

Gibraltar Merchant Shipping (Safety, etc.)

GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING, CERTIFICATION AND RELATED SEAFARERS' MATTERS) REGULATIONS, 2002

1995-13

Revoked
Subsidiary
2002/007

Regulations made under s.118.

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Revoked by LN. 2006/023 as from 6.4.2006

(LN. 2002/007)

25.1.2002

Amending enactments	Relevant current provisions	Commencement date
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2005/086	r.34	1.7.2005

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Title.

1. These Regulations may be cited as the Gibraltar Merchant Shipping (Manning, Training, Certification and Related Seafarers' Matters) Regulations, 2002.

Application of these Regulations.

2. These Regulations apply to—

- (a) ships registered in Gibraltar; and
- (b) any other ships when in Gibraltar waters with the exception of—
 - (i) war ships, naval auxiliaries;
 - (ii) a ship which is owned or operated by a Member State;
 - (iii) fishing vessels;
 - (iv) pleasure yachts not engaged in trade; and
 - (v) wooden ships of primitive build.

Interpretation.

3.(1) In these Regulations, unless the context otherwise requires—

“Administration” means the Registry of Ships in the case of Gibraltar, and in other cases the Administration of the party State that has been recognised by the International Maritime Organisation as having given full and complete effect to the provisions of the Convention;

“approved” means approved by the Administration;

“appropriate certificate” means a certificate issued and endorsed in accordance with the provisions of the Convention and the Code, entitling the lawful holder thereof to serve in a particular capacity and perform the functions involved at the level of responsibility specified therein on a ship of the type, tonnage, power and means of propulsion concerned while engaged on the type of voyage concerned;

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“approved sea-going service” or “sea-service” means the period of service performed on a sea-going ship of at least 100 GT while being on the Articles of Agreement of the ship and the period of such service being duly recorded in the Discharge Book or a book containing a record of such sea-service provided the ship was not laid up in any port or harbour for more than 15 days and attendance on ships in the final stage of construction, conversion, repair or survey to an extent of 60 days may be counted if the seafarer concerned eventually sails on the same ship;

“ARPA” means an Automated Radar Plotting Aid;

“Assistant Engineer Officer” means a cadet undergoing the shipboard part of the engineering training;

“basic training” means the training courses specified in regulation 13;

“cadet” means a person under training in order to qualify as a Deck or Engineer Officer;

“certificate” means a valid document, by whatever name it may be known, issued by or under the authority of the Administration or recognised by the Administration to those seafarers who, to the satisfaction of the Administration, meet the requirements for service, age, medical fitness, training, qualification and examinations in accordance with the relevant provisions of the Convention authorising the holder to serve as stated in the document or in these Regulations;

“chemical tanker” means a ship constructed or adapted and used for the carriage in bulk of any liquid product listed in Chapter 17 of the International Bulk Chemical Code in its up-to-date version as in force at the time of reference;

“Chief Engineer Officer” means the senior engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ships;

“Chief Mate” means the officer next in rank to the master and upon whom the command of the ship will fall in the event of the incapacity of the master;

“Code” means the Seafarers’ Training, Certification and Watchkeeping Code, adopted by the Conference of Parties to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, on 7 July 1995;

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“company” includes the owner or charterer of a ship or any other entity for the time being responsible for the management of a ship in respect of the safe operation of the ship and protection of the marine environment;

“Convention” means the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended from time to time;

“Deck officer” means an officer qualified in accordance with the provisions of Regulation II of the STCW Convention;

“Document of Compliance (DOC)” means a document issued to a company which complies with the requirements of the ISM Code;

“ECDIS” means the Electronic Chart Display and Information System;

“Engineer officer” means an officer qualified in accordance with the provisions of Regulation III of the STCW Convention;

“function” means a group of tasks, duties and responsibilities necessary for ship operation, safety of life at sea and protection of the marine environment as specified in the Code which include:

- (a) navigation,
- (b) cargo handling and stowage,
- (c) controlling the operation of the ship and care for persons on board,
- (d) marine engineering,
- (e) electrical, electronic and control engineering,
- (f) maintenance and repair, and
- (g) radio communication;

“Gas carrier” or “Liquefied gas tanker” means a ship constructed or adapted and used for the carriage in bulk of any liquefied gas or other product listed in Chapter 19 of the International Gas Carrier Code;

“GMDSS” means the Global Maritime Distress and Safety System;

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“HSC Code” means the International Code of Safety for High-Speed Craft;

“Instruction” means—

- (a) administrative instructions made and issued pursuant to section 3(5) of the Ordinance;
- (b) the administrative instructions made and issued by the Maritime Administrator, from time to time, in pursuance of subregulation (1) of regulation 37; and
- (c) the First set of administrative instructions as specified in the Schedule;

“ISM Code” means the International Safety Management Code;

“level” with reference to STCW endorsements means levels of responsibility as defined in the Code which include:

- (a) management level for the capacity of Master, Chief Engineer Officer, Chief Mate and Second Engineer Officer;
- (b) operational level for the capacity of watchkeeping officers (navigational and engineering) other than those in management level; and
- (c) support level for ratings forming part of a watch (navigational and engineering);

“liquefied-gas tanker” means a ship constructed or adopted and used for the carriage in bulk of any liquefied gas or other product listed in Chapter 19 of the International Gas Carrier Code, in its up-to-date version as in force at the time of reference;

“Member State” means any State within the European Economic Area;

“near-coastal voyages” means voyages during which the ship shall not proceed more than 600 miles from Gibraltar and shall always remain within 200 miles of a safe haven;

“officer” means a seafarer who is employed as such and includes:

- (a) master;

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- (b) Chief Mate;
- (c) Chief engineer officer;
- (d) Second engineer officer;
- (e) Officer in charge of a navigational watch;
- (f) Officer in charge of an engineering watch; and
- (g) radio operator;

“officer in charge of an engineering watch” means an Engineer officer who, for the time being, in charge of an engineering watch;

“officer in charge of a navigational watch” means a Deck officer who, for the time being, is in charge of a navigational watch;

“oil tanker” means a ship constructed and used for the carriage of petroleum or petroleum products in bulk;

“Ordinance” means the Gibraltar Merchant Shipping (Safety, etc.) Ordinance, 1993;

“Organisation” means the International Maritime Organisation;

“Party” or “party State” means a State who is a party to the Convention and for which the Convention has entered into force;

“propulsion power” means the total maximum continuous rated output power in kilowatts of the ship’s propulsion machinery as given in the certificate of registry or other official document;

“Radio operator” means a person who holds an appropriate certificate issued or recognised by the Administration under the provisions of the Radio Regulations of the International Telecommunications Union and Chapter IV of STCW Convention and employed for radio-communication duties;

“radio duties” include, as appropriate, watch-keeping and technical maintenance and repairs conducted in accordance with the Radio Regulations, the International Convention for the safety of Life at Sea (1974), (Solas Convention) as amended by the Protocol of 1988, in its up-to-date version as in force at the time of reference and any recommendation of the IMO that the Administration considers relevant;

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- “Radio Regulations” means the revised radio regulations, adopted by the World Administrative Radio Conference for the Mobile Service, in its up-to-date version as in force at the time of reference;
- “rating” means a member of the ship’s crew other than the master, an officer or a cadet;
- “ro-ro passenger ship” means a passenger ship with ro-ro cargo spaces or special category spaces as defined in the Solas Convention as amended by the Protocol of 1988, in its up-to-date version as in force at the time of reference;
- “Safe manning document” means a document referred to in regulation 7(1);
- “seafarer” means a person employed on a ship whose duties and functions directly or indirectly contribute to the safe operation and safety of the ship, its cargo, crew and passengers; and protection of the marine environment;
- “Second engineer officer” means the Engineer officer next in rank to the Chief engineer officer and upon whom the responsibility for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship falls in the event of the incapacity of the Chief engineer officer.
- “Second Mate” or “Navigational watchkeeping officer” means a Deck officer other than the master and the Chief Mate;
- “Secretary-General” means the Secretary-General of the Organisation;
- “SMC” means the Safety Management Certificate issued to a ship which signifies that the company and its shipboard management operate in accordance with the approved Safety Management System;
- “SMD” means the Safe manning document;
- “SOLAS 74” or “SOLAS Convention” means the International Convention for Safety of Life at Sea, 1974, and including its Protocols of 1978 and 1988 as amended from time to time;
- “STCW Code” means the Seafarers’ Training, Certification and Watch keeping (STCW) Code as adopted by Resolution 2 of the 1995 STCW Conference of Parties, in its up-to-date version as in force at the time of reference;

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“STCW Convention” means the International Convention on Standards of Training, Certification and Watch keeping for Seafarers as it applies to the matters concerned taking into account the transitional provisions of Article VII and Regulation I/15 of the Convention and including, where appropriate, the applicable provisions of the STCW Code, all being applied in its up-to-date version as in force at the time of reference;

“STCW 95” means the STCW Convention;

“Third engineer officer” or “Watchkeeping engineer officer” means an Engineer officer other than the Chief engineer officer and the Second engineer Officer;

“Trainee rating” means a person who has received basic safety training and has been placed under training to qualify as a rating forming part of a navigational or engine-room watch;

“UK–MCA” means the Maritime and Coastguard Agency of the United Kingdom.

(2) Any reference to the HSC Code, Code or STCW Convention includes any amendment to that Code or Convention which are made from time to time.

Administration of these Regulations.

4.(1) The Maritime Administrator shall be responsible for the administration of these Regulations.

(2) In the case of any dispute or complaint with regard to any decision made by the Maritime Administrator in carrying out his duties under these Regulations, the aggrieved person may appeal to the Minister whose decision shall be final and conclusive.

Responsibilities of the company.

5.(1) Every company shall ensure that:

- (a) each of its ships are sea-worthy in every respect before they proceed to sea;
- (b) each of its ships are supplied with all up to date publications of the Administration and the Organisation relating to safe operation of ships and protection of the marine environment;

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- (c) each of its ships are manned in compliance with the safe manning document issued to the ship;
- (d) each seafarer employed on a Gibraltar registered ship holds an appropriate certificate, dispensation or training document relevant to the duties and functions he is expected to perform;
- (e) seafarers employed on each of its ship are supplied with and directed to carry on board all certificates, endorsements and documents, issued to them under the Convention, in original;
- (f) documentation and data relevant to all seafarers employed on its ships are maintained and readily accessible, and include, without being limited to, documentation and data on their experience, training, medical fitness and competency in assigned duties;
- (g) seafarers, on being assigned to any of its ships, are familiarised with their specific duties and with all ship arrangements, installations equipment, procedures and ship characteristics that are relevant to their routine and emergency duties;
- (h) the ship's complement can effectively co-ordinate their activities in an emergency situation and in performing functions relating to safety or to the prevention or mitigation of pollution; and
- (i) seafarers employed by it have sufficient knowledge of English to ensure safe communication and co-ordination in an emergency situation.

(2) The company shall make available on board in English an Emergency Muster List, SOPEP (Ship's Oil Pollution Plan), Operational manuals, ISM Code and SMC procedures and other publications of the Administration and the Organisation and administrative instructions affecting the safe operation of the ship and protection of the marine environment.

(3) Where a company fails to comply with the provisions of subregulation (1) or (2) above, the Administration may suspend the Document of Compliance (DOC) issued to that company under the ISM Code for such period until the deficiencies are rectified to the satisfaction of the Administration.

Endorsement of officer's certificates.

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6. Every issuing Administration shall endorse the certificates for masters, Deck officers, Engineer officers and Radio operators issued in compliance with the Convention in the form as prescribed in Regulation I/2 of the STCW Convention and Section A-I/2 of the Code and if the language in which it is written is not English, the endorsement shall include a translation into that language.

Safe manning document.

7.(1) Every Gibraltar registered ship engaged in international voyages shall be required to be in possession of a Safe manning document issued by the Administration in compliance with Regulation 13 of Chapter V of the SOLAS Convention.

- (2) No ship shall be allowed to proceed to sea unless it—
- (a) has a Safe manning document referred to in subregulation (1); and
 - (b) is manned in accordance with such document as the minimum acceptable manning standard.

Procedure for obtaining Safe manning document.

8.(1) Every company managing a Gibraltar registered ship and engaged in international voyages shall apply to the Maritime Administrator, in such form as may be prescribed in Instructions issued by the Maritime Administrator, for issue of a Safe manning document.

(2) In an application for a Safe manning document the company shall, in particular, provide detailed particulars of the ship, nature of trade, area of operation, and the minimum scale of manning with which the company wants to operate the ship.

(3) The Maritime Administrator shall consider each application in the light of IMO Assembly Resolution A-890.

(4) Where the Maritime Administrator is satisfied that the manning suggested by the company meets the requirements for safe operation and protection of the marine environment, he shall issue a Safe manning document for the ship in such form as may be prescribed.

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(5) Notwithstanding anything contained in this regulation, the company may employ additional seafarers above the minimum standards specified in the Safe manning document, provided that for these additional seafarers:

- (a) appropriate accommodation is available;
- (b) sufficient life-saving appliances are available; and
- (c) safety familiarisation training is given.

Dispensation.

9.(1) In circumstances of exceptional necessity when the services of a duly qualified officer is not available, the company may apply to the Administration for a dispensation giving particulars of the seafarer who is intended to fill the vacancy temporarily and the particulars of the ship and the intended voyages.

- (2) Where the Administration is satisfied that—
 - (a) the seafarer concerned is adequately qualified to fill the vacant post in a safe manner; and
 - (b) the dispensation shall not cause danger to persons, property or environment,

it may issue a dispensation permitting a specified seafarer to serve in a specified ship for a period not exceeding six months in a capacity other than that of master, Chief engineer officer or Radio operator.

(3) Any dispensation granted for a post shall be granted only to a person properly certificated to fill the post immediately below.

(4) Where certification of the post below is not required by the Convention, a dispensation may be issued to a person whose qualification and experience are, in the opinion of the Administration, of a clear equivalence to the requirements for the post to be filled.

(5) Where the person in favour of whom a dispensation is issued under subregulation (4) holds no appropriate certificate, he shall be required to pass a test accepted by the Administration as demonstrating that such a dispensation may safely be issued and in such a case, the company shall ensure that the holder of an appropriate certificate fills the post in question, as soon as possible.

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(6) The Maritime Administrator shall, not later than 31 January each year, send a report to the Maritime and Coastguard Agency of the United Kingdom for onward transmission to the Secretary General, giving information on the total number of dispensations in respect of each capacity for which a certificate is required that have been issued in the previous calendar year.

Inquiry or investigation.

10.(1) Where any accident or casualty occurs involving a Gibraltar registered ship or a seafarer serving on such a ship, the master or the company shall inform the Maritime Administrator at earliest opportunity and shall transmit to the Maritime Administrator, within 24 hours of the incident, a narrative report of the incident containing—

- (a) the date, time and place of the accident;
- (b) particulars of any other vessel, object, property or person involved;
- (c) the nature and extent of the accident or details of the casualty; and
- (d) the probable cause of the incident if this can be established or the circumstances surrounding the accident or casualty.

(2) Where any Gibraltar registered ship has been detained under port state control, the master or the company shall submit a report to the Maritime Administrator within 24 hours of the receipt of the notice by the ship of such detention.

(3) Upon receipt of a report referred to in subregulation (1) or (2), the Maritime Administrator, if he deems it necessary, may order an inquiry into the causes leading to the accident or detention.

(4) The inquiry shall be conducted by an officer or a board appointed by the Maritime Administrator and the inquiry report shall be submitted to the Maritime Administrator within such period as may be directed by him.

(5) Where the Maritime Administrator is satisfied that the inquiry report has established negligence, misconduct or incompetence on the part of a seafarer as being one of the reasons for the accident or casualty, he may withdraw or suspend, for such period as he deems fit, an endorsement, certificate or any other documents issued to that seafarer.

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(6) Where an endorsement was issued against a certificate issued abroad, the relevant issuing authority shall be informed of the action taken by the Maritime Administrator and the reasons therefor.

(7) No action shall be taken against a seafarer without giving him a right to be heard and defend himself.

(8) A seafarer may, if aggrieved by an action taken under this regulation, appeal to the Minister whose decision shall be final and conclusive in respect of the findings on negligence, misconduct or incompetence on the part of that seafarer.

(9) Where an inquiry establishes that any negligence or omission on the part of the company contributed to or caused the accident or casualty, the Maritime Administrator may, in addition to any other action taken or penalty imposed in respect of the accident or casualty, require the company to pay part or all of the costs occurred.

(10) Notwithstanding subsection (8) the action taken under this regulation by the Maritime Administrator or the Minister, as the case may be, shall not prejudice any right to legal action by any party under Gibraltar law or the law of the country where the incident took place.

(11) The Maritime Administrator shall send a report, containing a summary of actions taken in pursuance of this regulation, in the Self-Assessment Form in respect of Flag State Implementation, to the Maritime and Coastguard Agency of the United Kingdom for onward transmission to the Secretary-General.

Action to be taken for false declaration and forged document, etc.

11.(1) Where it appears to the Maritime Administrator that a seafarer has used a false declaration or untrue statement or forged a document to obtain a certificate or endorsement, he may cancel or withdraw the certificate or endorsement issued by him under these Regulations.

(2) In addition to the action referred to in subregulation (1), the Administration may have recourse to legal action in the appropriate court.

(3) Where a seafarer tries to use a certificate or endorsement which does not belong to him by means of unlawful entries or alteration, the documents shall be confiscated by the Maritime Administrator.

(4) In a case referred to in subregulation (3), the Maritime Administrator shall notify the national Administration of the seafarer concerned and the

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Administration of the party whose certificate has been forged or tampered with and the Administration may, at its discretion, impose restrictions on employment of such seafarers on Gibraltar registered ships.

(5) The Maritime Administrator shall send a report concerning any action taken under this regulation to the Maritime and Coastguard Agency of the United Kingdom for onward transmission to the Secretary General.

