



# Manning Policy Manual

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## Yachts engaged in trade

### 24m and over

(Guidance for yachts not engaged in trade)

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## 1. Revision history

REVISION HISTORY		
Date	Section	Revision
September 2007	All	Initial issue (Rev. 05)
January 2008	All sections revised, including Annexes; Annexes V and VI added	Rev. 06
April 2008	Redesign of a title page and errata corrected	Rev. 07
June 2009	All sections renumbered, Minor typos corrected Clarification in respect of applicability of this document added Section 17 (old 15) updated, as procedure for converting of certificates issued prior to 01 Jan 2008 become obsolete Manning scales for sailing yachts updated Annex IV – format of CI MSMD PY replaced Annex V – CI draft Crew Agreement amended Annex V – High powered yachts of less than 500 GT added	Rev. 08
April 2013	Major Review taking account of relevant CI Shipping Notices, changes to policy, and clarifications.	Rev. 09
December 2017 & May 2018	Major review. Updated references to applicable laws and CI Shipping Notices; additional information on ETOs, minor typos and editing corrections; updated the manning scales for motor yachts greater than 24m and sailing yachts	Rev.10
August 2019	Minimum Safe Manning Scales amended Minor adjustments	Rev. 11

## **2. Introduction, purpose and application**

The Cayman Islands is a United Kingdom Overseas Territory and the Cayman Islands Shipping Registry (CISR) has Category 1 status within the Red Ensign Group. As such The Maritime Authority of the Cayman Islands (MACI) is able to register vessels of any size, age and type, from small yachts to super tankers, provided that quality standards are met.

Every master and officer serving on a Cayman Islands registered ship or yacht to which a minimum safe manning document (MSMD) is issued is required to hold an appropriate certificate for the capacity in which they serve. Additionally, certificates issued under Chapter II, III or VII of the Convention are required to be recognised by the Cayman Islands Shipping Registry (CISR) by the provision of an Endorsement as required by the International Convention on the Standards of Training for Certification and Watchkeeping, (STCW) 1978, as amended.

This manual is intended as a guide for shipowners, ship managers and seafarers as to the Manning Policy of the CISR and its application to yachts engaged in trade, including passenger yacht code certified vessels (13-36 passengers).

The CISR strongly recommends that pleasure yachts operating in the pleasure vessel mode are manned to the same standards applicable to a yacht engaged in trade.

Whilst Cayman Islands law and guidance take precedence, reference is frequently made to international and UK instruments and guidance where deemed applicable to vessels registered in the Cayman Islands.

### 3. Applicable rules and regulations

The list of current Cayman Islands Merchant Shipping legislation is available on our website at [www.cishipping.com](http://www.cishipping.com). Further details may be obtained from Cayman Islands Shipping Notices (CISN) and Cayman Islands Guidance Notes (CIGN), which can also found on the website. However, for the purposes of manning, the following Cayman Islands Law and Regulations are considered directly relevant:-

Merchant Shipping Law (2016 Revision) as amended.

Merchant Shipping (Maritime Labour Convention) (Crew Accommodation) Regulations, 2014

Merchant Shipping (Maritime Labour Convention) (Food and Catering) Regulations, 2014

Merchant Shipping (Maritime Labour Convention) (Health and Safety) Regulations, 2014

Merchant Shipping (Maritime Labour Convention) (Medical Care) Regulations, 2014

Merchant Shipping (Maritime Labour Convention) (Medical Certification) Regulations, 2014

Merchant Shipping (Maritime Labour Convention) (Repatriation) Regulations, 2014

Merchant Shipping (Maritime Labour Convention) (Seafarer Employment Agreement, Shipowners' Liabilities and Wages) Regulations, 2014

Merchant Shipping (Certification, Safe Manning, Hours of Work and Watchkeeping) Regulations (2004 Revision)

Merchant Shipping (Vessels in Commercial Use for Sport or Pleasure) Regulations (2002)

Also relevant:

International Conventions, Resolutions and Circulars, principally: -

STCW Convention (The International Convention on Standards of Training, Certification and Watchkeeping, 1978 as amended)

SOLAS (The International Convention for the Safety of Life at Sea, 1974 as amended)

Equivalent Standards published by the Red Ensign Group (REG).

Large Yacht Code 1, 2 and 3 (LY1, LY2, LY3)

REG Yacht Code Part A (LYC)

REG Yacht Code Part B (PYC)

International Labour Organisation (ILO) Conventions and Protocols relating to seafarer health and welfare; principally the Maritime Labour Convention, 2006 (MLC) as amended.

### 4. Definitions

Whilst the full definitions are contained within the regulations listed in Section 3, certain relevant definitions are reproduced in this section for ease of reference.

*"appropriate certificate"* means:-

- a) in relation to Cayman Islands vessels, a certificate issued and endorsed by or under the authority of an STCW country and recognised in accordance with the Merchant Shipping (Certification, Safe Manning, Hours of Work and Watchkeeping) Regulations (2004 Revision), as amended, Entitling the lawful holder to serve in the capacity and perform the functions involved at the level of responsibility specified therein on a ship of the type, tonnage or power and means of propulsion indicated by the Endorsement while engaged on the particular voyage concerned;and
- b) in relation to other vessels, an appropriate certificate as defined in the STCW Convention.

**“Company”** means the owner of the ship or any other organisation or person such as the manager, or the bareboat charterer, who has assumed the responsibility for the operation of the ship from the shipowner and who, on assuming such responsibility, has agreed to take overall duties and responsibilities imposed by the International Safety Management (ISM) Code.

**“pleasure yacht”** includes a pleasure vessel and any vessel to which regulations made in respect of vessels in commercial use for sport or pleasure are stated to apply

**“passenger”** means any person carried in a ship except:

- a) a person employed or engaged in any capacity on board the ship on the business of the ship;
- b) person on board the ship either in pursuance of the obligation laid upon the master to carry shipwrecked, distressed or other persons, or by reason of any circumstances that neither the master nor the owner nor the charterer (if any) could have prevented; and
- c) a child under one year of age.

*Note:*

*The above definition of “passenger” is also contained in the SOLAS Convention where part of its function is in the determination of passenger numbers (“Passenger ship” means a ship carrying more than 12 passengers) thus anyone considered as a “passenger” is counted towards the maximum number of 12 permitted under the REG Yacht Code.*

**“propulsion power”** means the total maximum continuous rated output power in kilowatts of all the ship’s main propulsion power which appears on the ship’s certificate of registry or other official document;

**“safe haven”** means a harbour or shelter of any kind which affords entry, subject to prudence in the weather conditions prevailing, and protection from the force of the weather.

**“Short Range Yacht”** means an existing vessel under 500GT or a new vessel under 300GT,

- a) restricted to operating in forecast or actual wind of a maximum Beaufort Force 4, Motor yachts and F6-S/Y and
- b) within 60 nautical miles of a safe haven. (The Administration may permit operation on specified routes up to 90 nautical miles from a safe haven as appropriate).

## 5. Maritime Labour Convention, 2006

The Maritime Labour Convention, 2006 (MLC) entered into force internationally 20<sup>th</sup> August 2013. This Convention revised several of the International Labour Organisation (ILO) Conventions concerning crew welfare, conditions of work, and employment rights. The MLC applies to all Cayman Islands vessels engaged in trade regardless of size and all vessels, including yachts, are inspected for compliance with the MLC including the following areas:

- a) seafarers’ minimum age, medical certification and qualifications;
- b) seafarers’ employment agreements and the payment of wages;
- c) manning levels and hours of rest;

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<sup>1</sup> Merchant Shipping Law (2016 Revision)

<sup>2</sup> Merchant Shipping Law (2016 Revision)

<sup>3</sup> Merchant Shipping (Certification, Safe Manning, Hours of Work and Watchkeeping) Regulations (2004 Revision)

<sup>4</sup> REG Yacht Code

<sup>5</sup> REG Yacht Code

- d) accommodation, recreational facilities on board, food and catering;
- e) health and safety, accident prevention and, on board medical care;
- f) on board grievance procedures.

Amendments to the MLC took effect on 1<sup>st</sup> January 2017, which covers additional provisions for shipowner insurance in relation to:

- a) the abandonment of seafarers; and
- b) claims for compensation in the event of a seafarer's death or long-term disability due to an operational injury, illness or hazard.

A Declaration of Maritime Labour Compliance (DMLC) is required by all vessels engaged in trade of 500GT and above. The DMLC is divided into Part I and Part II. Part I is issued by the *Flag Administration*, copies of the document can be found at <http://www.cishipping.com/forms>, and provides details of the Cayman Islands requirements relating to seafarers' working and living conditions. Whereas, Part II is issued by the *shipowner* and details how the shipowner complies with the Flag State's requirements and must be approved by the Flag State. For further information review Cayman Islands Shipping Notices available from our website at [www.cishipping.com](http://www.cishipping.com).

## 6. Seafarers' Employment Agreement

Every seafarer, (including the Master) employed on yacht engaged in trade must be employed under a Seafarers' Employment Agreement (SEA), which sets out the principal terms and conditions of a seafarer's employment. This personal contract between the seafarer and shipowner, is to be reviewed by the Cayman Islands Shipping Registry as part of the approval process relating to the compliance verification with the Maritime Labour Convention.

