
Safe Manning Requirements

Notice to ship owners, managers, Masters, Approved Nautical Inspectors, Recognised Organisations and surveyors

This Notice supersedes BMA Information Bulletin No.115

1. Purpose

- 1.1. Section 67 of the Bahamas Merchant Shipping Act 1976, Regulation 14.1 of Chapter V of the International Convention for the Safety of Life at Sea 1974, as amended (SOLAS) and Regulation 2.7 of the Maritime Labour Convention 2006 (MLC 2006) requires every ship to be manned sufficiently and efficiently. SOLAS Regulation V/14.2 and the Merchant Shipping (Training, Certification and Manning) Regulations 2012 requires every ship to which the regulations applies to be provided with a Minimum Safe Manning Document (MSMD).
- 1.2. This Marine Notice details the Bahamas requirements in relation to the minimum manning levels on Bahamian registered ships.
- 1.3. This Notice shall be read in conjunction with Bahamas Maritime Authority (BMA) Marine Notices 011, 012, 013, 014, 015, 016, 017, 019, 020, 027, 028, 031, 039, 044, 047 & 050; BMA Information Notice 015; BMA Yacht Notices 003 to 008; and International Maritime Organization (IMO) Resolutions A.893(21), A.999 (25), A.1047 (27) and A.1079(28).
- 1.4. The IMO Maritime Safety Committee (MSC) has completed a comprehensive review of the safe manning principles. This review and the implementation of MLC 2006 and 2010 amendments to the International Convention on Standards of Training, Certification and Watch-keeping for Seafarers 1978(STCW) will have a major impact on safe manning of ships and the training and certification of seafarers.

2. Application

- 2.1. The Bahamas Maritime Authority (BMA) applies these requirements to:
 - i. all ships engaged in international voyages,
 - ii. other ships of 500gt and over,
 - iii. offshore units whether mobile or stationary,

iv. all yachts of 24 metres in length and over.

2.2. All ships over 500 gross tonnage must have onboard a valid MSMD and all other ships units may apply for a MSMD on a voluntary basis.

3. Responsibilities of the Company and Master

- 3.1. In accordance with Regulation I/14 of the STCW Convention, the Company¹ is responsible for ensuring that the ship is manned in compliance with the SMD by properly qualified, certificated and medically fit seafarers. Similar requirements are also laid down in paragraph 6 of the International Safety Management (ISM) Code. In line with these requirements, the BMA requires the Company to apply for a MSMD proposing the appropriate level of manning that they consider the ship will require taking into consideration the international guidelines.
- 3.2. The Company must verify the validity and authenticity of all seafarers' sea service, certificates and documents before applying for Bahamas certification. This responsibility remains irrespective of the Company using a recruitment and placement service (RPS), manning or crewing agents to submit seafarers' documents. Companies utilising RPS shall ensure that RPS has authorisation issued by the government of the country in which they are located, verifying compliance with the requirements of MLC 2006 Standard A1.4. If the RPS is located in a country that has not ratified the MLC 2006 or the RPS does not have a valid MLC 2006 compliant document, the Company should assess the RPS taking into consideration the MLC 2006 requirements, guidelines and BMA Marine Notice 038.
- 3.3. The Company and the Master shall ensure that all persons joining a ship or unit are immediately given appropriate familiarisation training with respect to the ship for emergency, safety and if applicable security in addition to their respective duties and functions.
- 3.4. The Company and the Master of a ship shall ensure that watch standards and arrangements, as outlined in STCW Convention Chapter VIII, are maintained at all times.
- 3.5. The Company and the Master shall meet the relevant requirements of MLC 2006 and STCW Convention Chapter VIII with respect to periods of rest and prevention of alcohol abuse for any person assigned or performing designated safety, prevention of pollution and security duties

¹ The "Company" is the entity responsible for the management of the mother ship in accordance with the ISM Code. For ships which the ISM Code is not applicable, the Company is the Managing Owner in accordance with Section 52 of the Merchant Shipping Act

- 3.6. The watch schedules and records of daily hours of rest for all seafarers shall be posted or maintained to be easily accessible and capable of being verified. Any exceptions or suspension of the periods of rest shall be recorded in the Official Logbook.
- 3.7. The Company and Master shall refer to BMA Marine Notice 035 in relation to hours of rest. For the prevention of alcohol abuse, the BMA has established a limit of not greater than 0.05 % blood alcohol level (BAC) or 0.25 mg/l alcohol in the breath or a quantity of alcohol leading to such alcohol concentration.

