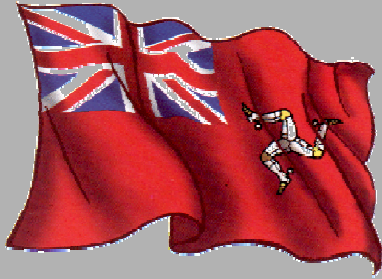


Isle of Man Marine Administration



Master's Handbook



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January 2006

Introduction

This handbook is designed for all Masters and senior officers of Isle of Man registered vessels. The purpose is to provide you with simple and easy to use information regarding Isle of Man Merchant Shipping Regulations and the administrative processes required in running an Isle of Man ship. These may differ from the procedures that you are familiar with in ships of other flags and this handbook attempts to provide simple guidance on the key areas.

Masters, and other seafarers, serving in Isle of Man ships are always welcome to contact the Isle of Man Marine Administration by phone, fax or email. If there is any way in which the Marine Administration can assist by providing advice or support the staff will always attempt to provide the maximum assistance possible.

Further information, including current legislation and advice, can be obtained by accessing the Marine Administration's web site at:

<http://www.gov.im/dti/marineadmin>

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1 Manning and STCW Requirements

Introduction

Manning on board

All merchant ships registered on the Isle of Man shipping register must have a valid Safe Manning Certificate. Safe Manning Certificates are only issued by the Marine Administration after consultation with the Owner or Manager. Class and other organisations are not permitted to issue Safe Manning Certificates for Isle of Man ships.

The Safe Manning Certificate will state the numbers and categories of officers and crew members that are required to be on board. The crew numbers on board must never be allowed to go below the minimum as stated in the Certificate.

If due to unforeseen circumstances a seafarer has to be repatriated from the vessel and a replacement cannot join the ship in time it may be possible for the vessel to continue to operate with one less seafarer than is specified on the Safe Manning Certificate for a maximum period of 21 days. This can be allowed where it is stated on the footnote of the certificate. However, if there is an asterix (*) against that rank then the ship is operating at absolute minimum levels for that rank and you should not sail without the relieving crew member.

On any occasion that a ship sails with less crew on board than is stated on the Safe Manning Certificate it is necessary for the Master, or the company, to advise the Marine Administration.

Isle of Man Officer Endorsements

All officers who do not possess a UK certificate of competency must have a valid STCW95 endorsement document issued by the Marine Administration. Only the Marine Administration can issue these documents and they must be applied for by the ship's owners or managers. Individual seafarers cannot apply directly for an Isle of Man endorsement. The Master must ensure that all the officers who require an Isle of Man endorsement have one and that they also have the original of their national certificate of competency.

If an officer does not have an Isle of Man endorsement when he joins then you should check that an endorsement has been applied for. Applications are made by the owner/manager and if an application has been made a stamped confirmation from the Marine Administration will be available. These are sent to the manager or owner as soon as the application is received by the Marine Administration. A copy of this letter should be retained on board until such time as the officer's endorsement arrives on board. The officer can sail for a maximum period of 30 days, or the first port after 30 days, pending the arrival of his endorsement.

These procedures are important and must be followed to show any Port State Control Inspector that the Company has followed the correct procedures for the application for an Isle of Man endorsement. This should eliminate the possibility of the ship being detained.

An Officer can only sail on board Isle of Man registered ships without a valid Isle of Man endorsement for 30 days, providing evidence of such application can be shown.

Watch Keeping Ratings

All Deck and Engine Room Ratings assigned to watch keeping duties must be in possession of Watch Rating Certificates appropriate to their duties.

Watch Rating certificates issued by countries other than the Isle of Man are quite acceptable in Isle of Man ships provided they are issued by countries which are parties to the STCW Convention.

For Ratings who do not possess a Watch Rating Certificate, the Master or the Chief Engineer may issue a Provisional Watch Rating Certificate. You should have been provided with an electronic blank for these by your Isle of Man Manager. Your Isle of Man manager can also provide a copy of the Isle of Man regulations called "Merchant Shipping (Manning and Training) Regulations 1996". These regulations set out the competencies that a rating must demonstrate in order to qualify for the issue of a watch rating certificate. The regulations can also be found on the Marine Administration web site at:

<http://www.gov.im/dti/marineadmin>

If you select "Legislation, Notices and Circulars" in the menu then enter document number 723/96 in the search box you should find these regulations. Alternatively you can find the requirements in the actual STCW Code where the competency requirements for Navigational Watch Ratings are in Section A-II/4 and the requirements for Engine Room watch ratings in Section A-III/4.

If a rating has sufficient sea service, meets the minimum age requirements and can demonstrate his competence in the areas listed in the Convention then you, or your Chief Engineer as appropriate can issue a Provisional Watch Rating Certificate which is valid for 3 months. The original of this provisional certificate should be sent to the Marine Administration through your Owner or Manager to your Isle of Man manager. The Marine Administration will then issue a full term watch rating certificate.

Further Information about the issue of watch ratings certificates may be found in the relevant Manx Shipping Notice. These can be downloaded from the Government website.

2 Hours of Work and Rest

Introduction

The internationally agreed requirements for Hours of Rest are contained in Section A-VIII/1 of the STCW78/95 Code and in ILO Convention No. 180. You should have a copy of the STCW Convention on board and the Marine Administration strongly recommends that all Isle of Man ships carry a copy of this.