A Model SEA has been developed (see [www.cishipping.com](http://www.cishipping.com)) taking into account the relevant requirements of the MLC and the Merchant Shipping Law (2016 Revision), and associated regulations. If in doubt please contact the Shipping Master for advice at [shipping.master@cishipping.com](mailto:shipping.master@cishipping.com).

## 7. LAP (Law & Administrative Procedures)

In accordance with Regulation I/10.2 of STCW as amended, Administrations recognizing Certificates of Competency through the issue of an Endorsement shall establish measures to ensure that seafarers who present, for recognition, certificates issued under the provisions of regulations II/2, III/2 or III/3, or issued under regulation VII/1 at the management level, (Master, Chief Officer/Mate, Chief Engineer Officer and Second Engineer Officer), as defined in the STCW Code, have an appropriate knowledge of the maritime legislation (LAP) of the Administration relevant to the functions they are permitted to perform.

When applying for a Cayman Islands endorsement the appropriate knowledge of the seafarer's LAP can be verified by a declaration on the application form made by the management company or the vessel's master. The person or company representative making this declaration should ensure that the seafarer has been provided with access to the LAP manuals which are available online ([www.cishipping.com](http://www.cishipping.com)).

## 8. English language

English is the official language on board Cayman Islands registered yachts and whilst the Master and Crew members may be of any nationality, it is a vital safety feature that the Master and officers are able to communicate effectively in English.

This requirement may be satisfied by any of the following: -

- a) The applicant's original Certificate of Competency satisfactorily tested oral and written English language skills, and officers do not need to demonstrate proficiency in the English language if their CoC was issued by countries where "*Evidence of English is not required*" is indicated in the *Notes* section of the table in Section 2 of CISN 05/2011 (as amended);
- b) Confirmation of proficiency by an official of the Cayman Islands Government;
- c) Satisfying the Cayman Islands Shipping Registry that English is the candidate's first language;
- d) Holding an advanced English language certificate issued by the British Council or an International Language Testing System (IELTS) Test Report showing Overall Band of at least 6; or
- e) Holding a certificate of TOEFL (Test of English as a Foreign Language) as applicable for admission into US universities.

## 9. Recognition by endorsement of STCW Certificates of Competency

- a) The Cayman Islands Shipping Registry does not issue STCW Certificates of Competency but recognises those issued by the countries listed in the CISN – 05/2011 (as amended). Subject to fulfilling certain criteria an Endorsement will be issued attesting the recognition of such certificates for service on Cayman Islands registered vessels. Such certificates are known as "*underlying certificates*"
- b) An Endorsement reflects the identical rights, obligations and limitations as the underlying Certificate of Competency and holders are subject to statutory procedures relating to their conduct.
- c) An Endorsement remains valid only as long as the underlying certificate remains valid and it requires renewal each time the underlying certificate is revalidated. There is no provision for the extension of an Endorsement beyond the validity of the underlying certificate.
- d) The original underlying certificate must be carried with the Endorsement at all times and be made available for inspection by duly authorised persons.
- e) The renewal procedure is identical to that for a first application for an Endorsement.
- f) Certificates of Equivalent Competency or Endorsements issued by an Administration attesting to the recognition of a certificate issued by another Party cannot be accepted for the purpose of further recognition by the Cayman Islands.

In order to fully implement the revised requirements for "*Certificates*" in the 2010 Amendments to the STCW Convention, the Cayman Islands introduced a new format for endorsements, printed on A5 size high security paper, featuring a digital photograph of holder, digital signatures of the holder and issuing official. The endorsement contains a 'QR Code' which can be used to verify the validity of the endorsement.

### Recognition of non-STCW Certificates of Competency

The following certificates may be recognised for service on certain Cayman Islands yachts, as applicable:-

#### Deck:

- RYA Yacht Master Coastal;
- IYT Master of Yachts Coastal;
- RYA Yachtmaster Offshore;

IYT Master of Yachts Limited  
RYA Yachtmaster Ocean;  
IYT Master of Yachts Unlimited.

**Engine:**

Approved Engine Course (AEC)  
Marine Engine Operator Licence (MEOL)  
Marine Engine Operator Licence (Yacht) (MEOL(Y))

- a) These Certificates are not eligible for Endorsements issued by the CISR as they are not issued under the STCW Convention. RYA certificates must be commercially endorsed by the RYA for eligibility to work on board Large Yachts or Small Commercial Vessels. IYT Certificates of Competency do not require further endorsement.
- b) The listed RYA and IYT certificates also qualify the seafarer to hold a position as a Yacht Rating subject to the commercial endorsement requirement for RYA certificates.

## 10. Seafarer's Discharge Book

Every bona-fide seafarer, regardless of nationality, on CISR registered yachts, is eligible to be issued (upon request and submission of the required supporting documentation and form which can be found at <http://www.cishipping.com/forms>) with a Cayman Islands Seafarer's Discharge Book (SDB)<sup>6, 7</sup>.

The sole purpose of a SDB is to record sea service and other information relating to its holder. It is not compulsory for seafarers serving on a Cayman Islands yacht to be issued with a Cayman Islands Discharge Book. Sea service may also be recorded in separate documents containing a record of the seafarer's employment on board the ship in accordance with Standard A2.1/1(e) of the MLC. SDBs issued by other Administrations are also valid for recording sea service on a Cayman Islands ship.

SDBs may be issued to the following categories of seafarers –

- a) Seafarers currently serving on board Cayman Islands ships in any capacity;
- b) Seafarers who have been offered employment on board a Cayman Islands yacht in any capacity;  
and
- c) Other seafarers who wish to seek employment on board a Cayman Islands yacht.

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<sup>6</sup> Please note that a SDB is not recognised as an identity document for immigration purposes.

<sup>7</sup> Cayman Islands Guidance Note (CIGN) 06/2017 (as amended) provides further information.

## 11. Ship's Cooks

Regulation 8 of the Merchant Shipping (Maritime Labour Convention) (Food and Catering) Regulations, 2014, requires all Cayman Islands Yachts engaged in trade, with 10 or more seafarers, on voyages of more than 3 days or more than 36 hours from a safe port, to carry a certified ship's cook. The above regulations require compliance with CISN 07/2014 (as amended). The requirements in respect of the Ship's Cooks qualifications and experience are as follows:

A person shall have attained the age of eighteen years and should have evidence of qualification as a chef or a cook, such as:

- i) A National Vocational Qualification (NVQ) Level II in catering and hospitality; or
- ii) Certificates of qualification as a ship's cook issued by countries that have ratified the MLC; or
- iii) Certificates of qualification as a ship's cook issued by countries that have ratified the Certification of Ships Cooks Convention, 1946 (No. 69); or
- iv) Confirmation that they have been serving as a chef in a professional kitchen, commercial yacht or passenger ship and evidence that they have completed training in food and personal hygiene, food storage, stock control, and environmental protection and catering health and safety; or
- v) Confirmation that they have served as a ship's cook before the MLC had been ratified by the Cayman Islands and evidence that they have completed training in food and personal hygiene, food storage, stock control, and environmental protection and catering health and safety.

In addition, all catering staff involved in the processing of food shall be properly trained and instructed for their position and have evidence of completion of a training course or of being instructed in food and personal hygiene and handling and storage of food.

In addition to the requirements in CISN 07/2014 (as amended), the CISR offers an optional recognition statement recognising that seafarers working on a Cayman Islands registered large yacht demonstrate qualifications and experience that is considered equivalent to that required to obtain a ship's cook certificate. The application form and procedure for application for a 'Recognition of Qualification as a Ship's Cook' is located on the CISR website <http://www.cishipping.com/forms> and more information on this recognition statement is provided in CIGN 02/2018 (as amended).

## 12. Carriage of Occasional Workers

The CISR recognises that due to the nature of the yachting industry there is often a need to carry persons who are in the direct employ of the guests providing services on-board who are not members of the crew in the traditional sense.

Such workers may be carried as either guests or crew. If they are carried as passengers, requirements for the protection of crew (e.g. familiarisation training, seafarer employment agreements, medical fitness certification) do not apply, however if they are not, they should normally be considered seafarers.

Exceptionally, if the individual normally works ashore, and is on board for a short period of time, with no emergency duties, they may not fall within the definition of a "seafarer" for the purposes of the MLC and in such cases, they may serve on-board providing the following conditions are met:

- They must have a contract of employment, providing broadly equivalent protection to that available under the MLC, taking into account, their duties, pattern of working, normal place of work, and other relevant factors.
- They are to have a statement of medical fitness which may not be as described in section 16 below but must be appropriate for their duties and state that they are able bodied.

- They are to receive the familiarisation training as if they were a traditional member of the crew and this is to be recorded in the same way as is done for the crew.
- They must have a berth and access to mess areas and sanitary facilities of a standard all of which are broadly equivalent to LY2 crew accommodation requirements.
- They must be at least 16 years of age.
- They must not be required to meet the cost of food or medical care on board, or of their travel back from the vessel to their normal place of work/home.
- Health and safety legislation applies in full.
- The DMLC Part 2 for the vessel should include information on which groups of workers may be on board under these conditions, how frequently and for how long. It should explain how the Shipowner, as defined in the MLC, ensures that the above conditions are met for any temporary crew who are not seafarers. If the arrangements are persistently or frequently invoked for the same workers, the individuals should be considered seafarers and full MLC requirements should be applied.

