

## **SHIPPING NOTICE 07/2011**

### **ISSUE OF WATCH RATING CERTIFICATES**

**To: OWNERS, MANAGERS, CHARTERERS, CREWING AGENCIES AND MASTERS OF CAYMAN ISLANDS SHIPS (INCLUDING PRIVATE AND COMMERCIAL YACHTS).**

#### **1. Background**

- 1.1 The Merchant Shipping (Certification, Safe Manning, Hours of Work and Watchkeeping) Regulations 2004 (the Regulations) implement the requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW Convention), and its associated Code (STCW Code) for the Cayman Islands.
- 1.2 This Shipping Notice gives guidance regarding the application of the above Regulations as pertaining to ratings for a safe operation of a vessel and Watch Rating Certificates.
- 1.3 The STCW Convention and the STCW Code specify certain training and experience requirements for all seafarers and further requirements for those who have designated safety and pollution prevention duties on board. All Ratings must be properly trained, with appropriate certification, in accordance with the requirements of the relevant Conventions.
- 1.4 The Safe Manning Document issued to a Cayman vessel will state the number of Ratings required and all Deck and Engine Room Ratings assigned to watchkeeping duties must be in possession of Watch Rating Certificates appropriate to their duties.
- 1.5 Watch Rating Certificates issued by countries which are party to the STCW Convention are fully acceptable without further endorsement by the Cayman Islands Administration.

#### **2. Application**

- 2.1 This Shipping Notice is applicable to any Cayman vessel required to carry Watch Ratings as a part of the minimum manning levels, and to which a Minimum Safe Manning Document (MSMD) is issued; this includes commercially operated pleasure yachts.

#### **3. Mandatory Requirements**

- 3.1 The STCW Convention requires all seafarers to be medically fit with special emphasis on sight and hearing, with the sight requirement being especially relevant to deck personnel.

In order to meet this requirement all seafarers should meet the appropriate requirements of the Merchant Shipping (Medical Examinations) Regulations 2002 (as may be amended) before they can be employed for shipboard duties.

- 3.2 As a minimum all seafarers must meet the requirements of Section A-VI/1.1 of the STCW Code and have successfully completed approved familiarization training in Personal Survival Techniques before they are assigned to shipboard duties. Shipowners and operators must also ensure that all those employed on the ship, are, upon joining, provided with familiarisation training in respect of emergency duties as well as for routine duties and functions for the safe operation of the ship and the protection of the marine environment.

With respect to the aforementioned familiarisation training, the following is taken directly from the STCW Code:

“Before being assigned to shipboard duties, all persons employed or engaged on a seagoing ship other than passengers, shall receive approved familiarisation training in personal survival techniques or receive sufficient information and instruction to be able to:

- .1 communicate with other persons on board on elementary safety matters and understand safety information symbols, signs and alarm signals;
- .2 know what to do if:
  - .2.1 a person falls overboard,
  - .2.2 fire or smoke is detected, or
  - .2.3 the fire or abandon ship alarm is sounded;
- .3 identify muster and embarkation stations and emergency escape routes;
- .4 locate and don lifejackets;
- .5 raise the alarm and have basic knowledge of the use of portable fire extinguishers;
- .6 take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board; and
- .7 close and open the fire, weathertight and watertight doors fitted in the particular ship other than those for hull openings.”

- 3.3 The shipowner or operator must ensure that all seafarers are able to communicate in the common working language determined for the ship.
- 3.4 All seafarers who have been assigned designated safety and/or pollution prevention duties must also successfully complete elements of approved basic training. The four elements of basic training are:
- .1 personal survival techniques (STCW Code Section A-VI/1-1);
  - .2 fire prevention and fire-fighting (STCW Code Section A-VI/1-2);
  - .3 elementary first aid (STCW Code Section A-VI/1-3);
  - .4 personal safety & social responsibilities (STCW Code Section A-VI/1-4).

#### **4. Ratings for a safe operation of a ship (Deck or Engine Department)**

- 4.1 The number of Ratings required will be determined by application of the principles referred to in the Merchant Shipping (Certification, Safe Manning, Hours of Work and Watchkeeping) Regulations 2004 which require owners and operators to obtain an appropriate balance of experience and skill within the crew as a whole.

