical care ". Accordingly, holders of such Certificates of Competency are not required to carry Certificates of Proficiency in respect of those competencies, as noted in STCW Chapter VI.
- 3.7 Where the certificate requires a Bahamas Flag State Endorsement, an application should be submitted to the BMA in accordance with *BMA Information Bulletin Nos. 108*.

#### **4 Responsibilities of the Company and Master**

- 4.1 For the purpose of these requirements, the master is deemed the person with the responsibility as defined in Section 5 of the ISM Code. Where the ISM Code is not applicable, the Master is the person in command of the vessel.
- 4.2 In accordance with STCW Regulation I/14 the Company is responsible for ensuring that the ship is manned in compliance with the Minimum Safe Manning Document by properly trained, qualified, certificated and medically fit seafarers.

- 4.3 The Company must verify the validity and authenticity of all seafarers' sea service, certificates and documents. This responsibility remains with the Company, irrespective of the use of recruitment and placement (manning/crewing) agents to arrange the placement of seafarers on board ships.
- 4.4 The Company must verify that seafarers assigned to the vessel have the required valid certification, including applicable flag state endorsements, and are suitably trained to undertake their intended duties, including the operation of shipboard equipment.
- 4.5 The Company and the master shall ensure that all persons, prior to undertaking their assigned shipboard duties, have valid medical fitness certificates and valid original certificates, or documentary evidence of the required training to undertake their assigned tasks.
- 4.6 The Company and the master shall ensure that all persons, on joining a ship or unit, are immediately given appropriate familiarisation training with respect to emergency, safety and, if applicable, security, in addition to their respective duties and functions.
- 4.7 The Company and the master shall ensure that records are maintained of all training conducted onboard. The BMA will accept the training records being maintained electronically.

## **5 Responsibilities of the Seafarer**

- 5.1 The seafarer shall ensure that they have on board the appropriate original documentary evidence of their training and qualification, dependent on the type of ship and/or their assigned role.
- 5.2 All seafarers shall ensure that they have a valid medical fitness certificate.

## 6 Record of Sea Service

- 6.1 Where required and where verification of competency is based on experience and/or training, the seafarer should maintain a record of sea service that includes:
- Name of person;
  - Vessel details: IMO No., Gross tonnage, Propulsion power;
  - Capacity or rank on board;
  - Joining and leaving dates;
  - Voyage description.
- 6.2 The information above should be recorded in a Seaman's Record Book (SRB) or discharge book or discharge certificates signed by the Master of the respective ships and bear the stamp of the affected ship.
- 6.3 In the absence of an SRB, discharge book or discharge certificate, the Company may provide a letter containing the information of approved seagoing service specified in 6.1. The letter should be on Company letterhead with full contact details and signed by the master or a responsible official of the Company.
- 6.4 In addition to the above, cadets, apprentices, new entrants or any applicants undergoing supervised training should ensure that any assigned tasks and/or duties are approved by a certificated officer and recorded in an approved training record book.

## 7 Re-validation and re-fresher training

7.1 Where the certificate requires revalidation, this means establishing professional competence or maintaining the required standard of competence in accordance with the applicable international requirements. Dependent on the certificate, the BMA will accept the following as evidence of continued professional competence:

- (i) Evidence of approved seagoing service for a period of at least 12 months in the preceding 5 years; or
- (ii) Evidence of having performed functions considered by the BMA to be equivalent to the required seagoing service for at least two and half years (30 months) in the preceding 5 years ; or
- (iii) Evidence of successful completion of an approved course(s); or
- (iv) Evidence of completing approved seagoing service for a period of not less than 3 months in a supernumerary capacity, or service in a lower rank (if authorised by the BMA) for a period of not less than 3 months in the 6 months immediately prior to the application for revalidation.

7.2 Where required by STCW Regulation V/2.3, seafarers who have completed training in:

- Crowd management;
- Crisis management and human behaviour;
- Passenger safety, cargo safety and hull integrity

are required to undertake appropriate refresher training at intervals not exceeding five years or are required to provide documentary evidence of having achieved the required standards of competence every five years by way of initial training, followed by at least 3 months sea service on board the relevant type of ship.