Familiarisation training.

12.(1) Every person employed or engaged on a seagoing ship, other than passengers, shall, before being assigned to shipboard duties, receive approved familiarisation training to be able to—

- (a) communicate with other persons on board on elementary safety matters and understand safety information symbols, signs and alarm signals;
- (b) know what to do if-
 - (i) a person falls overboard,
 - (ii) fire or smoke is detected, or
 - (iii) the fire or abandon ship alarm is sounded;
- (c) know the layout of the ship and identify muster and embarkation stations and emergency escape routes;
- (d) locate and don life jackets;
- (e) raise the alarm and have basic knowledge of the use of portable fire extinguishers;
- (f) take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board; and
- (g) close and open the fire, weather-tight and watertight doors fitted in the particular ship other than those for hull openings.

(2) Every company managing a Gibraltar registered ship shall submit to the Administration and obtain its approval for its plan and arrangements for providing familiarisation training.

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(3) The company shall ensure that documentary evidence is maintained on the ship that familiarisation training has been provided to all persons other than passengers.

Basic training.

13.(1) Every seafarer employed or engaged in any capacity on board a ship as part of the ship's complement with designated safety or pollution-prevention duties and on duties in the operation of the ship shall, before being assigned to any shipboard duties, undertake the following approved training on:

- (a) personal survival techniques as set out in Table A-VI/1-1 of the Code;
- (b) fire prevention and fire-fighting as set out in Table A-VI/1-2 of the Code;
- (c) elementary first-aid as set out in Table A-VI/1-3 of the Code; and
- (d) personal safety and social responsibilities as set out in Table A-VI/1-4 of the Code.

(2) Any seafarer may hold a separate certificate relating to each component of the training or may exchange them for a single "Certificate of basic training" to be issued by the Administration with specific reference to all of the four components of the approved training referred to in subregulation (1).

Certificate of proficiency in survival craft and rescue boat.

14.(1) No seafarer shall be allowed to take charge of a survival craft or to obtain an appropriate certificate as a deck officer or engineer officer unless he possesses a certificate of proficiency in survival craft and rescue boat.

(2) A seafarer shall be eligible for a certificate of proficiency in survival craft and rescue boat if he—

- (a) is not less than 18 years of age;
- (b) has undertaken basic training;

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- (c) has performed at least 12 months sea-service or has attended an approved training course and performed at least 6 months sea-service; and
- (d) meets the standard of competence for certificate of proficiency in survival craft and rescue boat set out in Section A-VI/2, paragraphs 1 to 4 of the Code.

Certificate of proficiency in fast rescue boat.

15.(1) No seafarer shall be allowed to take charge of a fast rescue boat unless that person possesses a certificate of proficiency in fast rescue boat.

(2) A seafarer shall be eligible for a certificate of proficiency in fast rescue boat if he—

- (a) is the holder of a certificate of proficiency in survival craft and rescue boat;
- (b) has attended an approved training course; and
- (c) meets the standard of competence for certificates of proficiency in fast rescue boat set out in Section A-VI/2, paragraphs 5 to 8 of the Code.

Certificate in advanced fire-fighting.

16.(1) No seafarer shall be designated or allowed—

- (a) to obtain an appropriate certificate as a deck officer or engineer officer, or
- (b) to control fire-fighting operations,

unless he possesses a certificate in advanced fire-fighting.

(2) A seafarer shall be eligible for a certificate in advanced fire fighting if he—

- (a) has completed basic training;
- (b) has performed at least 3 months sea-service;
- (c) has undertaken an approved training course; and

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- (d) meets the training and assessment set out in Section A-VI/3, of the Code.

(3) A seafarer who holds a certificate in advanced fire fighting and who has performed at least 6 months sea-service in the immediately preceding five years shall be considered to have retained the required standard of competence.

Certificate in medical first aid.

17.(1) No seafarer shall be allowed—

- (a) to provide medical first aid to any seafarer on the ship, or
- (b) to obtain an appropriate certificate as a deck officer or engineer officer,

unless he possesses a certificate in medical first aid.

(2) A seafarer shall be eligible for a certificate in medical first aid if he—

- (a) has completed basic training;
- (b) has undertaken an approved training course; and
- (c) meets the standard of competence set out in Section A-VI/4, paragraphs 1 to 3 of the Code.

Certificate of proficiency in medical care.

18.(1) No seafarer shall be designated to take charge of medical care on board a ship unless he possesses a certificate of proficiency in medical care.

(2) A seafarer who intends to obtain an appropriate certificate for the capacity of Chief Mate or master for the purpose of Regulation II/2 of the STCW Convention shall be required to be in possession of a certificate of proficiency in medical care.

(3) A seafarer shall be eligible for a certificate of proficiency in medical care if he—

- (a) is in possession of a certificate in medical first aid;
- (b) has undertaken an approved training course; and

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- (c) meets the standard of competence set out in Section A-VI/4, paragraphs 4 to 6 of the Code.

(4) A seafarer serving on a Gibraltar registered ship in charge of medical care, shall undertake refresher training at intervals not exceeding 5 years commencing on or before the fifth anniversary of his original training in medical care.

Certificate of ratings forming part of a navigational watch.

19.(1) No rating shall be allowed to form part of a navigational watch on a sea going ship of 500 gross tonnage or more, unless he is duly certificated to perform such duties.

(2) A rating shall be eligible for a certificate of ratings to perform duties under subregulation (1) if he—

- (a) is not less than 16 years of age;
- (b) has completed basic training ; and
- (c) has had at least 6 months sea-service on duties associated with navigational watchkeeping under supervision of a qualified Deck officer or has had at least 2 months sea-service and attended an approved training course; and
- (d) meets the standard of competence specified in Section A-II/4 of the Code.

Certification of ratings forming part of a watch in a manned engine room or to perform duties in a periodically unmanned engine room.

20.(1) No rating shall be—

- (a) allowed to form part of an engine-room watch, or
- (b) designated to perform duties in a periodically unmanned engine-room on a sea-going ship powered by main propulsion machinery of 750 kW propulsion power or more,

unless he is duly certificated to perform such duties.

(2) A rating shall be eligible for certification to perform duties referred to in subregulation (1) if he—

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- (a) is not less than 16 years of age;
- (b) has completed basic training; and
- (c) has had at least 6 months sea-service on duties associated with engine room watchkeeping functions under supervision of a qualified engineer officer or has had at least 2 months sea-service and attended an approved training course; and
- (d) meets the standard of competence specified in Section A-III/4 of the Code.

Radio operator's certificate in Global Maritime Distress and Safety System.

21.(1) No seafarer who—

- (a) is required to be in charge of performing Radio-communication duties on a ship fitted with Global Maritime Distress and Safety System equipment; and
- (b) intends to obtain an appropriate certificate as a deck officer

shall be allowed to do so unless he is in possession of a Radio operator's certificate in Global Maritime Distress and Safety System.

(2) A seafarer shall be eligible for a Radio operator's certificate in Global Maritime Distress and Safety System if he—

- (a) is not less than 18 years of age;
- (b) has completed approved training ; and
- (c) meets the standard of competence specified in Section A-IV/2 of the Code.

Issue of Gibraltar endorsement to recognised appropriate certificates.

22.(1) No seafarer shall be employed on a Gibraltar registered ship as an officer unless he holds a Gibraltar endorsement for the relevant or higher capacity issued by the Maritime Administrator in recognition of the appropriate certificate held by the seafarer:

Provided that such endorsement shall not be required if the seafarer holds a certificate of competency or a certificate of equivalent competency issued

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by the UK- MCA or an appropriate certificate issued by the Maritime Administrator.

(2) Every recognised certificate shall be endorsed in compliance with Regulation I/10 of the STCW Convention and in the form set out in Section A-I/2 of the Code and no such certificate shall be endorsed in Gibraltar by the Maritime Administrator unless the certificate has been issued in English, or in the language of the issuing country and if the language of the issuing country is not English, it includes a translation of the text into English.

(3) An endorsement shall not be issued to a Radio operator (not being a Deck officer) unless he has completed basic training and at least 3 months supervised sea-service in radio-communication duties.

(4) In the case of a Deck officer having radio-communication as one of the functions in the appropriate certificate, the certificate for Global Maritime Distress and Safety System shall be considered to have been automatically revalidated with the revalidation of his Deck officer's certificate.

Recognition of certificates.

23.(1) The Administration may, for any service on board Gibraltar ships in the capacity of master, officer or Radio operator, recognise an appropriate certificate issued by or under the authority of a country who is a party to the Convention if-

- (a) that certificate has been issued in pursuance of Regulations II, III, IV or VII complying with Regulation I/9 and endorsed as required under Regulation I/2 of the STCW Convention; and
- (b) the Administration is satisfied that:
 - (i) the issuing country is duly recognised by the Organisation as a Party having given full and complete effect to the provisions of the Convention;
 - (ii) the requirements and procedures concerning standards of competence, the issue and endorsement of certificates and record keeping in the STCW Convention are fully complied with; and
 - (iii) the issuing party has agreed to notify the Maritime Administrator promptly of any significant change in the arrangements for training and certification made in compliance with the Convention.

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- (2) The Maritime Administrator shall recognise an appropriate certificate if it is already recognised by the UK-MCA.
- (3) Where the Administration recognises an appropriate certificate, it shall endorse the certificate in the form of a separate document, as specified in Section A-I/2 of the Code, to attest its recognition.
- (4) The Maritime Administrator shall not endorse the certificate under subregulation (2) without being satisfied as to:
- (a) the authenticity and validity of the certificate;
 - (b) the medical fitness of the seafarer; and
 - (c) the ability of the seafarer to communicate in English in performing safety and emergency duties and functions;
- (5) When issuing an endorsement under this regulation, the Maritime Administrator shall ensure that—
- (a) for management level the officer has appropriate knowledge of maritime legislation and procedures of Gibraltar which shall be confirmed either by means of a test or service on board a Gibraltar ship for a minimum period of 3 months in a capacity lower than the certificated capacity under a separate authorisation letter issued pursuant to subregulation (6); and
 - (b) the period of validity of the endorsement shall not exceed that of the appropriate certificate and in any case no more than 5 years.
- (6) Pending the issue of an endorsement, the Maritime Administrator may, if circumstances require, allow a seafarer, other than a Radio operator, to serve for a period not exceeding three months on board a Gibraltar registered ship while holding an appropriate valid certificate issued by a Party recognised by the Administration and in such a case a letter of authorisation shall be issued by the Maritime Administrator to state that an application for an endorsement has been received and that it is being processed.
- (7) An endorsement issued by a Party attesting recognition of an appropriate certificate issued by another Party shall not be considered as a basis for further recognition.

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(8) Certificates and documents issued under the provisions of the Convention, other than the appropriate certificates issued by a Party, which is recognised by the Organisation as having given full and complete effect to the provisions of the Convention, shall be recognised by the Administration and the holder shall require no further endorsement to serve on Gibraltar registered ships.

Criteria for appropriate certificates (other than for Radio Operators).

24. No seafarer shall be entitled to be issued with an appropriate certificate—

- (a) in the Master and Deck Department, for a capacity—
 - (i) as an Officer in charge of a navigational watch on any ship on voyages not limited to near-coastal voyages unless he complies with the criteria set out in Regulation II/1.2 of the STCW Convention;
 - (ii) as a master or Chief Mate on a ship of 3000 GT or more unless he complies with the criteria set out in Regulation II/2.2 of the STCW Convention;
 - (iii) as a master or Chief Mate on a ship of less than 3000 GT unless he complies with the criteria set out in Regulation II/2.4 of the STCW Convention;
 - (iv) as an Officer in charge of a navigational watch on a ship of less than 500 GT engaged on near-coastal voyages unless he complies with the criteria set out in Regulation II/3.4 of the STCW Convention; and
 - (v) as a master on a ship of less than 500 GT engaged on near-coastal voyages unless he complies with the criteria set out in Regulation II/3.6 of the STCW Convention; and
- (b) in the Engine Department, for a capacity—
 - (i) as an officer in charge of an engineering watch in a manned engine room, or designated duty Engineer officer in a periodically unmanned engine-room, on a ship powered by main propulsion machinery of 750 kW propulsion power or more, unless he complies with the criteria set out in Regulation III/1.2 of the STCW Convention;

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- (ii) as a Chief engineer officer or Second engineer officer on a ship powered by main propulsion machinery of 3000 kW propulsion power or more, unless he complies with the criteria set out in Regulation III/2.2 of the STCW Convention; and
- (ii) as a Chief engineer officer or Second engineer officer on a ship powered by main propulsion machinery of between 750 and 3000 kW propulsion power or more, unless he complies with the criteria set out in Regulation III/3.2 of the STCW Convention.

Use of alternative certificates.

25.(1) When issuing an endorsement in recognition of an appropriate certificate issued under Regulation VII of the STCW Convention, the Maritime Administrator shall ensure that—

- (a) it will not reduce the number of crew on board;
- (b) a single certificate holder shall not be assigned the combined duties of the engine and deck watchkeeping officers during any particular watch; and
- (c) the person in command shall be designated as the master, and the legal position and authority of the master and others shall not be adversely affected by the implementation of any arrangement for alternative certification.

(2) Ratings who qualify under Regulation II/4 as well as Regulation III/4 of the STCW Convention, shall be treated to have qualified under Regulation VII of the STCW Convention for support level and may be employed as part of a navigational or engineering watch.

Revalidation of certificates.

26.(1) The appropriate certificate or an endorsement in recognition of an appropriate certificate issued to an officer shall not be valid for sea-going service unless it has been revalidated at intervals not exceeding 5 years to establish the continued professional competence in accordance with Section A-I/11 of the Code.

(2) For the purpose of continuation of a tanker endorsement the officer shall, in addition to the requirement of subregulation (1), be required to produce evidence of:

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- (a) at least 3 months sea service on a tanker; or
- (b) 6 months service on a tanker terminal; or
- (c) having undertaken a refresher training course.

(3) For the purpose of revalidation of an alternative certificate of a master or officer issued under Regulation VII of the STCW Convention by virtue of approved sea-going service as referred to in paragraph 1.1 of Section A-I/11 of the Code, the holder shall provide evidence of having served in each discipline in a capacity not lower than that of a watchkeeping officer for at least three months.

(4) By virtue of revalidation of an appropriate certificate, all short and ancillary certificates and training documents required for the relevant appropriate certificate, except the certificate for medical care, shall be deemed to have been automatically revalidated.

(5) When revalidating an appropriate certificate issued before 1 February 2002, the holder shall be required to provide documentary evidence of having satisfied any additional training requirements, which may have been introduced by the Convention since the issue of the relevant certificate.

(6) For the purpose of subregulation (4) the additional training shall include but not be limited to, in the case of a master or Deck officer, training in Radar, ARPA, GMDSS and ECDIS, and in the case of an Engineer officer, training in medical first aid and proficiency in survival craft and rescue boat, and in the case of Radio operator, the basic training.

Training requirements for service on tankers.

27.(1) No officer or rating shall be assigned to any specific duty or responsibility which is related to cargo or cargo equipment on tankers unless that officer or rating has—

- (a) completed the advanced fire-fighting training as defined in Regulation VI/3 of the STCW Convention; and
- (b) completed:
 - (i) at least 3 months sea-service on tankers; or

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- (ii) an approved tanker familiarisation course covering at least the syllabus given in Section A-V/1, paragraphs 1 to 7 of the STCW Convention.

(2) The Maritime Administrator may, at his discretion, issue a "Certificate of Tanker Familiarisation Training" to a seafarer who is able to produce evidence of having met the requirements contained in subregulation (1).

(3) No person shall be entrusted with the immediate responsibility for loading, discharging and care in transit or handling of cargo unless that person is in possession of an endorsement for oil tanker, chemical tanker or gas tanker.

(4) A person shall be eligible to obtain a tanker endorsement if that person—

- (a) has met the requirements for a certificate of Tanker Familiarisation Training;
- (b) has completed sea-service of at least 3 months (in addition to any sea-service performed for Tanker Familiarisation Training) on the type of tanker for which the endorsement is required; and
- (c) has attended an approved specialised tanker training course, which, at least, covers the subjects—
 - (i) for an oil tanker, as set out in Section A-V/1, paragraphs 8-14 of the Code;
 - (ii) for a chemical tanker, as set out in Section A-V/1, paragraphs 15 to 21 of the Code; and
 - (iii) for a liquefied gas tanker, as set out in Section A-V/1, paragraphs 22 to 34 of the Code.

(5) The Maritime Administrator may issue a tanker endorsement (for a specific type of tanker) to an officer who produces evidence of having met, within the immediately preceding five years, the requirements contained in subregulation (4).

(6) The Maritime Administrator may also issue a tanker endorsement when issuing an endorsement in recognition of an appropriate certificate, if the relevant certificate contains a tanker endorsement.

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(7) A tanker endorsement shall be revalidated by the Maritime Administrator if the holder meets the requirements of regulation 26(2).

Training requirements for service on ro-ro passenger ships.

