

SCOPE/ APPLICATION:
SHIPS: BAHAMAS FLAG
OFFICE: CREWING, TECHNICAL, MSQ DEPT.

APPROVED BY:
MARINE MANAGER

1.	Bahamas	2
1.1.	Bahamas Maritime Law	2
1.2.	Bahamas Flag State File	2
1.3.	Official Log Book and Crew Agreement Articles:.....	2
1.4.	Bahamas Flag State Inspections(reference BMA Bulletin 66).....	3
1.5.	Port State Control Inspections (reference BMA Bulletin 85).....	4
1.6.	Passenger Ships requirements for dry docking and bottom inspections (reference BMA Bulletin 73)	4
1.7.	Loadline requirements.....	6
1.8.	Safety requirements	6
1.9.	Pollution Prevention requirements	9
1.10.	Ballast water requirements (Bulletin 165)	10
1.11.	Nautical requirements (Bulletin 51)	10
1.12.	ILO (International Labour Organization) requirements	11
1.13.	STCW requirements.....	13
1.14.	Applications for Exemptions, Extensions, and/or Equivalence to International Convention Requirements (reference BMA Bulletin 8)	18
1.15.	Reporting of Hazardous Occurrences (Bulletin 4)	18
1.16.	BMA Publications.....	21

1. **Bahamas**

1.1. **Bahamas Maritime Law**

The Bahamas Maritime Law is contained within the following publications:

- The Bahamas Merchant Shipping Act
- The Officers Guide to Bahamas Merchant Shipping Legislations
- The “BMA Information Bulletins”
- The Bahamas National Requirements (BNR) (which has consolidated previous Bahamas interpretations and guidance on technical matters as they relate to International Conventions and/or Codes)

Details or links to the above are available online at: www.bahamasmaritime.com
(and <http://laws.bahamas.gov.bs>)

1.2. **Bahamas Flag State File**

Copies of the above BMA documents, in their latest revision, shall be retained in Company offices and on board all Bahamian registered ships in a Flag State File. It may be in either hard copy or digital form.

1.3. **Official Log Book and Crew Agreement Articles:**

- Bahamas registered ships are required to carry Official Log Books (OLB)
It is recommended that OLB should be opened preferably on the first day of the calendar year i.e. 01-January and closed on or about 31-December in order to produce a yearly OLB.
The OLB should be kept on board the ship for a reasonable period of time (ie one year) after the end of its recommended annual coverage and then sent to the Company for keeping for a period of up to 7 years.
The Crew list referred to in the OLB may be maintained electronically with appropriate reference in the OLB
- The Crew Articles are best to be opened/closed at the same time as the annual OLB and send back to the Company Office for further record keeping together with the OLB

1.4. Bahamas Flag State Inspections (reference BMA Bulletin 66)

The Bahamas Merchant Shipping Act Section 172 requires that all Bahamian registered ships, except for pleasure and submersible crafts, are to be satisfactorily inspected on an annual basis (within a 6 months window around a set anniversary date) by a Bahamas Maritime Authority (BMA) Approved Nautical Inspector. The first annual inspection, termed the “initial inspection” shall be undertaken within the six month period of provisional registry.

The failure to arrange for an initial or annual inspection within the prescribed time range is a deficiency.

The BORIS system (Bahamas Online Registration Information System) will send automatic reminders to companies advising that an inspection is due. Where an inspection has not yet been completed, reminders will be sent 14 days before the last date of the inspection window and on the day the inspection becomes overdue.

Certain ships may require more frequent inspections as per BMA Information Bulletin No. 136 Enhanced Monitoring Programme. Under normal circumstances, no more than three consecutive annual inspections should be conducted by the same Bahamas approved nautical inspector. Where the same inspector has carried out the last three consecutive annual inspections, the Company should appoint an alternative inspector to carry out the next annual inspection, where practicable.

Contact details for the network of BMA approved nautical inspectors is available on the BMA website at the following address:

<http://www.bahamasmaritime.com/bma-inspectors-list/>

Where deficiencies are identified at an inspection but not satisfactorily closed out during the inspection the inspector will leave an Interim Deficiency List on board.

