



The Bahamas Maritime Authority

BMA INFORMATION BULLETIN 105

GUIDANCE ON MANNING & TRAINING FOR OFFSHORE INDUSTRY

Guidance and Instructions for Shipowners, Managers, Masters, Offshore Installation Managers, Bahamas Recognised Organisations and Bahamas Approved Nautical Inspectors

This Bulletin replaces BMA Information Bulletin No.77 and should be read in conjunction with IMO Resolution A-891 (21)

This Bulletin provides guidance on the variation in qualifications and training required for those in charge and the crews of Bahamas registered Mobile Offshore Units (MOU) and other such craft used in the offshore oil and gas industry.

1 Company Responsibilities

- It shall be the responsibility of the Company (as defined in the STCW Convention and ISM Code) to ensure that the unit is at all times sufficiently manned (complying with the requirements of the Safe Manning Document (SMD) issued to the unit) by persons well trained, qualified and experienced to meet routine operational requirements, as well as any emergency situation.
- The Company shall ensure that the accommodation complies with the requirements of the relevant ILO instruments for all persons required to stay in the unit. The number of persons on the unit shall not exceed the life-saving devices available on board, except for short periods of time during daylight hours when a rescue vessel is on standby for necessary evacuation. All persons (marine or industrial) employed on the unit must be given familiarisation training immediately on joining the unit
- All marine personnel shall be signed on an Article of Agreement or similar other agreement. Industrial crew/non-marine personnel shall also be employed on a standard contract, based on agreed

wages and minimum hours of rest (essential elements of relevant ILO instruments)

2 Definition of Categories of Personnel

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

3 Certified maritime crew members

- OIM (Offshore Installation Manager) responsible for overall management of an installation)
- Barge Supervisor / Barge Master, responsible for control of movement and operation of a barge
- Ballast Control Operator, responsible for control of trim, draft and Stability
- Maintenance Supervisor, responsible for mechanical and electrical repair and maintenance

4 General manning requirements

The following general requirements shall be satisfied:

- there shall be sufficient seafarers (depending on size and type of operation) to render general assistance with steering / moorings etc
- there shall be sufficient Engine-room ratings to assist with the operation and maintenance of machineries
- there shall be a Cook
- there shall always be at least 2 persons who can operate the radio-communication equipment fitted on board

- there shall always be a person with Proficiency in Medical Care on board and another person with Medical First-Aid. However, in the case of more than 100 persons on board there shall be a Doctor, unless there are established arrangements for helicopter transfer of sick persons to a suitable medical facility
- there shall be at least 2 persons with Proficiency in Survival Craft & Rescue Boat for each survival craft and all other marine personnel must have undertaken Personal Survival Techniques training
- there shall be at least 2 persons with Advanced Fire-fighting training and another 3 persons with Fire Prevention and Fire-fighting training (as part of Basic Training)
- in case of an FPSO or other unit handling oil/ chemical/ gas, the officers responsible for handling of such cargo shall be duly qualified under STCW Regulation V/1.

5 Additionally, when the unit is self-propelled

- when moving or kept on standby to move at any time, then it shall have a qualified Master, Chief Mate and depending on the duration of such movement may also carry a Watch-keeping Navigational Officer; a Chief Engineer, a Second Engineer and / or depending on the duration of movement a Watch-keeping Engineer Officer
- when stationed at a particular location for a long period of time then it may be manned by a qualified Offshore Installation Manager, Barge Supervisor, Ballast Control Operator, Maintenance Supervisor and depending on the use of electrical equipment and appliances may also carry a Electrician

6 Additionally, when the unit is not propelled

- when being towed or moved, the primary responsibility is with the tug. However it may have a person in charge with either merchant marine STCW Convention II/2 certificate or an experienced Offshore Installation Manager assisted by a STCW certified Navigational Watch-keeping Officer or a Barge Supervisor and a Maintenance Supervisor and depending upon requirement an Electrician
- when stationed at a particular location for a long period then it shall be manned by an Offshore Installation Manager, a Barge Supervisor, a Ballast Control Operator, a Maintenance Supervisor and depending on requirement an Electrician

7 Training and certification

- it remains the duty of the Company (entity responsible for safe operation and protection of the marine environment) to ensure that the persons employed on the unit are well trained, duly certificated where so required, experienced and medically fit
- all marine and maritime personnel (both under STCW and IMO Resolution A-891 (21) shall have undertaken Basic Training (4 elements as referred to in A-VI/1 of STCW Code) and all personnel (both marine and other industrial crew) shall be given Familiarisation Training immediately on joining the unit
- the Company shall apply for Bahamas Flag State Endorsements for all officers qualified and certified under the merchant marine system (STCW Convention) as provided for in STCW Regulation I/10. Please refer the relevant BMA Information Bulletin No.108 on Flag State Endorsements
- there is no specific requirement for the issue of Flag State Endorsements (FSE) against certificates issued under IMO Resolution A-891 (21). However, on the basis of the principles outlined in the STCW Convention, the BMA is willing to issue endorsements against certificates for the capacities of Off-shore Installation Manager (OIM, Barge Supervisor (BS), Ballast Control Operator (BCO) and Maintenance Supervisor (MS) provided the Certificates are issued by a (STCW) Party State or endorsed by the issuing State recognised by the Bahamas
- please note that the BMA will not endorse a certificate issued by an Institute or Training Centre (even if it is issued for or under the authority of a Party State) because the issue of FSE is an agreement between two Party States (State to State). This will not prevent the Company from employing those persons that they consider to have been duly trained, certificated and experienced
- there is however, a system for issuing BMA's own certificates based on successful completion of training from centres approved by the BMA and meeting other requirements outlined in this document. Training institutes / centres may apply for BMA approval giving full details of the centre, its facilities, how the course will be delivered and finally how the assessment will be done. The training centre will have to pay all expenses relating to inspection and evaluation for initial approval and then once every five years for its renewal