28.(1) A company who operates any ro-ro passenger ship shall ensure that—

- (a) prior to being assigned shipboard duties, masters, officers, ratings and other personnel with responsibility for guidance of passengers in an emergency in a ro-ro passenger ship are given the following appropriate training and issued with certificates or documents to that effect:
 - (i) all personnel providing a direct service to passengers, including those working in shops, bars and restaurants are required to be able to communicate effectively between themselves and with passengers during an emergency, as detailed in paragraph 3 of Section A-V/2 of the Code, and be able to demonstrate the correct donning of life jackets;
 - (ii) all personnel designated on the “Emergency Muster List” to assist passengers in an emergency, are required to complete a crowd management training course as described in paragraph 1 of Section A-V/2 of the Code; and
 - (iii) refresher training is undertaken at intervals not exceeding five years unless at least 6 months sea-service is performed by all personnel on a ro-ro passenger ship during the corresponding period;
 - (iv) all personnel with responsibilities related to loading ro-ro cargo and securing for sea are sufficiently familiar with the design and operational limitations affecting ro-ro passenger ships and the tasks detailed in paragraph 2 of Section A-V/2 of the Code;
- (b) prior to being assigned shipboard duties masters, Chief engineer officers, Chief Mates, Second engineer officers and persons having immediate responsibility on ro-ro passenger ships for embarking and disembarking passengers, loading, discharging or securing of cargo and closing hull openings are given the following approved training and issued with certificates or documents to that effect:

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- (i) approved training in passenger safety, cargo safety and hull integrity as specified in paragraph 4 of Section A-V/2 of the Code; and
 - (ii) refresher training is undertaken at intervals not exceeding 5 years unless at least six months sea-service is performed on a ro-ro passenger ship during the corresponding period;
- (c) masters, Chief engineer officers, Chief Mates and Second engineer officers and any person having responsibility for the safety of passengers in emergency situations on board ro-ro passenger ships—
- (i) are in possession of a certificate of having successfully completed an approved training in crisis management and human behaviour as specified in paragraph 5 of Section A-V/2 of the Code;
 - (ii) have undertaken refresher training at intervals not exceeding 5 years unless at least six months sea-service is performed on a ro-ro passenger ship during the corresponding period.

(2) Notwithstanding subregulation (1) as the training requirements for ro ro passenger ships are more comprehensive than for non ro-ro passenger ships, evidence of meeting of requirements for service on ro-ro ships shall be acceptable for service on passenger ships other than ro-ro ships, subject to completion of ship specific training.

Training requirements for service on passenger ships other than ro-ro passenger ships.

29. A company which operates passenger ships other than ro-ro passenger ships shall ensure that—

- (a) prior to being assigned shipboard duties, masters, officers, ratings and other personnel with responsibility for guidance of passengers in an emergency on a passenger ship are given appropriate training on the following aspects and issued with certificates or documents to that effect:
 - (i) all personnel providing a direct service to passengers, including those working in shops, bars and restaurants are trained to be able to communicate effectively

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between themselves and with passengers during an emergency, as set out in paragraph 3 of Section A-V/3 of the Code, and to demonstrate the correct donning of life jackets;

- (ii) all personnel designated on an “Emergency Muster List” to assist passengers in an emergency, have completed crowd management training as set out in paragraph 1 of Section A-V/3 of the Code and refresher courses are undertaken at intervals not exceeding five years unless at least six months sea-service is performed on a passenger ship during the corresponding period;
 - (iii) all personnel assigned specific duties and responsibilities on board such as those related to design and operational limitations of the ship are sufficiently familiar with the special nature of passenger ships and the tasks detailed in paragraph 2 of Section A-V/3 of the Code;
- (b) prior to being assigned shipboard duties, masters, Chief Mates and all persons having immediate responsibility for embarking and disembarking passengers—
- (i) are in possession of a certificate of having successfully completed approved training in passenger safety as specified in paragraph 4 of Section A-V/3 of the Code; and
 - (ii) have undertaken refresher courses at intervals not exceeding 5 years unless at least six months sea-service is performed on a passenger ship during the corresponding period; and
- (c) Masters, Chief engineer officers, Chief mates, Second engineer officers and any person having responsibility for safety of passengers on board passenger ships—
- (i) are in possession of a certificate of having successfully completed approved training in crisis management and human behaviour as specified in paragraph 5 of Section A-V/3 of the Code; and
 - (ii) have undertaken refresher courses at intervals not exceeding 5 years unless at least six months sea-service is performed on ro-ro passenger ship during the corresponding period.

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Use of uniform by crew of a passenger ship.

30. Every crew member of a passenger ship including a ro ro passenger ship who is designated with the duty of crowd management and guidance of passengers in an emergency situation shall wear a uniform or headgear or other marking of such kind so that passengers are readily able to identify him.

Requirements for service on High Speed Craft.

31.(1) No person shall be allowed to have an operational role serving on High Speed Craft unless that person holds a valid Type Rating Certificate issued in compliance with the requirements of Chapter 18, paragraph 18.3 of the HSC Code.

(2) The Type Rating Certificate referred to in subregulation (1) shall not be valid unless it is revalidated at intervals not exceeding 2 years.

(3) The Administration or the Organisation on behalf of the Administration may issue a Type Rating Certificate to a person who successfully completes an approved course of Training in accordance with the provisions of the HSC Code covering knowledge of the craft's propulsion and control systems, handling characteristics, communication and navigation procedures, intact stability and survivability.

(4) Engineer officers serving on High Speed Craft with gas turbine propulsion may hold either motor, steam or combined certificates but the Chief engineer officer shall additionally hold a certificate attesting to the completion of an approved gas turbine training programme for the type of machinery on the High Speed Craft.

(5) An operator or the company shall not allow any rating to serve on High Speed Craft unless he is trained and documented, to meet the requirements of items 6 to 12 of paragraph 18.3.3 of Chapter 18 of the HSC Code which covers the knowledge of the location and use of all items listed in Regulation 35 under the caption *Training manual and on-board training aids* of Section V of Chapter III of SOLAS 74 including escape routes, life saving appliances, fire protection and fire extinguishing appliances and cargo securing systems.

Fitness for duty and minimum period of rest.

32.(1) The company operating a Gibraltar registered ship and the master of each such ship shall ensure that:

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- (a) watch systems are so arranged that the efficiency of all watchkeeping personnel is not impaired by fatigue and that duties are so organised that the first watch at the commencement of a voyage and subsequent relieving watches are sufficiently rested and otherwise fit for duty;
- (b) all persons who are assigned duty as Officer in charge of a watch or as rating forming part of a watch are provided a minimum of 10 hours of rest in any 24 hours period:

Provided that the hours of rest may be divided into no more than two periods, one of which shall be at least 6 hours in length.

(2) Notwithstanding the provisions of subregulation (1) the requirement of the rest period need not be maintained in the case of an emergency or drill or in any other overriding operational conditions.

(3) Notwithstanding the provisions of subregulations (1) and (2) the minimum period of ten hours of rest may be reduced to not less than six consecutive hours:

Provided that any such reduction shall not extend beyond two days and not less than 70 hours of rest are provided in each seven-day period.

- (4) Watch schedules shall be posted where they are easily accessible.

Port State Control.

33.(1) When a ship is in Gibraltar waters, the Administration may, without prejudice to Part VA of the Merchant Shipping Ordinance, direct a marine surveyor or inspector to conduct port state control to check that:

- (a) the ship has a Safe manning document and is manned in accordance with such document;
 - (b) the seafarers employed on the ship are duly qualified; and
 - (c) watch schedules are posted and there is no evidence of seafarers having to work more hours than is safe in relation to safety of the ship except in an emergency situation.
- (2) Where it is reported to or suspected by the Administration that—

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- (a) the ship has been involved in a collision, grounding or stranding;
- (b) there has been a discharge of substances from the ship when underway, at anchor or at berth which is illegal under any international convention;
- (c) the ship has been manoeuvred in an erratic or unsafe manner whereby routing measures adopted by the Organisation or safe navigational practices and procedures have not been followed; or
- (d) the ship is otherwise being operated in such a manner as to pose a danger to persons, property or the environment,

the seafarers may be required, at the time of check referred to in subregulation (1), to demonstrate the competency in the assigned field of duty.

(3) Where during a port state control carried out in pursuance of this regulation any serious deficiency is revealed which in the opinion of the Administrator may pose a danger to the ship, persons, property or the environment, the Administration may detain the ship by order and prevent the ship from proceeding to sea until such time as the deficiencies are corrected to an extent that it no longer poses any danger to life, property or the environment.

(4) Where during a port state control carried out in pursuance of this regulation it is revealed—

- (a) that documents are used by persons other than those to whom they have been issued; or
- (b) that documents have been forged or tampered with,

the Administration shall immediately seize those documents and notify the national Administration of the seafarer concerned.

(5) Where an action is taken under subregulation (4) the position held by the person using the documents referred to in that subregulation shall be considered vacant until duly qualified seafarer is employed to meet the requirements of the Safe manning document.

(6) Where a ship is detained under subregulation (3), the Administration shall ensure that all cases of detention are promptly notified to the Port

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Authority, Immigration Authority and the Customs Department in addition to the Flag Administration or its diplomatic representative in Gibraltar or the United Kingdom.

(7) When a ship that has been detained under this regulation is allowed to proceed to a nearby port for supplies or repairs to correct any deficiency, the Administration of the relevant state shall be informed accordingly.

Rates of fees.

34. The rates of fees (payable to the Government of Gibraltar) prescribed in the Table below shall be charged and payable for the services rendered by the Department of Shipping as specified therein—

Services	Fee
1. Gibraltar endorsement for the capacity of master or Chief Engineer Officer	£75.00
2. Gibraltar endorsement for the capacity of Chief Mate/Second engineer officer	£50.00
3. Gibraltar endorsement for Watchkeeping officer (Deck/Engineer)	£50.00
4. Watchrating (navigational or engine room or dual purpose) certificate	£50.00
5. Ship's Cook Certificate	£50.00
6. Able Seaman Certificate	£50.00
7. Tanker familiarization certificate	£30.00
8. Issue of dispensation	£50.00
9. Tanker endorsement (with Gibraltar endorsement)	£30.00
10. Tanker endorsement (without Gibraltar endorsement)	£40.00
11. Issue of Discharge Book	£100.00
12. Article of Agreement for a Gibraltar ship	£20.00
13. Issue of Safe manning document	£100.00

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14. Government endorsement/Certificate to operate Government/local vessels	£70.00
15. Revalidation/Extension of a certificate/ Endorsement	£30.00
16. Issue of Continuous Synopsis Records	£100.00

Quality standards.

35.(1) The Administration shall—

- (a) supervise, assess, approve and monitor training courses conducted under its authority in accordance with provisions of Regulation I/6 of the STCW Convention; and
- (b) ensure that quality standards as required under paragraph 1.1 of Regulation I/8 of the STCW Convention are complied with.

(2) The Administration shall develop and maintain a quality standards system with documented procedures and record-keeping for the range of functions within the purview of the Convention performed by it to meet the requirements of paragraph 1.2 of Regulation I/8 of the STCW Convention.

(3) The Minister shall appoint an audit team comprising of no more than three persons who are qualified, competent and conversant with the role of the Administration in respect of the Convention but not themselves involved in the activities concerned, to conduct periodically an independent evaluation of the quality standard system developed, operated and maintained by the Administration:

Provided that the Minister may choose not to appoint an audit team to supervise and monitor the working of the Administration if he is satisfied that an audit team of the Maritime and Coastguard Agency of the United Kingdom has undertaken such an audit.

(4) The audit team appointed under subregulation (3) shall report back to the Minister in accordance with paragraph 2 of Regulation I/8 of the STCW Convention.

(5) The Minister shall forward a report to the Maritime and Coastguard Agency of the United Kingdom for onward transmission to the Secretary-General at interval not exceeding 5 years in respect of information relating to the evaluation required under this regulation to comply with the provisions of paragraph 3 of Regulation I/8 of the STCW Convention.

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Penalties.

36.(1) A company which contravenes regulation 12(2), 12(3), 28(1) or 29 is guilty of an offence and is liable, on summary conviction, to a fine at level 3 on the standard scale.

(2) A master or a company who contravenes regulation 10(1), 10(2) or 32(1) is guilty of an offence and is liable, on summary conviction, to a fine at level 3 on the standard scale.

Issue of administrative instructions.

37.(1) The Maritime Administrator, with the approval of the Minister, may, in exercise of powers conferred on him by section 3(5) of the Ordinance, make and issue, from time to time, by notice in the Gazette, such Instructions as he deems necessary for the fulfillment of these Regulations, and in particular, in respect of procedures and details relating to the following:

- (a) issue of Safe manning document;
- (b) watchkeeping standards and arrangements;
- (c) assessment, approval and monitoring of training institutes or training centres in order that the approved centres may conduct training, assess competence and issue certificates to successful participants;
- (d) recognition of certificates issued by other parties and issue of Gibraltar endorsements to such certificates to enable the holder to serve as a master or officer on a Gibraltar registered ship;
- (e) issue of appropriate certificates in Gibraltar;
- (f) issue of certificates and endorsements for service on tankers;
- (g) issue of Watchrating certificates;
- (h) issue of Able Seaman certificates;
- (i) issue of Ship's Cook certificates;
- (j) cadet training programmes;

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- (k) standards of medical fitness for seafarers, particularly regarding eyesight and hearing;
- (l) issue of certificates of medical fitness;
- (m) maintenance of registers of all certificates and endorsements for masters and officers and, as appropriate, ratings, which are issued, have expired or have been revalidated, suspended, cancelled or reported lost or destroyed and of dispensations issued;
- (n) making available information on the status of such certificates, endorsements and dispensations to other parties and companies which request verification of the authenticity and validity of the documents produced to them;
- (o) issue of Discharge Book;
- (p) issue of certificates for operation of Government ships, pleasure ships and other vessels operating within Gibraltar waters;
- (q) format of "Article of Agreement";
- (r) conduct of inquiry into an accident and follow-up action; and
- (s) any other matter considered relevant by the Maritime Administrator.

(2) The Instructions specified in the Schedule are the First Set of Administrative Instructions and shall be deemed to have been made and issued by the Maritime Administrator pursuant to section 3(5) of the Ordinance and this regulation.

(3) The First Set of Administrative Instructions referred to in subregulation (2) may be amended, replaced or revoked by the Maritime Administrator in the same way as the new Instructions are made and issued by him.

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SCHEDULE

Regulation 37(2)

INSTRUCTION NO. 1

ADMINISTRATIVE INSTRUCTIONS ON SAFE MANNING.

(Issued under section 3(5) of the Merchant Shipping (Safety, etc.) Ordinance, 1993 and should be read in conjunction with the relevant provisions of the Merchant Shipping (Manning, Training, Certification and related Seafarers' matters) Regulations, 2002.)

1. Every Gibraltar registered ship engaged in international voyages will be required to be in possession of a Safe manning document issued by the Maritime Administrator in compliance with SOLAS 74 regulation 13b. The ship shall not be allowed to proceed to sea unless it has a SMD and is manned in accordance with such document as the minimum acceptable manning standard.
2. The company managing a Gibraltar registered ship engaged in international voyages shall apply to the Maritime Administrator for issue of a SMD in the form given at Annex A. The company shall provide particulars of the ship (type of ship, dimensions, tonnage, propulsion power in kW, degree of automation etc.), nature of trade, area of operation, and the minimum scale of manning with which the company wants to operate the vessel.
3. The Administration shall consider each application in the light of IMO Assembly Resolution A-890 and when it is satisfied that the manning will meet the requirements for safe operation and protection of the marine environment, it shall issue a SMD for the relevant ship in form given at Annex B. Except for passenger ships, the SMD will be based on Unmanned Machinery Space (UMS) operation and when UMS is not operative the ship shall carry at least one more duly qualified Engineer officer (in addition to the SMD requirement). However, the Maritime Administrator in some cases may attach such conditions as considered necessary for the safe operation of a particular ship.
4. It shall be the responsibility of the company to ensure that the ship has at least one officer who has an appropriate certificate for the operation of the GMDSS Radio-communication equipment fitted on the ship (as appropriate for the area of operation) and that all Deck Officers have at least a Restricted Operator's Certificate in GMDSS. Seafarers employed on the ship must be duly qualified as required and all officers must have either

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Certificate of Competency or Certificate of Equivalent Competency issued by the UK-MCA or appropriate certificate or an endorsement in recognition of appropriate certificate issued by the Maritime Administrator or Gibraltar endorsements issued by the Maritime Administrator as appropriate for the type, size, power and area of operation of the vessel. Watch schedules shall be posted and the company as well as the master of the ship shall ensure that seafarers are given minimum periods of rest as required under the Regulations.

5. A ship which has on board more than 100 person and remains, at any stage of the voyage, more than 24 hours steaming distance from a safe haven which provides all medical facilities (including hospitalisation) shall be required to carry a duly qualified doctor. A ship with a complement of more than 6 persons engaged on voyages during which she may remain more than 72 hours at sea shall be required to have a dedicated cook and in all other cases one of the crew shall be designated as Seaman-cook.

6. For the purpose of employment of seafarers in a capacity (such as Electrical engineer, Air-conditioning and Refrigeration engineer) for which no specific training and certification requirements are given in the Convention, it shall be duty of the company to ensure that the person has a generally acceptable qualification (degree or diploma) for the trade and has received basic training.

7. The company shall retain the option to employ additional seafarers (in addition to what is specified in the SMD provided that they are supplied with appropriate accommodation and sufficient life-saving appliances and are given safety familiarisation training.

8. A copy of this Instruction shall be carried on every Gibraltar registered ship so that in foreign ports the Administration of the port state can establish Flag State requirements applicable to the vessel in respect of manning.

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APPLICATION FOR A SAFE MANNING DOCUMENT

The company shall assess its requirements and propose a scale of minimum safe manning for the vessel taking into consideration the principles and guidance given in IMO Resolution A-890 and the Gibraltar Administrative Instruction on Safe Manning.

Name of the ship:	Type of ship: ¹
Call sign:	IMO Number:
Length:	Gross Tonnage:
Total power (KW):	Number of propellers:
Year of build:	Certified accommodation for:
	.
Certified LSA for:	Auto pilot (steering): ² YES / NO
UMS: ² YES / NO	Bridge control: ² YES / NO

¹ Types of Ships: 1. Passenger/Cruise; 2. Ro-ro Passenger; 3. High-speed Craft; 4. Dynamically-supported Craft; 5. Container/Dry Cargo Ship; 6. Bulk Carriers; 7. Tanker–Oil; 8. Tanker–Chemical; 9. Tanker–Gas; 10. Standby Vessel; 11. Offshore Supply Vessel; 12. Dredger/Survey Vessel; 13. Tugs; 14. MOU/Jack-up Rig; 15. Submersible/Semi-submersible; 16. Yachts; 17. Other [please specify])

²(delete as appropriate)

Area of operation: Unlimited / Other (specify area below)²
.....
.....