The BORIS system will send automatic reminders to companies advising that a deficiency is due to be closed out. Where any deficiency has not yet been closed out, reminders will be sent 14 days before the due date of the deficiency and on the day the deficiency becomes overdue.

On completion of a satisfactory inspection an interim Certificate of Inspection (COI) will be issued valid for 3 months. The BMA Inspections and Surveys department will issue a definitive COI once the Inspection Report has been reviewed and the Company has confirmed that any deficiencies identified at the inspection have been closed out.

In the event of an unsatisfactory inspection (i.e. any inspection which is not completed or in which major deficiencies are identified), an Interim COI is not to be issued unless otherwise instructed by the Inspections & Surveys department. The ship will require a re-inspection after deficiencies have been rectified.

Every applicable Bahamian registered ship shall display a valid interim COI or COI at a prominent location either on the navigation bridge or within the ship's accommodation. Failure to display a valid COI is a deficiency.

The Bulletin also addresses pre-registration inspections for ships over 12 years of age proposed for registration in The Bahamas under the Merchant Shipping Act.

In general, all ships over 12 years of age proposed for registration with the Bahamas are required to undergo a pre-registration inspection before the ship can be considered for provisional registration. Pre-registration inspections are in addition to, and separate from, initial and annual inspections.

1.5. Port State Control Inspections (reference BMA Bulletin 85)

PSC inspections should be carried out in a manner consistent with:

- International Maritime Organization (IMO) [Assembly Resolution A.1119\(30\) Procedures for Port State Control 2017](#); and
- International Labour Organization (ILO) [Guidelines for port State control officers carrying out inspections under the Maritime Labour Convention, 2006](#)

The Master should recognise that PSC Officers (PSCOs) have an expectation that their attendance on board will be given full and prompt attention. It is therefore important to establish a professional working relationship with the PSCO and provide the necessary support during the inspection.

On conclusion of the inspection, the Master should, where appropriate, discuss the PSC report with the PSCO with reference to the relevant international Conventions or Codes, the justification for the deficiencies and/or the timeframe given for rectification of deficiencies.

Failures and breakdowns of equipment need not be a cause for detention provided that the Flag State and Recognised Organisation have been advised as soon as the breakdown is experienced, and the Port State has been alerted prior to arrival. Such reports may be the trigger for PSCOs to attend on board and so the ship must be prepared for this attendance.

In order to assist the BMA in identifying those ships which may be at increased risk of detention, the Company is required to send copies of every PSC inspection report to the BMA as soon as possible after the inspection.

The BMA will examine the PSC reports to determine if any further action is appropriate. This may include an additional ISM audit or BMA inspection. The BMA will contact the Company if any further action is deemed appropriate.

Guidance and instructions on actions to be taken following a detention are provided in BMA Information Bulletin No.120.

1.6. Passenger Ships requirements for dry docking and bottom inspections (reference BMA Bulletin 73)

BMA passenger ship basic requirement is for a dry-dock twice in any five year period, as determined by the Load Line certificate.

Bottom inspections are required annually. During the dry-dock they shall be performed out of the water and the remaining annual inspections of the outside of the ship's bottom may be carried out in-water for all passenger ships which are not ro-ro, provided that:

- An appropriate Classification Society notation for in-water survey is assigned to the ship;
- The interval between bottom inspections in dry-dock does not exceed 36 months;
- The ship is arranged for in-water survey of the hull. Where practical, tailshaft wear down and examination of rudder, propeller, stabilising apparatus and other protuberances, as deemed necessary by the Recognised Organisation, are to be carried out

For ships of less than 15 years of age (at the time the relevant docking is due), an application may be made to permit one bottom inspection in dry-dock/out of the water in any five year period.

At in water inspections in lieu of one dry-docking, Rudder pintle clearances are to be taken unless a suitable recommendation in accordance with the guidance contained in paragraph 5.1.7 of MSC.1/Circ.1348 is provided by the Recognised Organisation. Rudder pintle clearances need not be taken at the remaining annual inspections afloat referred above, unless deemed necessary by the attending surveyor.