The applicable Isle of Man regulations are contained in the Merchant Shipping (Manning and Training) Regulations 1996 (Statutory Document No. SD 723/96).

The "rest" provisions in the STCW Convention apply to watchkeeping officers but the additional requirements in the ILO Convention make rest provisions applicable to all seafarers. The two sets of requirements are very similar and both apply to Isle of Man ships. They must be followed.

Hours of rest

Every seafarer must be provided with not less than 10 hours rest in total in any 24 hour period, provided that:

- The 10 hour period may be divided into not more than two periods one of which shall be not less than 6 hours,
- The interval between consecutive periods of rest shall not exceed 14 hours; and
- The minimum hours of rest shall not be less than 77 hours in any 7 day period.

Situations when a seafarer is on call but is free to sleep may be counted as rest, but if at any time the normal period of rest is disturbed by call-outs to work the Master, or a person authorised by him, has to ensure that the seafarer is provided with an adequate compensatory period of rest.

The time when the designated duty engineer officer in a ship with a UMS class notation is free to sleep may also be counted as "**rest**". However, any time that the officer is called to answer an alarm condition has to be considered as work and as a break in that rest and when that happens the amount of rest due to him has to be recalculated.

Your ship should have an "Hours of Rest Schedule". This is a document, or a computer display, that has been drawn up by the owner or manager (whoever is responsible for operating the ship) in conjunction with the Master. It has to show the maximum watch periods and minimum rest periods to be observed by all crew members.

The "operator" cannot change this document without consulting with yourself as Master. The operator has a duty to ensure that sufficient personnel are provided so that the rest periods can be complied with. The "**hours of rest schedule**" or an

accurate print out of it if it is kept as a computer file, must be posted up in a prominent place on board accessible to all the crew. Port State Control Officers, and Isle of Man Surveyors, will expect to see this when they come on board and will record a deficiency if it is not available and posted up.

Any deviations from the hours of rest in the schedule must be recorded with an explanation of why the deviation occurred. These records must be available for inspection on board at any time. You can decide where the deviations are recorded and you can use any method that is effective provided that the records are available.

The regulations place a duty on the Master to ensure that all crew involved in watch keeping are properly rested and that arrangements are adequate to maintain a safe watch at all times. You are required to ensure that your ship does not sail from any port unless the officers in charge of the watch immediately after sailing have received sufficient rest to allow them to maintain a safe watch.

There will obviously be times such as:

- Emergencies and situations likely to become emergencies unless action is taken,
- Musters and drills,
- Essential work on board which cannot be delayed for safety or environmental protection reasons; and
- Factors beyond the control of the Master or the operator other than commercial needs.

When these things occur it is often necessary for crew members who are involved to miss out on their minimum rest as stated in the schedule. You have the authority as Master to permit this but you must record the fact and the reason for them, for missing out on the minimum rest for those men affected.

In deciding what factors might come within "factors outside the control of the Master or the operator other than commercial needs" you will need to take into account the circumstances. The definition was written to take account of situations such as when a Port Authority demands that the ship vacate the berth when you had planned to stay longer, or when a shift of berth is demanded unexpectedly. On the other hand a request by the charterer to sail earlier so that he may minimise port dues is not a valid factor under this definition and counts as a commercial need.

Ships which are engaged only on short voyages

Special arrangements can be applied in the case of ships that are engaged only on short voyages up to 12 hours. For these arrangements to apply the owners and managers need to contact the Marine Administration for special approval and if such approval has been granted to your ship there will be an exemption certificate to that effect in the ship's certificate file.

3 Accident Reporting

Reporting and Submitting Reports

While it is appreciated that your Safety Management System has a procedure covering accidents and incidents on board, there is also a requirement for the Master or Operator to report Casualties and Accidents by the quickest means possible and as soon as possible after the occurrence to the Marine Administration.

Accidents: are defined as occurrences which caused material damage to any ship or structure or which cause damage to the health of any person or serious injury [more than 3 days off work].

Casualties: are defined as actual accidents to the ship such as collisions or groundings or that cause loss of life, loss of the ship, collision of the ship, pollution etc.

Accidents should be reported to the Marine Administration on form ARF 1 and you should have copies of this form on board. It can also be downloaded from the Marine Administration website. Accidents can also be reported using your company's own accident report form but if you use your company form it is possible that the Marine Administration will require an additional report if there is any information missing from the company one. It is also helpful if you can include any written accident report that you prepare for the company with the accident report form. See the appropriate Manx Shipping Notice which gives additional guidance on accident reporting.

The Marine Administration records all accidents in its database and uses the information to analyse accidents and their causes across the whole Isle of Man fleet with a view to identifying things that could be changed to reduce accidents for all.

Casualties can also be reported on the ARF1 form. However, it is unlikely that it will be possible to include sufficient detail in the ARF1 to deal with a casualty. It is more important that you notify the Marine Administration as soon as possible of the fact that a casualty has occurred and provide some basic information on what has happened than it is to complete an ARF1 form.

The Marine Administration will generally investigate casualties that involve Isle of Man ships. The scale of a Marine Administration investigation depends on the seriousness of the casualty and on whether or not a full investigation will lead to possible changes elsewhere in the fleet to prevent it happening again. For this reason it is important that you provide an outline of what has happened as quickly as possible direct to the Marine Administration.