4. Employing Officers and Ratings with Alternative Certification

- 4.1. A Company may find it prudent to have officers or ratings certificated under the STCW Convention Chapter VII as this would enable flexibility for the Company to employ the affected officers or ratings on ships depending on the manning requirement for officers. However, an officer may only be employed in one identified capacity onboard at any one time. It must be borne in mind that employment of such officers on a ship must not reduce the number of crew or lower the integrity of the profession, nor should the legal position and authority of the Master be adversely affected.
- 4.2. Under no circumstances may a single officer be assigned the combined duties of the engine and navigation watch-keeping officer.

5. Clarification of Certain Capacities

5.1. *Trainee*

- 5.1.1. The terms Cadet, Apprentice, Assistant Engineer or Trainee Rating will include persons undergoing training but not yet qualified for a capacity identified in the MSMD.
- 5.1.2. None of the above will be included in the MSMD as a requirement, but the company, as per their internal policy may carry them.
- 5.1.3. All of the above persons must complete Basic Training (four elements of the STCW Code A-VI/1) prior to joining a ship.

5.2. *Ship's Cook*

- 5.2.1. In all cases where the total manning consists of more than 10 persons, there shall be a dedicated certified cook. If the MSMD does not show a requirement of more than 10 persons then the company should have one person designated as the Cook. If the person so appointed does not have a ship's cook certificate then the company shall ensure that he/she has the necessary skills, experience and training or instruction in food hygiene, personal hygiene, and handling and storage of food onboard ship.

5.2.2. Additional information relating to the ship's cook is outlined in BMA Marine Notice 037.

5.3. ***Doctor or Person Providing Medical Care***

5.3.1. The ship shall carry a qualified medical doctor when there are 100 or more persons onboard. Where the ship is engaged on voyages during which the ship is no more than 36 hours steaming distance from a port with qualified medical care and medical facilities, the ship may apply for an exemption.

5.3.2. Offshore units with 100 or more persons may be exempted from the requirement of a doctor if it is linked by a helicopter service that has access to a qualified medical care and medical facilities. An application for exemption should be submitted to the BMA.

5.3.3. Where there is no doctor on board, there shall be at least one person, who may be the Master, designated to provide medical care. The Master should seek additional medical assistance when so required.

5.3.4. The designated person shall always be available to provide medical care to seafarers in compliance with onboard Safety Management System (SMS).

5.3.5. The designated person shall be trained in medical care in accordance with the STCW Regulation VI/4.

5.3.6. The Doctor or person designated to provide medical care shall undergo refresher training at period not exceeding 5 years and shall be capable of communicating in the English language.

5.3.7. Additional guidance on the provision of medical care onboard is outlined in BMA Marine Notice 040.

5.4. ***Ship Security Officer (SSO)***

5.4.1. All persons onboard ships to which the International Code for the Security of Ships and Port Facilities (ISPS Code) applies, shall have received security training in accordance with STCW Convention Regulation VI/6. One appropriately trained person shall be designated as the Ship Security Officer (SSO) as required under the ISPS Code.

5.4.2. The SSO may be the Master or any other person designated by the Company. The officer so designated shall meet the training requirement in accordance with the provisions of STCW Regulation VI/5 and shall be directly responsible to the Master (if the SSO is not the Master) and the Company Security Officer (CSO) in compliance with the ship's SMS.

5.4.3. The Company shall ensure that one of the capacities proposed to be included on the MSMD is also able to carry out the duties of the SSO.

5.4.4. Additional information pertaining to the SSO is provided in BMAs Marine Notice 027.

5.5. ***Persons Assigned Electronic and Electrical Duties***

5.5.1. The ship may carry persons who are specifically assigned the specific duties, tasks and responsibilities relating to electrical and electronic tasks. If required to be carried, these persons should be certified as Electro-Technical Officers or Electro-Technical Ratings and satisfy the requirements of STCW Regulations III/6 or III/7 respectively.

5.5.2. The MSMD need only include these persons if they are additional to the Engineering Officers and they have been assigned shipboard duties to satisfy the requirements of the maintenance of a safe engineering watch, emergency as specified in the Muster List or operation and maintenance of the ship's electrical, electronic and control systems.