1.7. Load line requirements

- Freeboard Notice
FRE13/a "Draught of Water and Freeboard Notice" should be posted in some conspicuous place on board the ship, where it can be seen by all members of the crew, before the ship leaves any dock, wharf, harbour or other place for the purpose of proceeding to sea and is to be kept so posted until after the ship arrives at any other dock, wharf, harbour or place. The date and time of recording the above particulars on each occasion must be entered in the Official Log Book.
- Watertight Doors (WTDs) closure (Bulletin 96)
When a Company wishes to apply for watertight doors to be opened, or remain open, during navigation, an application shall be made via the Recognised Organisation that classes the ship.
The Recognised Organisation is to assess the application taking into account the instructions within the bulletin and, following completion of the assessment, forward the application together with the results of the assessment along with its recommendations to the BMA for approval.
Effective 01 January 2018, Recognised Organisations are to review the watertight door plan/categorisation at every Load Line renewal survey to confirm that the arrangements are still valid and appropriate and that no changes have been made to the watertight doors.
- Opening of Passenger Ships Side Shell Doors when at Anchor
Recognised Organisations may authorize certain doors to be opened for operation of the vessel while not under way or passenger embarkation without reference to the BMA. Letters of authorization may be issued on behalf of The Commonwealth of The Bahamas in order to satisfy particular port authority requirements
- Passenger Ship Safety – Windows, Side Scuttles, Storm Covers and Deadlights (Bulletin 154) - The requirements of this Bulletin have been incorporated in the VMS.

1.8. Safety requirements

- Abandon Ship Drills
The Master has discretion to modify or postpone drills which are required under SOLAS Chapter III though the justification is to be entered into the Official Log Book and the required drill has been carried out at the earliest practical opportunity thereafter.
- Safety of Lifeboats (Bulletins 72, 87, 98, 100, 117)
The IMO MSC Circulars relevant to this subject are to be applied in order to reduce accidents whilst launching and recovering lifeboats during abandon ship drills (the guidance of those Circulars have been incorporated in the VMS).

Failure to carry out:

- the required maintenance and recording activities required by the above circulars, in particular:
 - manufacturer's instructions and recommendations
 - the Company's procedures for maintenance and inspection
 - records of lifeboat drills
 - records of inspection and maintenance of equipment, including details
 - of the competent persons undertaking the activity
 - abandon ship drills without a suitable explanation entered into the Official Log Book,
 - the required drills within the scope of any exemption allowable by SOLAS Chapter III requirements

is to be considered as a non-conformity and as an 'operational failure' and specifically reported to the Bahamas Maritime Administration (BMA) (reference BMA Bulletin 72)

BMA accepts applications proposing replacing of Davit Winch Brake Remote Release Gear with alternative manual arrangements provided that a responsible officer oversees the lowering of the lifeboat in constant two way UHF communications with it, direct line of sight of it and direct contact with the person operating the local davit winch break release

Use of Fall Prevention Devices (FPDs) is to be considered (reference BMA Bulletin 117)

The annual thorough examination of Lifeboats on load release gear and launching appliances should be the manufacturer or authorised representative by the manufacturer and if not in business another authorised competent person

Wires (Bulletin 100) – In the case of anti-rotational wires or wires with sheathed cores, the inspection, maintenance and effectiveness of greasing is to be determined in accordance with manufacturer's instructions.

- Fire Fighting Equipment (Bulletin 97)
 - annual examination by a competent person required
 - fixed CO2 and Halon Systems should have all high pressure and pilot cylinders weighed, activating heads removed where possible and work pressure tested every two years
 - fixed CO2 all control valves are to be internally examined.
 - Number of portable fire extinguishers:
 - Ships built before 01Jan2009:
 - In accordance with Class, and

- In accommodation spaces, service spaces and control stations – no less than 5 units, and
 - Additionally application of MSC.1/Circ.1275 is encouraged where practicable
- Ships built on or after 01Jan2009:
 - As per MSC.1/Circ.1275, and
 - In accommodation spaces, service spaces and control stations – no less than 5 units
- Hydro tests required for
 - fire extinguishers – every 10 years
 - fixed systems cylinders – every 10 years
- use of Halon for firefighting allowed
- Automatic Sprinkler Systems (Bulletin 150)
 - Water quality must be assessed through periodic sampling and analysis in accordance with the manufacturer’s instructions
 - Base line water quality should be established at the following times:
 - Prior to the delivery of the ship from the building yard but, after all installation testing has been completed
 - Whenever the system is flushed and re-filled with water in accordance with manufacturer’s maintenance instructions or after operation/testing.

