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## **INFORMATION BULLETIN No. 135**

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### **TRAINING AND CERTIFICATION REQUIREMENTS FOR PASSENGER 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, as amended (STCW) the Seafarers' Training, Certification and Watchkeeping Code (STCW Code) require personnel onboard passenger ships, including RORO Passenger ships to have appropriate training and certification.
- 1.2. This Bulletin outlines the mandatory minimum requirements for the training and qualifications of masters, officers, ratings and other personnel on passenger ships and the implementation of the amendments to STCW Chapter V (adopted by IMO Resolutions MSC.416(97) and MSC.417 (97) which are available to download **here**) enter into force on 01 July 2018.
- 1.3. The Bulletin should be read in conjunction with BMA Information Bulletin nos. 81, 86, 103, 107, 108, 121, 129, 130, 137 and any other BMA Information Bulletins relating to training and certification of seafarers.

#### **2. Application and Interpretation**

- 2.1. This Bulletin applies to :
  - i. All Bahamian passenger ships,
  - ii. All persons serving or intending to serve on Bahamian passenger ships,
  - iii. Companies employing, recruiting or selecting the seafarers noted above for service on board Bahamian passenger ships.

- 2.2. For the purpose of this Bulletin and the application of STCW Chapter V/2, the following definitions apply:
- i. *Approved sea service* is carried out onboard a passenger ship in the capacity for which that application is being submitted.
  - ii. *Approved training or instructions* is training or onboard instruction that satisfies the requirements of STCW Code A-V/2 and has been approved by The Bahamas or an STCW party.
  - iii. *Company* is the entity who has accepted responsibility for the assignment of the seafarers for service on board Bahamian registered ships in accordance with the provisions of STCW Regulation I/14. The "ISM Company", as defined below, shall report the full name and details of such entity (e.g. manning agents) to the Seafarers and Manning Department of the BMA. This notification, as well as any changes of the entity, shall be made by either completing the 'Manning' section of the Bahamas form R104 or submitting a letter of declaration to that effect. (The letter shall be on headed paper of the Registered Owner or Manager).
  - iv. The *ISM Company* is the entity, designated under SOLAS Chapter IX/1.2 that assumes the duties and responsibilities imposed by the International Safety Management (ISM) Code.
  - v. *Passenger spaces* are those spaces which are provided for the accommodation and use of passengers
  - vi. A *Senior Officer* is a person assigned to the vessel as a Master, Chief Mate, Staff Captain, Chief Engineer or Second Engineer.
  - vii. A *person with "immediate responsibility"* is dependent upon the scope of operational (with respect to passenger management, cargo operation or management of hull opening) duties assigned to that person on board a passenger ship. The BMA recognises that on some ships, officers, other than senior officers may be assigned such 'immediate' responsibility for passenger, cargo or hull opening operations dependent on the vessel's operational requirements and allocation of shipboard duties. The ISM Company should make clear definitions within its Safety Management procedures where a junior officer that works under the instructions of a Senior Officer is expected to undertake such "immediate responsibility." This may be, for example, in circumstances where an officer in nominal overall control is unavailable through limitation of hours of work or rest procedures.

- 2.3 The BMA considers that any person assigned a leadership safety role in an emergency situation should complete crisis management and human behaviour training (*STCW Regulation V/2.8, STW Code A-V/2.4*).
- 2.4 The BMA considers that all persons employed or engaged on board the ship should complete safety training (*STCW Regulation V/2.6, STW Code A-V/2.2*), recognising that they may be required to communicate and provide assistance to passengers with respect to life saving appliances. The BMA accepts that such training maybe conducted onboard as a part of the shipboard familiarisation.

### **3. Training and Documentary Evidence requirement**

#### **3.1 General**

- 3.1.1 Passenger ship training shall satisfy the requirements specified in STCW Code A-V/2.
- 3.1.2 The training and documentary evidence required under STCW Chapter V is in addition to any other training required for the assigned shipboard capacity, duties and responsibilities.
- 3.1.3 The Company shall carry out an assessment of assigned shipboard duties and responsibilities for each personnel and ensure that all personnel requiring the relevant STCW training requirement are identified.
- 3.1.4 In accordance with the STCW requirements which will be effective from 01 July 2018, The Bahamas requires that all persons serving onboard passenger ships shall complete passenger ship emergency familiarization training or instruction appropriate to their capacity, duties and responsibilities.
- 3.1.5 In accordance with the STCW requirements, The Bahamas requires all applicable persons serving onboard passenger ships to have documentary evidence of the following training, which must be undertaken prior to being assigned their shipboard duties:
- i. Safety Training (STCW Regulation V/2.6, STW Code A-V/2.2)
  - ii. Passenger Ship Crowd Management (STCW Regulation V/2.7, STW Code A-V/2.3)
  - iii. Crisis Management and Human Behaviour (STCW Regulation V/2.8, STW Code A-V/2.4)