## 13. Sailing Short Handed

Regulation 25 of the Merchant Shipping (Certification, Safe Manning, Hours of Work and Watchkeeping) Regulations (2004 Revision), as amended provides for a vessel to operate short-handed for a limited period in exceptional circumstances, provided the CISR is kept fully advised. For example, a member of the crew specified in the Minimum Safe Manning Document incapacitated through accident or sudden illness or is unable to sail due to disciplinary action, or in any other unforeseen circumstances causing the available compliment of the ship to be less than that prescribed on the Minimum Safe Manning Document. The final decision as to whether the yacht should proceed to sea rests with the master. However, prior to making such a decision, the Master shall ensure that, in accordance with regulation 25 (8):

- The duration of the voyage is no longer than 28 days and limited only to the next port of call;
- Subject to the provisions of regulation 31 with respect to emergencies on board, suitable watchkeeping arrangements can be maintained throughout the voyage for the safe operation of the ship and the protection of the environment, having given due regard to the requirements or regulations 27, 28, 29 and 30 with respect to hours of work and rest;
- Necessary adjustments can be made to the muster list to meet any emergency situation;
- A replacement seafarer would be available to join the ship at the next port of call;
- The Cayman Islands Shipping Registry is kept informed of the circumstances; and
- Appropriate entries are made in the ship's official log book relating to the circumstances.

### 13.1 Extended Periods out of service in a Single Port (Soft Lay-up)

- The CISR is cognisant of the operational needs and service life of yachts and has made allowances for yachts to be placed out of service for defined periods. In principle, the CISR has no objection to the manning levels being reduced from those specified on the Minimum Safe Manning Document (MSMD) subject to the following:
  - The yacht will remain alongside for in excess of one month;
  - The local Port Authorities are notified and in agreement;
  - The Master and DPA are in agreement;
  - No voyages or charters are undertaken; and
  - All other requirements (certification, watchkeeping, log books, etc.) are maintained.

If the above noted conditions are met the CISR may issue a letter of no objection. However, it is to be noted that the Master remains responsible for the safety of the yacht at all times and should take normal and emergency operational requirements into consideration when deciding if the level of manning is appropriate.

## 14. Dispensations

Under exceptional circumstances, a dispensation may be issued to permit a seafarer to serve on a specific ship for a specified period at a higher level than their current Certificate of Competency would allow. Such dispensations are issued strictly in accordance with Article VIII of the STCW Convention and each instance is required to be reported to the International Maritime Organisation (IMO) on an annual basis. Dispensations may only be issued in exceptional circumstances, provided that the dispensation does not cause danger to person, property or the environment. Under such circumstances, a dispensation may be issued to permit a specified seafarer to serve on a specified ship for a specified period (not exceeding 6 months) in a capacity that is one grade higher than that for which the individual holds the appropriate Certificate of Competency.

However, the Convention strictly denotes that dispensations may only be issued “in circumstances of exceptional necessity” and therefore, logistical challenges in crewing a vessel with fully-qualified personnel will not qualify for dispensation. The IMO places a high standard on the issue of dispensations and as such any request that does not satisfy the exceptional necessity threshold cannot be granted.

Dispensations for masters and chief engineers will only be issued in genuine cases of force majeure, and then only for the shortest possible period. In practice this means a dispensation to serve as master or chief engineer will normally only be considered in cases of death or other incapacity and will only be granted until the ship reaches the next port where a qualified master or chief engineer is able to join the ship.

## 15. STCW Safety Familiarisation, Basic Training and Instruction

It is the CISR’s policy to strongly recommend that all crew hold documentary evidence of successful completion of the basic training in accordance with STCW Reg. VI/1.

The full training required by STCW Reg VI/1 is mandatory for all persons who have responsibilities detailed on the Muster list.

### 15.1 Safety Familiarisation training (STCW Sect A- VI/1)

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 and security 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:
  - a. a person falls overboard,
  - b. fire or smoke is detected, or
  - c. 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;
- 7) close and open the fire, weathertight, and watertight doors fitted in the particular ship other than those for hull openings; and
- 8) to comply with the provisions of the ISPS Code<sup>8</sup> as applicable;
  - i) be able to report a security incident, including a piracy or armed robbery threat or attack;
  - ii) know the procedures to follow when they recognize a security threat; and take part in security-related emergency and contingency procedures.

## **15.2 Passenger Yacht - Emergency Familiarization (STCW Sect A- V/2 para. 1)**

In addition to the Safety Familiarisation training in Section 15.1 above and before being assigned to shipboard duties, all personnel serving on board PYC vessels engaged on international voyages shall have attained the abilities that are appropriate to their duties and responsibilities as follows:

Contribute to the implementation of emergency plans, instructions and procedures

.1 Familiar with:

- .1.1 general safety features aboard ship;
- .1.2 location of essential safety and emergency equipment, including life-saving appliances;
- .1.3 importance of personal conduct during an emergency; and
- .1.4 restrictions on the use of elevators during emergencies.

Contribute to the effective communication with passengers during an emergency

.2 Ability to:

- .2.1 communicate in the working language of the ship;
- .2.2 non-verbally communicate safety information; and
- .2.3 understand one of the languages in which emergency announcements may be broadcast on the ship during an emergency or drill.

## **15.3 Passenger Yacht - Safety training for personnel providing direct service to passengers in passenger spaces (STCW Sect A- V/2 para. 2)**

In addition to the emergency familiarisation training in Section 15.2 above and before being assigned to shipboard duties, all personnel serving on board PYC vessels providing direct service to passengers in passenger spaces shall receive additional safety training that ensures at least the attainment of the abilities as follows:

a) Communication

ability to communicate with passengers during an emergency, taking into account:

- the language or languages appropriate to the principal nationalities of passengers carried on the particular route;
- the likelihood that an ability to use an elementary English vocabulary for basic instructions can provide a means of communicating with a passenger in need of assistance whether or not the passenger and crew member share a common language;
- the possible need to communicate during an emergency by some other means, such as by demonstration, or hand signals, or calling attention to the location of instructions, muster stations, life-saving devices or evacuation routes, when oral communication is impractical;
- the extent to which complete safety instructions have been provided to passengers in their native language or languages; and

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<sup>8</sup> International Code for the Security of Ships and of Port Facilities (International Ship and Port Facility Security (ISPS) Code)

- the languages in which emergency announcements may be broadcast during an emergency or drill to convey critical guidance to passengers and to facilitate crew members in assisting passengers.
- b) Life-saving appliances
- Ability to demonstrate to passengers the use of personal life-saving appliances.
- c) Embarkation procedures
- Embarking and disembarking passengers, with special attention to disabled persons and persons needing assistance.

#### **15.4 Basic training (Reg. VI/1)**

Seafarers employed or engaged in any capacity on board a yacht engaged in trade with designated safety or pollution prevention duties shall, before being assigned to any shipboard duties:-

- a) receive appropriate approved basic training or instruction in:
- personal survival techniques as set out in STCW Table A-VI/1-1;
  - fire prevention and fire-fighting as set out in STCW Table A-VI/1-2;
  - elementary first-aid as set out in STCW Table A-VI/1-3;
  - personal safety and social responsibilities as set out in STCW Table A-VI/1-4;
  - security awareness as set out in STCW Table A-VI/6-1 for yachts subject to the ISPS Code.
- b) hold documentary evidence of successful completion of the basic training in accordance with STCW Reg. VI/1 & VI/6.

Note: An STCW Certificate of Competency may be acceptable documentary evidence where the basic training forms part of the award of the STCW Certificate of Competency. STCW Table B-I/2 Footnote 5 refers as follows;

*“The certificates of competency issued in accordance with regulations II/1, II/2, II/3, III/1, III/2, III/3, III/6 and VII/2 include the proficiency requirements in “basic training”, “survival craft and rescue boats other than fast rescue boats”, “advanced fire fighting” and “medical first aid” therefore, holders of mentioned certificates of competency are not required to carry Certificates of Proficiency in respect of those competences of chapter VI.”*

The above certificates will be acceptable to the CISR if they have been issued under the authority of any administration included in the IMO list of STCW Parties (“the White List”)

#### **15.5 Passenger Yacht Code - Crowd Management Training (STCW A-V/2, para. 3)**

On PYC vessels and before being assigned to shipboard duties, Masters, Officers, Ratings qualified in accordance with STCW Reg. II, III and VII and personnel designated on the muster list to assist passengers in emergency situations shall:

- a) have successfully completed the crowd management training required by STCW Reg. V/2, para. 7, as set out in STCW Table A-V/2-1; and
- b) be required to provide evidence that the training has been completed in accordance with STCW Table A-V/2-1.