- All initial and basis testing shall be conducted on-board during the Annual PSSC Survey in the presence of a Recognised Organisation surveyor as follows:

Age of System	< 5 years	Initial Testing
	≥ 5 years	Basic Testing

- Initial testing
 - Test a minimum of two sprinklers for proper operation at pilot pressure as per MSC.1/Circ.1432
 - Assess water quality
- Basic testing
 - Two sprinklers in 10 sprinkler sections should be tested (20 sprinklers in total). The test samples should be taken from different areas of the ship. For consistency, it is important that two sprinkler tests are recorded and documented from each tested section.
 - Take water samples
- EEBDs (Bulletin 29)

A Risk Assessment is required to determine the location and numbers of EEBD on-board in agreement with the Recognized Organization; min two spares should be carried in a control station and one EEBD clearly marked and designated for training

1.9. Pollution Prevention requirements

- Marpol Annex I Oil - Oil Record Books (ORB)

The BMA has issued guidance on the information to be entered into the Oil Record Book (Part 1). Refer to BMA Information Bulletin No.84

The current revision of Oil Record Book Part I is Revision 5 (September 2017). Revision 3 (November 2010) and Revision 4 (September 2016) of Oil Record Book Part I contain minor typographical errors, however they are in the format specified in MEPC.187(59) and may continue to be used until stock is exhausted.

A publications order form is available on the BMA website and can be downloaded by clicking [here](#); alternatively please contact publications@bahamasmaritime.com

In cases where the BMA has approved the use of an electronic log book system by a Company, the electronic Oil Record Book shall meet certain conditions set in the Bulletin.
- Marpol Annex IV – Sewage (Bulletin 166)

The Bahamas acceded to Annex IV of MARPOL 73/78 and it will apply to The Bahamas and Bahamian ships from 08 September 2017. Bahamas Recognised Organisations shall issue International Sewage Pollution

Prevention Certificates to Bahamian ships on completion of the first survey under Regulation 4 that takes place on or after 08 September 2017. Statements of Compliance with Annex IV of MARPOL 73/78 that have already been issued to Bahamian ships by Bahamas Recognised Organisations shall be replaced directly with International Sewage Pollution Prevention Certificates at the first attendance of a surveyor for any survey that takes place on or after 08 September 2017, with the expiry date being no later than that on the existing Statement of Compliance. The transitional arrangements described in paragraph 3.3 will apply for a period of 15 months from the entry into force date for The Bahamas, i.e. until 08 December 2018.

- Marpol Annex V – Garbage (Reference Bulletin 169)
BMA Garbage Record Book Revision 1 (August 2012) is not to be used after 28 February 2018.
From 01 March 2018, the new Garbage Record Book Part I shall be provided to every ship of 400 gross tonnage and above, every ship which is certified to carry 15 or more persons engaged in voyages to ports or offshore terminals under the jurisdiction of another Party to the Convention and every fixed or floating platform, to record discharge of garbage.
Garbage Record Book Part II is to be used by all ships that may carry solid bulk cargoes from 01 March 2018.
Garbage Record Book Parts I & II are available from the BMA and may be ordered from the BMA Publications section.
- Marpol Annex VI – Air Emissions
Bahamas implements the Marpol VI requirements (Bulletin 75, 126).
Bulletin 123 lists specific procedures for sourcing HCFC refrigerants in EU.
Bulletin 172 provides guidance on fuel consumption data reporting, as required by MARPOL Annex VI Regulation 22A.

1.10. Ballast water requirements (Bulletin 165)

The Bahamas ratified the BWM Convention on 08 June 2017 and the Convention will apply to Bahamian ships as of the entry into force date **08 September 2017**.

Where the IOPP renewal survey is completed early and de-harmonised with the remaining statutory renewal surveys, the IOPP renewal should be re-harmonised with the remaining renewal surveys at the earliest possible date.

Where de-harmonisation of the IOPP renewal survey has already taken place and the owner wishes to re harmonise the IOPP renewal survey with its original date, the owner should contact the Recognised Organisation requesting re-harmonisation.