- iv. Passenger Safety, Cargo Safety and Hull Integrity (STCW Regulation V/2.9, STW Code A-V/2.5)

### **3.2 Documentary Evidence and Records of Training**

3.2.1 The Master shall ensure that all applicable seafarer hold the documentary evidence of the training noted in 3.1.5 above.

3.2.2 The documentary evidence should contain the following information in order to enable an external party to verify that the person is trained in accordance with the applicable requirement:

- i. Name of issuing body and contact details,
- ii. Document number,
- iii. Name and date of birth of person complying with the requirements,
- iv. Title of the training,
- v. STCW number, or numbers, of the Convention regulation(s) or of the STCW Code section under which the seafarer has been found qualified,
- vi. Date of issue and date of expiry. If the validity of the certificate is unlimited, then the term *unlimited* should be entered in front of the date of expiry,
- vii. Name and signature of the authorized person who issued the certificate,
- viii. If approved, the STCW party who approved the training.

3.2.3 The Master should ensure that the ship maintain onboard records of shipboard familiarization and the passenger ship emergency familiarization training or instruction.

3.2.4 The BMA accept electronic records of onboard familiarization training or instruction being maintained provided that the electronic system is capable of enabling verification of compliance

### **3.3 Approval Training requirement**

3.3.1 STCW requires the following training to be approved:

- 1) Crisis Management and Human Behaviour (STCW Regulation V/2.8, STW Code A-V/2.4)
- 2) Passenger Safety, cargo safety and hull integrity (STCW Regulation V/2.9, STW Code A-V/2.5)

3.3.2 Such training should be approved as noted in 2.2 (i) with any request for BMA approval being submitted as outlined in BMA Bulletin 86.

3.3.3 Managers may apply for to the BMA for approval of passenger ship training other that those required STCW Regulation V/2.8 and V/2.9.

### 3.4 Refresher Training

3.4.1 The following training requires refresher training to be undertaken every five years, unless evidence of having achieved the required standard of competence within the previous five years can be provided,

- 1) Passenger Ship Crowd Management (STCW Regulation V/2.7, STW Code A-V/2.3)
- 2) Crisis Management and Human Behaviour (STCW Regulation V/2.8, STW Code A-V/2.4)
- 3) Passenger Safety, Cargo Safety and Hull Integrity (STCW Regulation V/2.9, STW Code A-V/2.5)

3.4.2 The BMA will accept approved sea service in an assigned role or capacity that relates to the tasks/duties as evidence of having achieved the required standards of competence. This sea service be not less than three months and must have been undertaken onboard passenger ships within the previous five years

### 3.5 Documentary Evidence issued under the STCW 1995 and 2010 Amendments

3.5.1 Taking into consideration the guidance outlined in IMO Circular *STCW.7/Circ.24* (See Appendix) and recognising that a seafarer may have documentary evidence of passenger ship training that:

- i. Was issued in accordance with, or makes reference to, the provisions of STCW 1995 and 2010 amendments
- ii. Has no expiry date

3.5.2 The BMA may accept such documentary evidence subject to the issuing STCW party confirming the validity of the document and the seafarer having sailed onboard a passenger ship for at least 3 months within the previous 5 years.

3.5.3 *Table I* provides an overview of the passenger ship training documentary evidence requirements under the 1995, 2010 and 2018 STCW amendments.

## 4. Application process for the issuance of a Bahamas Certificate of Proficiency (CoP) or a Bahamas Flag State Endorsement (FSE).

### 4.1 General

4.1.1 The preferred method for submitting seafarer applications is through The Bahamas On-Line Registration Information System (BORIS). Full details of BORIS and the application process are contained in BMA Bulletin 137.

4.1.2 A Bahamas Flag State Endorsement (FSE) is not required for any training or instruction carried out under STCW Chapter V/2.