#### **15.6 Passenger Yacht Code - Crisis Management and Human Behaviour (STCW Sect A-V/2, para. 4)**

On PYC vessels Masters, Chief Engineer Officers, Chief Mates, Second Engineer Officers and any person designated on the muster list as having responsibility for the safety of passengers in emergency situations shall:

- a) have successfully completed the approved crisis management and human behaviour training required by STCW Reg. V/2, para. 8, as set out in STCW Table A-V/2-2; and
- b) be required to provide evidence that the required standard of competence has been achieved in accordance with the methods and the criteria for evaluating competence tabulated in columns 3 and 4 of STCW Table A-V/2-2.

### **15.7 Refresher training**

Seafarers qualified in accordance with the training listed below (as applicable) shall be required, every five years, to provide evidence of having maintained the required standard of competence, to undertake the tasks, duties and responsibilities:

- proficiency in Personal Survival Techniques, STCW Table A-VI/1-1;
- proficiency in Survival Craft and Rescue Boats, other than Fast Rescue Boats, STCW Table A-VI/2-1;
- proficiency in Fast Rescue Boats, STCW Table A-VI/2-2;
- proficiency in Fire Prevention and Fire Fighting, STCW Table A-VI/1-2;
- proficiency in Advanced Fire Fighting, STCW Table A-VI/3
- passenger ship Crowd Management training, STCW A-V/2 para. 3
- Crisis Management and Human Behaviour STCW A-V/2 para 4

## **16. Medical Fitness Certificates**

In accordance with the Merchant Shipping (Maritime Labour Convention)(Medical Certification) Regulations, 2014, all seafarers serving on Cayman Islands ships are required to hold a valid medical certificate.

Medical certificates issued by, or on behalf of, a country listed on the “STCW Whitelist” (the latest revision of IMO Circular MSC.1/Circ. 1163 refers) or a country that has ratified the Maritime Labour Convention, 2006 are accepted for service on Cayman Islands ships. Such certificates should be issued in accordance Regulation I/9 of the STCW Convention.

Medical certificates should clearly state that they are issued by, or on behalf of, the Governments of such countries. It is insufficient to hold a certificate issued by a doctor residing in such countries if the certificate is not issued, by or on behalf of, the Government of that country.

In urgent cases, the CISR may permit a seafarer to work without a valid medical certificate which expires during the course of a voyage until the next port of call where a recognized medical practitioner is available, provided that the period of such permission does not exceed three months and the seafarer concerned is in possession of the recently expired medical certificate.

## **17. Proficiency in Medical Care**

The Master of every yacht engaged in trade shall designate a person who will be in charge of medical care and administering medicine as part of his or her duties. Such designated person is required to hold a Proficiency in Medical Care certificate issued in accordance with STCW Reg. VI/4.2. Currently, no refresher training is required for updating proficiency in Medical Care under STCW but is strongly recommended by the CISR.

## **18. Security Training (500 GT and above)**

### **18.1 Security-Awareness Training**

All seafarers employed or engaged in any capacity on board a yacht engaged in trade, which is required to comply with the provisions of the ISPS Code without designated security duties shall, before being assigned to any shipboard duties receive appropriate approved training or instruction in security awareness as per STCW Reg VI/6/para 1 & 2.

### **18.2 Designated Security Duties**

All seafarers employed or engaged in any capacity on board which is required to comply with the provisions of the ISPS Code designated to perform security duties, including anti-piracy and anti-armed-robbery-related activities, shall be required to demonstrate competence to undertake the tasks, duties and responsibilities in designated security duties as per STCW Reg. VI/6 paragraphs 4 & 5.

This requirement includes the crew detailed on the Muster List to take part in a bomb searches or other security related activities.

### **18.3 Ship Security Officer**

All seafarers with designated duties and responsibilities as Ship Security Officer are required to hold a Certificates of Proficiency for Ship Security Officers issued in accordance with STCW Reg. A-VI/5. If the Ship Security Officer certificate of proficiency is held, there is no need to complete Security Awareness or Designated Security Duties training. All such certificates must be issued by, or on behalf of, a government which is a party to the STCW Convention.

## **19. Electro Technical Officers (STCW Reg. III/6)**

Every Electro-Technical Officer (ETO) serving on a yacht engaged in trade powered by main propulsion machinery of 750 kW propulsion power or more shall hold a certificate of competency.

ETOs are required on all yachts engaged in trade powered by main propulsion machinery of 750 kW propulsion power or more where an ETO is specified on the yacht's MSMD.

ETOs certified in accordance with STCW Reg. III/6 will only require their CoC to be formally recognised with an endorsement from CISR where the carriage of an ETO is required by the MSMD.

## **20. Seafarers on Yachts Engaged in Trade in Polar Waters (STCW Reg.V/4)**

Masters, chief mates and officers in charge of a navigational watch on yachts engaged in trade operating in polar waters shall hold a certificate in basic training for ships operating in polar waters, as required by the International Code for Ships Operating In Polar Waters (Polar Code).

Every candidate for a certificate in basic training for ships operating in polar waters shall have completed an approved basic training for ships operating in polar waters and meet the standard of competence specified in STCW A-V/4 para 1.

Masters and chief mates on ships operating in polar waters, shall hold a certificate in advanced training for ships operating in polar waters, as required by the Polar Code.

## **21. Minimum Safe Manning Document (MSMD)**

For yachts engaged in trade a MSMD is issued in accordance with the REG Yacht Code as an internationally acceptable equivalence to SOLAS (as amended). Whilst the issue of a MSMD is mandatory for all such yachts of 500 GT and above, it is the Cayman Islands policy to provide a MSMD in accordance with Section 21 of this Manual for all yachts engaged in trade of 24 m and over certified in accordance with the REG Yacht Code Part A.

For yachts certified in accordance with the REG Yacht Code Part B a MSMD is issued in accordance with Annex G of that Code since it is also an internationally acceptable equivalence to SOLAS (as amended).

There is a duty placed on the owner or operator to provide the Master of a vessel with the necessary resources to comply with the manning requirements. Any person operating in any capacity must be appropriately qualified.

### **21.1 Responsibilities of owners and operators: General principles**

#### **IMO Assembly Resolution A.1047(27) Principles of Minimum Safe Manning.**

The owner, operator, managing agent or Company must ensure that personnel required for the safe operation of the vessel have recent and relevant experience of the type and size of vessel, and the type of operation in which it is engaged.

In fulfilling their responsibility to ensure that vessels are safely, and sufficiently manned owners and operators should:

- i. make an assessment of the tasks, duties and responsibilities of the vessel's complement required for its safe operation, for the protection of the marine environment and dealing with emergency situations;
- ii. assess the numbers and grades/capacities in the vessel's complement required for the safe operation and for the protection of passengers where applicable;
- iii. ensure that the manning level is adequate at all times and in all respects, including meeting peak workloads;
- iv. in case of changes in the nature of the operation, operational area, construction, machinery, equipment or maintenance of the vessel, which may affect the manning level, review the manning level.

In conjunction with these factors the owner or operator should: -

- i. identify all the functions to be undertaken on board during a representative voyage or operational period, including determination of the number of crew required to undertake the relevant tasks and duties under both peak and routine work load conditions;
- ii. identify those functions that constitute a normal operation and determine the numbers of crew required to undertake the concurrent tasks and duties safely;
- iii. identify the skills and experience required to perform those functions;

- iv. establish working arrangements to ensure that the master and crew are capable of undertaking concurrent and continuing operations at the appropriate level(s) of responsibility, as specified, with respect to their skills and training; and
- v. ensure that the working arrangements allow for sufficient rest periods to avoid fatigue, as laid down in the STCW Code (Section A-VIII/1 Fitness for duty).

## 22. Establishing Minimum Safe Manning Requirements

Specific factors to be taken into account in determining the minimum safe manning level may include:

- i. frequency of port calls, length and nature of the voyage;
- ii. operating area(s), waters and type of operations in which the vessel or vessel is involved and any special requirements of the operation;
- iii. number, size (kW) and type of main propulsion units and auxiliaries;
- iv. size, type of vessel, equipment and layout;
- v. construction and technical equipment of vessel;
- vi. method of maintenance;
- vii. how the proposed complement will deal with various emergency situations that may arise;
- viii. navigational duties and responsibilities as required by STCW including the following, to:-
  - plan and conduct safe navigation;
  - maintain a safe navigational watch;
  - manoeuvre and handle the vessel in all conditions and during all operations;
  - safely moor and unmoor the vessel; and
  - maintain safety whilst in port.
- ix. vessel specific operations - the nature and duration of the operation(s) the vessel undertakes and local environmental conditions;
- x. vessel operations and care for persons onboard, and maintaining life-saving, fire-fighting and other safety systems in operational condition
  - maintain the safety and security of all persons on board and keep life-saving, fire-fighting and other safety systems in operational condition, including the ability to muster and disembark passengers and non-essential personnel;
  - operate and maintain watertight closing arrangements;
  - perform operations necessary to protect the marine environment;
  - provide medical care on board;
  - undertake administrative tasks required for the safe operation of the vessel; and
  - ensure participation in mandatory safety drills and exercises.
- xi. Marine engineering tasks and duties:
  - operate and monitor the vessel's main propulsion and auxiliary machinery;
  - maintain a safe engineering watch;
  - manage and perform fuel and ballast operations; and
  - maintain vessel's engine equipment, system and services.
- xii. Electrical, electronic and control engineering duties:
  - operate vessel's electrical and electronic equipment; and
  - maintain vessel's electric and electronic systems.
- xiii. Radio communications:
  - transmit and receive information using vessel communication equipment;

- maintain a safe radio watch;
  - provide communications in emergencies.
- xiv. Maintenance and repair:
- carry out maintenance and repair work to the vessel and its machinery, equipment and systems, as appropriate to the method of maintenance and the repair system used.
- xv. Fulfil obligations and requirements of the ISPS Code as applicable.