1.11. Nautical requirements (Bulletin 51)

- Notices to Mariners and Nautical publications, Lists of Lights, Tide Tables, etc. (except the International Code of Signals and the IAMSAR Manual,

which must be carried in hard copy) may be carried in electronic format (see Bulletin No.51) provided that:

- Are officially issued by an authorised/approved organisation
- Are available to the OOW on the bridge without limitations
- The computer used shall be dedicated for information storage and retrieval and shall always be connected to the emergency source of power.
- For back up, the digital publications shall also be installed on another computer on-board, which shall also be made available to the OOW within a short period of time.

- ECDIS

- It is the responsibility of the Company to determine the form of chart to be used on-board as the primary means of navigation.
- Approved back-up arrangements are as follows:

Primary System	Secondary requirement
ECDIS operating in electronic navigational chart (ENC) mode or, where ENC Coverage is not available, RCDS Mode	Either: a second independent ECDIS which has a separate power supply and data input, operating in electronic navigational chart (ENC) mode or, where ENC Coverage is not available and RCDS Mode is operating, Paper charts (adequate and up to date for the intended voyage). OR Paper charts (adequate and up to date for the intended voyage).
Paper Charts	ECDIS Fitted (as required by SOLAS V/19.2.10 and complying with V/27.)

- EDCIS training required for EDCIS even if not used as Primary Means of Navigation (Bulletin 138) Generic per IMO model course 1.27
- Ship (per make and model installed) specific [type specific]
- ISM Familiarization with the ECDIS equipment fitted, back-up arrangements, sensors and peripherals.

1.12. ILO (International Labour Organization) requirements

- Crew Accommodation (Bulletin 139)
 - ILO/MLC Standards

The Bahamas Merchant Shipping (Crew Accommodation) Regulations are intended to give effect to ILO Convention 133 standards, which are supplementary to ILO Convention 92.

Therefore, accommodation on board Bahamian ships shall be surveyed for compliance with Bahamas Merchant Shipping (Crew Accommodation) Regulations utilising the standards set out in ILO Convention 133.

Recognised Organisations may, at the Owner's request, issue a Statement of Compliance with ILO 133. Annual inspection is not required but a re-survey shall be conducted in the event of a major modification that affects the accommodation.

- Modifications to accommodations on existing ships

The requirements of MLC 2006 are generally to be applied to the modified/new accommodation. The BMA should be contacted for advice on the scope of application of MLC 2006 requirements for such conversions, prior to commencing work.

- On-board Inspections

Crew accommodation, food and potable water supplied/storage spaces/handling equipment to be inspection by the Master or a designated officer at intervals not to exceed 7 days and recorded in the Official Log Book.

- Potable Water

Is to be treated as per the Bahamas Merchant Shipping (Crew Accommodation Regulations) and UK MCA MGN 397.

- Lifting Gear

Bahamas Merchant Shipping (Hatches and Lifting Plant) Regulations give effect to the requirements of ILO Convention 152 for ship's lifting gear. Annual inspections of lifting gear must be carried out by a "competent person". The meaning of "competent person" is defined in BMA Information Bulletin No. 89 may include a suitably knowledgeable, trained and experienced senior member of the crew.

- Personnel Elevators

Bahamas regulations and ILO 152 do not apply to personnel elevators.

Shipboard elevators are subject to the ASME Elevator Code A.17.1. The UK Maritime and Coastguard Agency (MCGA) Code of Safe Working Practice (Section 19.21), which refers to the BS 5655 series, may be accepted as an equivalent.

Required inspections are:

- routine inspection and test at intervals not exceeding six months,
- periodic inspections at one, three and five years,
- acceptance inspection at the commissioning of a new or altered elevator.

Emergency instructions and signs are to be posted in order to ensure safe operation and use.