7.3 In accordance with STCW Code A-VI/1, A-VI/2 and A-VI/3, seafarers shall provide evidence of having maintained the required standards of competence every five years. The affected certificates are:

- (i) STCW Code A-VI/1.2.1.1.1 (Personal Survival Techniques);
- (ii) STCW Code AVI/1.2.1.1.2 (Fire Prevention and Fire Fighting);
- (iii) STCW Code A- I/2.11 (Survival Craft and Rescue Boats other than Fast Rescue Boats);
- (iv) STCW Code A-VI/2.7 (Fast Rescue Boats); and
- (v) STCW Code A- VI/3 (Advanced Fire Fighting).

- 7.3.1 For certificates that have been issued by a BMA approved training provider or revalidation of a Bahamas Certificate of Competency, the BMA will accept refresher training either conducted ashore or in-service by an approved provider as evidence of having maintained the required standards of competence. The prerequisite to undertake the refresher training is on board experience, which is evidenced by initial training followed by at least 3 months sea service in the preceding 5 years.
- 7.3.2 For certificates that have been issued by a BMA approved training provider or revalidation of a Bahamas Certificate of Competency, where the affected person does not meet the criteria for refresher training in 7.3.1 above, the person will need to undertake the full courses to satisfy the requirements.
- 7.3.3 The BMA considers that being assigned duties and undertaking tasks relating to the required competence during on board exercises and drills is deemed to satisfy the on board training and experience requirement for "personal survival techniques" (STCW A-VI/1.4.1), "fire prevention and firefighting" (STCW A-VI/1.4.22), "survival craft and rescue boats other than fast rescue boats" (STCW A-VI/2.61), "fast rescue boat" (STCW A-VI/2.12) and "advanced firefighting" (STCW A-VI/3.6). The BMA will accept documentary evidence (copy of Seaman Record Book, discharge certificate or Company letter) of at least 3 months sea service in the preceding 5 years as satisfying this requirement.
- 7.3.4 The BMA requires seafarers who have been issued with a Bahamas STCW Certificate of Competency and who are assigned designated medical tasks to undergo, at intervals not exceeding five (5) years, refresher or other appropriate training and/or instructions to enable them to maintain and update/increase their medical knowledge and skills.
- 7.3.5 For Deck Officers with a Bahamas Certificate of Competency to be revalidated beyond 01 January 2017, documentary evidence of ECDIS generic training will be required. If not provided, a limitation will be imposed that the Officer cannot sail on ships fitted with ECDIS.
- 7.3.6 For Engineer Officers with a Bahamas Certificate of Competency to be revalidated beyond 01 January 2017, documentary evidence of High Voltage training will be required. If not provided, a limitation will be imposed that the Officer cannot sail on ships fitted with High Voltage systems.

- 7.4 The High Speed Craft (HSC) type rating certificate is to be revalidated every 2 years. The BMA will accept either appropriate refresher training or sea service assigned to a role that relates these tasks/duties as evidence of having maintained the required standards of competence
- 7.5 BMA approved training providers considering conducting refresher training should submit details of any proposed refresher training for approval, taking into consideration that the scope of the training need not include those areas specified in the STCW where on board training and experience is accepted by the BMA.

## **8 Passenger Ships, including Ro-Ro Passenger ships**

- 8.1 In addition to the applicable requirements of 3.2 and 3.3 above, persons employed or engaged on board passenger ships shall be trained to comply with the requirements of STCW Regulation V/2 taking into consideration their assigned duties, including mustering.
- 8.2 For the purpose of STCW Regulation V/2.5, the BMA considers that all persons employed or engaged on board the ship should complete safety training, recognising that they may be required to communicate and provide assistance to passengers with respect to life saving appliances.
- 8.3 For the purpose of STCW Regulation V/2.6, the Company shall assess the duties assigned to all persons during an emergency. Any person assigned a leadership and/or safety role in an emergency situation should complete crisis management and human behaviour training.
- 8.4 For the purpose of STCW Regulation V/2.7, the person deemed to have immediate responsibility on board a passenger ship may not be limited to persons at management level but may include those assigned designated passenger or cargo related responsibilities dependent on the vessel's operational requirements and allocation of shipboard duties.