4.2 Ratings must be at least 16 years of age, medically fit and have successfully completed elements of the approved basic training referred to in paragraph 3.4 (above) prior to being assigned to duties.

## **5. Watch Rating Certificates (Deck or Engine Department)**

5.1 Watch Rating Certificates must be in the approved format shown at Annex I of this Shipping Notice.

Companies operating Cayman ships may apply to the CISR (Cayman Islands Shipping Registry) for approval to issue Watch Rating Certificates on behalf of the CISR.

Companies, for which the International Safety Management (ISM) Code applies, must be in full compliance with the Code before issuing Watch Rating Certificates.

Applications for authorisation to issue Watch Rating Certificates should be addressed to the CISR: [survey@cishipping.com](mailto:survey@cishipping.com). In their application, companies must demonstrate that they have adequate arrangements for training and assessing Watchkeeping Ratings and an acceptable quality control system.

5.2 CISR approval will be subject to periodic review and evaluation and may be withdrawn if the CISR's requirements are not met.

5.3 Once a company has been approved by CISR, it may issue approved Watch Rating Certificate to any rating who meets the following STCW Convention requirements:

- .1 is not less than 18 years old;
- .2 has completed training record
  - Navigational Watch Rating STCW Code Section A-II/4 (see Annex II), and
  - Engine Room Watch Rating STCW Code Section A-III/4 (see Annex III)
- .3 has completed, either at least 6 months approved sea-going service in the relevant department; and has
- .4 successfully completed all 4 elements of the basic training specified in paragraph 3.4.1–4 above; or
- .5 has an Efficient Deck Hand (EDH) certificate; and
- .6 has been assessed by a responsible officer of the ship appointed by the company, and has been found to have met the requirements and performance standards specified in STCW Code A-II/4 or A-III/4 in the case of deck and engine-room ratings respectively.

5.4 As soon as possible after issue of the original certificate to the Rating, a copy of each certificate issued must be forwarded to Crew Compliance at the CISR ([crew.compliance@cishipping.com](mailto:crew.compliance@cishipping.com)). The company must also maintain full records of all certificates issued, to enable questions on validity to be answered and checks to be made.

### **5.5 Additional Training Requirements**

The STCW Convention includes additional training requirements for Ratings serving on certain types of ship. These requirements are summarised as follows.

### **5.6 Tankers**

- 5.6.1 Any Rating who is assigned specific duties and responsibilities related to cargo or cargo equipment (e.g. pumpman) must have successfully completed:
- .1 an advanced firefighting training programme as specified in section A-VI/3 of the STCW Code; and
  - .2 have at least 3 months approved sea-going service on tankers in order to acquire adequate knowledge of safe operational practices; or
  - .3 a tanker familiarisation training programme covering at least the syllabus given in paragraphs 2 to 7 of section A-V/1 of the STCW Code; or
  - .4 have at least 30 days service under the supervision of qualified officers on a tanker of not less than 3000gt engaged on voyages not exceeding 72 hours.

#### 5.7 Ro – Ro Passenger ships

- 5.7.1 Ratings and other personnel on ro-ro passenger ships are required to undertake the training specified in STCW Code section A-V/2 paragraphs 1 to 3 (crowd management, familiarisation and safety training for direct services to passengers).
- 5.7.2 For continued service, appropriate refresher training in respect of crowd management is required to be undertaken at intervals not exceeding five years, or evidence, must be produced to the employer or official of an authorised body, of having achieved the required standard of competence within the previous five years. This may be achieved by 12 months sea service in the relevant type of ship within the previous 5 years.

#### 5.8 Passenger Ships other than Ro-Ro Passenger Ships

- 5.8.1 Ratings and other personnel on passenger ships designated on muster lists to assist passengers in emergency situations are required to undertake training specified in STCW Code section A-V/3 paragraphs 1 to 3 (crowd management, familiarisation and safety training for direct services to passengers).
- 5.8.2 For continued service, appropriate refresher training in respect of crowd management is required at intervals not exceeding five years or evidence of having achieved the required standard of competence within the previous five years must be produced to the employer or an official of an authorized body. This may be achieved by 12 months sea-service in the relevant type of ship within the previous 5 years.