1.13. STCW requirements

- The Company must verify the validity and authenticity of all seafarers' sea service, certificates and documents. This responsibility remains irrespective of the Company used as a recruitment and placement (manning/crewing) agent to arrange the placement of seafarers on-board ships
- The seafarers' training and certification requirements are detailed in BMA Bulletins 130 and 135 and:
 - All persons who are employed or engaged on-board AND who have been assigned safety or pollution prevention duties shall receive basic training or instructions satisfying the requirements of STCW Code A-VI/1.2. The training or instruction shall be appropriate to the assigned duties taking into consideration that on ships carrying passengers or supernumeraries the seafarer may be required to provide assistance or guidance to these persons
 - All persons employed or engaged on-board should receive crowd management training and safety training for personnel providing direct service to passengers in passenger spaces
 - Any person assigned a leadership and/or safety role in an emergency situation should complete crisis management and human behaviour training
 - Bulletin 135 Table I provides an overview of the passenger ship training documentary evidence requirements under the 1995, 2010 and 2018 STCW amendments.
- FSE (Flag State Endorsement) and "CRA" ("acknowledgement of receipt of an application for a flag state endorsement") (reference BMA Bulletin 31 and 108)

In accordance with the STCW requirements, The Bahamas requires a FSE to be issued to the following persons serving onboard Bahamian ships:

- Master
- Chief Mate
- Officer in Charge of Navigational Watch
- Chief Engineer
- Second Engineer
- Officer in Charge of Engineering Watch
- GMDSS Radio Operator
- Electro-Technical Officer

If requested by the Company, the BMA may issue a FSE for other STCW documents but it should be noted that a FSE is only required for the capacities specified above. The Bahamas FSE cannot exceed five (5) years from the date that the FSE is issued.

The preferred method for submitting seafarer applications is through The Bahamas On-Line Registration Information System (BORIS) (see Bulletin no. 137). Once the application is received, a Confirmation of Receipt of Application (CRA) will be sent via email to the person submitting the application. In accordance with the provisions of STCW Regulation I/10.5, seafarers are permitted to serve on a Bahamian ship for up to three months provided the affected seafarer has a CRA. CRA cannot be extended beyond three (3) months.

If a Company requires documents to be processed within one (1) month of application, then "fast track application" option should be selected in BORIS or for postal/paper applications, the Company shall follow the procedure outlined in Technical Alert 14-18 "Fast track service for seafarer's documents" which is available on the BMA website. The BMA does not encourage applications through emails unless a "fast track" service is required.

Any request for correction to a CRA should be made upon receipt of the CRA. Any request for correction to a FSE that relates to data not on CRA should be received within six (6) weeks of the issue date of the FSE otherwise a correction cannot be issued and a new application, inclusive of payment, will be required.

- Seafarers Medical Examinations and Certificates (reference BMA Bulletin 103)

The BMA will accept Seafarers Medical Certificates issued by

- medical practitioners in The Bahamas
- medical practitioners approved by the Administration of a country that has ratified and is party to either STCW (See Annex IV of Bulletin 103) or MLC 2006.
- an approved medical practitioner (as above) especially appointed by the Company for this purpose subject to certain conditions

The Seafarers Medical Certificate must be in English and shall include the following minimum information

- a title to signify that it is a "Seafarer's Medical Certificate"
- reference to STCW Regulation I/9 or ILO-73 (1946) or ILO-147 (1976) or ILO Maritime Labour Convention 2006 (MLC-06) or or ILO/IMO "Guidelines on the Medical Examinations of Seafarers"
- reference to approval by the Administration (where applicable)
- seafarer's name, nationality, gender and date of birth (day/month/year)
- identity document reference number
- declaration of approved medical practitioner:
 - Confirmation that identification documents were checked at the point of examination

- Hearing meets medical standards
- Unaided hearing satisfactory?
- Visual acuity meets standards?
- Colour vision* meets standards? (colour vision assessment only needs to be conducted every six (6) years)
- Date of last colour vision test
- Fit for duties?
- Any limitations or restrictions on fitness? If "Yes", specify limitations or restrictions.
- Is the seafarer free from any medical condition likely to be aggravated by service at sea or to render the seafarer unfit for such service or to endanger the health of other persons on-board?: Y/N

- Date of medical examination (day/month/year)
- Expiry date of certificate (day/month/year)
- Approved medical practitioner's name, signature (a seal or stamp is preferable)
- Seafarer's signature (confirming seafarer is informed of the content and the right to review/appeal)

Provided the seafarer does not develop any medical condition that may render the medical certificate invalid, the certificate shall remain valid for a period of two (2) years (from the date of issue) in the case of seafarers aged over 18 years; and one year for seafarers aged under 18 years.