## **9 Tankers**

- 9.1 All officers, ratings and persons involved in cargo operations shall hold evidence of basic training in accordance with the provisions of STCW requirements relating to the type of tanker on which the person is serving.



9.2 In addition to 9.1 above, all officers and persons with immediate responsibility for cargo or cargo related operations shall hold advanced training in accordance with the provisions of STCW requirements relating to the type of tanker on which the person is serving. For the purpose of this requirement, the person deemed to have immediate responsibility may not be limited to persons at management level but may include persons assigned designated cargo related responsibilities dependent on the vessel's operational requirements.

## **10 High Speed Craft**

10.1 All officers and crew specified on the manning of the Permit to Operate shall be trained in accordance with the provisions of STCW, the STCW Code and the High Speed Craft Code.

## **11 Offshore units**

11.1 All persons assigned duties on board an offshore unit should be trained in accordance with either STCW and STCW Code or, alternatively, the provisions of IMO Resolution A. 891(21), as amended by A.1079(28). The Company should take into consideration the Bahamas guidance as outlined in BMA Information Bulletin No. 105.

## **12 Vessels with dynamic positioning systems**

12.1 All persons engaged in operating a dynamic positioning system should have the relevant training and experience, taking into consideration the guidance outlined in STCW Code B-V/f prior to being assigned their shipboard duties. For this purpose, dynamic positioning is defined as the system whereby a self-propelled vessel's position and heading is automatically controlled using its own propulsion units.

## **13 Vessels operating in Polar Waters and ships subject to the International Code for Ships Operating in Polar Waters (Polar Code)**

13.1 The Master and officers of ships operating in polar waters should be duly trained and have the relevant experience, taking into consideration the guidance outlined in STCW Code B-V/g relating to operation in polar waters, prior to be assigned shipboard duties.

13.2 Companies and seafarers should note that the STCW training requirements for ships engaged in operation in polar waters are being reviewed to take into consideration the pending adoption of the Polar Code.

#### **14 Vessels fitted with Electronic Chart Display Information System (ECDIS)**

14.1 Masters and navigation officers certificated after 01 January 2011 shall be trained in the operation and use of ECDIS in order to comply with STCW Chapter II. Masters and navigational officers who hold an STCW certificate prior to the entry into force of the 2010 STCW amendments should be trained in the operation and use of ECDIS if they are sailing on board vessels fitted with ECDIS equipment.

14.2 The certificate to verify compliance with the ECDIS training requirement shall be issued by the STCW party that issued the affected officer's Certificate of Competency.

#### **15 Vessels to which the International Code for the Security of Ships and Port Facilities (ISPS Code) applies**

15.1 All persons employed or engaged on board ships to which the ISPS Code applies shall be trained in accordance with the relevant provisions of the STCW Convention and Code.

#### **16 Vessels to which the International Code of Safety for ships using gases or other low-flashpoint fuels, as defined in SOLAS 1974, as amended, Regulation II-1/2.29 (IGF Code)**

16.1 The IMO has adopted amendments to STCW for officers, ratings and persons serving on board ships that are subject to the IGF Code to undergo the required training and hold the appropriate certificate in accordance with the provisions of the STCW requirements relating to the IGF Code ship on which the person is serving.

16.2 Pending the entry into force of the STCW amendments, Companies employing persons on board ships that are subject to the IGF Code should follow the guidelines provided in IMO Circulars STCW.7/Circ.23 and STCW.7/Circ.23 Add.1 "*Interim guidance on training for seafarers on ships using gases or other low-flashpoint fuels*".