Name & address of company:
.....
.....
.....

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Manning suggested by the company:

Rank / Capacity:	Number:	Rank / Capacity:	Number:
Master:	1	Chief engineer:	1
Chief Mate:		Second engineer:	
OOW (Deck):		OOW (Engineer):	
Doctor:		Electrical engineer:	
Nav. W / Rating:		E / R Watchrating:	
Cook:		Other:	

I declare that to the best of my knowledge, the particulars given by me on this form are correct.

Signed:

Name:

Date:

Designation:

This application form should be sent to:

The Maritime Administrator
Registry of Ships
Duke of Kent House
Cathedral Square
Gibraltar
Tel.:(+350)47771
Fax.:(+350)47770

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ANNEX B



GOVERNMENT OF GIBRALTAR* SAFE MANNING DOCUMENT

(Issued in compliance with Regulation V/13 of SOLAS 74 as amended,
IMO Resolution A-890 and Gibraltar Administrative Instructions on Safe
Manning)

Name of the ship:	Type of ship:
Port of Registry: GIBRALTAR	Year of build:
IMO Number:	GT:
Propulsion Power:	

Minimum Safe Manning:

Master:	Chief engineer officer:
Chief Mate:	Second engineer officer:
Nav. W/K Officer:	W/K Engr. Officer:
Nav. W/Rating:	E/R Watchrating:
Cook or Seaman-Cook	Others:
Total:	

* Gibraltar is an overseas territory of the United Kingdom

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SPECIAL CONDITIONS:

The ship must comply with the provisions of the Gibraltar Administrative Instructions on Safe Manning (copy of which must be carried on board).

Issued at _____ on _____
Signature:
Designation:
Marine Surveyor
Government of Gibraltar

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ADMINISTRATIVE INSTRUCTIONS ON WATCHKEEPING ARRANGEMENTS AND STANDARDS

(Issued under section 3(5) of the Merchant Shipping (Safety, etc.) Ordinance, 1993 and should be read in conjunction with the relevant provisions of the Merchant Shipping (Manning, Training, Certification and related Seafarers' matters) Regulations, 2002.)

Watchkeeping arrangements and principles to be observed:

PART 1 - CERTIFICATION

1. The officer in charge of the navigational or deck watch shall be duly qualified in accordance with the provisions of chapter II, or chapter VII of the STCW Convention as appropriate, in relation to duties related to navigational or deck watchkeeping.
2. The officer in charge of the engineering watch shall be duly qualified in accordance with the provisions of chapter III, or chapter VII of the STCW Convention appropriate to the duties related to engineering watchkeeping.

PART 2 – VOYAGE PLANNING

General requirements:

3. The intended voyage shall be planned in advance, taking into consideration all pertinent information, and any course laid down shall be checked before the voyage commences.
4. The Chief engineer officer shall, in consultation with the master, determine in advance the needs of the intended voyage, taking into consideration the requirements for fuel, water, lubricants, chemicals, expendable and other spare parts, tools, supplies and any other requirements.

Planning prior to each voyage:

5. Prior to each voyage the master of every ship shall ensure that the intended route from the port of departure to the first port of call is planned using adequate and appropriate charts and other nautical publications necessary for the intended voyage, containing accurate, complete and up-to-date information regarding those navigational limitations and hazards which are of a permanent or predictable nature and which are relevant to the safe navigation of the ship.

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Verification and display of planned route:

6. When the route planning is verified taking into consideration all pertinent information, the planned route shall be clearly displayed on appropriate charts and shall be continuously available to the officer in charge of the watch, who shall verify each course to be followed prior to using it during the voyage.

Deviation from planned route:

7. If a decision is made, during a voyage, to change the next port of call of the planned route, or if it is necessary for the ship to deviate substantially from the planned route for other reasons, then an amended route shall be planned prior to deviating substantially from the route originally planned.

PART 3 – WATCHKEEPING AT SEA

Principles applying to watchkeeping generally:

8. The attention of companies, masters, Chief engineer officers and watchkeeping personnel is drawn to the following principles, which shall be observed to ensure that safe watches are maintained at all times.

9. The master of every ship is bound to ensure that watchkeeping arrangements are adequate for maintaining a safe navigational watch. Under the master's general direction, the officers of the navigational watch are responsible for navigating the ship safely during their periods of duty, when they will be particularly concerned with avoiding collision and stranding.

10. The Chief engineer officer of every ship is bound, in consultation with the master, to ensure that watchkeeping arrangements are adequate to maintain a safe engineering watch.

Protection of marine environment:

11. The master, officers and ratings shall be aware of the serious effects of operational or accidental pollution of the marine environment and shall take all possible precautions to prevent such pollution, particularly within the framework of relevant international and port regulations.

PART 3-1. PRINCIPLES TO BE OBSERVED IN KEEPING A NAVIGATIONAL WATCH:

12. The officer in charge of the navigational watch is the master's representative and is primarily responsible at all times for the safe

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navigation of the ship and for complying with the International Regulations for Preventing Collisions at Sea, 1972.

Look-out.

13. A proper look-out shall be maintained at all times in compliance with rule 5 of the International Regulations for Preventing Collisions at Sea, 1972 and shall serve the purpose of:

- (a) maintaining a continuous state of vigilance by sight and hearing as well as by all other available means, with regard to any significant change in the operating environment ;
- (b) fully appraising the situation and the risk of collision, stranding and other dangers to navigation; and
- (c) detecting ships or aircraft in distress, shipwrecked persons, wrecks, debris and other hazards to safe navigation.

14. The look-out must be able to give full attention to the keeping of a proper look-out and no other duties shall be undertaken or assigned which could interfere with that task.

15. The duties of the look-out and helmsperson are separate and the helmsperson shall not be considered to be the look-out while steering, except in small ships where an unobstructed all-round view is provided at the steering position and there is no impairment of night vision or other impediment to the keeping of a proper look-out. The officer in charge of the navigational watch may be the sole look-out in daylight provided that on each such occasion:

- (a) the situation has been carefully assessed and it has been established without doubt that it is safe to do so;
- (b) full account has been taken of all relevant factors, including, but not limited to :
 - (i) state of weather,
 - (ii) visibility,
 - (iii) traffic density,
 - (iv) proximity of dangers to navigation, and

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- (v) the attention necessary when navigating in or near traffic separation schemes; and
- (c) assistance is immediately available to be summoned to the bridge when any change in the situation so requires.

16. In determining that the composition of the navigational watch is adequate to ensure that a proper look-out can continuously be maintained, the master shall take into account all relevant factors, including those described in this Instruction as well as the following factors :

- (a) visibility, state of weather and sea ;
- (b) traffic density, and other activities occurring in the area in which the vessel is navigating;
- (c) the attention necessary when navigating in or near traffic separation schemes or other routing measures;
- (d) the additional workload caused by the nature of the ship's functions, immediate operating requirements and anticipated manoeuvres;
- (e) the fitness for duty of any crew members on call who are assigned as members of the watch;
- (f) knowledge of and confidence in the professional competence of the ship's officers and crew;
- (g) the experience of each officer of the navigational watch, and the familiarity of that officer with the ship's equipment, procedures and manoeuvring capabilities;
- (h) activities taking place on board the ship at any particular time, including radiocommunication activities, and the availability of assistance to be summoned immediately to the bridge when necessary;
- (i) the operational status of bridge instrumentation and controls, including alarm systems;
- (j) rudder and propeller control and ship manoeuvring characteristics;
- (k) the size of the ship and the field of vision available from the conning position;

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- (l) the configuration of the bridge, to the extent that such configuration might inhibit a member of the watch from detecting by sight or hearing any external development; and
- (m) any other relevant standard, procedure or guidance relating to watchkeeping arrangements and fitness for duty which has been adopted by the Organization.

Watch arrangements:

17. When deciding the composition of the watch on the bridge, which may include appropriately qualified ratings, the following factors, inter alia, shall be taken into account:

- (a) at no time shall the bridge be left unattended;
- (b) weather conditions prevailing at the time, visibility and whether there is daylight or darkness;
- (c) proximity of navigational hazards which may make it necessary for the officer in charge of the watch to carry out additional navigational duties;
- (d) use and operational condition of navigational aids such as radar or electronic position-indicating devices and any other equipment affecting the safe navigation of the ship;
- (e) whether the ship is fitted with automatic steering;
- (f) whether there are radio duties to be performed;
- (g) unmanned machinery space (UMS) controls, alarms and indicators provided on the bridge, procedures for their use and limitations; and
- (h) any unusual demands on the navigational watch that may arise as a result of special operational circumstances.

Taking over the watch:

18. The officer in charge of the navigational watch shall not hand over the watch to the relieving officer if there is reason to believe that the latter is not capable of carrying out the watchkeeping duties effectively, in which case the master shall be notified.

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19. The relieving officers shall ensure that the members of the relieving watch are fully capable of performing their duties, particularly as regards their adjustment to night vision. Relieving officers shall not take over the watch until their vision is fully adjusted to the light conditions.

20. Prior to taking over the watch, relieving officers shall satisfy themselves as to the ship's estimated or true position and confirm its intended track, course and speed and UMS controls as appropriate and shall note any dangers to navigation expected to be encountered during their watch.

21. Relieving officers shall personally satisfy themselves regarding the:

- (a) standing orders and other special instructions of the master relating to navigation of the ship;
- (b) position course, speed and draught of the ship;
- (c) prevailing and predicted tides, currents, weather, visibility and the effect of these factors upon course and speed;
- (d) procedures for the use of main engines to manoeuvre when the main engines are on bridge control; and
- (e) navigational situation, including but not limited to:
 - (i) the operational condition of all navigational and safety equipment being used or likely to be used during the watch,
 - (ii) the errors of gyro and magnetic compasses,
 - (iii) the presence and movement of ships in sight or known to be in the vicinity,
 - (iv) the conditions and hazards likely to be encountered during the watch, and
 - (v) the possible effects of heel, trim, water density and squat on under-keel clearance.

22. If at any time the officer in charge of the navigational watch is to be relieved when a manoeuvre or other action to avoid any hazard is taking place, the relief of that officer shall be deferred until such action has been completed.

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Performing the navigational watch:

23. The officer in charge of the navigational watch shall:

- (a) keep the watch on the bridge;
- (b) in no circumstances leave the bridge until properly relieved;
- (c) continue to be responsible for the safe navigation of the ship, despite the presence of the master on the bridge, until informed specifically that the master has assumed that responsibility and this is mutually understood; and
- (d) notify the master when in any doubt as to what action to take in the interest of safety.

24. During the watch the course steered, position and speed shall be checked at sufficiently frequent intervals, using any available navigational aids necessary, to ensure that the ship follows the planned course.

25. The officer in charge of the navigational watch shall have full knowledge of the location and operation of all safety and navigational equipment on board the ship and shall be aware and take account of the operating limitations of such equipment.

26. The officer in charge of the navigational watch shall not be assigned or undertake any duties which would interfere with the safe navigation of the ship.

27. Officers of the navigational watch shall make the most effective use of all navigational equipment at their disposal.

28. When using radar, the officer in charge of the navigational watch shall bear in mind the necessity to comply at all times with the provisions on the use of radar contained in the International Regulations for Preventing Collisions at Sea, in force.

29. In case of need, the officer in charge of the navigational watch shall not hesitate to use the helm, engines and sound signaling apparatus. However, timely notice of intended variations of engine speed shall be given where possible or effective use made of UMS engine controls provided on the bridge in accordance with the applicable procedures.

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30. Officers of the navigational watch shall know the handling characteristics of their ship, including its stopping distances, and should appreciate that other ships may have different handling characteristics.
31. A proper record shall be kept during the watch of the movements and activities relating to the navigation of the ship.
32. It is of special importance that at all times the officer in charge of the navigational watch ensures that a proper look-out is maintained. In a ship with a separate chartroom the officer in charge of the navigational watch may visit the chartroom, when essential, for a short period for the necessary performance of navigational duties, but shall first ensure that it is safe to do so and that a proper look-out is maintained.
33. Operational tests of shipboard navigational equipment shall be carried out at sea as frequently as practicable and as circumstances permit, in particular before hazardous conditions affecting navigation are expected. Whenever appropriate, these tests shall be recorded. Such tests shall also be carried out prior to port arrival and departure.
34. The officer in charge of the navigational watch shall make regular checks to ensure that:
- (a) the person steering the ship or the automatic pilot is steering the correct course;
 - (b) the standard compass error is determined at least once a watch and, when possible, after any major alteration of course; the standard and gyro-compasses are frequently compared and repeaters are synchronized with their master compass;
 - (c) the automatic pilot is tested manually at least once a watch;
 - (d) the navigation and signal lights and other navigational equipment are functioning properly;
 - (e) the radio equipment is functioning properly in accordance with paragraph 86 of this Instruction; and
 - (f) the UMS controls, alarms and indicators are functioning properly.
35. The officer in charge of the navigational watch shall take into consideration the necessity to comply at all times with the requirements in force of the International Convention for the Safety of Life at Sea (SOLAS), 1974. The officer of the navigational watch shall take into account:

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- (a) the need to station a person to steer the ship and to put the steering into manual control in good time to allow any potentially hazardous situation to be dealt with in a safe manner; and
- (b) that with a ship under automatic steering it is highly dangerous to allow a situation to develop to the point where the officer in charge of the navigational watch is without assistance and has to break the continuity of the look-out in order to take emergency action.

36. Officers of the navigational watch shall be thoroughly familiar with the use of all electronic navigational aids carried, including their capabilities and limitations, and shall use each of these aids when appropriate and shall take into consideration that the echo-sounder is a valuable navigational aid.

37. The officer in charge of the navigational watch shall use the radar whenever restricted visibility is encountered or expected, and at all times in congested waters, having due regard to its limitations.

38. The officer in charge of the navigational watch shall ensure that range scales employed are changed at sufficiently frequent intervals so that echoes are detected as early as possible and shall take a particular note that small or poor echoes may escape detection.

39. Whenever radar is in use, the officer in charge of the navigational watch shall select an appropriate range scale and observe the display carefully, and shall ensure that plotting or systematic analysis is commenced in ample time.

40. The officer in charge of the navigational watch shall notify the master immediately :

- (a) if restricted visibility is encountered or expected;
- (b) if the traffic conditions or the movements of other ships are causing concern;
- (c) if difficulty is experienced in maintaining course;
- (d) on failure to sight land, a navigation mark or to obtain soundings by the expected time;
- (e) if, unexpectedly, land or a navigation mark is sighted or a change in soundings occurs;

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- (f) on breakdown of the engines, propulsion machinery remote control, steering gear or any essential navigational equipment, alarm or indicator;
- (g) if the radio equipment malfunctions;
- (h) in heavy weather, if in any doubt about the possibility of weather damage;
- (i) if the ship meets any hazard to navigation, such as ice or a derelict; and
- (j) in any other emergency or if in any doubt.

41. Despite the requirement to notify the master immediately in the foregoing circumstances, the officer in charge of the navigational watch shall, in addition, not hesitate to take immediate action for the safety of the ship, where circumstances so require.

42. The officer in charge of the navigational watch shall give watchkeeping personnel all appropriate instructions and information which will ensure the keeping of a safe watch, including a proper look-out.

Watchkeeping under different conditions and in different areas:

Clear weather:

43. The officer in charge of the navigational watch shall take frequent and accurate compass bearings of approaching ships as a means of early detection of risk of collision and bear in mind that such risk may sometimes exist even when an appreciable bearing change is evident, particularly when approaching a very large ship or a tow or when approaching a ship at close range. The officer in charge of the navigational watch shall also take early and positive action in compliance with the applicable International Regulations for Preventing Collisions at Sea, 1972 and subsequently check that such action is having the desired effect.

44. In clear weather, whenever possible, the officer in charge of the navigational watch shall carry out radar practice.

Restricted visibility:

45. When restricted visibility is encountered or expected, the first responsibility of the officer in charge of the navigational watch is to comply with relevant rules of the International Regulations for Preventing

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Collisions at Sea, 1972 with particular regard to the sounding of fog signals, proceeding at a safe speed and having the engines ready for immediate manoeuvre. In addition, the officer in charge of the navigational watch shall:

- (a) inform the master;
- (b) post a proper look-out;
- (c) exhibit navigation lights; and
- (d) operate and use the radar.

In hours of darkness:

46. The master and the officer in charge of the navigational watch, when arranging look-out duty, shall have due regard to the bridge equipment and navigational aids available for use, their limitation; procedures and safeguards implemented.

Coastal and congested waters:

47. The largest scale chart on board, suitable for the area and corrected with the latest available information, shall be used. Fixes shall be taken at frequent intervals, and shall be carried out by more than one method whenever circumstances allow.

48. The officer in charge of the navigational watch shall positively identify all relevant navigation marks.

Navigation with pilot on board:

49. Despite the duties and obligations of pilots, their presence on board does not relieve the master or officer in charge of the navigational watch from their duties and obligations for the safety of the ship. The master and the pilot shall exchange information regarding navigation procedures, local conditions and the ship's characteristics. The master or the officer in charge of the navigational watch shall co-operate closely with the pilot and maintain an accurate check on the ship's position and movement.

50. If in any doubt as to the pilot's actions or intentions, the officer in charge of the navigational watch shall seek clarification from the pilot and, if doubt still exists, shall notify the master immediately and take whatever action is necessary before the master arrives.