Often today the local authorities where a casualty has occurred will also seek to investigate. It is essential that the Marine Administration understands the situation quickly as it will have to negotiate with the local authorities on the scale of investigation and the share of responsibilities. It may be in your owners and your interests that the investigation is conducted by the Marine Administration rather than by the local authorities and the Marine Administration can only ensure this when it is fully aware of the situation.

If the Marine Administration decides to conduct a full investigation it will send one or more investigating surveyors to your ship as quickly as possible. They have powers to collect evidence, interview crew members, take photographs, collect documents, download VDR data etc. It is an offence in law to impede them. The purpose of the investigation is to establish what has happened, how it has happened, why it has happened and then to analyse this and see if there are any recommendations that can be made for general use to avoid it happening again. Sometimes there will be information from a casualty investigation that will lead the Marine Administration to taking it to the IMO to secure a change in SOLAS or one of the other Conventions to the advantage of all.

The investigation will not apportion blame and statements made to the investigating officers will not be shown to any other person.

4 Crew Agreements and Official Log Books

Introduction

Crew Agreement

Every Isle of Man ship has to have a special agreement in writing between each person employed and the company employing him. These are known as crew agreements and they are required to be in writing and in a form approved by the Marine Administration. These official crew agreements are additional to, and separate from, any company contract or similar document.

The standard form of approved crew agreement supplied by the Marine Administration for each ship in conjunction with the "official log book" is ALC (NFD) 1 (MAN) (2005). The crew agreement and the official log book are closely related documents.

The crew agreement fulfils the requirements of ILO Convention No. 22 and it is a requirement of Isle of Man law that it is properly used and completed.

When you start a crew agreement for the first time (opening the Articles) you should insert at the top of the first section - the name of the employer and his address. This defines the parties to the agreement and will normally be either the name of the owner or of the operator who is employing the crew of the ship. Each seaman who then signs on the list of crew becomes a party to this agreement between himself and the employer.

Lists of crew - Forms ALC 1(a), (b) & (c)

These three official forms make up a part of the crew agreement (the Articles) and they will be supplied with each set of Articles.

Form ALC is simply the front cover.

Form ALC1(a) is used to record the details of every member of the crew when they join the ship. It makes up the official list of crew in Isle of Man law and it is important that it is completed correctly.

Form ALC1(b) is used for the same purpose but this one is reserved for the Master and for any non-crew members such as superintendents, or riding crews.

Form ALC1(c) is for persons employed in the ship who are under the age of 16 and is rarely used.

All the above are now available on the Administration's web site and in A4 format for easy handling. However, they must be filled in by hand.

The crew agreement during the voyage

Once the crew agreement is opened the Master is required to post up a copy of the Front Cover (ALC) and the basic employment clauses in a conspicuous place. The lists of crew ALC 1(a), (b) and (c) do not need to be posted up.

During the voyage crew members will leave the ship and join the ship. As each man leaves he needs to "sign off" by signing the shaded boxes on the ALC form. The reason for leaving will simply be – "Leave". You will also need to make an entry in the official log book of each departure. New crew members will have their details entered on the ALC 1 form when they arrive so that the form remains a continuous record of seamen employed in the ship.

Terminating a crew agreement

At the end of the crew agreement, usually after 12 months based upon the duration of service on foreign-going voyage agreements, it must be closed and all persons on it who have not already done so must sign off in section (b) of the final column. The Master should ensure that all the other shaded boxes are completed.

Some crew members may be staying on in the ship under the new crew agreement, in which case the entry for "Date and Place of leaving the ship" should simply be left blank if the crew member is to sign on another crew agreement immediately and is not therefore leaving the ship. The reason for discharge should be entered as "Articles closed."

As soon as a crew agreement is closed and another one opened, the old one complete with all its parts and including the official log book should be delivered to the Marine Administration via whichever method your ship's operators have set up for this purpose.

Official Log Book

Isle of Man registered ships are required to carry and maintain a document called an official log book. This log book is a legal document and is an official channel of communication between the Master and the Marine Administration. It is also a document which is acceptable as evidence in court proceedings, therefore it is essential that it is regularly, correctly and accurately completed by the Master or in his absence an appointed deputy.

Entries in the official log book cover such matters as records of seafarers employed, musters and drills, testing of steering gear, inspections of accommodation and provisions, details of draughts and freeboards on departure and arrival port, returns of births and deaths on board. The log book also has a narrative section for the recording of changes of Masters, accidents and casualties, disciplinary matters, appointments of safety officers and committee meetings etc.

Should a birth or death occur on board, in addition to completing the relevant section in the official log book, form RBD 1 should also be completed. This should then be forwarded to the Marine Administration along with copies of the narrative from the official log book.

Official log books are normally closed after 12 months at the same time as the ship's articles of agreement, and returned to the Marine Administration for inspection and recording with the Articles of Agreement. When this happens you should simply open a new official log book.

Official log books are available from your Isle of Man Manager and an electronic version is available on our website.

GMDSS Radio Log Book

All ships are required to carry and maintain a GMDSS log book. The log book is to keep records of communications relating to distress, urgency and safety traffic, records of important incidents connected with the radio service, regular positions of the ship, and results of tests carried out on the radio equipment.

Instructions for the completion of this record are contained in the log book, and GMDSS log books can either be obtained from any supplier of these or from your Isle of Man manager. The log books should be returned to the Marine Administration when the last entry is made.

Oil Record Books

Like all other ships, Isle of Man ships must carry these. They are regularly inspected by Port State Control and incorrect entries, or false entries can be punished, severely in some cases. It is critically important in avoiding detentions by Port State Control that the Oil Record Books are accurately and carefully kept and you should ensure that this is done.