## **17 Documentary proof of application**

17.1 In accordance with the provisions of STCW Regulation I/10.5, the BMA will issue a written confirmation of receipt of application (CRA) as documentary proof that an application has been received.

17.2 A CRA is only required for applications relating to a Flag State Endorsement of a Certificate of Competency.

17.3 The BMA will also issue a CRA for applications relating to a Flag State Endorsement of a Certificate of Competency and Certificate of Proficiency issued to officers in accordance with the 2010 amendments of STCW Regulation V/1-1 (Oil and Chemical tankers advanced training) and V/1-2 (Liquefied Gas tanker advanced training).

## **18 Enquiries**

18.1 Any queries related to the training requirements can be directed to the BMA's Seafarers & Manning Department at [stcw@bahamasmaritime.com](mailto:stcw@bahamasmaritime.com).

## **19 Revision History**

Rev.1 (17 September 2015) – All sections re-numbered and formatted; clarification of approved training, rating training, proficiency documentation for holders of Certificate of Competency, training records, re-validation and refresher training requirements; introduction of revised requirements for offshore units; reference to future requirements for ship operating in Polar region and IGF Code ships.

Rev.0 (03 May 2011) – First issue

**Appendix I: Table of Training and Certification for Seafarers**

Regulations/ Code	Type of certificate and brief description	Bahamas Flag State Endorsement required (see 3.6 above)	Revalidation of Certificate (see Section 7 above)
STCW II/1, II/2, II/3, III/1, III/2, III/3, III/6, IV/2, VII/2	<i>Certificate of Competency</i> – For masters, officers and GMDSS radio operators	Yes	Yes
STCW II/4, III/4, VII/2	<i>Certificate of Proficiency</i> – For ratings duly certified to be a part of a navigational or engine-room watch	No	No
STCW II/5, III/5, III/7, VII/2*	<i>Certificate of Proficiency</i> – For ratings duly certified as able seafarer deck, able seafarer engine or electro-technical rating	No	No
STCW V/1-1	Certificate of Proficiency or endorsement to a Certificate of Competency – For officers on oil, chemical or liquefied gas tankers with assigned duties and responsibilities relating to cargo or cargo equipment	Yes	Yes
STCW V/1-2	<i>Certificate of Proficiency or Endorsement</i> to a Certificate of Competency – For masters, chief engineers, chief mates, second engineers and any other person on oil, chemical or liquefied gas tankers with immediate responsibility for loading, discharging and care in transit or handling of cargo	Yes	Yes
STCW V/1-1	<i>Certificate of Proficiency</i> – For ratings on oil, chemical or liquefied gas tankers with assigned duties and responsibilities relating to cargo or cargo equipment	No	No
STCW V/1-2	<i>Certificate of Proficiency</i> – For ratings on oil, chemical or liquefied gas tankers	No	No
STCW V/2.3	<i>Documentary evidence</i> – Familiarisation Training for masters, officers and other personnel assigned specific duties and responsibilities serving on passenger ships	No	No
STCW V/2.4	<i>Documentary evidence</i> – Crowd management training for personnel, who are serving on passenger ships, and are designated on muster lists to assist passenger in emergency situations	No	No (see 7.2 above)