## **22.1 Guidance on appropriate manning levels**

- a) In determining what constitutes a minimum safe manning level, useful guidance may also be obtained by the use of risk and hazard management tools such as a formal safety assessment. The minimum safe manning levels should be those required for all reasonably foreseeable circumstances and working conditions to permit the safe operation of the vessel under normal operational conditions.
- b) The tables in Section 24 provide guidance on the absolute minimum numbers of certificated deck and engineer officers, and ratings that may be considered appropriate to different sizes of vessels and tonnages. In addition to these tables, specific submissions may be considered from owners and operators of vessels, including those less than 500 GT, seeking a varied minimum safe manning document based on a range and risk approach to minimum safe manning with the flexibility to reduce the manning level taking into account, for example limiting operating area(s) or parameters, and levels of automation.

## **22.2 Manning of Pleasure Yachts**

Should a privately registered and operated yacht wish to maintain technical standards to the REG Yacht Code requirements without the addition of a MSMD due to purely private (non-commercial) operation, a Statement of Compliance may be issued in place of a certificate and the manning noted as a non-compliant provision. The yacht would not be able to be registered commercially or undertake commercial operations under these circumstances.

## **23. Yachts engaged in trade of 3000 GT and above**

Article IX of STCW allows an administration to adopt alternative arrangements of education and training for special types of ships and trades. The UK MCA utilised this alternative arrangement to create a structure for yacht restricted Certificates of Competencies. This restriction was introduced for yachts of less than 3000 GT in harmonisation with the tonnage requirements of the Large Commercial Yacht Code (LY2) in force at that time.

When the Large Commercial Yacht Code was revised in 2012 and re-issued as LY3, the tonnage restriction for LY3 was removed. For service onboard yachts engaged in trade of 3000 GT and above we therefore require unrestricted CoCs issued in accordance with STCW.

The Republic of the Marshall Islands (RMI) Master (Yachts) Unlimited Tonnage CoC encompasses all of the Standards of Training, Certification and Watchkeeping (STCW) elements and requirements of the Master Unlimited CoC, with the exception of cargo related subjects, and as such is fully STCW compliant. The CISR formally recognises this Certificate for service onboard all yachts engaged in trade. This includes REG Yacht Code A certified yachts 3000GT and over and all REG Yacht Code B vessels. Other bridging programmes will be considered on a case by case upon request

### **23.1 Changes in vessel parameters**

In the event of any change in equipment, construction or use of the vessel, which may affect the minimum safe manning level, the owner or operator should take due cognisance of this section and if appropriate, make a new application for the issue of a new MSMD.

### **23.2 Withdrawal of Minimum Safe Manning Document**

A MSMD of a vessel may be withdrawn if an owner or operator fails to submit a new proposal where a vessel changes trading area(s), construction, machinery/equipment, or operation and/or method of maintenance has changed, or a vessel persistently fails to comply with the hours of rest requirements.

### **23.3 Gas turbine powered yachts**

On all yachts with gas turbine propulsion, or gas turbine propulsion in addition to diesel engine propulsion, the Chief Engineer is required to have attended an approved gas turbine manufacturer's course. The manning scale for yacht engaged in trades with gas turbine propulsion, or gas turbine propulsion in addition to diesel engine propulsion, is identical to that for motor yachts.

### **23.4 Private Passenger Yachts of less than 3000GT**

On all private passenger yachts of less than 3000 GT certified in accordance with the REG Yacht Code Part B the CISR will accept the UK MCA's Yacht Certification for the officers as detailed in UK MCA MSNs 1858 and 1859 as amended. The additional STCW training as required by the Convention e.g. Crowd Management Training (STCW A-V/2, para. 3) and Crisis Management and Human Behaviour (STCW Sect A-V/2, para. 4) remains.

## 24. Minimum Safe Manning Scales

### 24.1 General notes

#### Dual Certification

Where appropriate, dual deck and assistant engineer roles may be considered as indicated in the MSMD, provided that the officer is suitably qualified in both disciplines and that the person taking the dual role is a person other than the master. In such cases additional rating(s) may require to be carried. Dual purpose (deck/engineer) will be considered provided that a yacht has been assigned a Classification Society UMS notation for unmanned machinery space operation or fulfils the following criteria:-

- it has full bridge control of main engine manoeuvring;
- it is fitted with high level bilge alarms in the machinery space; and
- the engine room alarm system, including the fire alarm if fitted, is relayed to the accommodation and/or the bridge.

#### The Master (Code vessels less than 200 GT)

Seafarers serving on yachts using MCA-recognised RYA/IYT qualifications have found that some overseas Administrations do not recognise those qualifications. To prevent issues with PSC such CoC holders may apply to the MCA to upgrade to Master (code vessels less than 200GT) OOW (yachts less than 500 GT) CoC on a voluntary basis.

#### Grade of certificates and their explanation

(Unrestricted STCW Certificates)

R.II/1	Officer in charge of a navigational watch of vessels over 500 GT
R.II/2	Master and Chief Mate of vessels from 500 to 3000 GT & over 3000 GT
R.II/3	Master & Officers of vessels less than 500 Gross Tonnage
R.II/4	Ratings forming part of a navigational watch
R.II/5	Able seafarer deck
R.III/1	Officer in charge of an engineering watch of vessels over 750 kW
R.III/2	Chief Engineer and Second Engineer of vessels over 3000 kW
R.III/3	Chief Engineer and Second Engineer of vessels less than 3000 kW
R.III/4	Ratings forming part of an engineering watch
R.III/5	Able seafarer engine
R. III/6	Electro-technical Officer
R. III/7	Electro-technical rating

(Yacht certificate system introduced by the UK MCA)<sup>10</sup>

R.II/2 (Y)	Officer of the Watch (Yacht) of vessels less than 3000 GT <sup>9</sup>
R.II/2 (Y)	Chief Mate (Yacht) of vessels less than 3000 GT <sup>10</sup>
R.II/2 (Y)	Master (Yacht) of vessels less than 500 GT <sup>10</sup>
R.II/2 (Y)	Master (Yacht) of vessels less than 3000 GT <sup>10</sup>
R.II/2 (Y)	Master Code vessels less than 200 GT, 150 M from a safe haven <sup>10</sup>

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<sup>9</sup> Reference MSN 1858

- R.II/2 (Y) Master Code vessels less than 200 GT, unlimited<sup>10</sup>
- R.III/3 (Y4) Chief Engineer (Y4) less than 200 GT and less than 1500 kW propulsion power<sup>10</sup>
- R.III/2 (Y3) Chief Engineer (Y3) less than 500 GT and less than 3000 kW propulsion power<sup>11</sup>
- R.III/2 (Y2) Chief Engineer (Y2) less than 3000 GT and less than 3000 kW propulsion power<sup>11</sup>
- R.III/2 (Y1) Chief Engineer (Y1) less than 3000 GT and less than 9000 kW propulsion power<sup>11</sup>
- Yacht Rating, Navigational or Engineering Watch Rating <sup>11</sup>

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<sup>10</sup> Reference MSN 1859

<sup>11</sup> Reference MSN 1862

## 25. Minimum Safe Manning Scale for Motor Yachts

### 25.1.1 >24 m < 200 GT < 1500 kW

Capacity	Up to 60 M of safe haven ☒		Up to 150 M of safe haven ☒		Over 150 M of safe haven ☒	
	Grade of certificate	No.	Grade of certificate	No.	Grade of certificate	No.
Master	Yachtmaster Offshore	1	Yachtmaster Offshore	1	Yachtmaster Ocean	1
Chief Mate		-	Yachtmaster Coastal	1	Yachtmaster Offshore	1
OOW Nav		-		-		-
Chief Eng Officer	AEC <sup>a)</sup>	1	MEOL(MN) <sup>a) b)</sup> or MEOL(Y) <sup>a) b)</sup> or III/3 (Y4) <sup>a)</sup>	1	III/1(MN) or III/3(Y4)	1
Second Eng Officer		-		-		-
Assistant Eng Officer		-		-	MEOL(MN) <sup>a)</sup> or MEOL(Y) <sup>a)</sup>	1
Yacht Rating (Nav)	Yacht Rating Certificate	1	Yacht Rating Certificate	1	Yacht Rating Certificate	2
Yacht Rating		-		-		-
Ship's Cook	*	-	*	-	*	-
	Total number of crew	3	Total number of crew	4	Total number of crew	6

#### Special requirements or conditions (if any)

Vessel must carry at least one person holding GMDSS qualifications for distress and safety radio communication purposes, and additionally vessel shall be capable of maintaining a continuous radio watch while at sea.