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Ship at anchor:

51. If the master considers it necessary, a continuous navigational watch shall be maintained at anchor. While at anchor, the officer in charge of the navigational watch shall :

- (a) determine and plot the ship's position on the appropriate chart as soon as practicable;
- (b) when circumstances permit, check at sufficiently frequent intervals whether the ship is remaining securely at anchor by taking bearings of fixed navigation marks or readily identifiable shore objects;
- (c) ensure that a proper look-out is maintained;
- (d) ensure that inspection rounds of the ship are made periodically;
- (e) observe meteorological and tidal conditions and the state of the sea;
- (f) notify the master and undertake all necessary measures if the ship drags anchor;
- (g) ensure that the state of readiness of the main engines and other machinery is in accordance with the master's instructions;
- (h) if visibility deteriorates, notify the master;
- (i) ensure that the ship exhibits the appropriate lights and shapes and that appropriate sound signals are made in accordance with all applicable regulations; and
- (j) take measures to protect the environment from pollution by the ship and comply with applicable pollution regulations.

PART 3-2. PRINCIPLES TO BE OBSERVED IN KEEPING AN ENGINEERING WATCH

52. The term "engineering watch" as used in part 3-2, 4-2 and 4-4 of this Instruction means a person or a group of personnel comprising the watch.

53. The officer in charge of the engineering watch is the Chief engineer officer's representative who is primarily responsible, at all times, for the safe and efficient operation and upkeep of machinery affecting the safety of

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the ship and is responsible for the inspection, operation and testing as required, of all machinery and equipment under the responsibility of the engineering watch.

Watch arrangements:

54. The composition of the engineering watch shall, at all times, be adequate to ensure the safe operation of all machinery affecting the operation of the ship, in either automated or manual mode, and be appropriate to the prevailing circumstances and conditions.

55. When deciding the composition of the engineering watch, which may include appropriately qualified ratings, the following criteria, inter alia, shall be taken into account:

- (a) the type of ship and the type and condition of the machinery;
- (b) the adequate supervision, at all times, of machinery affecting the safe operation of the ship;
- (c) any special modes of operation dictated by conditions such as weather, ice, contaminated water, shallow water, emergency conditions, damage containment or pollution abatement;
- (d) the qualifications and experience of the engineering watch;
- (e) the safety of life, ship, cargo and port, and protection of the environment;
- (f) the observance of international, national and local regulations;
and
- (g) maintaining the normal operations of the ship.

Taking over the watch:

56. The officer in charge of the engineering watch shall not hand over the watch to the relieving officer if there is reason to believe that the latter is obviously not capable of carrying out the watchkeeping duties effectively, in which case the Chief engineer officer shall be notified.

57. The relieving officer of the engineering watch shall ensure that the members of the relieving engineering watch are apparently fully capable of performing their duties effectively.

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58. Prior to the engineering watch taking over duties, relieving officers shall satisfy themselves regarding at least the following:

- (a) the standing orders and special instructions of the Chief engineer officer relating to the operation of the ship's systems and machinery;
- (b) the nature of all work being performed on machinery and systems, the personnel involved and potential hazards;
- (c) the level and, where applicable, the condition of water or residues in bilges, ballast tanks, slop tanks, reserve tanks, fresh water tanks, sewage tanks and any special requirements for use or disposal of the contents thereof;
- (d) the condition and level of fuel in the reserve tanks, settling tank, day tank and other fuel storage facilities;
- (e) any special requirements relating to sanitary system disposals;
- (f) the condition and mode of operation of the various main and auxiliary systems, including the electrical power distribution system;
- (g) where applicable, the condition of monitoring and control console equipment, and which equipment is being operated manually;
- (h) where applicable, the condition and mode of operation of automatic boiler controls such as flame safeguard control systems, limit control systems, combustion control systems, fuel-supply control systems and other equipment related to the operation of steam boilers;
- (i) any potentially adverse conditions resulting from bad weather, ice, or contaminated or shallow water;
- (j) any special modes of operation dictated by equipment failure or adverse ship conditions;
- (k) the reports of engine-room ratings relating to their assigned duties;
- (l) the availability of fire-fighting appliances; and
- (m) the state of completion of the engine-room log.

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Performing the engineering watch:

59. The officer in charge of the engineering watch shall ensure that established watchkeeping arrangements are maintained and that, under direction, engine-room ratings, if forming part of the engineering watch, assist in the safe and efficient operation of the propulsion machinery and auxiliary equipment.

60. The officer in charge of the engineering watch shall continue to be responsible for machinery-space operations, despite the presence of the Chief engineer officer in the machinery spaces, until specifically informed that the Chief engineer officer has assumed that responsibility and this is mutually understood.

61. All members of the engineering watch shall be familiar with their assigned watchkeeping duties. In addition, every member shall, with respect to the ship they are serving in, have knowledge of:

- (a) the use of appropriate internal communication systems;
- (b) the escape routes from machinery spaces;
- (c) the engine-room alarm systems and be able to distinguish between the various safety alarms, with special reference to the fire-extinguishing media alarm; and
- (d) the number, location and types of fire-fighting equipment and damage-control gear in the machinery spaces, together with their use and the various safety precautions to be observed.

62. Any machinery not functioning properly, expected to malfunction or requiring special service shall be noted along with any action already taken. Plans shall be made for any further action if required.

63. When the machinery spaces are in manned condition, the officer in charge of the engineering watch shall at all times be readily capable of operating the propulsion equipment in response to needs for changes in direction or speed.

64. When the machinery spaces are in the periodic unmanned condition, the designated duty officer in charge of the engineering watch shall be immediately available and on call to attend the machinery spaces.

65. All bridge orders shall be promptly executed. Changes in direction or speed of the main propulsion units shall be recorded, except where the

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Administration has determined that the size of characteristics of a particular ship make such recording impracticable. The officer in charge of the engineering watch shall ensure that the main propulsion unit controls, when in the manual mode of operation, are continuously attended under stand-by or manoeuvring conditions.

66. Due attention shall be paid to the ongoing maintenance and support of all machinery, including mechanical, electrical, electronic, hydraulic and pneumatic systems, their control apparatus and associated safety equipment, all accommodation service systems equipment and the recording of stores and spare gear usage.

67. The Chief engineer officer shall ensure that the officer in charge of the engineering watch is informed of all preventive maintenance, damage control, or repair operations to be performed during the period of duty of the engineering watch. The officer in charge of the engineering watch shall be responsible for the isolation, bypassing and adjustment of all machinery under the responsibility of the engineering watch that is to be worked on, and shall record all work carried out.

68. When the engine-room is put in a stand-by condition, the officer in charge of the engineering watch shall ensure that all machinery and equipment which may be used during manoeuvring is in a state of immediate readiness and that an adequate reserve of power is available for steering gear and other requirements.

69. The officer in charge of an engineering watch shall not be assigned or undertake any duties which would interfere with their supervisory duties in respect of the main propulsion system and ancillary equipment. They shall keep the main propulsion plant and auxiliary systems under constant supervision until properly relieved, and shall periodically inspect the machinery in their charge. They shall also ensure that adequate rounds of the machinery and steering-gear spaces are made for the purpose of observing and reporting equipment malfunctions or breakdowns, performing or directing routine adjustments, required upkeep and any other necessary tasks.

70. The officer in charge of an engineering watch shall direct any other member of the engineering watch to inform them of potentially hazardous conditions which may adversely affect the machinery or jeopardize the safety of life or of the ship.

71. The officer in charge of the engineering watch shall ensure that the machinery space watch is supervised, and shall arrange for substitute personnel in the event of the incapacity of any member of the engineering watch. The engineering watch shall not leave the machinery spaces

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unsupervised in a manner that would prevent the manual operation of the engine-room plant or throttles.

72. The officer in charge of the engineering watch shall take the action necessary to contain the effects of damage resulting from equipment breakdown, fire, flooding, rupture, collision, stranding, or other cause.

73. Before going off duty, the officer in charge of the engineering watch shall ensure that all events related to the main and auxiliary machinery which have occurred while the engineering watch was on duty suitably recorded.

74. The officer in charge of the engineering watch shall co-operate with any engineer in charge of maintenance work during all preventive maintenance, damage control or repairs. This shall include but not necessarily be limited to:

- (a) isolating and bypassing machinery to be worked on;
- (b) adjusting the remaining plant to function adequately and safely during the maintenance period;
- (c) recording in the engine-room log or other suitable document, the equipment worked on and the personnel involved, and which safety steps have been taken and by whom, for the benefit of relieving officers and for record purposes; and
- (d) testing and putting into service, when necessary, the repaired machinery or equipment.

75. The officer in charge of the engineering watch shall ensure that any engine-room ratings who perform maintenance duties are available to assist in the manual operation of machinery in the event of automatic equipment failure.

76. The officer in charge of the engineering watch shall bear in mind that changes in speed, resulting from machinery malfunction, or any loss of steering, may imperil the safety of the ship and life at sea. The bridge shall be immediately notified, in the event of fire, and of any impending action in machinery spaces that may cause reduction in the ship's speed, imminent steering failure, stoppage of the ship's propulsion system or any alteration in the generation of electric power or similar threat to safety. This notification, where possible, shall be accomplished before changes are made, in order to afford the bridge the maximum available time to take whatever action is possible to avoid a potential marine casualty.

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77. The officer in charge of the engineering watch shall notify the Chief engineer officer without delay:

- (a) when engine damage or a malfunction occurs which may be such as to endanger the safe operation of the ship;
- (b) when any malfunction occurs which, it is believed, may cause damage to or the breakdown of propulsion machinery, auxiliary machinery or monitoring and governing systems; and
- (c) in any emergency or if in any doubt as to what decision or measures to take.

78. Despite the requirement to notify the Chief engineer officer in the foregoing circumstances, the officer in charge of the engineering watch shall not hesitate to take immediate action for the safety of the ship, its machinery and crew where circumstances require.

79. The officer in charge of the engineering watch shall give watchkeeping personnel all appropriate instructions and information which will ensure safety while the engineering watch is on duty. Routine machinery upkeep, performed as incidental tasks as a part of keeping a safe watch, shall be set up as an integral part of the watch routine. Detailed repair maintenance involving repairs to electrical, mechanical, hydraulic, pneumatic or electronic equipment throughout the ship shall be performed with the cognizance of the officer in charge of the engineering watch and Chief engineer officer. These repairs shall be recorded.

Engineering watchkeeping under different conditions and in different areas:

Restricted visibility:

80. The officer in charge of the engineering watch shall ensure that permanent air or steam pressure is available for sound signals and that at all times bridge orders relating to changes in speed or direction of operation are immediately implemented and, in addition, that auxiliary machinery used for manoeuvring is readily available.

Coastal and congested waters:

81. The officer in charge of the engineering watch shall ensure that all machinery involved with the manoeuvring of the ship can immediately be placed in the manual mode of operation when notified that the ship is in congested waters. The officer in charge of the engineering watch shall also

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ensure that an adequate reserve of power is available for steering and other manoeuvring requirements. Emergency steering and other auxiliary equipment shall be ready for immediate operation.

Ship at anchor:

82. At an unsheltered anchorage the Chief engineer officer shall consult with the master whether or not to maintain the same engineering watch as when under way.

83. When a ship is at anchor in an open roadstead or any other virtually 'at-sea' condition, the Engineer officer in charge of the engineering watch shall ensure that:

- (a) an efficient watch is kept by the engineering watch ;
- (b) periodic inspection is made of all operating and stand-by machinery;
- (c) main and auxiliary machinery is maintained in a state of readiness in accordance with orders from the bridge ;
- (d) measures are taken to protect the environment from pollution by the ship; and that applicable pollution-prevention regulations are complied with; and
- (e) all damage-control and fire-fighting systems are in readiness.

PART 3-3. PRINCIPLES TO BE OBSERVED IN KEEPING A RADIO WATCH.

General provisions:

84. Companies, masters and radio watchkeeping personnel shall comply with the following provisions to ensure that an adequate safety radio watch is maintained while a ship is at sea. In complying with this Instruction, account shall be taken of the Radio Regulations.

Watch arrangements:

85. In deciding the arrangements for the radio watch, the master of every seagoing ship shall:

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- (a) ensure that the radio watch is maintained in accordance with the relevant provisions of the Radio Regulations and the SOLAS Convention;
- (b) ensure that the primary duties for radio watchkeeping are not adversely affected by attending to radio traffic not relevant to the safe movement of the ship and safety of navigation; and
- (c) take into account the radio equipment fitted on board and its operational status.

Performing the radio watch:

86. The radio operator performing radio watchkeeping duties shall:

- (a) ensure that watch is maintained on the frequencies specified in the Radio Regulations and the SOLAS Convention; and
- (b) while on duty, regularly check the operation of the radio equipment and its sources of energy and report to the master any observed failure of this equipment.

87. The requirements of the Radio Regulations and the SOLAS Convention on keeping a radiotelegraph or radio log, as appropriate, shall be complied with.

88. The maintenance of radio records, in compliance with the requirements of the Radio Regulations and the SOLAS Convention, is the responsibility of the radio operator designated as having primary responsibility for radio communications during distress incidents. The following shall be recorded, together with the times at which they occur:

- (a) a summary of distress, urgency and safety radiocommunications;
- (b) important incidents relating to the radio service;
- (c) where appropriate, the position of the ship at least once per day; and
- (d) a summary of the condition of the radio equipment, including its sources of energy.

89. The radio records shall be kept at the distress communications operating position, and shall be made available for inspection by:

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- (a) the master; and
- (b) any authorized official of the Administration; and
- (c) a duly authorized officer exercising control under Article X of the Convention.

PART 4 . WATCHKEEPING IN PORT.

Principles applying to all watchkeeping:

General:

90. On any ship safely moored or safely at anchor under normal circumstances in port, the master shall arrange for an appropriate and effective watch to be maintained for the purpose of safety. Special requirements may be necessary for special types of ship's propulsion systems or ancillary equipment and for ships carrying hazardous, dangerous, toxic or highly flammable materials or other special types of cargo.

Watch arrangements:

91. Arrangements for keeping a deck watch when the ship is in port shall at all times be adequate to:

- (a) ensure the safety of life, of the ship, the port and the environment, and the safe operation of all machinery related to cargo operation;
- (b) observe international, national and local rules; and
- (c) maintain order and the normal route of the ship.

92. The master shall decide the composition and duration of the deck watch depending on the conditions of mooring, the type of ship and the character of duties.

93. If the master considers it necessary, a qualified deck officer shall be in charge of the deck watch.

94. The necessary equipment shall be so arranged as to provide for efficient watchkeeping.

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95. The Chief engineer officer, in consultation with the master, shall ensure that additional arrangements are maintained for the provision of an engineering watch while in port. When deciding the composition of the engineering watch, which may include appropriate engine-room ratings, the following points are among those to be taken into account:

- (a) on all ships of 3,000 KW propulsion power and over there shall always be an officer in charge of the engineering watch;
- (b) on ships of less than 3,000 KW propulsion power there may be, at the master's discretion and in consultation with the Chief engineer officer, no officer in charge of the engineering watch; and
- (c) officers, while in charge of an engineering watch, shall not be assigned or undertake any task or duty which would interfere with their supervisory duty in respect of the ship's machinery system.

Taking over the watch:

96. Officers in charge of the deck or engineering watch shall not hand over the watch to their relieving officer if they have any reason to believe that the latter is obviously not capable of carrying out watchkeeping duties effectively, in which case the master or Chief engineer shall be notified accordingly. Relieving officers of the deck or engineering watch shall ensure that all members of their watch are apparently fully capable of performing their duties effectively.

97. If, at the moment of handing over the deck or engineering watch, an important operation is being performed it shall be concluded by the officer being relieved, except when ordered otherwise by the master or Chief engineer officer.

PART 4-1. TAKING OVER THE DECK WATCH.

98. Prior to taking over the deck watch, the relieving officer shall be informed of the following by the officer in charge of the deck watch :

- (a) the depth of water at the berth, the ship's draught, the level and time of high and low waters; the securing of the moorings, the arrangements of anchors and the scope of the anchor chain, and other mooring features important to the safety of the ship; the state of the main engines and their availability for emergency use;

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- (b) all work to be performed on board the ship; the nature, amount and disposition of cargo loaded or remaining, and any residue on board after unloading the ship;
- (c) the level of water in bilges and ballast tanks;
- (d) the signals or lights being exhibited or sounded;
- (e) the number of crew members required to be on board and the presence of any other persons on board;
- (f) the state of fire-fighting appliances;
- (g) any special port regulations;
- (h) the master's standing and special orders;
- (i) the lines of communication available between the ship and shore personnel, including port authorities, in the event of an emergency arising or assistance being required;
- (j) any other circumstances of importance to the safety of the ship, its crew, cargo or protection of the environment from pollution; and
- (k) the procedures for notifying the appropriate authority of any environmental pollution resulting from ship activities.

99. Relieving officers, before assuming charge of the deck watch, shall verify that:

- (a) the securing of moorings and anchor chain is adequate;
- (b) the appropriate signals or lights are properly exhibited or sounded;
- (c) safety measures and fire protection regulations are being maintained;
- (d) they are aware of the nature of any hazardous or dangerous cargo being loaded or discharged and the appropriate action to be taken in the event of any spillage or fire;
- (e) no external conditions or circumstances imperil the ship and that it does not imperil others.

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PART 4-2 . TAKING OVER THE ENGINEERING WATCH.

100. Prior to taking over the engineering watch, the relieving officer shall be informed by the officer in charge of the engineering watch as to:

- (a) the standing orders of the day, any special orders relating to the ships operations, maintenance functions, repairs to the ship's machinery or control equipment;
- (b) the nature of all work being performed on machinery and systems on board ship, personnel involved and potential hazards;
- (c) the level and condition, where applicable, of water or residue in bilges, ballast tanks, slop tanks, sewage tanks, reserve tanks and special requirements for the use or disposal of the contents thereof;
- (d) any special requirements relating to sanitary system disposals;
- (e) the condition and state of readiness of portable fire-extinguishing equipment and fixed fire-extinguishing installations and fire-detection systems;
- (f) authorized repair personnel on board engaged in engineering activities, their work locations and repair functions and other authorized persons on board and the required crew;
- (g) any port regulations pertaining to ship effluents, fire-fighting requirements and ship readiness, particularly during potential bad weather conditions;
- (h) the lines of communication available between the ship and shore personnel, including port authorities, in the event of an emergency arising or assistance being required;
- (i) any other circumstance of importance to the safety of the ship, its crew, cargo or the protection of the environment from pollution; and
- (j) the procedures for notifying the appropriate authority of environmental pollution resulting from engineering activities.