All Ships more than 400 gross ton

Oil record book part 1, covering machinery space operations, and shall contain entries relating to:

Ballasting or cleaning of oil fuel tanks, discharge of ballast or cleaning water from oil fuel tanks, disposal of oily residues (sludge) and discharge overboard of bilge water which has accumulated in machinery spaces, bunkering operations and accidental discharges of oil. Such operations requiring recording are listed in the front of the oil record book.

Oil Tankers of 150 gross tons and Offshore Supply Vessels carrying oil cargo in their tanks

Oil record book part 2, covering cargo/ballast operations, and shall contain entries relating to:

Oil cargo operations, internal transfers of oil cargo, ballasting/deballasting of cargo tanks, discharge of water from slop tanks, etc. Such operations requiring recording are listed in the front of the oil record book.

It is most important that oil record books are regularly, correctly and accurately maintained as **they are frequently scrutinised by Port State Control** whilst checking for possible illegal discharges.

Oil record books can be obtained from your Isle of Man Manager and completed books shall be kept for a period of 3 years after the last entry. They are not required to be returned to the Marine Administration.

Isle of Man ships may also use other oil record books as long as they comply with the layout and content as defined by the MARPOL Convention (MARPOL 73/78/Regulation 20(1)) and as long as they include an English translation.

If any of the above-mentioned documents are not on board then please contact the DPA for the vessel or a responsible officer in the company for further advice.

5 Port State Control

The Isle of Man flag has a very high reputation and this is partly due to the good Port State Control record of Isle of Man ships. This record is maintained by Isle of Man ships avoiding detentions during Port State Control inspections. The high reputation of the Isle of Man flag helps you by reassuring Port State Control officers that your ship does not need an inspection.

The Marine Administration takes any detention of an Isle of Man ship very seriously. Every detention damages our high reputation and increases the number of inspections that take place in Isle of Man ships. In some areas repeated detention can lead to a ship being banned from the area. This would be completely unacceptable for an Isle of Man registered ship and would cause your owners severe hardship. It must not be allowed to happen.

There are a number of actions that you can take to avoid Port State Control detentions and some advice on these is contained in various Manx Shipping Notices. In general you must ensure that:

- all documents are in order,
- all crew certificates are correct,
- all fire dampers and fire flaps are operating correctly,
- all fire pumps are operating correctly,
- lifeboats and other lifesaving appliances are in good working order,
- crew members are familiar with their emergency duties,
- The oily water separator is 100% operational.

These are the minimum steps to avoid detention. They should all be covered as part of a properly working ISM system and faults in any of these areas suggests that your ISM system may not be working properly.

When an Isle of Man ship is detained it is essential that the Marine Administration is informed immediately with the basic facts

There are two reasons for this:

1. The Marine Administration will often send a surveyor to investigate the reasons for a detention.
2. The Marine Administration will challenge the Port State Control Authority that has detained the ship when a detention is unjustified. It is not uncommon for ships to be detained on poor grounds and if the Marine Administration has the facts in time it is often possible to have the detention lifted and removed from the record when it is unjustified.

The intention should always be to avoid any detentions and maintain the flag's high reputation.

6 Safety Officials and Committees

Introduction

Every person on board a ship has a responsibility for safety. Merchant Shipping Legislation provides for specific responsibilities to those personnel with designated duties in ensuring the safety of those on the ship. A ship's safety culture is dependent upon the high standards of safety, which can only be achieved by strong support and encouragement from the ship's senior management.

In every ship in which five or more persons are employed the owner or the manager is required to appoint a Safety Officer. The Master is required to record this appointment of a Safety Officer in the official log book.

The Safety Officer should have suitable training, be familiar with the statutory responsibilities for health and safety and with the principles and practice of risk assessment.

- Amongst the duties of the Safety Officer it is the responsibility to ensure that the provisions of the Code of Safe Working Practices and the Company's/Operator's occupational health and safety policies are complied with.
- Carry out occupational health and safety inspections of each accessible part of the ship in which the crew may be required to work at least once every three months or more frequently if there have been changes in the working conditions.
- Stop any work which he reasonably believes may cause an accident and inform the Master who shall be responsible for deciding when work can safely be resumed.
- Ensure the minutes of each safety committee meeting are accessible to all the crew.

On every ship in which five or more persons are employed the Company/Operator is required to make rules and arrangements for the officers and ratings to elect safety representatives.

A safety representative must be someone who has at least 2 years sea service since he was 18. If the ship is a tanker he also needs at least 6 months service in tankers (oil, gas, or chemicals as appropriate).

The Master is required to record the election of safety representatives to a safety committee in the official log book. You should put it in the narrative section. There are rules covering the number of representatives that have to be elected depending on the total crew size. In general:

- If the ship carries less than 16 crew, one safety representative elected by the officers and ratings together,

- If the ship carries 16 or more crew; one safety representative elected by the officers and one elected by the ratings,
- If the ship carries more than 30 ratings one safety representative elected by the ratings from each of the deck engine and catering departments.

Those who are elected as safety representatives do not have to stay in that role for the whole voyage, others can be elected to take over. You should ensure that any safety representative is briefed on his duties and responsibilities. He can:

- Participate in any investigations or inspections carried out by the Safety Officer subject to his agreement, or after notification to the Master, undertake similar investigations or inspections himself, whether or not they have been carried out by the Safety Officer,
- Consult with the Master and Safety Officer on behalf of the crew on matters affecting occupational health and safety of crew members,
- Request through the safety committee an investigation by the Safety Officer of any such safety matter,
- Inspect any of the records required to be kept by the Safety Officer.