#### **4.2 Applying for a Bahamas CoP**

4.2.1. Any person who does not hold either documentary evidence of the required passenger ship training but otherwise satisfies the training and certification requirements of STCW Code A-V/2 may apply for a Bahamas CoP.

4.2.2. Applications for a Bahamas CoP for passenger ship training shall include:

- 1) Documentary evidence of successful completion of the required training. This training should have been carried out by, or under the approval of, a STCW party; AND
- 2) Documentary evidence of at least 3 months' sea service onboard passenger ship; AND
- 3) Valid medical certificate; AND
- 4) Applicable fee.

#### **4.3 Applying for a Bahamas FSE**

4.3.1 Notwithstanding 4.1.2, any person who holds CoP for Passenger Ship training, issued by an administration with whom The Bahamas has a STCW recognition agreement, may apply for a Bahamas FSE of that document.

4.3.2 Applications for a Bahamas FSE for passenger ship training should be submitted via Boris and include:

- 1) Valid copy of the relevant Passenger Ship training CoP; AND
- 2) Valid medical certificate; AND
- 3) Applicable fee.

#### **4 Enquiries**

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

## **5 Revision History**

Rev.1 (07 November 2017) – Second issue: Complete revision to incorporate the provisions of the 2018 amendments to the STCW

Rev.0 (10 November 2016) – First issue

**Appendix 1: Extract from STCW.7/Circ. 24 in relation to the referencing of amendments to the Convention**

***"References to the STCW Convention, 1978, as amended***

- 6 *The normal practice within IMO is to refer to international conventions by an acronym of the title of the convention and the date on which it was made (e.g. SOLAS 1974). Where amendments are made to the original convention, the title is then amended to reflect the amendments (e.g. SOLAS 1974, as amended) but it is not normal practice to append the year/dates of the amendments to the title of the amended convention.*
- 7 *It has been reported that different references to the STCW Convention, 1978, as amended, can be found in certificates and endorsements, which has led to some confusion. In particular, if the references had different meanings, or if the differences were unintentional.*
- 8 *The format of certificates and endorsements provided in section A-I/2 of the STCW Code refers to "the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended."*
- 9 *In order to avoid confusion, it is recommended that certificates and endorsements referring to the STCW Convention use the reference "the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended", without appending the year/dates of the amendments.*
- 10 *It is important to note that seafarers may hold certificates and documentary evidence that contain a different reference to the STCW Convention that remain valid and should be accepted."*



**Table 1: Passenger Ship Training – STCW and STCW Code References**

Type of documentary evidence, records and brief description Regulations/Code	Regulations/ Code  (2018 amendments)	Regulations/ Code  (2010 amendments )	Regulations/ Code  (1995 amendments)
Shipboard evidence –Familiarisation Training for masters, officers and other personnel assigned specific responsibilities and duties onboard passenger ships	-	-	STCW V/3.5  STW A-V/3.2  STCW V/2.5  STW A/2.2
Shipboard evidence – Passenger ship emergency Familiarisation Training for all persons serving on passenger ships	STCW V/2.5  STW A-V/2.5	-	-
Documentary evidence –Training for personnel, who are serving on passenger ships, and provide direct service to passengers in passenger spaces	STCW V/2.6  STW A-V/2.2	STCW V/2.5  STW A-V/2.2	STCW V/3.6  STW A-V/3.3  STCW V/2.6  STW A-V/2.3
Documentary evidence – Crowd management training for personnel, who are serving on passenger ships, and are designated on muster lists to assist passenger in emergency situations	STCW V/2.7  STW A-V/2.3	STCW V/2.4  STW A-V/2.1	STCW V/3.4  STW A-V/3.1  STCW V/2.4  STW A-V/2.1
Documentary evidence – 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	STCW V/2.8  STW A-V/2.4	STCW V/2.6  STW A-V/2.3	STCW V/3.8  STW A-V/3.5  STCW V/2.8  STW A-V/2.5
Documentary evidence – Passenger Safety, cargo safety and hull integrity raining for masters, chief mates, chief engineers, second engineers and other person assigned immediate responsibility for embarking and disembarking passengers, for loading, discharging or securing cargo; or for closing hull openings on board RoRo passenger ships.	STCW V/2.9  STW A-V/2.5	STCW V/2.7  STW A-V/2.4	STCW V/3.7  STW A-V/3.4  STCW V/2.7  STW A-V/2.4