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101. Relieving officers, before assuming charge of the engineering watch, shall satisfy themselves that they are fully informed by the officer being relieved, as outlined above, and:

- (a) be familiar with existing and potential sources of power, heat and lighting and their distribution;
- (b) know the availability and condition of the ship's fuel, lubricants and all water supplies; and
- (c) be ready to prepare the ship and its machinery, as far as is possible, for stand-by or emergency conditions as required.

PART 4-3. PERFORMING THE DECK WATCH.

102. The officer in charge of the deck watch shall:

- (a) make rounds to inspect the ship at appropriate intervals;
- (b) pay particular attention to:
 - (i) the condition and securing of the gangway, anchor chain and moorings, especially at the turn of the tide and in berths with a large rise and fall, if necessary, taking measures to ensure that they are in normal working condition,
 - (ii) the draught, under-keel clearance and the general state of the ship, to avoid dangerous listing or trim during cargo handling or ballasting,
 - (iii) the weather and sea state,
 - (iv) the observance of all regulations concerning safety and fire protection,
 - (v) the water level in bilges and tanks,
 - (vi) all persons on board and their location, especially those in remote or enclosed spaces, and
 - (vii) the exhibition and sounding, where appropriate, of lights and signals;

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- (c) in bad weather, or on receiving a storm warning, take the necessary measures to protect the ship, persons on board and cargo;
- (d) take every precaution to prevent pollution of the environment by the ship;
- (e) in an emergency threatening the safety of the ship, raise the alarm, inform the master, take all possible measures to prevent any damage to the ship, its cargo and persons on board, and if, necessary, request assistance from the shore authorities or neighbouring ships;
- (f) be aware of the ship's stability condition so that, in the event of fire, the shore fire-fighting authority may be advised of the approximate quantity of water that can be pumped on board without endangering the ship;
- (g) offer assistance to ships or persons in distress;
- (h) take necessary precautions to prevent accidents or damage when propellers are to be turned; and
- (i) enter in the appropriate log-book all important events affecting the ship.

PART 4-4 . PERFORMING THE ENGINEERING WATCH.

103. Officers in charge of the engineering watch shall pay particular attention to:

- (a) the observance of all orders, special operating procedures and regulations concerning hazardous conditions and their prevention in all areas in their charge;
- (b) the instrumentation and control systems, monitoring of all power supplies, components and systems in operations;
- (c) the techniques, methods and procedures necessary to prevent violation of the pollution regulations of the local authorities; and
- (d) the state of the bilges.

104. Officers in charge of the engineering watch shall:

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- (a) in emergencies, raise the alarm when in their opinion the situation so demands, and take all possible measures to prevent damage to the ship, persons on board and cargo;
- (b) be aware of the deck officer's needs relating to the equipment required in the loading or unloading of the cargo and the additional requirements of the ballast and other ship stability control systems;
- (c) make frequent rounds of inspection to determine possible equipment malfunction or failure, and take immediate remedial action to ensure the safety of the ship, of cargo operations, of the port and the environment;
- (d) ensure that the necessary precautions are taken, within their area of responsibility, to prevent accidents or damage to the various electrical, electronic, hydraulic, pneumatic and mechanical systems of the ship; and
- (e) ensure that all important events affecting the operation, adjustment or repair of the ship's machinery are satisfactorily recorded.

PART 4-5. WATCH IN PORT ON SHIPS CARRYING HAZARDOUS CARGO.

General:

105. The master of every ship carrying cargo that is hazardous, whether explosive, flammable, toxic, health-threatening or environment-polluting, shall ensure that safe watchkeeping arrangements are maintained. On ships carrying hazardous cargo in bulk, this will be achieved by the ready availability on board of a duly qualified officer or officers, and ratings where appropriate, even when they are safely moored or safely at anchor in port.

106. On ships carrying hazardous cargo other than in bulk, the master shall take full account of the nature, quantity, packing and stowage of the hazardous cargo and of any special conditions which might effect the hazardous cargo on board, afloat and ashore.

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INSTRUCTION NO. 3

ADMINISTRATIVE INSTRUCTIONS ON APPROVAL AND
MONITORING OF TRAINING COURSES

(Issued under section 3(5) of the Merchant Shipping (Safety, etc.) Ordinance, 1993 and should be read in conjunction with the relevant provisions of the Merchant Shipping (Manning, Training, Certification and related Seafarers' matters) Regulations, 2002.)

In order to comply with the requirements of Regulations I/6, I/7 and I/8 of the STCW Convention and the Code annexed to it, the following procedures and guidance shall be followed:

1. Every training centre (school, academy, institute and in some cases a company) which intends to seek approval of the Administration to provide any training within the scope of the STCW Convention, will be required to submit its proposals to the Administration covering the following points:

- (a) Name of training centre – with full visiting and mailing address including telephone, telefax and e-mail, if any;
- (b) Course title – also specify the regulation and section of the Code it relates to;
- (c) Scope & objective – to explain the requirement as to who should do it and why;
- (d) Entry standards – such as any requirement of sea-service or any previous experience or any lower level training or certificate;
- (e) Duration of course – with break-down of time to be spent on each subject;
- (f) Theory/lecture part – quote Convention, Code, IMO model courses and other sources for lecture material;
- (g) Practical part – make reference to tools, equipment and machinery to be used including visits to ships and workshops;
- (h) Instructors and assessors – give details of their qualification and experience;
- (i) Physical facilities – such as class-room, swimming pool etc;

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- (j) Technical facilities – such as lifeboat, davit, life raft, video etc;
- (k) Proposed intake – maximum number of trainees compatible to resources;
- (l) Mode of assessment – state how to be assessed – comprehensive test at the end of the course or continuous monitoring of performance;
- (m) Certificate – form of certificate to be issued; (Serial number to be used for quick reference; contact address to be used so that Administration and Companies can check authenticity).
- (n) Record Keeping – explain how it will be maintained – perhaps by courses / alphabetical etc.
- (o) Quality standards – develop documented procedure, have the same approved and monitored.

2. When the Administration is satisfied with the submission from the training centre, it shall arrange for a surveyor, examiner or assessor to witness the manner in which the course is delivered to ensure that the documented procedures have been complied with.

3. On the basis of the report of the surveyor, examiner or assessor, the Maritime Administrator may issue a formal letter of approval authorizing the training center to conduct a training course and issue certificates to the successful participants on behalf of the Administration. The approval letter may contain such conditions, which the Maritime Administrator may consider necessary. The same person should not act both as trainer as well as assessor for a particular course. The training centre shall be required to inform the Maritime Administrator in advance of the schedule for each of the training courses so that the Maritime Administrator can arrange for random checks and inspections. Courses shall be monitored at intervals not exceeding 5 years as part of the quality standards system for submission of reports to IMO.

4. The specimen form of a Certificate of Approval/Authorization given to a training centre for conducting a training programme under STCW 95 and to issue certificates thereof is at Annex A and the specimen form of certificates to be issued by the training centre to successful participants is at Annex-B.

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Annex – A



GOVERNMENT OF GIBRALTAR*

**CERTIFICATE OF APPROVAL / AUTHORISATION FOR
CONDUCT OF TRAINING PROGRAMMES UNDER STCW 95**

Name and address of the training centre:

Following successful assessment of the conduct of the training programme and satisfactory evaluation of your procedures in accordance with Regulation I/6 of STCW95, approval is given, subject to the attached conditions, for you to conduct the following training programme and issue certificates to those who meet the standards of competence and other requirements specified in the Convention.

Title of the training programme:

Relevant Regulations of the Convention and Sections of the Code annexed to it

The Certificate of approval is subject to the following conditions:

- (a) the standard of equipment, facilities, training and assessment shall be maintained at a level not below the level which existed on the date of issue of this certificate or approval;
- (b) all records and documents shall be maintained as stipulated in the relevant Instructions;
- (c) the approval may be reviewed at any time by the Maritime Administrator and in any case at least once in every 5 years to comply with the requirements of regulation I/8 of STCW95;
- (d) the Maritime Administrator may, at his discretion, suspend or withdraw any approval given to a training institute if he deems it appropriate.

* Gibraltar is an overseas territory of the United Kingdom

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**GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING,
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OFFICIAL
SEAL

Signature:

Date:

Maritime Administrator

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Annex –B

Serial No

Name and address of training centre:

Fax: E-mail:

Title of the Certificate:

This is to certify that:

D.O.B

CDC/Passport No

Nationality:

Has successfully completed the Above-mentioned training programme in accordance with STCW 95 RegulationCode A
.....And model course

The seafarer has met the standard of competence and other requirements stipulated in the Convention.

This Certificate has been issued under the authority of the Government of Gibraltar.

Signature of the Seafarer

Issued on OFFICIAL
SEAL

Signature of the Issuing Officer

At Name.....

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GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING, CERTIFICATION AND RELATED SEAFARERS' MATTERS) REGULATIONS, 2002 INSTRUCTION NO. 4

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ADMINISTRATIVE INSTRUCTIONS ON RECOGNITION OF CERTIFICATES AND ISSUE OF GIBRALTAR ENDORSEMENT

(Issued under section 3(5) of the Merchant Shipping (Safety, etc.) Ordinance, 1993 and should be read in conjunction with the relevant provisions of the Merchant Shipping (Manning, Training, Certification and related Seafarers' matters) Regulations, 2002.)

1. Training documents and certificates other than the appropriate certificates for officers issued by a party State, which is listed by the Organisation as having given full and complete effect to the provisions of the Convention, shall be considered recognised and acceptable for service on Gibraltar ships. These shall include certificates issued in respect of training and assessment referred to in Regulations II/4, III/4, V and VI of the STCW Convention.

2. In order to serve in the capacity of a master or an officer on a Gibraltar ship, the seafarer must hold either a Certificate of Competency or a Certificate of Equivalent Competency (CEC) issued by the UK- MCA or an appropriate certificate or a Gibraltar endorsement issued by the Maritime Administrator to a recognised appropriate certificate.

3. Appropriate certificates for officers issued by a party State shall be recognised by Gibraltar for issue of a Gibraltar endorsement provided the following requirements are met:

3.1. The party State must be one of the those listed by the Organisation as having given full and complete effect to the provisions of the Convention (white list);

3.2. The Maritime Administrator has confirmed that the appropriate certificates issued by the party State concerned are recognised by the UK-MCA; failing which, the Maritime Administrator in consultation with the UK-MCA shall ensure that:

3.2.1. It is verified and confirmed, through all necessary measures, which may include inspection of facilities and procedures, that the requirements concerning standards of competence, the issue and endorsement of certificates and record keeping are fully complied with;

3.2.2. The requirement of sea-service, medical standards and those relating to training and assessment are no less onerous than those required for issue of appropriate certificates for equivalent grades in Gibraltar; and

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3.2.3. An undertaking is agreed with the party concerned that prompt notification will be given of any significant change in the arrangements for training and certification provided in compliance with the STCW Convention.

4. All applications for Gibraltar endorsements shall be made on the prescribed form by the company which shall submit the prescribed fees along with original documents and two passport size photographs giving full facial view (without hat/cap and dark glasses). Both photographs must be identical and one of them must be certified by a doctor or a lawyer or a Minister of religion or the principal of a Marine College.

5. Photocopies of certificates sent by fax may be acceptable provided they are accompanied by a declaration from the company to the fact that they have seen the original documents. In all such cases the authenticity of the certificates shall be checked and confirmed with the issuing authority. For the purpose of revalidation, the original certificate/endorsement issued by Gibraltar must be returned to the Maritime Administrator.

6. No endorsement shall be issued for any capacity at a management level unless the Maritime Administrator is satisfied that the officer is fully conversant with maritime legislation and other related procedures in Gibraltar. In order to comply with this requirement, the Maritime Administrator may require an officer to undertake a special training programme or to take a test or to acquire this knowledge by way of sea-service on a Gibraltar ship in a capacity lower than the certificated capacity for a period of 3 months for which a 'Letter of Authorisation' shall be issued by the Maritime Administrator.

7. All applications for a Gibraltar endorsement must be accompanied by a declaration from the company to state that they are satisfied with the standard of the knowledge of English to an extent that the officer would be able to conduct safety and emergency communication in English.

8. In exceptional circumstances where the Maritime Administrator may require more time to check the authenticity of a document produced to him, he may, at his discretion, issue a special dispensation to the officer to serve on a Gibraltar ship in a capacity not higher than the certificated capacity for a period not exceeding 3 months.

9. For endorsement on an appropriate certificate for a capacity at management level the company shall enclose a declaration as to how the officer has achieved the required knowledge in respect of maritime legislation of Gibraltar.

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10. The Maritime Administrator may, at his discretion, refuse to issue an Endorsement or issue an Endorsement for a capacity lower than the certificate capacity without assigning any reason thereof.

11. Applications may be sent to the Maritime Administrator directly by the company or through their local (Gibraltar) representative, but an endorsement will be handed over to the local representative for onward transmission to the company.

APPLICATION FOR GIBRALTAR ENDORSEMENT

Name & Particulars of the company:

Name of the seafarer:

Sex: M/F

DOB :

CDC / Passport No.

Nationality :

Party State which issued the appropriate certificate.

STCW95 Regulation under which the certificate is issued.

Level.

Capacity.

Limitation, if any.

No. of Certificate

Date of Issue.

Date of last revalidation.

Tanker Endorsement : Oil / Chemical / Gas

Previous service on any Gibraltar ship (State only most recent ones):

Name of the Ship

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Capacity

Period

Documents enclosed:

1. Appropriate Certificate
2. Certificate relating to tanker training, if any
3. GMDSS Certificates
4. Evidence of sea-service (last 12 months)
5. Evidence of Medical Care training (for master and Chief mate)

Fees:

Date: Signature:

Name: Designation:

Signature of the Seafarer

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GOVERNMENT OF GIBRALTAR *

ENDORSEMENT ATTESTING THE RECOGNITION OF A
CERTIFICATE UNDER THE PROVISIONS OF THE INTERNATIONAL
CONVENTION ON STANDARDS OF TRAINING, CERTIFICATION
AND WATCHKEEPING FOR SEAFARERS 1978, AS AMENDED IN
1995

The Government of Gibraltar certifies that Certificate No.
issued to. by or on behalf of the
Government of. is duly recognised in accordance with the
provisions of Regulation I/10 of the above Convention, as amended, and the
lawful holder is authorised to perform the following functions at the levels
specified, subject to any limitations indicated, until. or
until the date of expiry of any extension* of the validity of this endorsement
as may be shown overleaf:

*Date of expiry of this endorsement, or extension, shall never exceed the expiry date of the
original Certificate to which it applies:

FUNCTION	LEVEL	LIMITATION APPLYING (IF ANY)

The lawful holder of this endorsement may serve in the following capacity
or capacities specified in the applicable safe manning requirements of the
Government of Gibraltar:

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**GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING,
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CAPACITY	LIMITATION APPLYING (IF ANY)

Tanker Endorsements: Issued on.



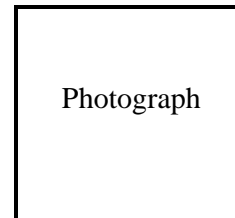
.....
Signature of duly authorised official

.....
Name of duly authorised official

The original of this endorsement must be kept available in accordance with regulation I/2, paragraph 9, of the STCW Convention while serving on a ship.

Date of birth of the holder of the certificate. Signature of
the holder of the certificate. Photograph
of the holder of the certificate

Official
Seal



Gibraltar Merchant Shipping (Safety, etc.)

GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING,
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FORM OF ENDORSEMENT FOR RECOGNITION OF A
CERTIFICATE (Continued)

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Endorsement No Issued on.....

The validity of this endorsement, and associated Tanker Endorsement (where applicable), is hereby extended until

.....
.....

Official
Seal

Signature of duly authorised official

.....

Name of duly authorised official

Date of revalidation.

The validity of this endorsement, and associated Tanker Endorsement (where applicable), is hereby extended until

.....
.....

Official
Seal

Signature of duly authorised official

.....

Name of duly authorised official

Date of revalidation.

Gibraltar Merchant Shipping (Safety, etc.)

GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING, CERTIFICATION AND RELATED SEAFARERS' MATTERS) REGULATIONS, 2002 INSTRUCTION NO. 5

ADMINISTRATIVE INSTRUCTIONS FOR ISSUE OF APPROPRIATE CERTIFICATES.

(Issued under section 3(5) of the Merchant Shipping (Safety, etc.) Ordinance, 1993 and should be read in conjunction with the relevant provisions of the Merchant Shipping (Manning, Training, Certification and related Seafarers' matters) Regulations, 2002.)

1. Appropriate certificates for the capacities of master, deck and engineer officers under regulations II/1, II/2, II/3, III/1, III/2, and III/3 of the STCW Convention may be issued to those seafarers who meet the requirements of the regulations corresponding to these capacities as stipulated in relevant Gibraltar regulations. Candidates will be required to provide satisfactory proof of having obtained/achieved the requirements outlined in paragraph 3 of regulation I/9 of the STCW Convention.

2. With regard to education, training and assessment in respect of syllabuses contained in Code A-II and A-III, only certificates issued by training institutes approved by the Maritime Administrator (in consultation with the Chief Examiner of the UK-MCA) shall be accepted as meeting the relevant requirements.