Vessel shall carry a sufficient number of trained personnel to assist passengers in an emergency.

\*A ship's cook is required if the number of crew carried is 10 or more.

a) Maybe dual deck/engine role provided that the officer taking the dual role is suitably qualified in both disciplines and that the person taking the role is a person other than the Master. In such cases an additional rating will be required.

b) Certificate holder is to have attended an approved engine manufacturer's course appropriate to the engine type and power range.

**25.1.2 >24 m < 200 GT < 3000 kW**

Capacity	Up to 60 M of safe haven ☒		Up to 150 M of safe haven ☒		Over 150 M of safe haven ☒	
	Grade of certificate	No.	Grade of certificate	No.	Grade of certificate	No.
Master	Yachtmaster Offshore	1	Yachtmaster Offshore	1	Yachtmaster Ocean	1
Chief Mate		-	Yachtmaster Coastal	1	Yachtmaster Offshore	1
OOW Nav		-		-		-
Chief Eng Officer	AEC a) b) or MEOL (Y) a)	1	MEOL (MN) a)b) or MEOL (Y) a)b) or III/3 (Y4) a) b)	1	III/1(MN) or III/3(Y3) or III/3 (Y4) b)	1
Second Eng Officer		-		-		-
OOW Eng		-		-		-
Assistant Eng Officer		-		-	MEOL(MN) a) or MEOL(Y) a)	1
Yacht Rating (Nav)	Yacht Rating Certificate	1	Yacht Rating Certificate	1	Yacht Rating Certificate	2
Yacht Rating		-		-		-
Ship's Cook	*	-	*	-	*	-
	Total number of crew	3	Total number of crew	4	Total number of crew	6

**Special requirements or conditions (if any)**

Vessel must carry at least one person holding GMDSS qualifications for distress and safety radio communication purposes, and additionally vessel shall be capable of maintaining a continuous radio watch while at sea.

Vessel shall carry a sufficient number of trained personnel to assist passengers in an emergency.

\*A ship's cook is required if the number of crew carried is 10 or more.

a) Maybe dual deck/engine role provided that the officer taking the dual role is suitably qualified in both disciplines and that the person taking the role is a person other than the Master. In such cases an additional rating will be required.

b) Certificate holder is to have attended an approved engine manufacturer's course appropriate to the engine type and power range, if total propulsion power is between 1500 kW to 2999 kW.

**25.1.3 > 24 m and 200 > GT < 500 and < 3000 kW**

Capacity	Up to 60 M of safe haven ☒		Up to 150 M of safe haven ☒		Over 150 M of safe haven ☒	
	Grade of certificate	No.	Grade of certificate	No.	Grade of certificate	No.
Master	Master(Y) <500GT	1	Master(Y) <500GT	1	Master(Y) <500GT	1
Chief Mate	Yachtmaster Coastal	1	Yachtmaster Offshore	1	II/1(MN) or OOW(Y) <3000GT	1
OOW Nav		-		-		-
Chief Eng Officer	III/1(MN) or III/3(Y3) or III/3(Y4) <sup>b)</sup>	1	2/E(MN)III/3 or III/3(Y3)	1	C/E(MN)III/3 or III/3(Y3)	1
Second Eng Officer		-		-	III/1(MN) or III/3(Y4) <sup>a)</sup>	1
OOW Eng		-		-		-
Assistant Eng Officer	AEC <sup>a)</sup>	1	MEOL (MN) <sup>a)</sup> or MEOL (Y) <sup>a)</sup>	1		-
Yacht Rating (Nav)	Yacht Rating Certificate	1	Yacht Rating Certificate	2	Yacht Rating Certificate	2
Yacht Rating		1		-		-
Ship's Cook	*	-	*	-	*	-
	<b>Total number of crew</b>	<b>6</b>	<b>Total number of crew</b>	<b>6</b>	<b>Total number of crew</b>	<b>6</b>

**Special requirements or conditions (if any)**

Vessel must carry at least one person holding GMDSS qualifications for distress and safety radio communication purposes, and additionally vessel shall be capable of maintaining a continuous radio watch while at sea.

Vessel shall carry a sufficient number of trained personnel to assist passengers in an emergency.

\*A ship's cook is required if the number of crew carried is 10 or more.

a) Maybe dual deck/engine role provided that the officer taking the dual role is suitably qualified in both disciplines and that the person taking the role is a person other than the Master. When operating in dual role up to 60 Nm manning may be reduced to 5. Above 60 Nm an additional rating will be required to be carried.

b) Certificate holder is to have attended an approved engine manufacturer's course appropriate to the engine type and power range, if total propulsion power is between 1500 kW and 2999 kW.

25.1.4 > 24 m and 200 > GT < 500 and < 6000 kW

Capacity	Up to 60 M of safe haven ☒		Up to 150 M of safe haven ☒		Over 150 M of safe haven ☒	
	Grade of certificate	No.	Grade of certificate	No.	Grade of certificate	No.
Master	II/2 (MN) or Master(Y) <500GT	1	II/2 (MN) or Master(Y) <500GT	1	II/2 (MN) or Master(Y) <500GT	1
Chief Mate	Yachtmaster Coastal	1	Yachtmaster Offshore	1	II/1(MN) or OOW(Y) <3000GT	1
OOW Nav		-		-		-
Chief Eng Officer	2/E (MN)III/3 or III/3 (Y3) <sup>b)</sup>	1	2/E(MN)III/3 or III/3(Y3) <sup>b)</sup>	1	C/E(MN)III/3 or III/3(Y3) <sup>b)</sup>	1
Second Eng Officer		-	MEOL(Y) <sup>a)</sup>	1	III/1(MN) or III/3(Y3) or III/3(Y4) <sup>b)</sup>	1
Assistant Eng Officer	AEC <sup>a)</sup>	1		-		-
Yacht Rating (Nav)	Yacht Rating Certificate	1	Yacht Rating Certificate	2	Yacht Rating Certificate	2
Yacht Rating		1		-		-
Ship's Cook	*	-	*	-	*	-
	<b>Total number of crew</b>	<b>6</b>	<b>Total number of crew</b>	<b>6</b>	<b>Total number of crew</b>	<b>6</b>

**Special requirements or conditions (if any)**

Vessel must carry at least one person holding GMDSS qualifications for distress and safety radio communication purposes, and additionally vessel shall be capable of maintaining a continuous radio watch while at sea.

Vessel shall carry a sufficient number of trained personnel to assist passengers in an emergency.

\*A ship's cook is required if the number of crew carried is 10 or more.

a) Maybe dual deck/engine role provided that the officer taking the dual role is suitably qualified in both disciplines and that the person taking the role is a person other than the Master. When operating in dual role up to 60 Nm manning may be reduced to 5. Above 60 Nm an additional rating will be required to be carried.

b) Certificate holder is to have attended an approved engine manufacturer's course appropriate to the engine type and power range.

### 25.1.5 500 > GT < 3000 and < 3000 kW

Capacity	Up to 60 M of safe haven ☒		Up to 150 M of safe haven ☒		Over 150 M of safe haven ☒	
	Grade of certificate	No.	Grade of certificate	No.	Grade of certificate	No.
Master	II/2(MN) or Master(Y)<3000GT	1	II/2(MN) or Master(Y)<3000GT	1	II/2(MN) or Master(Y)<3000GT	1
Chief Mate	II/1(MN) or OOW(Y) <3000GT	1	II/2(MN) or Chief Mate(Y)<3000GT	1	II/2(MN) or Chief Mate(Y)<3000GT	1
OOW Nav		-		-	II/1(MN) or OOW(Y) <3000GT	1
Chief Eng Officer	C/E(MN)III/3 or III/3 (Y3)	1	C/E(MN)III/3 or III/2(Y2)	1	C/E(MN)III/3 or III/2(Y2)	1
Second Eng Officer	III/1(MN) or MEOL(Y) <sup>a)</sup>	1	III/1(MN) or III/3(Y3)	1	III/1(MN) or III/3(Y3)	1
Assistant Eng Officer		-		-		-
Yacht Rating (Nav)	Yacht Rating Certificate	1	Yacht Rating Certificate	2	Yacht Rating Certificate	2
Yacht Rating		1		-		-
Ship's Cook	*	-	*	-	*	-
	Total number of crew	6	Total number of crew	6	Total number of crew	7

**Special requirements or conditions (if any)**

Vessel must carry at least one person holding GMDSS qualifications for distress and safety radio communication purposes, and additionally vessel shall be capable of maintaining a continuous radio watch while at sea.

Vessel shall carry a sufficient number of trained personnel to assist passengers in an emergency.

\*A ship's cook is required if the number of crew carried is 10 or more.

a) Maybe dual deck/engine role provided that the officer taking the dual role is suitably qualified in both disciplines and that the person taking the role is a person other than the Master. In such cases an additional rating will be required.