#### 5.9 Maintenance of Records

- 5.9.1 Companies, in line with the responsibilities given to them by the STCW Convention (Regulation I/14), should maintain records and provide documentary evidence in respect of any person meeting the appropriate standard for all certificates and training requirements described above.

## 6. Yacht Rating Certificate

- 6.1 All yacht Ratings forming part of either navigational or engineering watch required by a Safe Manning Document must be qualified in accordance with the Large Commercial Yacht Code (LY2 Code) and this Shipping Notice.
- 6.2 A single Yacht Rating Certificate covering both navigational and engineering watch keeping duties will be issued by the CISR to successful candidates.
- 6.3 The LY2 Code requires all sea-going commercially operated yachts of 24 metres and over in load line length to be safely manned. It is the responsibility of the owner/managing agent to ensure that the Master and other members of the crew are appropriately qualified and have recent and relevant experience of the vessel type, vessel size and type of operation on which the vessel is engaged.
- 6.4 Ratings required to be carried by a Safe Manning Document shall be appropriately qualified as evidenced by holding a Yacht Rating Certificate or other CISR recognised qualification such as:
- an AB Certificate issued under the ILO AB Convention; or
  - a UK Efficient Deck Hand (EDH) Certificate; or
  - a Navigational or Engine Room Watch Rating Certificate issued under STCW.

Holders of these recognised equivalent qualifications do not need to apply for a CISR Yacht Rating Certificate as they will have already met, or exceeded, all the requirements detailed in Section 6.5 of this Shipping Notice.

### 6.5 Eligibility Requirements

#### 6.5.1 To qualify as a Yacht Rating a candidate must:

- .1 be at least 18 years of age;
- .2 demonstrate at least 6 months yacht service including 2 months sea service, all of which must be on vessels 24 metres and over in load line length;
- .3 complete the four elements of approved STCW basic training referred in to Section 3.4
- .4 complete the Yacht Rating Training Record Book (Please see Annex IV).

6.5.2 Holders of the following certificates recognised by the CISR will not need to complete the Yacht Rating Training Record Book and the 6 months yacht service requirement may be reduced to 2 months sea service on vessels 24 metres and over in load line length. Holders will, however, need to meet the other requirements detailed in Section 3 above and apply for a CISR Yacht Rating Certificate:

- Watchleader Certificate together with a Competent Crew Certificate; or
- Day Skipper Certificate together with a Competent Crew Certificate; or
- Yacht Rating Course Completion Certificate

- 6.6 All candidates must hold a valid medical fitness certificate as referred in to Section 3.1.
- 6.7 Yacht Rating Training Record Book
- 6.7.1 The format of the Training Record Book is in Annex IV. Sections 1 to 6 detail the various tasks and knowledge that a candidate must show to demonstrate the level of competency required. Each area should be signed off, by the Master, when he/or she is satisfied that the competency has been demonstrated.
  - 6.7.2 Sections 7 and 8 should be completed with details of the STCW basic training and yacht service / sea service respectively.
  - 6.7.3 The qualifications of the Master together with a specimen signature should be entered in Section 9 of the Training Record Book.
  - 6.7.4 The training period may be spread across a number of vessels. However, it remains the responsibility of the Master of the final vessel to establish that the required standard of competency has been met. This Master should complete Section 10.



Record of Training for Navigational Watch Rating

**RECORD OF TRAINING**

**FOR NAVIGATIONAL WATCH RATING CERTIFICATES UNDER STCW 78, AS AMENDED**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Discharge Book Number or Other National I.D. \_\_\_\_\_