Once the safety officials have been appointed or elected the Master is required to appoint a Safety Committee which includes the Safety Officer and each safety representative. You as Master are also on the Safety Committee as Chairman and the creation of this committee must be recorded in the official log book. The safety committee should meet whenever it chooses as long as the intervals between meetings are not greater than 6 weeks.

A Safety Committee has to:

- Ensure that the provisions of the Code of Safe Working Practices, relevant legislation, and Manx Shipping Notices are complied with to improve the standard of safety consciousness among the crew,
- Make representations and recommendations on behalf of the crew to the Company/Operator on matters relating to occupational health and safety of the crew,
- Ensure the Company's/Operator's occupational health and safety policies are observed and to make recommendations for their improvement,
- Inspect any of the records required to be kept by the Safety Officer and ensure that any conclusions reached on matters of safety are followed up.

There is a legal duty on the company to facilitate the Safety Committee to work and the company has to:

- Provide access to any necessary safety information, documents, Manx Shipping Notices and relevant regulations,

- Inform the Safety Officer, safety representatives and safety committee of any hazards on board the ship known to them, which may endanger the ship or her crew,
- Permit occupational health and safety inspections of any accessible part of the ship where crew members may be required to work.

It is very important that you, as Master, take a close interest in the work of the safety officials. You should check that the Safety Officer is fulfilling his responsibilities effectively, while giving support and encouragement. You are the best person to ensure that the safety committee works successfully by encouraging all crew members to participate in the ship's safety culture.

7 Surveys and Audits

7.1 Surveys

Statutory surveys (Loadline, Safety Construction, MARPOL, Safety Equipment, Safety Radio etc.) should be arranged in plenty of time.

Annual and periodical surveys must be completed within the 6 month window occurring three months before and after the anniversary date of the certificate. The anniversary date is the day and month of the expiry date of the certificate. If a periodical or an annual survey is not carried out within the "window" then the certificate must be renewed after a renewal survey. This takes longer and often costs more than an annual or a periodical survey. A certificate that has not been validated by an annual or a periodical survey within the "window" becomes invalid and the ship risks detention.

Renewal surveys must be carried out in the three month window prior to the expiry of the certificate. Where required an intermediate survey must be carried out with the 2nd or 3rd annual survey and within the same time window.

As an example of this, if the certificate had been issued on 30th October 2004 with an expiry date of 31st August 2009 then the survey may be effected between the dates of 31st May [i.e. 3 months before] and 30th November [i.e. 3 months after] in each of the following years i.e. 2005, 2006, 2007 and 2008. In the final year [2009] the surveys **must** be completed before the expiry date (in our example, 31st August 2009), there is no 'period of grace' of 3 months after the expiry date; however, it is possible to have the survey completed in the 3 months preceding the expiry date without 'losing' the validity date. In our example, the renewal survey can be completed in the period 31st May 2009 to 31st August 2009 so that when the new certificate is issued, the new expiry date would be 31st August 2014.

Who carries out these surveys?

Annual/Periodical/Intermediate surveys

Your ship's classification society is fully appointed to carry out these surveys – you should contact them directly, or through your company to arrange attendance in good time.

Renewal surveys

This depends upon the fee structure of the ship:

Where the ship is entered on the Isle of Man's Alternative Fee Scheme, a letter to this effect should be in the ship's certificate file. For ships in this scheme – the ship's classification society can be contacted directly to carry out all renewal surveys.

For ships not in this scheme – refer to table 1 for which survey the Isle of Man Marine Administration should be contacted to arrange.

If you are in any doubt – please contact the Marine Administration to arrange renewal surveys.

The following Table 1 shows who to contact to arrange surveys with respect to the two fee structures.

Table 1	Ship in standard fee scheme	Ship in alternative fees scheme
Safety Construction Surveys	✓	✓
Load Line Surveys	✓	✓
Tonnage Surveys	✓	✓
Marpol Annex I Surveys (IOPP)	✓	✓
Marpol Annex II Surveys (INLS)	✓	✓
Marpol Annex IV Surveys (ISPP)	✓	✓
Marpol Annex VI Surveys (IAPP) + NOx Code	✓	✓
Gas Code Surveys (IGC Code)	✓	✓
Chemical Code Surveys (IBC/BCH Codes)	✓	✓
Anti-Fouling System Surveys	✓	✓
Ballast Water Management	✓	✓
Safety Equipment Surveys Annual/Periodical Renewal	✓ x	✓ ✓
Safety Radio Surveys Periodical Renewal	✓ x	✓ ✓
SMC audits (shipboard)	x	x
DOC Audits (company)	x	x
ISPS Shipboard Security Verification	x	x

Passenger Ship Safety Surveys	x	x
Dangerous or Bulk Cargoes (IMDG/BC Codes)	✓	✓
Lifting Appliances (ILO152)	✓	✓
MODU Code Surveys Annual/Intermediate Renewal	✓ x	✓ ✓

✓ - contact Class to carry out surveys directly	x – contact Isle of Man Marine Administration to arrange survey
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7.2 Audits

7.2.1 ISM Shipboard Audits

All shipboard audits for the International Safety Management (ISM) code will be carried out by surveyors from the Marine Administration. ISM shipboard audits should be arranged in plenty of time with the Marine Administration via your Designated Person Ashore.