- with respect to approval of training centres, the BMA prefers that the centre shall obtain approval for the common elements of training (such as Basic Training, Proficiency in Survival Craft, Proficiency in Fast Rescue Boat, Advanced Fire-fighting, Medical First-Aid and Proficiency in Medical Care) as laid out in Chapter VI of the STCW Convention from the Maritime Administration of the State where they are located. The BMA will check and approve against the requirements of IMO Resolution A-891 (21) paragraphs and tables corresponding to 6.2, 6.3, 6.4 and 6.5 of the Resolution (as interpreted and implemented by the BMA). Accordingly, BMA approved centres shall only accept candidates who have already obtained the common elements of training from a centre approved by the national administration. If the same training centres are to also deliver those common components of training, then they shall be approved by their national administration for delivery of those common elements of training

8 Requirements for issue of Bahamas certificates under IMO Resolution A-891 (21)

Common requirements

:

- proof of identity and nationality;
- shall be at least 18 years of age;
- shall have a valid Seafarers Medical Certificate;
- shall have completed Basic Training (STCW Code A-VI/1)

Offshore Installation Manager

- shall have served on MOU for at least 36 months (12 months for holders of a science based degree)
- shall have successfully completed the training listed in paragraph 5.3.2 and “specialised training” paragraph 5.4.2 of the IMO Resolution A.891 (21) equating to A-VI/2-1, A-VI/2-2, A-VI/3, A-VI/4-1 and A-VI/4-2 of the STCW Code
- shall have obtained a GMDSS Certificate or an appropriate qualification in Radio-communication for the area of operation
- shall have successfully completed an approved course of training (recommended for 4 weeks) meeting the requirements of paragraph 6.2 and table 6.2 of IMO Resolution A.891 (21)

Offshore Installation Manager (with merchant marine, management level certificate)

- shall hold STCW II/2 or III/2 or III/3 Certificate
- shall have served on MOU for at least 3 months

- shall have successfully completed all components of training listed in 5.3.2 and 5.4.2 of the Resolution
- shall have obtained a GMDSS Certificate or an appropriate qualification in Radio-communication for the area of operation
- shall have successfully completed an approved course of training (recommended for one week; - an additional week for those with III/2 or III/3 certificate to cover elements of navigation) meeting the requirements of paragraph 6.2 and table 6.2 of the Resolution

Offshore Installation Manager (with merchant marine operation level certificate)

- shall hold a merchant marine II/1 or III/1 certificate
- shall have served on MOU for at least 6 months
- shall have successfully completed all components of training listed in 5.3.2 and 5.4.2 of the Resolution
- shall have obtained a GMDSS Certificate or an appropriate qualification in Radio-communication for the area of operation
- shall have successfully completed an approved course of training (recommended for 2 weeks; - an additional week for those with III/1 certificate to cover elements of navigation) meeting the requirements of Paragraph 6.2 and table 6.2 of the Resolution

Barge Supervisor

- shall have served on MOU for at least 12 months
- shall have successfully completed all components of training listed in 5.3.2 and components .1 to .4 of paragraph 5.4.2 of the Resolution
- shall have obtained an appropriate qualification for Radio-communication
- shall have successfully completed an approved course of training (recommended for 2 weeks) meeting the requirements of paragraph 6.3 and table 6.3 of the Resolution

Ballast Control Operator

- shall have served on MOU for at least 12 months
- shall have successfully completed all components of training listed in 5.3.2 and components .1 to .4 of 5.4.2 of the Resolution
- shall have successfully completed an approved course of training (recommended for 2 weeks; - may be reduced to one week for those with a merchant marine certificate (II/1 or III/1 or a certificate higher to that) or degree in Naval Architecture and Marine Engineering) meeting the requirements of paragraph 6.4 and table 6.4

Maintenance Supervisor

- shall have served MOU for at least 12 months; - this may be reduced to 6 months if the person got a STCW Certificate under regulation III/1 or III/2 or III/3 or a degree in Mechanical or Power Engineering
- shall have successfully completed all components of training listed in 5.3.2 of the Resolution
- shall have successfully completed a course of training (recommended for 3 weeks; reduced to one week in case of any degree or diploma in mechanical or power engineering or STCW certificate under regulation III/1) meeting the requirements of paragraph 6.5 and table 6.5 of the Resolution
- persons holding merchant marine regulation III/2 or III/3 certificate will **not** be required to undertake the approved course for meeting the requirements of paragraph 6.5 and table 6.5 of the Resolution

9 Fees

The fees applicable are the same as for other BMA Certificates or Endorsements. Please refer to BMA Information Bulletin No. 81