**To be completed by a Competent Officer**

Action or Task (ref STCW 78 A II/4)	Competent Officer Number	Signature	Date
<b>Section 1 Steer the ship and comply with helm orders in the English language</b>			
a) Demonstrate knowledge, understanding and proficiency in the use of Magnetic and Gyro compasses, the changeover from Automatic Pilot to hand steering and vice versa			
b) Demonstrate ability to maintain a steady course (within acceptable limits) having regard to the area of navigation and prevailing sea state			
c) Alterations of course are smooth and controlled			
d) Communications are clear and concise at all times and orders are acknowledged in a seaman-like manner			
<b>Section 2 Keep a proper lookout by sight and hearing</b>			
a) Promptly detecting and reporting the approximate bearing of a sound signal, light or other object in degrees or points to the O.O.W.			
<b>Section 3 Contribute to monitoring and controlling a safe watch</b>			
a) Demonstrate knowledge of Shipboard terms and definitions			
b) Demonstrate use of appropriate internal communication and alarm systems			

Record of Training for Navigational Watch Rating

<b>Action or Task</b>		<b>Competent Officer Number</b>	<b>Signature</b>	<b>Date</b>
(ref STCW 78 A II/4)				
c)	Demonstrate ability to understand orders and to communicate with the O.O.W. in matters relevant to watchkeeping duties in a clear and concise manner			
d)	Demonstrate knowledge of the procedures for the relief, maintenance and handover of a watch			
e)	Demonstrate knowledge of the information required to maintain a safe watch			
f)	Understand basic environmental protection procedures			
<b>Section 4 Operate Emergency Equipment and Apply Emergency Procedures</b>				
a)	Demonstrate knowledge of Emergency duties and alarm signals			
b)	Demonstrate knowledge of pyrotechnics distress signals; satellite EPIRBs and SARTs			
c)	Demonstrate knowledge of the avoidance of false distress alerts and actions to be taken in the event of accidental activation			
d)	Demonstrate knowledge of the initial action required on becoming aware of an emergency or abnormal situation and this action is in conformity with established practices and procedures			
e)	Demonstrate how to communicate in a clear and concise manner at all times and orders are acknowledged in a seaman-like manner			
f)	Ensure that the integrity of emergency and distress alerting systems are maintained at all times			

**Testimonial (Ability and Conduct)**

<b>Vessel 1 Name</b>		Ship's Stamp
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Record of Training for Navigational Watch Rating

<b>Comment</b>	
<b>Master's Signature</b>	

<b>Vessel 2 Name</b>		<b>Ship's Stamp</b>
<b>Comment</b>		
<b>Master's Signature</b>		

<b>Vessel 3 Name</b>		<b>Ship's Stamp</b>
<b>Comment</b>		
<b>Master's Signature</b>		

Record of Training for Engine Room Watch Rating

**RECORD OF TRAINING**

**FOR ENGINE ROOM WATCH RATING CERTIFICATES UNDER STCW 78, AS AMENDED**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Discharge Book Number or Other National I.D. \_\_\_\_\_

**To be completed by a Competent Officer**

Action or Task (ref STCW 78 A III/4)	Competent Officer Number	Signature	Date
<b>Section 1 Undertake engine room watch and comply with orders in the English language</b>			
a) Understand terms used in the machinery spaces and the names of the various machinery and equipment			
b) Demonstrate knowledge of Engine Room Watchkeeping procedures			
c) Demonstrate knowledge of safe working practices relating to Engine Room operations and use of equipment provided			
d) Demonstrate use of appropriate internal communication procedures			
e) Understand engine Room alarm systems and be able to distinguish between the various alarms, especially with regard to fire extinguishing gas alarms			
f) Demonstrate maintenance, handover and relief of watch in accordance with accepted principles and procedures			
g) Demonstrate clear and concise communications and acknowledgement of orders			
<b>Section 2 Emergency equipment</b>			
a) Demonstrate knowledge of emergency systems			
b) Demonstrate knowledge of Machinery			