It is in all our interests if the ISM and ISPS audits can be carried out at the same visit and this may need to be planned to ensure that this will be at a port where enough time is available.

Interim audits

Required at delivery of new buildings or where ships change their ISM Management Company. The DPA should contact the Marine Administration to arrange this audit.

Intermediate audits

A 12 month window exists (between the 2nd and 3rd anniversary dates of the certificate) in which to arrange intermediate audits. We recommend you begin arranging this audit as soon as the window opens to avoid problems later on when the time available is less and availability of auditors may affect the ability to carry out the audit in the most convenient location.

Renewal audits

To be completed in the three months prior to the expiry of the Safety Management Certificate. Again, arrange these early to ensure the certificate does not expire – this would almost certainly result in a major non-conformity.

What is required for ISM audits?

When the vessel is due a shipboard audit for ISM, the Marine Administration should be contacted giving as much advance notice as possible. The Marine Administration Surveyor will visit the vessel at a time and place agreed with the Operators of the ship. He will perform the audit and carry out an inspection of the ship and its operations as a working vessel.

It is essential that:

1. The company have conducted at least one internal audit between any two external audits by the Marine Administration;
2. The request for the audit(s) is made within a reasonable time and not left until the last month of the 12 month intermediate audit window.

The renewal audit can be carried out up to 3 months prior to the expiry date of the existing certificate. A new certificate will be issued for 5 years from the expiry of the existing certificate and not from the date of the audit if it is carried out within the final 3 month window.

7.2.2 ISPS Verification Audits

All shipboard audits for the International Ship and Port Facility Security (ISPS code) will be carried out by surveyors from the Marine Administration. ISPS shipboard audits should be arranged in plenty of time with the Marine Administration via your Designated Person Ashore.

It is in all our interests if the ISM and ISPS audits can be carried out at the same visit and this may need to be planned to ensure that this will be at a port where enough time is available.

Interim audits

These are required at delivery of new buildings or where a ship changes their ISPS Management Company. The CSO should contact the Marine Administration to arrange this audit.

Intermediate audits

A 12 month window exists (between the 2nd and 3rd anniversary dates of the certificate) in which to arrange intermediate audits. We recommend you begin arranging this audit as soon as the window opens to avoid problems later on.

Renewal audits

To be completed in the three months prior to the expiry of the International Ship Security Certificate. Again, arrange early to ensure the certificate does not expire as without this the vessel is unable to trade.

What is required for ISPS Audits?

When the vessel is due a shipboard audit for ISPS, the Marine Administration should be contacted giving as much advance notice as possible. The Marine Administration Surveyor will visit the vessel at a time and place agreed with the Operators of the ship. He will perform the audit and carry out an inspection of the ship and its operations as a working vessel.

It is essential that:

- The company have conducted at least one internal audit between external audits by the Marine Administration; and
- The request for the audit(s) is applied for within a reasonable time and not being left until the last month of the 12 month intermediate audit window.

In the same way as the ISM renewal, the renewal audit for ISPS can be carried out up to 3 months prior to the expiry date of the existing certificate. A new certificate will be issued 5 years from the expiry of the existing certificate and not from the date of the audit if it is carried out within the final 3 month window.

The audit will comprise of the following:

- Opening Meeting,
- Review of all security documents (ISSC Certificate and original CSR history). The Surveyor will check any amendments to the Ship Security Plan,
- The Surveyor will look for evidence of Ship Security Officer training,
- Review of records required to be kept by the Ship Security Plan pertaining to ISPS A10. The Surveyor will look for evidence that the required security measures have been implemented when in designated ports/sea areas,
- Meeting with the Ship Security Officer,
- Meeting with the Master,
- A walk-round security survey with the Ship Security Officer to verify that the vessel is following the Ship Security Plan and an inspection of general security arrangements,
- A drill chosen from the security drill matrix or ISPS B8.9. Drills will be carried out at Initial and Renewal audits. A drill at the intermediate audit may be carried out at the discretion of the Surveyor,

- A test of all security equipment including communications equipment. Testing the SSAS should be arranged with company or companies acting as the competent authority before the Surveyor attends,
- Closing Meeting.

Throughout the walk-round the surveyor will ask officers and crew members questions about their security roles and duties. There should be adequate knowledge of procedures at the vessel's current security level. The majority of time will be spent with the Ship Security Officer and Master, a good practical knowledge of the Ship Security Plan is expected.

7.2.3 What is required for ILO 178 inspections?

The ILO Convention 178 and Recommendation 185 require the Marine Administration to maintain a system inspection of seafarer's working and living conditions. The requirements apply to Isle of Man registered sea-going vessels of 500 gt and over including sea-going tugs.

The Inspection and reporting

The convention requires that Isle of Man registered vessels to be inspected initially at first ISM audit (following registration) and at intervals not exceeding 3 years. It also requires ships to be inspected if a complaint is received (see complaints procedure at section 11) or there is evidence that a ship does not conform to existing legislation in respect of seafarer's working and living conditions.

A surveyor or inspector from the Marine Administration will be assigned to carry out the inspection of the vessel and this will usually be carried out during an ISM or ISPS audit to minimise the inconvenience to ship-owners and Masters or in conjunction with other surveys where ISM compliance is not covered.