6. Manning During Hours of Darkness and Restricted Visibility

6.1. Companies shall ensure that the ship(s) have sufficient trained navigational watch-keeping personnel to ensure that the navigation control room/bridge is manned by at least 2 watch-keepers during hours of darkness and conditions of restricted visibility. One of these watch keepers shall be a Navigational Officer.

7. Manning Onboard Specific Ship Types

7.1. ***Ships with Propulsion Power of Less than 750 Kw***

7.1.1. Ships with propulsion power of less than 750 kW will not be required to have an engineer certificated in accordance with STCW. However, such ships must have at least one person, other than the Master, who is trained and certified to operate the machinery onboard the ship. If the training is not in accordance with STCW then the person should have documentary evidence of his or her training and capability to perform the assigned tasks.

7.2. ***Ships with Unattended Machinery Space (UMS)***

7.2.1. The UMS notation assigned by the Classification Society shall be considered when determining whether the machinery space can be unattended.

7.2.2. If the manning of a ship with propulsion power of more than 3000kW is based on UMS notation then the ship shall carry an additional watch-keeping engineer officer if the

UMS systems are inoperative for more than seven days. The Company shall notify the Classification Society and the BMA of the related equipment failure affecting the UMS notation.

7.3. Passenger Ships, including RO-RO Passenger ships

- 7.3.1. Any Company operating a passenger ship may employ additional hotel staff and other non-marine crew such as shopkeepers, barbers, laundrymen etc. All such persons must be given STCW familiarisation training and if they are assigned, either safety, security or environmental protection duties, then the persons should have the basic STCW training.
- 7.3.2. The MSMD shall include all persons who are required to be assigned shipboard duties in order to satisfy the requirements of the Emergency Muster List for guidance of passengers to assembly points, muster stations and survival crafts and any other associated emergency duties. Such persons should be trained in accordance with the relevant requirements of STCW Regulation V/2. The Company should take into consideration the number of passengers when assigning such persons.
- 7.3.3. The MSMD should include all persons who are required to be assigned either security or environmental protection shipboard duties. Such persons should be trained in accordance with the relevant requirements of STCW Regulation V/2.
- 7.3.4. One designated person holding a STCW Regulation IV/2 (GMDSS Certificate of Competency) shall remain in charge of communication duties for the entire duration of an emergency until the Master gives the order for evacuation of the ship.
- 7.3.5. All survival craft must be manned by duly qualified persons in accordance with STCW and as required under SOLAS 1974, as amended.

7.4. Offshore Units

- 7.4.1. A Company operating an offshore unit may employ additional persons, who must be given familiarisation and basic training as applicable.
- 7.4.2. All persons should be trained in accordance with either the STCW or alternatively the provisions of IMO [Resolution A. 1079\(28\)](#). The Company shall take into consideration BMA Marine Notice 015.
- 7.4.3. The MSMD should include all persons who are required to be assigned watch-keeping, safety, security, environmental protection, safety and other shipboard duties taking into consideration the international guidelines.

7.5. Tankers

7.5.1. Any Company operating tankers shall ensure that all officers, ratings and persons involved in cargo operation hold a basic training in accordance with the provisions of STCW requirements relating to the type of tanker on which the person is serving. The Company shall take into consideration BMA Marine Notice 016.

7.5.2. In addition to 7.5.1 above, a Company operating tankers shall ensure that all officers, ratings and persons with immediate responsibility for cargo or cargo related operations 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 purposes of this requirement, the person deemed to have immediate responsibility is not limited to persons at management level but may include persons assigned designated cargo related responsibilities dependent on the ship's operational requirements.

7.6. High Speed Craft

7.6.1. Any Company operating high speed craft shall ensure that all officers and crew specified on the manning of the Permit to Operate are trained in accordance with the provisions of the High-Speed Craft Code.

7.7. Yachts

7.7.1. Any Company operating a yacht or yachts shall be guided by the Yacht Notices for the purposes of minimum safe manning.

7.8. Ships Which are Required to Comply with the ISPS Code

7.8.1. Any Company operating ships, which are required to comply with the ISPS Code, shall ensure that all persons specified on the MSMD are trained in accordance with the provisions of STCW requirements

7.8.2. The Master shall ensure that all persons receive security related familiarisation training before being assigned to shipboard duties. The security related training familiarization training shall be conducted by the SSO or an equally qualified person.