3. Training institutes may be approved for the purpose of this Instruction provided they meet the following criteria:

- (a) the training institutes located in a party State which is listed by the Organisation as having given full and complete effect to the provisions of the STCW Convention and whose appropriate Certificates are recognised by Gibraltar;
- (b) the training institute is duly approved and authorised by the Administration (of the country where it is situated) to conduct similar training and assessment;
- (c) the Maritime Administrator has inspected and is satisfied in respect of the equipment, facilities, study materials, course content, mode of teaching, qualifications/experience of the instructors and examiners, record keeping and the general standard of training and certification maintained by the institute;
- (d) the institute operates under a quality system certified and monitored by an international organisation or the national standards institute.

Gibraltar Merchant Shipping (Safety, etc.)

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Annex – I provides the specimen of certificate to be issued by the Maritime Administrator to an approved institute;

Annex – II provides the table showing training requirements for various level of certification;

Annex – III provides the form in which the training institute will provide a certificate to a successful candidate;

Annex –IV provides the form in which the Maritime Administrator shall issue an 'Appropriate Certificate' to a seafarer.

Annex I

GOVERNMENT OF GIBRALTAR*

CERTIFICATE OF APPROVAL/AUTHORISATION FOR CONDUCT OF EDUCATION, TRAINING AND ASSESSMENT UNDER REGULATIONS II & III OF STCWS 95

Name and address of the training centre:

Following successful assessment of the conduct of the training programme and satisfactory evaluation of your procedures in accordance with regulation I/6 of STCW95, approval is given, subject to the attached conditions, for you to conduct the following training programme and issue certificates to those who meet the standards of competence and other requirements specified in the STCW Convention.

Name / Title of the training programme:

Relevant regulation and Code of the Convention

The Certificate of approval is subject to the following conditions:

- (a) the standard of equipment, facilities, training and assessment shall be maintained at a level not below the level which existed on the date of this certificate or approval;
- (b) all records and documents shall be maintained as stipulated in the relevant directive;

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- (c) the training institute shall ensure that applicants for training and assessment have already successfully completed / met the requirements relating to Basic / Initial / Workshop training, sea-service, record of shipboard training and short ancillary training programmes as required under regulation VI of the STCW Convention for the respective class / grade of appropriate certificates;
- (d) the approval may be reviewed at any time considered necessary by the Maritime Administrator but in any case at least once in every 5 years to comply with the requirements of regulation I/8 of STCW 95;
- (e) the Maritime Administrator may, at his discretion, suspend or withdraw this approval.

Gibraltar



Signature

Date

Maritime Administrator.....

Gibraltar Merchant Shipping (Safety, etc.)

GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING, CERTIFICATION AND RELATED SEAFARERS' MATTERS) REGULATIONS, 2002

ANNEX – II- Training requirements for Certification at various levels

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	Familiarisation	Basic Training ^g	CPSC & RB	AFS	MFA	PMC	Radar /ARP ^A	GMD SS	II/1	II/2	III/1	III/2	II/4	III/4	Others
Master	X	X	X	X	X	X	X	X		X					
Chief Mate	X		X	X	X	X	X	X		X					
OOW (Nav)	X	X	X	X	X		X	X	X						
Chief Eng.	X	X	X	X	X						X				
Second Eng.	X	X	X	X	X						X				
OOW (Eng.)	X	X	X	X	X						X				
Nav W/R	X	X										X		EDH	
Able seaman	X	X												X	
Ships Cook	X	X											X		C&H Cert.*

* (Cooking & Hygiene Certificate)

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**GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING,
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Annex – III

Serial No.

Name and address of institute:

Details of Course: Reg. Code.
IMO model course. relating to the capacity of
..... Limitation, if any. level. range
of functions.

Details of additional training, if any.

This is to certify that Mr. DOB.
CDC/PassportNo. Nationality. has successfully
completed the training programmes mentioned above.

Signature of Seafarer.



Principal/Director date. Head of the Department.

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Annex IV



GOVERNMENT OF GIBRALTAR*

APPROPRIATE CERTIFICATE (INCORPORATING ENDORSEMENT)
ISSUED UNDER THE PROVISIONS OF THE INTERNATIONAL
CONVENTION ON STANDARDS OF TRAINING, CERTIFICATION
AND WATCHKEEPING FOR SEAFARERS 1978, AS AMENDED IN
1995

The Government of Gibraltar certifies that has
been found duly qualified in accordance with the provisions of Regulation .
. of the above Convention, as amended, and has
been found competent to perform the following functions at the levels
specified, subject to any limitations indicated, until
. or until the date of expiry of any extension of the validity of this
certificate as may be shown overleaf:

FUNCTION	LEVEL	LIMITATIONS APPLYING (IF ANY)

The lawful holder of this certificate may serve in the following capacity or
capacities specified in the applicable safe manning requirements of
Gibraltar:

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CAPACITY	LIMITATIONS APPLYING (IF ANY)

Tanker Endorsements: The holder of this Certificate has been found duly qualified in accordance with the provisions of Regulation V/1 of STCW95 for service in tankers carrying: Oil / Liquefied Gases / Chemicals*

*delete as required

Certificate No Issued on



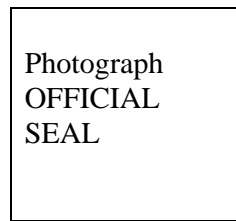
.....
Signature of duly authorised official
.....
Name of duly authorised official

The original of this endorsement must be kept available in accordance with regulation I/2, paragraph 9, of the Convention while serving on a ship.

Date of birth of the holder of the certificate.

Signature of the holder of the certificate.

Photograph of the holder of certificate



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APPROPRIATE CERTIFICATE (INCORPORATING
ENDORSEMENT) (Continued)

Certificate No Issued on

The validity of this endorsement, and associated Tanker Endorsement (where applicable), is hereby extended until

.....
.....
Signature of duly authorised official

.....
Name of duly authorised official

Date of revalidation .
.....
...

Official Seal

The validity of this endorsement, and associated Tanker Endorsement (where applicable), is hereby extended until

.....
.....
Signature of duly authorised official

.....
Name of duly authorised official

Date of revalidation
.....

Official Seal

INSTRUCTION NO. 6

ADMINISTRATIVE INSTRUCTIONS ON ISSUE OF
CERTIFICATES AND ENDORSEMENTS FOR SERVICE ON
TANKERS.

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GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING, CERTIFICATION AND RELATED SEAFARERS' MATTERS) REGULATIONS, 2002

(Issued under section 3(5) of the Merchant Shipping (Safety, etc.) Ordinance, 1993 and should be read in conjunction with the relevant provisions of the Merchant Shipping (Manning, Training, Certification and related Seafarers' matters) Regulations, 2002.)

Tanker Familiarisation Certificate

In accordance with Reg. V/1.1 of the STCW Convention, the Maritime Administrator may, at his discretion, issue a "Certificate of Tanker Familiarisation training" to a seafarer that can produce evidence of completing fire fighting training of a higher standard than that specified in basic training, and;

1. At least 3 months sea-service on tankers; or
2. An approved tanker familiarisation course covering at least the syllabus given in section A-V/1 paragraphs 1 to 7 of the Code.

The Maritime Administrator may then issue a certificate in form – TFT set out at Annex I.

Tanker Endorsement.

In accordance with Reg. V/1.2 of the STCW Convention, the Maritime Administrator may, at his discretion, issue a "Tanker Endorsement", as a separate document, to a seafarer that can produce evidence of:

1. Meeting the requirements for a "Tanker Familiarisation Certificate"; and
2. At least 3 months sea-service (in addition to any sea-service performed for Familiarisation training) on the type of tanker for which the endorsement is required; and
3. An approved specialised tanker training programme, which at least covered the following subjects :
 - (a) For oil tankers, section A-V/1 paragraphs 8-14 of the Code;
 - (b) For chemical tankers, section A-V/1 paragraphs 15 to 21 of the Code;
 - (c) For liquefied gas tankers, section A-V/1 paragraph 22 to 34 of the Code.

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The Maritime Administrator may then issue an endorsement in form – TE set out at Annex II.

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Annex –I

Form – TFT



GOVERNMENT OF GIBRALTAR**

Certificate of Tanker Familiarisation Training

This is to certify that Mr.

Date of Birth: Discharge Book/ Passport Number*:

has met criteria to the satisfaction of the Administration meeting the requirements of Regulation V/1.1 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended in 1995 by:

1. Completing fire fighting training of a higher standard than that specified in basic training, and
2. At least 3 months sea-service on tankers*; or

An approved tanker familiarisation course

* delete one as appropriate

Signature of Seafarer:

Issued in Gibraltar on

By

Official Seal.

* Gibraltar is an overseas territory of the United Kingdom

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Annex -II

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Form - TE



GOVERNMENT OF GIBRALTAR*

* Tanker Endorsement

This is to certify that

Discharge Book/

Date of Birth: Passport Number*:

Holding Certificate No Issued by or on behalf of

the Government of Has met criteria to
the satisfaction of the Administration meeting the requirements of
Regulation V/1.2 of the International Convention on Standards of Training,
Certification and Watchkeeping for Seafarers 1978, as amended in 1995, for
service in tankers carrying:

Oil / Liquefied Gases / Chemicals*

* *Delete as required*

Tanker endorsement No.: Issued on:

Official Seal

Valid until:

.....
Signature of duly authorised Official

.....
Name of duly authorised Official

The original of this endorsement must be kept available in accordance with
regulation I/2, paragraph 9, of the Convention while serving on a ship.

Signature of the holder of the endorsement

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**GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING,
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INSTRUCTION NO. 7

**ADMINISTRATIVE INSTRUCTIONS ON ISSUE OF WATCH-
RATING CERTIFICATES**

(Issued under section 3(5) of the Merchant Shipping (Safety, etc.) Ordinance, 1993 and should be read in conjunction with the relevant provisions of the Merchant Shipping (Manning, Training, Certification and related Seafarers' matters) Regulations, 2002.)

1. The Maritime Administrator may issue a Watchrating Certificate to a rating forming part of a navigational watch or an engineroom watch provided the seafarer can produce evidence of :

In the case of a Navigational Watchrating :

- (a) being more than 16 years of age;
- (b) having completed the basic training;
- (c) having performed at least 6 months sea-service on duties associated with navigational watchkeeping under the supervision of a certificated deck officer; and
- (d) being assessed on a check-list (Annex - IA) covering the syllabus contained in Section A-II/4 of the Code and found competent and certified by the Company Superintendent or the Master of the vessel.

2. The Maritime Administrator may then issue a certificate in form Annex – IB:

In the case of an Engineroom Watchrating :

- (a) being more than 16 years of age;
- (b) having completed the Basic Training;
- (c) having performed at least 6 months sea-service on duties associated with engineroom watchkeeping under the supervision of a certificated engineer officer; and
- (d) being assessed on a check-list (at Annex-IIA) covering the syllabus contained in Code A-III/4 and found competent and

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certified by the Company Superintendent or the Chief Engineer
officer of the ship.

3. The Maritime Administrator may then issue a certificate in form at Annex - IIB.

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Annex - IA

Form of Assessment of a seafarer for issue of a Navigational Watch-Rating Certificate

Name of Company:

Contact Details: Tel:

Fax:E-Mail:

Name of Ship*:.

GT: kW:

Name of Seafarer:

Date of Birth:

Discharge Book/ Passport Number**:.

* *Last or present vessel*

** *Delete as required*

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The following check-list is to be used to assess the competence of the seafarer:

1. Has original evidence been sighted that he has undertaken the following basic training ?

	Yes	No
a. Personal Survival Techniques;	<input type="checkbox"/>	<input type="checkbox"/>
b. Fire prevention and Fire-fighting;	<input type="checkbox"/>	<input type="checkbox"/>
c. Elementary First-Aid;	<input type="checkbox"/>	<input type="checkbox"/>
d. Personal Safety & Social responsibility	<input type="checkbox"/>	<input type="checkbox"/>

2. Has he undertaken Familiarisation Training?

	Yes	No
a. General layout of the ship & escape route;	<input type="checkbox"/>	<input type="checkbox"/>
b. Emergency escape from Engine-room and other locations;	<input type="checkbox"/>	<input type="checkbox"/>
c. Location of emergency equipment;	<input type="checkbox"/>	<input type="checkbox"/>
d. Muster list duties & functions	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
3. Steered ship using both Gyro and Magnetic compasses?	<input type="checkbox"/>	<input type="checkbox"/>
4. Steered ship complying with helm orders in English?	<input type="checkbox"/>	<input type="checkbox"/>
5. Changed steering over from automatic pilot to hand steering and vice versa?	<input type="checkbox"/>	<input type="checkbox"/>
6. Shown ability to keep a proper look-out by sight and hearing?	<input type="checkbox"/>	<input type="checkbox"/>
7. Shown knowledge of information required to maintain a safe watch?	<input type="checkbox"/>	<input type="checkbox"/>
8. Shown ability to report to the Officer of the Watch in approximate degrees and points the position of a light, sound or object?	<input type="checkbox"/>	<input type="checkbox"/>

Yes No

*** Please fill in the box above with 'Y' or 'N' as appropriate

*** Please fill in the box above with 'Y' or 'N' as appropriate

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9. Understood shipboard terms, definitions and navigational vocabulary?		
10. Shown familiarity with internal communication and alarm system?		
11. Shown ability to understand orders and communicate clearly with the Officer of the Watch in matters relating to watchkeeping duties?		
12. Shown ability to display flag signals as advised by OOW?		
13. Shown ability to relieve, maintain and handover a watch following accepted practices and procedures?		
14. Shown knowledge of man overboard signal and release of buoy and use of pyrotechnic signals carried on board?		
15. Shown knowledge of the use of EPIRB and SART?		
16. Shown knowledge of the avoidance of false- distress alerts and actions to be taken to remedy an accidental activation?		
17. Shown awareness of environmental protection and knowledge of procedures to be followed?		

.....
Name of Assessor Signature Designation Date Stamp

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Annex – IB

Serial No.



GOVERNMENT OF GIBRALTAR*

Navigational Watch-Rating Certificate

This is to certify that Mr.

Date of Birth: Discharge Book/ Passport Number*:

***Delete as required**

has successfully passed the competency test for the function of Navigation at Support level as outlined in Code A-II/4 and met the requirements of Regulation II/4 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended in 1995 (STCW95).

Signature of Seafarer:

Issued in Gibraltar on.

By.

Stamp

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Gibraltar Merchant Shipping (Safety, etc.)

**GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING,
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Annex - IIA

**FORM OF ASSESSMENT OF A SEAFARER FOR ISSUE OF AN
 ENGINE-ROOM WATCH-RATING CERTIFICATE**

Name of Company:

Name of Ship*:. GT: kW:

Name of Seafarer:

Date of Birth: Discharge Book/ Passport Number**:.

* *Last or present vessel*

***Delete as required*

The following check-list is to be used to assess the competence of the seafarer:

1. Has original evidence been sighted that he has undertaken the following basic training ?

	Yes	No
a. Personal Survival Techniques;	<input type="checkbox"/>	<input type="checkbox"/>
b. Fire prevention and Fire-fighting;	<input type="checkbox"/>	<input type="checkbox"/>
c. Elementary First-Aid;	<input type="checkbox"/>	<input type="checkbox"/>
d. Personal Safety & Social responsibility.	<input type="checkbox"/>	<input type="checkbox"/>

2. Has he undertaken Familiarisation Training?

	Yes	No
a. General layout of the ship & escape route;	<input type="checkbox"/>	<input type="checkbox"/>
b. Emergency escape from Engine-room;	<input type="checkbox"/>	<input type="checkbox"/>
c. Location of emergency equipment;	<input type="checkbox"/>	<input type="checkbox"/>
d. Muster list duties & functions.	<input type="checkbox"/>	<input type="checkbox"/>

Yes No

*** Please fill in the box above with 'Y' or 'N' as appropriate

*** Please fill in the box above with 'Y' or 'N' as appropriate

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3. Does he have adequate knowledge of machinery & equipment and the terms used in machinery spaces?			
4. Does he have the ability to understand orders and communicate with the Officer of the watch in matters relating to watchkeeping?			
5. Is he conversant with the use of internal communication?			
6. Is he familiar with Safe Working Practices?			
7. Does he have sufficient knowledge of ER alarm systems, ability to distinguish various alarms with special reference to the fire extinguishing gas alarm?			
8. Does he have basic knowledge of the safe operation of boilers, importance of correct water level and steam pressure?			
9. Does he have the ability to read and note temperature, pressure, r.p.m., etc. as required?			
10. Does he understand monitoring over-board discharges?			
11. Does he have the ability to carry out routine checks and lubrication as necessary?			
12. Does he understand various emergencies in the Engine-room?			
13. Does he have knowledge of hand-over / relief procedure?			
14. Does he have an awareness of environmental protection and knowledge of procedures to be followed?			

.....

Name of Assessor Signature Designation Date Stamp

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Gibraltar Merchant Shipping (Safety, etc.)

**GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING,
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Annex – IIB

Serial No.



GOVERNMENT OF GIBRALTAR*

ENGINE-ROOM WATCH-RATING CERTIFICATE

This is to certify that Mr.

Date of Birth: Discharge Book/ Passport Number*:

***Delete as required**

has successfully passed the competency test for the function of Engine-Room at Support level as outlined in Code A-III/4 and met other requirements of Regulation III/4 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended in 1995 (STCW95).

Signature of Seafarer:

Issued in Gibraltar on.

By.

(STAMP)

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Gibraltar Merchant Shipping (Safety, etc.)

GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING, CERTIFICATION AND RELATED SEAFARERS' MATTERS) REGULATIONS, 2002 INSTRUCTION NO. 8

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ADMINISTRATIVE INSTRUCTIONS ON ISSUE OF CERTIFICATE OF QUALIFICATION AS ABLE SEAMAN

(Issued under section 3(5) of the Merchant Shipping (Safety, etc.) Ordinance, 1993 and should be read in conjunction with the relevant provisions of the Merchant Shipping (Manning, Training, Certification and related Seafarers' matters) Regulations, 2002.)