If the results of the inspection have been found to be satisfactory and complying with the requirements of the ILO 178 Convention, the Surveyor will issue a report. A copy of this report must be posted up in a suitable position in the accommodation where it can be seen and read by all crew members. If any deficiencies are found these will be reported to the Master for rectifying within an agreed time frame.

Scope of the Inspection

The ILO 178 inspection will generally cover areas such as:

1. Standards of maintenance and cleanliness of the ship's living and working areas.
2. Minimum age of seafarers.
3. Articles of Agreement (Crew Agreements).
4. Food, catering and the standards and cleanliness of food and provisions arrangements.
5. Crew accommodation arrangements.
6. Manning, medical examination of seafarers, medical provisions on board and the qualifications and training of crew members.
7. Hours of work and rest periods and the records kept.
8. Arrangements on board for the prevention of occupational accidents and for reporting and investigation of accidents, and
9. Articles of Agreement, contracts of employment and/or any collective bargaining agreements in place relating to the terms and conditions of employment on board.

8 Issue of Certificates

The following table lists which Organisation is responsible for the issue of full term certificates to the ship:

Cargo Ship Safety Construction Certificate	Class
International Load Line Certificate	Class
Anti-Fouling System - Certificate of Compliance	Class
International Tonnage Certificate	Class
Cargo Ship Safety Equipment Certificate	Isle of Man
Record of Approved Ship Safety Equipment	Class
Cargo Ship Safety Radio Certificate	Isle of Man
Cargo Ship Safety Certificate	Isle of Man
International Oil Pollution Prevention Certificate	Class*
International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk	Class*
International Sewage Pollution Prevention Certificate	Class*
International Air Pollution Prevention Certificate	Class*
Engine International Air Pollution Prevention Certificate	Class*
Ballast Water Management - Certificate of Compliance	Class
(International) Certificate of Fitness for the Carriage of Liquefied Gases in Bulk	Class*
(International) Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk	Class*
Passenger Ship Safety Certificate	Isle of Man
MODU Code Safety Certificate	Isle of Man
ISM Safety Management Certificate	Isle of Man
International Ship Security Certificate	Isle of Man
Grain Loading Letter	Class*
Document of Compliance for carriage of dangerous or bulk cargoes (IMDG/BC codes)	Class

* Refers to certificates issued after 01/01/2006.

If you have not received a full term certificate before the expiry of any interim certificate left on board by an attending Surveyor – please contact your DPA to chase up the relevant organisation.

Certificate Queries Extensions Exemptions

The certificates listed above are statutory certificates and are the responsibility of the Isle of Man Marine Administration. Any queries or requests for an exemption/extension of the above certificates must be made to the Marine Administration and not to the Classification Society.

9 Stowaways and Refugees

Summary of the position of the Isle of Man in relation to stowaways and to stowaways who are also asylum seekers or refugees on ships registered in the Isle of Man.

Introduction

Masters, shipowners, port authorities, national administrations, and other bodies including security operators all have a responsibility to co-operate to prevent illegal access to a vessel while it is in port. However, no matter how effective routine port and ship security is, there will still be occasions when stowaways gain access to vessels, either secreted in the cargo or by surreptitious boarding.

- Stowaways and/or refugees arriving at or entering a country without the required permit documents are, in general, illegal entrants. Decisions on dealing with such situations are the prerogative of the countries where such arrival or entry occurs.
- Stowaway asylum seekers should be treated in compliance with international protection principles as set out in international instruments and relevant national legislation.
- The shipowner and his representative on the spot, the Master, as well as port authorities and national administrations, should co-operate as far as possible in dealing with stowaway cases.
- Shipowners and their representatives on the spot, Masters, port authorities and national administrations should have security arrangements in place which, as far as practicable, will prevent intending stowaways from getting aboard a ship or, if this fails, will detect them before a ship departs a port.
- All parties should be aware that an adequate search may minimize the risk of having to deal with a stowaway case and may also save the life of a stowaway who may, for example, be hiding in a place which is subsequently sealed and/or chemically treated.
- Every effort should be made to avoid situations where a stowaway has to be detained on board a ship indefinitely. In this regard countries should co-operate with the shipowner in arranging the return of a stowaway to an appropriate country.
- Stowaway incidents should be dealt with humanely by all parties involved. Due consideration must always be given to the operational safety of the ship and to the well-being of the stowaway/refugee.

Where stowaways are found on board the Master should:

- Make every effort to determine immediately the port of embarkation of the stowaway and establish the identity, including the nationality/citizenship, of the stowaway,
- Prepare a statement containing all the information relevant to the stowaway, in accordance with information specified in the standard document annexed to these guidelines, for presentation to the appropriate authorities,
- Notify the existence of a stowaway and any relevant details to his company and to the appropriate authorities at the port of embarkation and at the next port of call and the Marine Administration. He should also advise the British Consul at the next port,
- Not depart from his planned voyage to seek the disembarkation of a stowaway to any country unless repatriation has been arranged with sufficient documentation and permission given for disembarkation, or unless there are extenuating security or compassionate reasons,
- Ensure that the stowaway is presented to the appropriate authorities at the next port of call in accordance with their requirements,
- Take appropriate measures to ensure the security, general health, welfare and safety of the stowaway until disembarkation.