Regulations/ Code	Type of certificate and brief description	Bahamas Flag State Endorsement required (see 3.6 above)	Revalidation of Certificate (see Section 7 above)
STCW V/2.5	<i>Documentary evidence</i> – Training for personnel, who are serving on passenger ships, and provide direct service to passengers in passenger spaces	No	No (see 7.2 above)
STCW V/2.6	<i>Documentary evidence</i> – Crisis management and human behaviour training for masters, chief mates and other person who are serving on passenger ships, and assigned immediate responsibility for embarking and disembarking passengers	No	No (see 7.2 above)
STCW V/2.7	<i>Documentary evidence</i> – Training for masters, chief mates, chief engineers, second engineers and other person who are serving on passenger ships, and have responsibility for safety of passengers in emergency situations	No	No (see 7.2 above)
STCW VI/1.1	<i>Documentary evidence</i> – Familiarisation training for all seafarers with shipboard duties, except onboard passenger ships	No	No
STCW VI/1.2	<i>Certificate of Proficiency</i> – Basic training or instruction for all seafarers with designated safety or pollution prevention duties	No	Yes (see 7.3 above)
STCW VI/2	<i>Certificate of Proficiency</i> – Survival craft, rescue boats and fast rescue boats	No	Yes (see 7.3 above)
STCW VI/3	<i>Certificate of Proficiency</i> – Advanced fire fighting for seafarers designated top control fire-fighting operations	No	Yes (see 7.3 above)
STCW VI/4	<i>Certificate of Proficiency</i> – Seafarer designated to provide Medical first aid and medical care*	No	No* (*see 7.3.4 above)
STCW VI/5	<i>Certificate of Proficiency</i> – Person designated as Ship security officer	No	No
STCW VI/6 *	<i>Certificate of Proficiency</i> – Security awareness training for all seafarers onboard a ship to which ISPS Code applies OR security training for seafarers with designated security duties	No	No

HSC Code Chapter 18	<i>Type rating Certificate</i> – Training for master and officer onboard a High Speed Craft	No	Yes <b>(see 7.4 above)</b>
IMO Resolution A. 891 (21)/ IMO Resolution A. 1079(28) Section 6.2	<i>Certificate of Competency</i> - Offshore Installation Manager (OIM)	No	Yes <b>(see 7.1 above)</b>
IMO Resolution A. 891(21)/ IMO Resolution A. 1079(28) Section 6.3	<i>Certificate of Competency</i> - Barge Supervisor	No	Yes <b>(see 7.1 above)</b>
IMO Resolution A. 891 (21)/ IMO Resolution A. 1079(28) Section 6.4	<i>Certificate of Competency</i> - Ballast Control Operator (BCO)	No	Yes <b>(see 7.1 above)</b>
IMO Resolution A. 891 (21)/ IMO Resolution A. 1079(28) Section 6.5	<i>Certificate of Competency</i> - Maintenance Supervisor	No	Yes <b>(see 7.1 above)</b>
IMO Resolution A. 1079(28) Section 5.2	<i>Documentary evidence</i> of safety induction training or instructions - Visitors and special personnel not regularly assigned who are on board for a limited period of time, in general not exceeding three days, and who have no tasks in relation to the normal operations of the MOU	No	No
IMO Assembly Res A. 891 (21) Section 5.2  IMO Resolution A. 1079 (28) Section 5.3	<i>Documentary evidence</i> of familiarisation training or instructions - For all persons  <i>Certificate of Proficiency or Documentary evidence</i> of offshore orientation, safety familiarisation training, information or instructions - For all offshore personnel other than Visitors and special personnel not regularly assigned who are on board for a limited period of time, in general not exceeding three days, and who have no tasks in relation to the normal operations of the MOU	No	Yes

IMO Assembly Res A. 891 (21) Section 5.3/ IMO Resolution A. 1079 (28) Section 5.5	<i>Certificate of Proficiency or Documentary evidence</i> of training in personal survival, fire prevention and fire-fighting, elementary first aid, personal safety and social responsibilities - For regularly assigned personnel and other special personnel without designated responsibility for the safety and survival of others	No	Yes
IMO Resolution A. 1079 (28) Section 5.4	<i>Documentary evidence</i> of security awareness training or instructions - For all offshore personnel other than visitors and special personnel not regularly assigned who are on board for a limited period of time, in general not exceeding three days, and who have no tasks in relation to the normal operations of the MOU	No	Yes
IMO Assembly Res A. 891 (21) Section 5.4/IMO Resolution A. 1079 (28) Section 5.6.2	<i>Certificate of Proficiency or Documentary evidence</i> of specialised training or instructions - For persons designated duties on muster list	No	Yes
Bahamas Regulation	Cook - <i>Documentary evidence</i> of qualification or training	No	No
Bahamas Regulation	Doctor - <i>Documentary evidence</i> of qualification or training	No	No