7.9. Ships Fitted with Dynamic Position Systems

7.9.1. The Company shall ensure that all persons specified on the MSMD and engaged in operating a dynamic position system have the relevant training and experience prior to be assigned their shipboard duties. For this purpose, dynamic positioning is defined

as the system whereby a self-propelled ship's position and heading is automatically controlled by using its own propulsion units.

7.10. *Ships Operating in Polar Waters*

7.10.1. The Company shall ensure that prior to being assigned shipboard duties, the Master and Officers specified on the MSMD are duly trained and have the relevant experience relating to operation in polar waters.

7.11. *Ships Fitted with ECDIS*

7.11.1. The Company should ensure that if the ship is fitted with ECDIS, the Master and navigating officers have appropriate ECDIS training.

7.11.2. The Master shall ensure that all affected officers have documentary evidence (onboard) of ECDIS training prior to be assigned their shipboard navigational duties.

7.11.3. The Company and Master shall take into consideration BMA Marine Notice 044.

7.12. *Ships with Five or More Seafarers*

7.12.1. Ships with five or more seafarers must establish a safety committee comprising of persons who are either appointed or elected as safety representatives to participate in the meetings of the committee.

8. *Employment of Additional Seafarers by the Company.*

8.1. A Company may decide to employ more seafarers than stipulated in the MSMD. These seafarers shall be trained to a level appropriate to their duties in addition to having the minimum basic training for emergency, safety and survival. The statutory certificates will detail the maximum number of persons on board and there must be sufficient accommodation satisfying the MLC 2006 (as amended) standards for that number.

8.2. There are several capacities that are not identified in STCW and accordingly the MSMD may not refer to them. The Company should decide on their qualification or experience in accordance with the objectives of their Safety Management System but if the persons are employed and assigned shipboard safety, security, environmental protection, cargo operations or watch-keeping duties, the person must complete STCW basic training before joining the ship and receive shipboard familiarisation training before being assigned their shipboard tasks/duties.

9. Ship(s) Not Engaged in Normal Trades.

- 9.1. The manning level for a ship in laid up condition should take into consideration BMA Marine Notice 011 and the operational requirements of the ship at any given time. Any reduction of normal manning should be considered with the full approval of the local authority.
- 9.2. The BMA requires that a Master or other suitably qualified person remains in charge and sufficient numbers of trained persons to meet any emergency situation or operational circumstance, depending upon the machinery and systems that are operational remain on board at any given time. In such circumstances, communication must be maintained with the local authority so that further assistance may be obtained immediately when required.
- 9.3. Offshore Units that operate for prolonged periods on one location may be issued with a MSMD that reflects the static status of that Unit. Please refer to Marine Notice 011.

10. Exceptional Circumstances (Exemption)

- 10.1. In exceptional circumstances where the manning level falls below that of the MSMD (e.g. due to crew illness, unexpected repatriation on compassionate grounds etc.), the ship may as a measure of *force-majeure*, sail with one person less than that stipulated in the MSMD. This also applies to ship which are required to carry a Doctor as specified in Section 5.3.1.
- 10.2. In all such cases the Master, in consultation with the Chief Engineer Officer where the shortage relates to an engineer officer, should ensure that there is continuity of watches by duly qualified persons without affecting the statutory minimum period of rest.
- 10.3. The above provision to sail a person short of that stated on the MSMD does not apply to the capacities of Master and Chief Engineer on the basis that one person must be designated as Master and one person designated as Chief Engineer. If the designated person does not hold a STCW certificate that allows them to serve in the capacity of a Master or Chief Engineer, then the Company shall apply for a dispensation taking into consideration the provisions of Section 11 of this Marine Notice.
- 10.4. The BMA must be notified and provided with the following information in writing, which must also be duly recorded in the ship's Official Log Book (OLB):
 - i. Rank of the affected officer(s)
 - ii. Name of ship
 - iii. No. of crew onboard, excluding affected officer

- iv. Intended voyage
- v. Date of departure
- vi. Reason for exemption
- vii. Time of notification to BMA

10.5. The shortage shall be filled at the earliest opportunity and in any case not later than fourteen (14) days or until arrival at a port as determined by the BMA, if the intended voyage is more than fourteen (14) days.