The Marine Administration will, so far as possible:

- Try to assist the Master and the company or the appropriate authority at the port of disembarkation in identifying the stowaway/refugee and determining his or her nationality/citizenship,
- Make representations to the relevant authority to assist in the removal of the stowaway from the vessel at the first available opportunity; and
- Assist the Master and the company or the authority at the port of disembarkation in making arrangements for the removal or repatriation of the stowaway.

10 Continuous Synopsis Record

Masters responsibilities and duties in the maintenance of the CSR on board ship

Every ship is now provided with a document called a "Continuous Synopsis Record" (CSR). This is a form of log book that stays with the ship for its whole life and records all changes of owner, flag, name, Class, ISM etc. Whenever a change occurs a new section or a new document is issued and then each has a consecutive number. The numbers should show a complete record. If a ship is sold this document **must** stay with the ship.

As Master you are responsible for the proper upkeep of the CSR on board Isle of Man registered ships.

When you first receive a new CSR, or first join the ship, you should check that the details are correct. There is a process for amending details which you can use and it is important that the details are always correct. Port State Control will check the CSR as a matter of routine at inspections.

Making amendments to the CSR

When any data entry in the current CSR requires an amendment you must act as quickly as possible. To do this you should fill in the changes on the Form 2 and send this to the Marine Administration. The Marine Administration will enter the new changes in the ship's master record and issue a new CSR sheet with the next consecutive number to be attached to the record on board.

After this is done you must ensure that the Index of Amendments (Form 3) is kept up to date and also attached to the current CSR in date order.

Receiving an amended CSR

When you receive a new CSR or an amendment sheet, you should check its sequential number to make sure it is the correct next one, review the data entries to make sure they are correct and they cover all amendments in the Index of Amendments.

If you find that there are amendments that are not included in the CSR you should;

- Complete a new Amendment Form 2 relating to each outstanding amendment and attach it to the latest CSR.
List the amendments in the Index of Amendments (Form 3) attached to the latest CSR; and
- Forward copies of the original Amendment Form(s) to the Marine Administration.

In case of loss of, or damage to, any document in the ship's CSR file

If for any reason the ship's CSR records are lost or damaged it is essential that they are restored as quickly as possible in order to avoid potential delays to the ship's voyage. You should contact the Marine Administration as quickly as possible who will provide signed and stamped duplicates.

11 Complaints Procedure

General

In the Marine Administration Quality Policy we have a commitment to address any seafarer's complaints. These can be in various formats and brought to our attention from a number of sources. They will always be passed to a Principal Surveyor who will decide any actions and allocate the resources. We also have a need to treat the complaint in confidence as far as possible to avoid any additional problems for the seafarer concerned. However, to avoid dealing with possible malicious calls we have to insist that complaints are sent by letter, fax or e-mail and that any complaint identifies the person making it.

Ship

If any seafarer employed in a ship registered in the Isle of Man considers that he has a grievance in connection with any aspect of his work, safety, living conditions, food, treatment, pay or any other aspect of his employment in the ship he should have access to a procedure on board described in his contract of employment or in the company procedures, that allows him to take his grievance to either his Head of Department or to the Master.

If the seaman is dissatisfied with the action taken by the Master on the grievance, or if he feels that it is not appropriate to complain to the Master or if he feels that the Master is not taking action he should take the matter to the company who should have a mechanism for dealing with it.

If none of these procedures are effective the Master or any of the crew may take the matter directly to the Marine Administration. He may do so by telephone, by letter, by fax, or by email. All such complaints will be treated by the Marine Administration in absolute confidence and will be given serious consideration by the Marine Administration. If appropriate a Surveyor will visit the ship as quickly as possible. It is however essential that the person making any complaint is identified to the Marine Administration. The Marine Administration will not reveal the source of its information when investigating but will not deal with any anonymous complaints.

Complaints about provisions or water

Isle of Man law provides that if 3 or more seamen employed in an Isle of Man ship consider that the provisions or water provided for them are not in accordance with regulations because of bad quality, unfitness for use or deficiency in quantity, they have a right to complain to the Master who must investigate. He must also record the fact in the official log book.

As with any other grievance, if they are dissatisfied with the action taken by the Master they may complain to the company and then to the Marine Administration.

Working with the Isle of Man Marine Administration

The Marine Administration aims to be an efficient and effective flag state. Our aim is to provide the best possible service at all times. We welcome feedback from shipowners and from ship's crews which tells us when we are getting things right, and just as importantly, enables us to focus on where we need to improve, so that we learn from our mistakes. We record and monitor all complaints and carry out regular reviews of our customer services.

Step 1

If you are not satisfied with the service from the Marine Administration or from your Classification Society please get in touch with the person or section that you have been dealing with. They will be keen to put the matter right if they can. All our letters give the name and telephone number of the sender and usually a reference number. E-mail is the preferred communication therefore please use marine.survey@gov.im which is always monitored during office hours.

We are confident that most concerns can be addressed satisfactorily at this first step. However, if you already feel that you have explored this avenue as far as you can, then please proceed to Step 2.

Step 2

However, if you are still not satisfied, you should write or send an e-mail to the Principal Surveyor (Standards) at the address below.

Step 3

If you remain unsatisfied, you should write, including full details of previous correspondence, to the Director of Marine Administration at the following address:

Isle of Man Marine Administration
Peregrine House
Peel Road
Douglas
Isle of Man
IM1 5EH
British Isles

General e-mail: marine.survey@gov.im

He will make sure that your complaint is thoroughly investigated.

At every step, we will try to respond to your correspondence within a reasonable time period following receipt.