### 25.1.6 500 > GT < 3000 and < 6000 kW

Capacity	Up to 60 M of safe haven ☒		Up to 150 M of safe haven ☒		Over 150 M of safe haven ☒	
	Grade of certificate	No.	Grade of certificate	No.	Grade of certificate	No.
Master	II/2(MN) or Master(Y) <3000GT	1	II/2(MN) or Master(Y) <3000GT	1	II/2(MN) or Master(Y) <3000GT	1
Chief Mate	II/1(MN) or OOW(Y) <3000GT	1	II/2(MN) or Chief Mate(Y) <3000GT	1	II/2(MN) or Chief Mate(Y) <3000GT	1
OOW Nav		-		-	II/1(MN) or OOW(Y) <3000GT	1
Chief Eng Officer	C/E(MN)III/3 or III/2 (Y2) <sup>b)</sup>	1	C/E(MN)III/3 or III/2(Y2) <sup>b)</sup>	1	C/E(MN)III/2 or 2/E(MN)III/2 <sup>a)</sup> or III/2(Y1)	1
Second Eng Officer	III/1(MN) or MEOL(Y) <sup>c)</sup>	1	III/1(MN) or III/3(Y3) <sup>b)</sup>	1	2/E(MN)III/3 or III/3(Y3) <sup>b)</sup>	1
Assistant Eng Officer		-		-		-
Yacht Rating (Nav)	Yacht Rating Certificate	1	Yacht Rating Certificate	2	Yacht Rating Certificate	2
Yacht Rating		1		-		-
Ship's Cook	*	-	*	-	*	-
	<b>Total number of crew</b>	<b>6</b>	<b>Total number of crew</b>	<b>6</b>	<b>Total number of crew</b>	<b>7</b>

**Special requirements or conditions (if any)**

Vessel must carry at least one person holding GMDSS qualifications for distress and safety radio communication purposes, and additionally vessel shall be capable of maintaining a continuous radio watch while at sea.

Vessel shall carry a sufficient number of trained personnel to assist passengers in an emergency.

\*A ship's cook is required if the number of crew carried is 10 or more.

a) Holders of 2/E CoC's are required to have these further endorsed with the additional C/E III/2 (Y1) (<3000GT;<9000 kW) capacity and limitation ("Yacht Endorsement").

b) Certificate holder is to have attended an approved engine manufacturer's course appropriate to the engine type and power range.

c) Maybe dual deck/engine role provided that the officer taking the dual role is suitably qualified in both disciplines and that the person taking the role is a person other than the Master. In such cases an additional rating will be required.

### 25.1.7 500 > GT < 3000 and < 9000 kW

Capacity	Up to 60 M of safe haven ☒		Up to 150 M of safe haven ☒		Over 150 M of safe haven ☒	
	Grade of certificate	No.	Grade of certificate	No.	Grade of certificate	No.
Master	II/2(MN) or Master(Y)	1	II/2(MN) or Master(Y)	1	II/2(MN) or Master(Y)	1
Chief Mate	II/1(MN) or OOW(Y) <3000GT	1	II/2(MN) or Chief Mate(Y)	1	II/2(MN) or Chief Mate(Y)	1
OOW Nav		-		-	II/1(MN) or OOW(Y) <3000GT	1
Chief Eng Officer	2/E(MN)III/2 <sup>c)</sup> or III/2 (Y1)	1	2/E(MN)III/2 <sup>c)</sup> or III/2 (Y1)	1	2/E(MN)III/2 <sup>c)</sup> or III/2 (Y1)	1
Second Eng Officer	III/1(MN) or MEOL(Y) <sup>a)</sup>	1	2/E(MN)III/2 or III/2(Y2) <sup>b)</sup>	1	2/E(MN)III/2 or III/2(Y2) <sup>b)</sup>	1
Assistant Eng Officer		-		-		-
Yacht Rating (Nav)	Yacht Rating Certificate	1	Yacht Rating Certificate	2	Yacht Rating Certificate	2
Yacht Rating		1		-		-
Ship's Cook	*	-	*	-	*	-
	<b>Total number of crew</b>	<b>6</b>	<b>Total number of crew</b>	<b>6</b>	<b>Total number of crew</b>	<b>7</b>

#### Special requirements or conditions (if any)

Vessel must carry at least one person holding GMDSS qualifications for distress and safety radio communication purposes, and additionally vessel shall be capable of maintaining a continuous radio watch while at sea.

Vessel shall carry a sufficient number of trained personnel to assist passengers in an emergency.

\*A ship's cook is required if the number of crew carried is 10 or more.

a) Maybe dual deck/engine role provided that the officer taking the dual role is suitably qualified in both disciplines and that the person taking the role is a person other than the Master. In such cases an additional rating will be required.

b) Certificate holder is to have attended an approved engine manufacturer's course appropriate to the engine type and power range.

c) Holders of 2/E CoC's are required to have these further endorsed with the additional C/E III/2 (Y1) (<3000GT;<9000kW) capacity and limitation ("Yacht Endorsement").

## 26. Minimum Safe Manning Scale for Sailing Yachts

### 26.1.1 >24 m < 200 GT and < 750 kW

Capacity	Up to 60 M of safe haven ☒		Up to 150 M of safe haven ☒		Over 150 M of safe haven ☒	
	Grade of certificate	No.	Grade of certificate	No.	Grade of certificate	No.
Master	Yachtmaster Offshore	1	Yachtmaster Offshore	1	Yachtmaster Ocean	1
Chief Mate	Yachtmaster Coastal	1	Yachtmaster Coastal	1	Yachtmaster Offshore	1
OOW Nav		-		-		-
Chief Eng Officer	AEC a)	1	MEOL(Y) <sup>a)</sup>	1	MEOL(Y) <sup>a)</sup>	1
Second Eng Officer		-		-		-
Assistant Eng Officer		-		-		-
Yacht Rating (Nav)	Yacht Rating Certificate	1	Yacht Rating Certificate	1	Yacht Rating Certificate	2
Yacht Rating		-		-		-
Eng Rating (Eng. Watch)		-		-		-
Ship's Cook	*	-	*	-	*	-
	<b>Total number of crew</b>	<b>4</b>	<b>Total number of crew</b>	<b>4</b>	<b>Total number of crew</b>	<b>5</b>

#### Special requirements or conditions (if any)

Vessel must carry at least one person holding GMDSS qualifications for distress and safety radio communication purposes, and additionally vessel shall be capable of maintaining a continuous radio watch while at sea.

Vessel shall carry a sufficient number of trained personnel to assist passengers in an emergency.

\*A ship's cook is required to be carried if the number of crew carried is 10 or more.

a) Maybe dual deck/engine role provided the officer is qualified in both disciplines and that the person taking the dual role is a person other than the Master. In such cases an additional rating will be required.

**26.1.2 200 > GT < 500 and < 1500 kW**

Capacity	Up to 60 M of safe haven ☒		Up to 150 M of safe haven ☒		Over 150 M of safe haven ☒	
	Grade of certificate	No.	Grade of certificate	No.	Grade of certificate	No.
Master	II/2(MN) or Master(Y) <500GT	1	II/2(MN) or Master(Y) <500GT	1	II/2(MN) or Master(Y) <500GT	1
Chief Mate	Yachtmaster Coastal	1	Yachtmaster Offshore	1	II/1(MN) or OOW(Y)<3000GT	1
OOW Nav		-		-	Yachtmaster Offshore	1
Chief Eng Officer	III/1(MN) or III/3(Y4)	1	2/E(MN)III/3 or III/3(Y3)	1	2/E(MN)III/3 or III/3(Y3)	1
Second Eng Officer		-		-		-
Assistant Eng Officer	AEC a)	1	AEC a)	1	MEOL(Y) a)	1
Yacht Rating (Nav)	Yacht Rating Certificate	1	Yacht Rating Certificate	2	Yacht Rating Certificate	2
Yacht Rating		1		-		-
Eng Rating (Eng. Watch)		-		-		-
Ship's Cook	*	-	*	-	*	-
	<b>Total number of crew</b>	<b>6</b>	<b>Total number of crew</b>	<b>6</b>	<b>Total number of crew</b>	<b>7</b>

**Special requirements or conditions (if any)**

Vessel must carry at least one person holding GMDSS qualifications for distress and safety radio communication purposes, and additionally vessel shall be capable of maintaining a continuous radio watch while at sea.

Vessel shall carry a sufficient number of trained personnel to assist passengers in an emergency.

\*A ship's cook is required to be carried if the number of crew carried is 10 or more.

a) Maybe dual deck/engine role provided the officer is qualified in both disciplines and that the person taking the dual role is a person other than the Master. In such cases an additional rating will be required.

### 26.1.3 500 > GT < 1000 and < 1500 kW

Capacity	Up to 60 M of safe haven ☒		Up to 150 M of safe haven ☒		Over 150 M of safe haven ☒	
	Grade of certificate	No.	Grade of certificate	No.	Grade of certificate	No.
Master	II/2(MN) or Master(Y)	1	II/2(MN) or Master(Y)	1	II/2(MN) or Master(Y)	1
Chief Mate	II/1(MN) or OOW(Y) <3000GT	1	II/2(MN) or Chief Mate(Y)	1	II/2(MN) or Chief Mate(Y)	1
OOW Nav		-		-	II/1(MN) or OOW(Y)<3000GT	1
Chief Eng Officer	2/E(MN)III/3 or III/3(Y3)	1	2/E(MN)III/3 or III/3(Y3)	1	2/E(MN)III/3 or III/3(Y3)	1
Second Eng Officer		-		-		-
Assistant Eng Officer	AEC <sup>a)</sup>	1	MEOL(Y) <sup>a)</sup>	1	MEOL(Y) <sup>a)</sup>	1
Yacht Rating (Nav)	Yacht Rating Certificate	1	Yacht Rating Certificate	2	Yacht Rating Certificate	2
Yacht Rating		1		1		1
Eng Rating (Eng. Watch)		-		-		-
Ship's Cook	*	-	*	-	*	-
	<b>Total number of crew</b>	<b>6</b>	<b>Total number of crew</b>	<b>7</b>	<b>Total number of crew</b>	<b>8</b>

#### Special requirements or conditions (if any)

Vessel must carry at least one person holding GMDSS qualifications for distress and safety radio communication purposes, and additionally vessel shall be capable of maintaining a continuous radio watch while at sea.