Record of Training for Engine Room Watch Rating

	Spaces escape routes			
c)	Demonstrate familiarity with location and use of fire fighting appliances			
d)	Demonstrate clear concise communications and acknowledgement of orders			
<b>Section 3</b>	<b>Personal Safety and Social Responsibilities</b>			
a)	Demonstrate knowledge of the type of emergency that may occur, eg. fire, collision, floundering, etc. duties and alarm signals			
b)	Demonstrate knowledge of shipboard contingency plans for emergency response (proved through drills)			
c)	Demonstrate knowledge of various emergency signals and actions to take, duties under Muster List, location of Muster / Assembly stations and the correct use of Persona Safety Equipment			
d)	Understand the actions to take on discovering potential emergency situations, including fire and ingress of water into the ship			
e)	Understand value of training and drills			
<b>Section 4</b>	<b>Prevention of Pollution</b>			
a)	Understand the effects of pollution of the marine environment			
b)	Demonstrate knowledge of basic environmental protection procedures			

**Testimonial (Ability and Conduct)**

<b>Vessel 1 Name</b>		Ship's Stamp
<b>Comment</b>		
<b>Master's / Chief Engineer's Signature</b>		

Record of Training for Engine Room Watch Rating

<b>Vessel 2 Name</b>		Ship's Stamp
<b>Comment</b>		
<b>Master's / Chief Engineer's Signature</b>		

<b>Vessel 3 Name</b>		Ship's Stamp
<b>Comment</b>		
<b>Master's / Chief Engineer's Signature</b>		

Yacht Rating Training Record Book

**YACHT RATING TRAINING RECORD BOOK**

Name of seafarer .....

Date of birth (dd MMMM YYYY).....

Discharge Book No or other ID .....

Section 1 - Navigational Watch Duties

Task	Verification	Name / Rank	Date
<b>Steering &amp; Helm Orders:</b>			
Demonstrate knowledge of the compass card in 360° notation			
Demonstrate ability to steer using magnetic compass and gyro-compass in open waters (minimum 5 hours)			
Demonstrate ability to steer using magnetic compass and gyro-compass in pilotage waters (minimum 5 hours)			
Understand and respond to helm orders (for both pilotage and open water situations)			
Demonstrate change over procedures from helm to auto steering and vice-versa			
<b>Keeping a Proper Lookout &amp; Lookout Duties</b>			
Demonstrate ability to report bearings in degrees and points			
Demonstrate ability to report ships, lights, navigation marks and other floating and fixed objects			
Demonstrate ability to report sound signals			
<b>Contribute to Monitoring and Controlling a Safe Watch</b>			
Demonstrate a knowledge of shipboard terms and definitions			
Demonstrate use of appropriate internal communications equipment and alarms			
Demonstrate the ability to understand common orders and commands from the OOW in matters relevant to watch keeping duties			
Demonstrate the ability to respond to orders and commands, and communicate with the OOW in a clear and concise fashion			
Demonstrate knowledge of the procedures for the relief and handover of the navigational watch in accordance with accepted principles and procedures			
Demonstrate knowledge of the information required to			

**Yacht Rating Training Record Book**

maintain a safe navigation watch			
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**SECTION 2 – Life Saving and Fire Fighting Equipment**

Task	Verification	Name / Rank	Date
Understand the importance of musters and drills and know what action to take on hearing an alarm signal			
Demonstrate a knowledge of assigned shipboard emergency duties			
Understand alarm systems and demonstrate the ability to distinguish between the various alarm signals			
Demonstrate a familiarity with type, use and location of fire fighting appliances including fixed fire fighting equipment such as in engine room, galley and petrol storage lockers			
Understand the importance and operation of fire doors and fire dampers/closure			
Demonstrate a familiarity with type, use and location of life saving appliances and life saving equipment.			
Understand the correct operation, precautions and the dangers of launching and recovery of rescue and survival craft			

**SECTION 3 – Seamanship**

Task	Verification	Name / Rank	Date
Demonstrate common knots , bends and hitches <ul style="list-style-type: none"> <li>• Reef knot</li> <li>• Clove hitch</li> <li>• Bowline</li> <li>• Bowline on the bight</li> <li>• Sheet bend</li> <li>• Double sheet bend</li> <li>• Rolling hitch</li> <li>• Round turn and two half hitches</li> <li>• Figure of eight</li> </ul>			
Demonstrate: <ul style="list-style-type: none"> <li>• Handling of mooring ropes and wires</li> <li>• Use of rope stoppers</li> <li>• Care, use and storage of ropes and wires</li> <li>• Safe operation of mooring winches, windlass and capstan</li> <li>• Correct fitting of wire grips</li> <li>• Slings a stage and bosun chair</li> <li>• Rigging pilot ladder, gangways and accommodation ladders</li> <li>• Rigging of hydrostatic releases</li> <li>• Securing the deck for heavy weather</li> <li>• Opening and closing of hatches and watertight doors including, stern, side and other shell</li> </ul>			