11. Exceptional Circumstances (Dispensation)

11.1. Where, in exceptional circumstances, a Company is unable to achieve the minimum manning due to the lack of a duly certificated Officer for a specific capacity, a dispensation under STCW Article VIII maybe considered in respect of an Officer who does not hold a certificate for the relevant capacity. A dispensation for a Master or Chief Engineer will only be granted in circumstances of *force majeure* for the shortest possible time as determined by the BMA.

11.1.1. The Company shall apply to the BMA for such a dispensation and provide the following information:

- i. Full Details of The Officer, Including Their National Certificate and Flag State Endorsement (FSE)
- ii. Total Seagoing Service Since Qualification as An Officer
- iii. Name of Ship
- iv. No. of Crew Onboard
- v. Intended Voyage
- vi. Date of Departure
- vii. Reason for Dispensation
- viii. Dispensation fee (see Marine Notice 50).

11.2. Where, in exceptional circumstances, a Company is unable to achieve the minimum manning due to the lack of a duly qualified Cook, a dispensation may be considered in respect of a person who does not hold a Cook's qualifications. A dispensation for a Cook may be granted for the shortest possible period of time as determined by the BMA.

11.2.1. The Company must apply to the BMA for such a dispensation and provide the following:

- i. Full Details of The Person

- ii. Total Seagoing Service and Confirmation that the Person Has Been Trained or Instructed in Food Hygiene, Personal Hygiene and Handling & Storage of Food Onboard Ship.
 - iii. Name of Ship
 - iv. No. of Crew Onboard
 - v. Intended Voyage
 - vi. Date of Departure
 - vii. Reason for Dispensation
 - viii. Dispensation fee (see Marine Notice 50).
- 11.3. The BMA will assess the submitted information and, where applicable, this assessment may include consultation with the Administration that issued the national Certificate which was endorsed. If the assessment is satisfactory, the BMA will issue a dispensation document and invoice the Company accordingly.

12. Exceptions: Hours of Rest

- 12.1. Notwithstanding the provisions of STCW A-VIII/1.9, if there is a need for regular exceptions from the weekly rest period, the Company shall undertake an assessment of the manning level in order to determine if the manning level onboard is sufficient to comply with the hours of rest requirements taking into consideration 13.1 of this Marine Notice and the requirements of BMA Marine Notice 035.
- 12.2. The outcome of the assessment shall be documented (with a copy maintained onboard) and if the assessment is negative, the necessary application shall be submitted to the BMA to review the safe manning level.

13. Application for an MSMD

- 13.1. The Company shall make an application for an MSMD following an assessment that takes into consideration the guidelines in this Marine Notice and IMO Resolutions [A.893\(21\)](#), [A.999\(25\)](#), [A.1047\(27\)](#) and [A.1079\(28\)](#), as applicable. The proposed minimum manning level is not limited to the watch-keeping personnel but shall now include any additional persons deemed necessary for the safe operation of the ship taking into consideration the international guidelines and the following:

- 13.1.1. the capability to:
- i. maintain safe navigational, port, engineering and radio watches in accordance with regulation VIII/2 of the 1978 STCW Convention, as amended and maintain general surveillance of the ship,
 - ii. moor and unmoor the ship safely,

- iii. manage the safety functions of the ship when employed in a stationary or near-stationary mode at sea,
- iv. perform operations, as appropriate, for the prevention of damage to the marine environment,
- v. maintain the safety arrangements and the cleanliness of all accessible spaces to minimize the risk of fire,
- vi. provide for medical care on board ship,
- vii. ensure safe carriage of cargo during transit,
- viii. inspect and maintain, as appropriate, the structural integrity of the ship,
- ix. operate in accordance with the approved Ship's Security Plan.

13.1.2. the ability to:

- i. operate all watertight closing arrangements and maintain them in effective condition and also deploy a competent damage control party,
- ii. operate all onboard fire-fighting and emergency equipment and life-saving appliances, carry out such maintenance of this equipment as is required to be done at sea, and muster and disembark all persons on board and
- iii. operate the main propulsion and auxiliary machinery including pollution prevention equipment and maintain them in a safe condition to enable the ship to overcome the foreseeable perils of the voyage.