Vessel shall carry a sufficient number of trained personnel to assist passengers in an emergency.

\*A ship's cook is required to be carried if the number of crew carried is 10 or more.

a) Maybe dual deck/engine role provided the officer is qualified in both disciplines and that the person taking the dual role is a person other than the Master. In such cases an additional rating will be required.

### 26.1.4 1000 > GT < 3000 and < 3000 kW

Capacity	Up to 60 M of safe haven ☒		Up to 150 M of safe haven ☒		Over 150 M of safe haven ☒	
	Grade of certificate	No.	Grade of certificate	No.	Grade of certificate	No.
Master	II/2(MN) or Master(Y)	1	II/2(MN) or Master(Y)	1	II/2(MN) or Master(Y)	1
Chief Mate	II/1(MN) or OOW(Y) <3000GT	1	II/2(MN) or Chief Mate(Y)	1	II/2(MN) or Chief Mate(Y)	1
OOW Nav		-		-	II/1(MN) or OOW(Y)<3000GT	1
Chief Eng Officer	2/E(MN)III/3 or III/2(Y2)	1	2/E(MN)III/3 or III/2(Y2)	1	2/E(MN)III/3 or III/2(Y2)	1
Second Eng Officer		-		-	III/1 (MN) or III/3(Y3)	1
Assistant Eng Officer	AEC a)	1	MEOL(Y) a)	1		-
Yacht Rating (Nav)	Yacht Rating Certificate	1	Yacht Rating Certificate	2	Yacht Rating Certificate	2
Yacht Rating		1		1		1
Eng Rating (Eng. Watch)		-		-		-
Ship's Cook	*	-	*	-	*	-
	<b>Total number of crew</b>	<b>6</b>	<b>Total number of crew</b>	<b>7</b>	<b>Total number of crew</b>	<b>8</b>

**Special requirements or conditions (if any)**

Vessel must carry at least one person holding GMDSS qualifications for distress and safety radio communication purposes, and additionally vessel shall be capable of maintaining a continuous radio watch while at sea.

Vessel shall carry a sufficient number of trained personnel to assist passengers in an emergency.

\*A ship's cook is required to be carried if the number of crew carried is 10 or more.

a) Maybe dual deck/engine role provided the officer is qualified in both disciplines and that the person taking the dual role is a person other than the Master. In such cases an additional rating will be required.

### 26.1.5 1000 > GT < 3000 and < 9000 kW

Capacity	Up to 60 M of safe haven ☒		Up to 150 M of safe haven ☒		Over 150 M of safe haven ☒	
	Grade of certificate	No.	Grade of certificate	No.	Grade of certificate	No.
Master	II/2(MN) or Master(Y)	1	II/2(MN) or Master(Y)	1	II/2(MN) or Master(Y)	1
Chief Mate	II/1(MN) or OOW(Y) <3000GT	1	II/2(MN) or Chief Mate(Y)	1	II/2(MN) or Chief Mate(Y)	1
OOW Nav		-		-	II/1(MN) or OOW(Y)<3000GT	1
Chief Eng Officer	2/E(MN)III/2 <sup>c)</sup> or III/2(Y2) <sup>b)</sup>	1	2/E(MN)III/2 <sup>c)</sup> or III/2(Y2) <sup>b)</sup>	1	2/E(MN)III/2 <sup>c)</sup> or III/2(Y1)	1
Second Eng Officer		-		-	III/1(MN) or III/3(Y3) <sup>b)</sup>	1
Assistant Eng Officer	AEC <sup>a)</sup>	1	MEOL(Y) <sup>a)</sup>	1		-
Yacht Rating (Nav)	Yacht Rating Certificate	1	Yacht Rating Certificate	2	Yacht Rating Certificate	2
Yacht Rating		1		1		1
Eng Rating (Eng. Watch)		-		-		-
Ship's Cook	*	-	*	-	*	-
	<b>Total number of crew</b>	<b>6</b>	<b>Total number of crew</b>	<b>7</b>	<b>Total number of crew</b>	<b>8</b>

**Special requirements or conditions (if any)**

Vessel must carry at least one person holding GMDSS qualifications for distress and safety radio communication purposes, and additionally vessel shall be capable of maintaining a continuous radio watch while at sea.

Vessel shall carry a sufficient number of trained personnel to assist passengers in an emergency.

\*A ship's cook is required to be carried if the number of crew carried is 10 or more.

a) Maybe dual deck/engine role provided the officer is qualified in both disciplines and that the person taking the dual role is a person other than the Master. In such cases an additional rating will be required.

b) Certificate holder is to have attended an approved engine manufacturer's course appropriate to the engine type and power range.

c) Holders of UK(MN) 2/E CoC's are required to have these further endorsed with the additional C/E III/2(Y1) (<3000GT;<9000kW) capacity and limitation ("Yacht Endorsement").

## Annex I High powered yachts of less than 500 GT

The CISR always strives to achieve a better and modern approach to management and operation on board Cayman Islands yachts. To that aim, CISR continually reviews its policies for appropriateness and effectiveness, coupled with relevant factors from the yachting industry when appropriate. As such CISR has re-examined its policy in respect of manning on yachts of less than 500 GT, and particularly on those with the total propulsion power of 3000 kW or more, operating commercially and privately in a coastal area.

### Consideration

1. As it stands, management companies are confronted with difficulties to attract engineers holding a certificate of competence appropriate to the total propulsion power on relatively small yachts with high powered engines. This has in turn resulted in an increased number of applications for a dispensation to be granted to a prospective candidate to accumulate sufficient sea service in order to meet requirements to gain a higher qualification appropriate to installed propulsive power.
2. Increased reliability, availability and the ease of handling of modern engines and other technical systems on board, together with sufficient back up arrangements and preventive maintenance arrangements ashore, should significantly reduce the risk of failures occurring at sea. On board smaller and modern yachts operating in a coastal area, provided with aforementioned shore support, much of the traditional chief engineer's functions can or need no longer be carried out on board. The remaining tasks are small, less complex and do not cover a full work day.
3. With this in mind and in close consultation with the "large yacht" industry this matter has been thoroughly discussed and examined. As a consequence of this process the CISR will, when determining manning scales for motor and sailing yachts engaged in trade, as described below, take into account propulsive power of a single engine, when the yacht is fitted with two engines, or the highest powered single engine when the yacht is fitted with more than two engines.
4. This Administration is of the opinion that the policy described in this Annex, in combination with structured shore-based support, will assist owners/managing companies/captains to meet the requirements the REG Yacht Code Part A while ensuring a level of safety equivalent to policies presently in place.
5. It is also expected that conditions of this policy will help further promote safety awareness within the "large yacht" industry, both on board Cayman Island yachts and the management ashore.
6. As a new manning configuration, the experiences of the yachts involved will be monitored and evaluated.

### Conditions

Operators wishing to apply for a Minimum Safe Manning Document, to be issued in accordance with provisions of this Annex, shall do so in writing and ensure that the following conditions are met:-

1. General requirements and application
  - a. The yacht is less than 500 GT;
  - b. The yacht is less than 10 years of age;
  - c. The yacht is commercially registered;

- d. The yacht, when engaged in commercial use, is limited to area of operation of less than 60 NM of a safe haven;
2. Technical requirements
    - a. all certificates, as applicable, are issued and remain valid;
    - b. if UMS class notation is not maintained, the yacht shall fulfil the following criteria:
      - it has full bridge control of main engine manoeuvring;
      - it is fitted with high level bilge alarms in the machinery space;
      - the engine room alarm system, including the fire alarm, is relayed to the accommodation and/or the bridge;
    - c. Engines are under warranty and/or a contract with an authorised engine manufacturer's technician, or similar document to this effect is in place.
  3. Organisational/operational requirements
    - a. The information on board describing routine technical procedures and routine maintenance tasks (user's manual) is easily accessible, and engineers are fully conversant with content;
    - b. All engineers and personnel with dual deck/engineering role shall have attended an approved engine manufacturer's course appropriate to the engine type and power range;
    - c. The yacht and its crew are fully compliant with requirements of the REG Yacht Code, as applicable.

This Annex will not be automatically applicable when an application for a Minimum Safe Manning Document has been made; but, as stated above, any request shall be made in writing.

It should be further noted that additional fees based on hourly rate may be applicable when considering manning levels in accordance with this Section.