**Yacht Rating Training Record Book**

<ul style="list-style-type: none"> <li>openings</li> <li>• Securing of anchors for sea</li> </ul>			
Understand the importance and safe operation of watertight doors, hatches and hull openings			

**SECTION 4 – Code of safe Working Practices**

<b>Task</b>	<b>Verification</b>	<b>Name / Rank</b>	<b>Date</b>
<b>Code of Safe Working Practices (COSWP)</b>			
Have working knowledge of the following COSWP relevant to a seaman's duties: <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Safety signs</li> <li>• Safety induction</li> <li>• Fire precautions</li> <li>• Emergency procedures</li> <li>• Security on board</li> <li>• Safe movement onboard ship</li> <li>• Safe systems of work including work aloft, outboard and in machinery spaces</li> <li>• Entry into enclosed or confined spaces</li> <li>• Boarding arrangements</li> <li>• Manual lifting and carrying</li> <li>• Use of work equipment</li> <li>• Lifting plant</li> <li>• Anchoring, mooring and towing operations</li> <li>• Stowage and safe handling of oils and chemicals</li> </ul>			

**SECTION 5 – Engine Watch Keeping Duties**

<b>Task</b>	<b>Verification</b>	<b>Name / Rank</b>	<b>Date</b>
<b>Watch Keeping:</b>			
Demonstrate knowledge of the information required to maintain a safe engineering watch			
Understand terms used in machinery space and the names of machinery and equipment.			
Understand engine room Watchkeeping procedures.			
Understand bilge pumping arrangements			
Understand safe working practices as related to engine room operations			
Understand the requirement for record and log keeping			
Demonstrate how to hand over and relieve an engine room watch in accordance with accepted principles and procedures			
Demonstrate clear and concise communications and acknowledgement of machinery space orders			
Demonstrate a knowledge of machinery space			

**Yacht Rating Training Record Book**

emergency escape routes			
Demonstrate opening and closing of engine room opening and accesses incl. water tight doors (if fitted)			

**SECTION 6 - Pollution Prevention**

<b>Task</b>	<b>Verification</b>	<b>Name / Rank</b>	<b>Date</b>
<b>Prevention of Pollution</b>			
Understand bunkering and refueling procedures with regards to protection of the marine environment			
Demonstrate knowledge of basic environmental protection procedures			
Understand requirements and prohibitions for discharge of oils, sewage and residues overside.			
Understand requirements and prohibitions for disposal and/or discharge of garbage			
Knowledge of the location and use of antipollution equipment			

**SECTION 7 -Completion of STCW 95 Basic Training**

<b>Title</b>	<b>Cert No</b>	<b>Date Issue</b>	<b>Issued By</b>	<b>Verification</b>
Personnel Survival Techniques (STCW A-VI/1-1)				
Fire Prevention & Fire Fighting (STCW A-VI/1-2)				
Elementary First Aid (STCW A-VI/1-3)				
Personal Safety & Social Responsibility (STCW A-VI/1-4)				

**SECTION 8 - Yacht Service and Sea Service Records**

<b>Name, Type and Length of Yacht</b>	<b>Date of Joining</b>	<b>Date of Leaving</b>	<b>Days at Sea</b>	<b>Mileage</b>	<b>Total Time on Board</b>

**SECTION 9 - Verification of Signatures**

<b>Qualification Details</b>
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Yacht Rating Training Record Book

Name	Rank	Certificate Title	Number	Issue Authority	Date of Issue	Specimen Signature

**SECTION 10 – Statement by Master of final vessel**

I confirm that I am satisfied that this candidate meets all of the required standards of competency to be issued with a CISR Yacht Rating Certificate.

**Signature**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Date**

\_\_\_\_\_