1. The Maritime Administrator may, at his discretion, issue a seafarer with a "Certificate of Qualification as an Able Seaman" (under the relevant ILO Convention of 1946) provided the seafarer can produce satisfactory evidence of having:

- (a) attained the age of 18 years;
- (b) undertaken basic training as referred to in STCW95 (comprising of Personal Survival Training, Fire prevention and Fire-fighting, Elementary First-Aid and Personal Safety and Social responsibility);
- (c) performed at least 24 months sea-service on sea-going ships of 100 GT and above;
- (d) obtained a Navigational Watchrating Certificate as referred to in Regulation II/4 of the STCW Convention and Instruction No. 7 of the First set of Administrative Instructions;
- (e) passed the proficiency examination known as the Efficient Deck Hand (EDH) or obtained Vocational Qualification (S/NVQ) in Marine Vessel Operation – Level 2;
- (f) obtained a Certificate of Proficiency in Survival Craft and Rescue Boat (CPSC & RB) as referred to in regulation VI/2 of the STCW Convention; and
- (g) a valid Certificate of Medical Fitness.

2. Application in the prescribed form at Annex-A together with the applicable fees and supporting documents should be sent to the Maritime Administrator, Registry of Ships, Duke of Kent House, Cathedral Square, Gibraltar.

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3. The EDH syllabus is given at Annex-B and the form of certificate at Annex-C.4. The form of the Certificate of Qualification as Able Seaman is at Annex-D.

Annex-A

**APPLICATION FOR CERTIFICATE OF QUALIFICATION AS
ABLE SEAMAN**

Name of Seafarer:

Date of Birth:

Place of Birth:

Nationality:

Passport / CDC:

Particulars of Basic Training:

Particulars of Navigational Watchrating Certificate:

Particulars of Certificate of proficiency in survival craft and rescue boat: . . .
.....

Particulars of Efficient Deck Hand Qualification (Qualifying examination
for able seaman):

Evidence of sea-service:

Signature of Seafarer

Date & Place

Gibraltar Merchant Shipping (Safety, etc.)

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Annex-B

**SYLLABUS FOR EFFICIENT DECK HAND (QUALIFYING
EXAMINATION FOR CERTIFICATION AS ABLE SEAMAN)**

1. Knowledge of survival craft and techniques, fire prevention and fire-fighting, elementary first-aid and environmental awareness. (These should have been covered in basic training which the seafarer will have already undertaken).
2. Knowledge of Bridge Watchkeeping duties (as required of at support level) including steering. (These should have been covered in the process of certification as Navigational Watchrating).
3. Meaning of common nautical terms.
4. Common knots, bends, hitches and splices.
5. Care, use and storage of ropes and wires including mooring and berthing operation.
6. Use and operation of Winch, Capstan and Windlass.
7. Rigging a derrick.
8. Rigging Pilot ladder, gangway and accommodation ladder.
9. Slinging of stages and bosun's chair.
10. Securing for bad weather.
11. Knowledge of the importance of enclosed spaces, watertight and weathertight arrangements, opening and closing of hatches, openings on the shell, bow and stern.
12. Safe working practices including knowledge of safety signs, protective clothing equipment, working aloft and outboard, enclosed spaces, permit to work.

Annex-C

Name and address of
Training Institute with
Tel / Fax / E-mail

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}

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EFFICIENT DECK HAND CERTIFICATE (Qualifying exam for AB)

This is to certify that

Date of Birth: Place of Birth : Nationality.
. . . Passport/CDC : has successfully completed a course
and passed the examination as an Efficient Deck Hand.

Signature of the seafarer.

Name & signature of the Training Provider

Official Stamp & date.

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Annex-D



GOVERNMENT OF GIBRALTAR*
REGISTRY OF SHIPS
Fax: +350 47770;
e-mail: shipregistry@gibnynex.gi

CERTIFICATE OF QUALIFICATION AS ABLE SEAMAN

This is to certify that:

Date of Birth:

Place of birth:

Nationality:

Passport / CDC:

has successfully completed and met all the requirements leading to the issue of the above certificate. This certificate is in compliance with the Certification of Able Seamen Convention, 1946 (No. 74) of the International Labour Organisation and incorporates the Navigational Watchrating qualification of STCW95.

Signature of Seafarer:

Issued at Gibraltar on
By STAMP

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Gibraltar Merchant Shipping (Safety, etc.)

GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING, CERTIFICATION AND RELATED SEAFARERS' MATTERS) REGULATIONS, 2002

INSTRUCTION NO. 9

ADMINISTRATIVE INSTRUCTIONS ON ISSUE OF SHIP'S COOK CERTIFICATE

(Issued under section 3(5) of the Merchant Shipping (Safety, etc.) Ordinance, 1993 and should be read in conjunction with the relevant provisions of the Merchant Shipping (Manning, Training, Certification and related Seafarers' matters) Regulations, 2002.)

The Maritime Administrator may, at his discretion, issue a ship's cook certificate, as given in the Annex to this Instruction, under the relevant ILO Convention of 1946, as amended, upon the applicant producing evidence that:

- (a) he is at least 18 years old;
- (b) he has completed at least 12 months sea-service;
- (c) he holds a Certificate of Food Hygiene and cooking approved by the Administration in a Party State. Such training should, as a minimum, cover:
 - (i) cleanliness, health and hygiene;
 - (ii) knowledge of balanced and healthy diet;
 - (iii) ability to make bread, soup-broth and other continental / oriental dishes;
- (d) he has completed the following basic training as required by Reg. VI/1 of STCW95:
 - (i) personal Survival Techniques;
 - (ii) fire prevention and Fire-fighting;
 - (iii) elementary First-Aid;
 - (iv) personal Safety & Social responsibility.
- (e) he holds a valid Certificate of Medical Fitness.

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GOVERNMENT OF GIBRALTAR*

CERTIFICATE OF QUALIFICATION AS A SHIP'S COOK

This is to certify that Mr. Date of
Birth: Discharge Book/ Passport Number*:.

***Delete as required**

has met criteria to the satisfaction of the Administration and in line with the
relevant ILO Convention of 1946, as amended, to serve as a Ship's Cook.

Signature of Seafarer:

Issued at Gibraltar on.

By.

STAMP

Gibraltar Merchant Shipping (Safety, etc.)

GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING, CERTIFICATION AND RELATED SEAFARERS' MATTERS) REGULATIONS, 2002 INSTRUCTION NO. 10

ADMINISTRATIVE INSTRUCTIONS ON CADET TRAINING PROGRAMME

(Issued under section 3(5) of the Merchant Shipping (Safety, etc.) Ordinance, 1993 and should be read in conjunction with the relevant provisions of the Merchant Shipping (Manning, Training, Certification and related Seafarers' matters) Regulations, 2002.)

In order to be eligible to undertake training and assessment leading to an appropriate certificate under regulation II/1 or III/1 of the STCW Convention, it will be necessary to meet the following requirements:

Deck Cadet:

Candidates must be under 20 years of age and hold GCSE with English, Mathematics and Science/Physics obtaining a Grade not lower than 'C' or equivalent similar science based education and be medically fit. They will be required to undergo an initial training of 3 months in an approved institute which will also include basic training (A-VI/1 of STCW 95).

They will then have to complete a minimum period of 12 months sea-service (of which at least 6 months must be spent on Navigational Watchkeeping duties under supervision of a certificated officer) as a Deck Cadet during which the IMO or UK-MNTB specified Training Record Book shall be maintained.

The final phase of training shall comprise a minimum period of 6 months in an approved institute when the Cadet will undertake short ancillary training required under regulation VI and complete the required education, training and assessment under regulation II/1 of STCW95 before an appropriate certificate may be issued for the capacity of Officers in Charge of a Navigational Watch.

Deck Ratings may, however, undertake education, training and assessment for an appropriate certificate under regulation II/1 of STCW95 after completing 3 years of service in the deck department (of which at least 6 months of the last 12 months must be spent on Navigational Watch-keeping duties on the Bridge under supervision of a certificated deck officer). The rating shall be required to maintain the ISF specified Training Record Book.

Engineer Cadet: Candidates must be under 23 years of age and hold GCSE with English, Mathematics and Science/Physics obtaining a Grade not lower than 'C' or equivalent science based education and be medically fit. They will be required to undertake an approved initial workshop training

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of 24 months followed by the basic training as required under A-VI/1 of STCW95. For a Candidate who holds 'A' level Physics and Mathematics or a Diploma in Engineering, the period of shore-based Workshop training may be reduced by 9 months and in the case of a Degree in Engineering by 18 months.

The second phase of training will be shipboard training (sea-service) for a minimum period of 6 months as a Cadet Engineer or Assistant Engineer under the supervision of certificated engineer officers during which the IMO or UK-MNTB specified Training Record Book will be maintained.

The third and final phase of training shall comprise a minimum period of 6 months in an approved institute where the candidate will undertake short ancillary training required under regulation VI and complete the required education, training and assessment under regulation III/1 of STCW95 before an appropriate certificate may be issued for the capacity of officer in charge of an engineering watch in a manned engine-room or duty engineer in a periodically manned engine-room.

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INSTRUCTION NO. 11

ADMINISTRATIVE INSTRUCTIONS ON STANDARDS OF MEDICAL FITNESS FOR SEAFARER

(Issued under section 3(5) of the Merchant Shipping (Safety, etc.) Ordinance, 1993 and should be read in conjunction with the relevant provisions of the Merchant Shipping (Manning, Training, Certification and related Seafarers' matters) Regulations, 2002.)

1. For the purpose of the requirements of Regulation I/9 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978 as amended in 1995 (STCW 95) in respect of standards of medical fitness for service on Gibraltar ships, the provisions of the following international instruments shall apply:

- (a) ILO Convention No. 73 of 1946 on Medical Examination (seafarers);
- (b) ILO Convention No. 147 of 1976 on Merchant Shipping (Minimum Standards)
- (c) ILO/WHO/D.2/1997 "Guidance for conducting Pre-sea and Periodic Medical Fitness Examination for Seafarers".

2. The Maritime Administrator shall be the person responsible for operation of the provisions of this Instructions. All appeals shall be reviewed by the Director of the Gibraltar Health Authority, whose decision shall be final and conclusive.

3. The Maritime Administrator shall, in consultation with the Director of the Gibraltar Health Authority, publish from time to time, a list of medical practitioners authorised to issue Seafarers Certificate of Medical Fitness.

4. The Maritime Administrator may accept a Seafarer's Certificate of Medical Fitness issued by the Administration of the seafarer's nationality provided it is issued in compliance with the relevant IMO and ILO instruments.

5. The form to be used for the issue of a Seafarer's Certificate of Medical Fitness is contained in the Annex to this Instruction.

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Annex



GOVERNMENT OF GIBRALTAR*

CERTIFICATE OF MEDICAL FITNESS OF A SEAFARER

Name of the seafarer

Date of birth

CDC/passport No.

Nationality

has been medically examined in compliance with IMO/ILO/WHO guidelines and found to be medically fit for service on merchant Ships. The seafarer and the employer should take note of the following caution/conditions:

Signature of the Seafarer

Date of Issue Signature

OFFICIAL SEAL

Place of Issue

Name of the authorised doctor

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GIBRALTAR MERCHANT SHIPPING (MANNING, TRAINING, CERTIFICATION AND RELATED SEAFARERS' MATTERS) REGULATIONS, 2002 INSTRUCTION NO. 12

ADMINISTRATIVE INSTRUCTIONS ON MAINTENANCE OF RECORDS AND REGISTERS

(Issued under section 3(5) of the Merchant Shipping (Safety, etc.) Ordinance, 1993 and should be read in conjunction with the relevant provisions of the Merchant Shipping (Manning, Training, Certification and related Seafarers' matters) Regulations, 2002.)

1. In order to comply with the requirements of Regulation I/9 (paragraph 4) of the International Convention on Standards of Training Certification and Watchkeeping for Seafarers 1978 as amended in 1995 (STCW95), records and registers shall be maintained of all certificates and endorsements for masters, officers and, as appropriate ratings, which are issued, have expired or have been revalidated, suspended, cancelled or reported lost or destroyed and of dispensations issued.
2. Information on the status of certificates, endorsements and dispensations shall be made available to other parties, companies and training institutes which request verification of the authenticity and validity of the documents produced to them for recognition under Regulation I/10 for employment or for pursuing training leading to higher certificates.
3. A database shall be maintained by the Administration in the attached form (Annex 4 of STCW. 7/Circ, 1) recommended by the International Maritime Organization under the title "Development of data for certificate registration" to provide all the information listed therein.
4. Every company managing a Gibraltar seagoing ship shall ensure that documentation and data relevant to all seafarers employed on its ships are maintained and readily accessible, and include without being limited to, documentation and data on their experience, training, medical fitness and competence in assigned duties. Such information shall be made readily available to the Administration and training institutions, when requested.
5. Every training institute which has been approved by an administration to conduct training courses within the scope of the STCW Convention, shall maintain a record of training provided to each seafarer and any certificate issued to them. Each certificate shall contain a serial or identity number for convenience in the tracking and shall also contain the contact details of the training institute in the form of telex/fax number or e-mail. The training institute shall provide all information relating to training and certification to Administration and the companies.

Attached: Database form.

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ANNEX 4

DEVELOPMENT OF A DATABASE FOR CERTIFICATE REGISTRATION

1. In implementing the requirement in paragraph 4.1 of regulation I/9 of the revised STCW Convention for the maintenance of a register of certificates and endorsements, a standard database is not necessary provided that all the relevant information is recorded and available.

2. The following items of information should be recorded and available either on paper or electronically in accordance with regulation I/9, as a minimum:

A. Status of certificate :

- Valid
- Suspended
- Cancelled
- Reported lost
- Destroyed

With a record of changes to status to be kept, including dates of changes.

B. Certificate details:

- Seafarer's name
- Date of birth
- Nationality
- Sex
- Preferably a photograph
- Relevant document number
- Date of issue
- Date of expiry
- Last revalidation date
- Details of dispensation(s)

C. Competency details:

- STCW competency standard (e.g. regulation II/1)
- Capacity Function
- Level of responsibility
- Endorsements

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D. Medical details:

Date of issue of latest medical certificate relating to the issue or revalidation of the appropriate certificate.

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INSTRUCTION NO. 13

ADMINISTRATIVE INSTRUCTIONS ON ISSUE OF DISCHARGE BOOK

(Issued under section 3(5) of the Merchant Shipping (Safety, etc.) Ordinance, 1993 and should be read in conjunction with the relevant provisions of the Merchant Shipping (Manning, Training, Certification and related Seafarers' matters) Regulations, 2002.)

1. A seafarer may be issued with a Gibraltar Discharge Book or record of seervice if he has not been issued with such a document by his own national Administration or when the issuing Administration does not allow recording of service performed on non-national ships. The seafarer will be required to meet the following requirements:

- (a) be between 18 and 60 years of age;
- (b) be medically fit;
- (c) be the holder of a basic training certificate;
- (d) produce evidence of being or to be employed on a Gibraltar registered ship;
- (e) have relevant qualification/ certificate, if required for the intended capacity;
- (e) produce (in original) passport as proof of nationality and date of birth.

2. Applications in the prescribed form (see Annex) and with prescribed fees should be sent to the Maritime Administrator. Three copies of passport size photographs with full frontal/ facial view (with no hats/ caps or dark glasses) should be sent with the application. All copies of the photographs shall be identical and a doctor or a lawyer or a Minister of religion or the Principal of a Marine College shall certify one of them (on the back).

3. Masters of the ships and the Company under whose management the ships operate may take a note of the fact that the period of sea-service (with no remark on quality of service or conduct) performed by the seafarer, whether on a Gibraltar registered ship or not, may be duly recorded in the Discharge Book. Such entries should contain the Name of the ship, Port of Registry, IMO Number, GT, Power in kW, Capacity, Date and Place of engagement and the Date and Place of discharge.

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4. The seafarers should bear in mind that a separate testimonial from the company or the ship (master/ Chief engineer) may be necessary to provide further evidence of requirements for taking higher courses or examination. Such testimonial should also include details of the type of ship, such as, tanker (oil/ chemical/ gas) or passenger or ro-ro passenger or High-Speed Craft etc. and the nature of duties performed on such ships.
5. The entries in the Discharge Book and testimonials should be stamped with the official seal of the ship or the company.
6. Details of training during sea-service performed by cadets (Deck or Engineering) must also be recorded in the Cadet Record Book of IMO or ISF or UK-MNTB. Details of training particularly that associated with Bridge Watchkeeping duties performed by Deck Ratings desirous of taking the Deck officer's examination, must be recorded on the ISF Training Record Book.
7. A Discharge Book issued by the Maritime Administrator shall contain in the first part the details of the seafarer such as the Name, Sex, Date and place of birth, Height in centimetres, Nationality, Identification mark, Passport No., Date of issue of the Passport; and in the second part there will be provision to enter particulars of the ship, capacity in which served and the period of service.

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Annex - A

APPLICATION FOR DISCHARGE BOOK

Name of Applicant: Sex

Date of birth Place of birth

Height (in cm.) Nationality

Identification Mark

Passport No Date of issue:

Details of Basic Training:

of Medical Fitness:

Any medical condition

Company providing employment

Name of Gibraltar ship on which employed or to be employed

.....

Capacity in which employed

Details of other qualification/certificate/experience.

.....

Signature of the Applicant Date and Place

Applications duly filled in along with supporting documents and prescribed fees and photographs (as stated in the relevant Administrative Instructions) should be sent to the Maritime Administrator, Registry of Ships, Duke of Kent House, Gibraltar.