



INFORMATION BULLETIN No. 01

BMA INFORMATION BULLETINS AND BAHAMAS NATIONAL REQUIREMENTS

Guidance and Instructions for Bahamas Recognised Organisations, Bahamas Approved Nautical Inspectors, Ship Owners, Managers and Masters

1. Purpose

1.1. This Bulletin gives guidance on the availability of information provided by The Bahamas Maritime Authority (BMA) regarding:

- Specific BMA policies and requirements;
- Interpretation and clarification on registration, financial and technical matters;
- Service information and general guidance.

2. Application

2.1. This Bulletin is Applicable to:

- Ship Owners;
- Ship Managers;
- Seafarer Recruitment & Placement Service Providers;
- Masters & Seafarers;
- Recognised Organisations; and,
- Bahamas Approved Nautical Inspectors.

3. Information Bulletins and Bahamas National Requirements.

3.1. The BMA has a system of Information Bulletins for the assistance of Owners, Managers, Masters, Recognized Organizations and Bahamas Approved Nautical Inspectors. This provides the means for rapid dissemination of instructions, information and advice.

- 3.2. The BMA Information Bulletins are individually numbered and identified by revision number.
- 3.3. The status of BMA Information Bulletins is as shown on the BMA website (www.bahamasmaritime.com). Expired, superseded and deleted BMA Information Bulletins cannot be viewed or downloaded.
- 3.4. The BMA Information Bulletins are supplemented by the Bahamas National Requirements (BNR), which consolidated previous Bahamas interpretations and guidance on technical matters as they relate to the international Conventions and/or Codes. The BNR is also available on the BMA website.
- 3.5. All of these documents are subject to periodical review and may be amended or updated as required.

4. Definitions

- 4.1 For the purpose of BMA Information Bulletins and Bahamas National Requirements, the following terms are used:
 - *Owner/Ship-owner*: The entity as defined in Section 4 of The Bahamas Merchant Shipping Act,
 - *Company/Manager*: The entity responsible for the management of the ship in accordance with the ISM Code or if the vessel is not required to comply with the ISM Code, then the entity as defined in Section 52 of The Bahamas Merchant Shipping Act.

5. Use and Retention of BMA Information Bulletins

- 5.1. Companies shall ensure that the contents of BMA information documents, which are relevant to their operations, are incorporated into their safety management system procedures. Copies of relevant documents, in their latest revision, shall be retained on board all Bahamian registered ships and offshore units in the Flag State file, either in hard copy or electronically. Companies shall also maintain copies of the relevant documents in their office(s).
- 5.2. Recognised Organisations and BMA Approved Nautical Inspectors must ensure that the contents of relevant BMA information documents are incorporated in their procedures relating to their Bahamas delegation.
- 5.3. As of 25 April 2014 all newly issued Information Bulletins will have an implementation date specified. The bulletin will be effective from the implementation date. All company Safety Management Systems, Recognised Organisation instructions to surveyors and Bahamas Nautical

Inspectors procedures shall incorporate and implement bulletins from the implementation date stated.

6. Distribution of BMA Information Bulletins

- 6.1. Information Bulletins and Bahamas National Requirements are not provided in hard copy and it is the responsibility of all parties to obtain any required document from the BMA website shown in *paragraph 3.3* above.
- 6.2. Notification of the addition, or revision, of a document is sent by email to the current Designated Person Ashore (for ships to which the ISM Code applies) or the Manager (as listed on BMA Form R104), Recognised Organisation's central contact point and Bahamas Approved Nautical Inspectors. It is essential that all contact details are kept updated with the BMA. As the emails are distributed via a mailing list the BMA cannot guarantee that notifications will be able to pass all company firewalls.
- 6.3. To add an email address to the mailing list, please use the sign-up form on the BMA website <http://bahamasmaritime.com/sign-up.php>. This will add the email address to the distribution list. If the email address is invalid or the email is rejected, the email address will automatically be removed from the list.
- 6.4. Notwithstanding the provisions of paragraph 6.2, it is the responsibility of all companies, Recognised Organisations and Bahamas Nautical Inspectors to regularly review the Bahamas Maritime Authority Website for the latest revisions of Bulletins and the Bahamas National Requirements and ensure that these are implemented accordingly. A list of the last 10 Bulletins issued/updated is shown on the BMA website at http://bahamasmaritime.com/bulletins_latest.php.

7. Revision History

Rev.03 (10 July 2014) – Para. 6.2 split and new Para. 6.3 added regarding sign-up for Bulletins

Rev.02 (28 February 2014) – Re-formatting and addition of Paragraphs 2.1, 5.3 & 6.3.