13.1.3. the maintenance of onboard functions, such as:

- i. any ongoing training requirements for all personnel, including the operation and use of fire-fighting and emergency equipment, life-saving appliances and watertight closing arrangements,
- ii. any specialized training requirements for particular types of ships and in instances where crew members are engaged in shipboard tasks that cross departmental boundaries,
- iii. the provision of proper food and drinking water,
- iv. the need to undertake emergency duties and responsibilities and
- v. the need to provide training opportunities for entrant seafarers to allow them to gain the training and experience needed.

13.1.4. the consideration of other relevant factors including:

- i. the performance of functions at the appropriate levels of responsibility,
- ii. any cargo handling,
- iii. the operation of the ship and care for persons on board,
- iv. any marine engineering, including the tasks, duties and responsibilities involved with ship's propulsion,
- v. any electrical, electronic and control engineering requirements,

- vi. any radiocommunications,
 - vii. the management of safety, security and protection of the marine environment,
 - viii. the number of qualified and other personnel required to meet peak workloads situations.
- 13.2. The Bahamas [Minimum Safe Manning Application form \(R106\)](#) is available for download on the BMA's website. The BMA will also accept a written application provided it has all the necessary information, including the details of the ship, its equipment and the intended area of operation.
- 13.3. The applying Company may be required to provide additional supporting information such as the Muster List, manning for mooring operations, an hours of rest schedule, etc., in order to clarify the proposed manning levels which should enable all such operations. If additional information/clarification is required, the BMA may issue a conditional MSMD during this process
- 13.4. The "Other" category on Form R106 allows the applicant to make their assessment of the shipboard operations and propose persons that are allocated additional tasks. These persons may be those non-watchkeepers that are required, or are allocated, emergency duties, mooring operation, crowd control (on a passenger ship), safe cargo operation (on a tanker), etc.
- 13.5. Passenger ships, offshore units or any other ship that may have different manning levels dependent on the ship's operational status (e.g. FPSO re-positioning, passenger ship with different passenger complement) should reference this information and propose a manning scale linked to the relevant condition. As an example, a passenger ship may have a different manning level with full passenger complement onboard as opposed to a re-positioning voyage without any passengers and likewise an FPSO manning level maybe different when underway compared to when on station.
- 13.6. The Company may conduct a generic assessment for sister ships which will be engaged on similar trading voyages and/or operations.

14. Issue of MSMD

- 14.1. The BMA will consider all international requirements and guidance in drafting an MSMD in order to be satisfied that the manning shall meet the intended goals.
- 14.2. In this respect the BMA may increase the scale of manning from that proposed by the Company. The BMA will not normally reduce the manning level from that proposed by the Company unless it considers certain references in the MSMD application proposed by the Company are unnecessary or inconsistent with standard practices.

- 14.3. Notwithstanding the manning prescribed in the MSMD, if the Company subsequently determines that it is difficult to provide minimum periods of rest after meeting all the essential duties and functions then the Company shall increase the manning levels and notify the BMA accordingly.
- 14.4. No ship shall proceed to sea or undertake a voyage unless it is manned, at the minimum, in compliance with the MSMD.

15. Validity of MSMD

- 15.1. An MSMD issued to a ship shall have a validity of five years from the date of issue.
- 15.2. A new MSMD is to be issued when:
- i. there is a change of ship's name, or
 - ii. there is a change of trading area as documented on the MSMD, or
 - iii. change of Managers, or
 - iv. any other changes/alterations to the ship, its crew, construction, machinery, equipment, operation, maintenance, or management that affects the manning level required to continue safe operations compliant with the Conventions and this Marine Notice.
- 15.3. Notwithstanding the provisions of STCW A-VIII/1.9, if there is a need for regular exceptions from the weekly rest period, the Company shall undertake an assessment of the manning level in order to determine if the manning level onboard is sufficient in order to comply with the hours of rest requirements taking into consideration the contents of this Marine Notice. The outcome of this assessment shall be documented with a copy maintained onboard and if the assessment is negative, the necessary application shall be submitted to the BMA to review the safe manning level.

16. Fees

- 16.1. Fees for services described above are as per BMA Marine Notice 050.

17. Queries

- 17.1. Any queries on this Notice may be submitted to stcw@bahamasmaritime.com or any BMA office.