- Record of Employment, Bahamas Seaman's Record Book (SRB) and Certificate of Discharge (reference BM Bulletin 130, 107)

The record of Employment onboard a Bahamian ship shall not include any statement as to the quality of the seafarer's work, character, ability or the seafarer's wages. That information should be recorded and issued separately in a Report of Conduct Certificate or similar document.

The record of employment or sea service onboard a Bahamian ship maybe recorded in a Seaman Record Book (SRB) or discharge document.

- Seaman's Record Book (SRB) - Although not mandatory, the Bahamian SRB has been produced in response to demand from industry bodies and individuals for a consolidated record of Sea Service / Discharge. It is NOT a national identity document (ie for the purpose of ILO 185). It does not have an expiry date but it is recommended to apply every 10 years.
- Certificate of Discharge – Where a seafarer is not in possession of a Bahamas SRB or equivalent Discharge Book issued by his own country, a Certificate of Discharge may be issued on-board the vessel. If provided on-board it should contain as a minimum:
 - Name of seafarer
 - Capacity of seafarer on-board

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- Details of ship
- Type of voyages
- Date of joining and leaving the ship
- Signature of the Master

- Safe Manning and Safe Manning Document (SMD) / Certificate
 - Clarification of certain capacities (reference BMA Bulletin 115)
 - ✓ The terms Cadet, Apprentice, Assistant Engineer or Trainee Rating will include persons undergoing training but not yet qualified for a capacity identified in the SMD. All of the above such persons must complete Basic Training (four elements of the STCW Code A-VI/1) before joining a ship
 - ✓ The ship shall carry a doctor when there are 100 or more persons on-board. Where the ship is engaged on voyages during which the ship is no more than 36 hours steaming distance from a port with qualified medical care and medical facilities, the vessel may apply for an exemption.
 - ✓ In all cases where the total manning consists of more than 10 persons, there shall be a dedicated certified cook. If the SMD does not show a requirement of more than 10 persons then the company should have one person designated for as the Cook. Additional guidance relating to the ship cook is outlined in BMA Information Bulletin 146
 - ✓ Companies shall ensure that the ships have sufficient trained navigational watch-keeping personnel to ensure that the navigation control room/bridge is manned by at least 2 watch keeper during hours of darkness and conditions of restricted visibility. One of these watch keepers shall be a Navigational Officer.
 - Manning of Passenger Ships
 - ✓ Suitably trained persons in addition to those stipulated in the SMD must be appointed to meet the requirements of the Emergency Muster List for guidance of passengers to assembly points, muster stations and survival crafts and any other associated emergency duties
 - ✓ Whenever more seafarers are employed for the ranks and positions stipulated in the SMD or if capacities of marine crew are employed that are not identified in the STCW (ie refrigeration engineers, carpenters, plumbers or other persons with similarly specialized skills etc), they all must complete basic training before joining the ship and receive familiarization training immediately upon joining the vessel
 - ✓ Passenger ships may employ additional hotel staff and other non-marine crew such as shop-keepers, barbers, laundrymen etc. Such persons **must be given familiarization and basic training as applicable.**
 - ✓ One designated person holding a GMDSS-GOC shall remain in charge of communication duties for the entire duration of an

emergency until the master gives the order for evacuation of the ship

- Exceptional circumstances (Exemption) Manning levels below the SMD
In exceptional circumstances where the manning level falls below that of the SMD e.g. due to crew illness, unexpected repatriation on compassionate grounds etc., the vessel may as a measure of force-majeure, sail with one person less than that stipulated in the SMD (except for the capacities of master and chief engineer) for maximum 14 days or till the next port, if the intended voyage is more than 14 days. The BMA must be notified of such cases, OLB entry made and hours of rest and work requirements complied with.
- Safety Familiarization and Basic Training, Instruction and Certification (Bulletin 151)
 - All persons, except passengers, serving on-board Bahamian ships receive safety familiarization training or instruction prior to being assigned to their shipboard duties.
 - Safety familiarization training or instruction shall be carried out by a suitably competent person such as a safety officer.
 - All persons with designated safety or pollution prevention duties serving on-board Bahamian ships shall have a valid Certificate (or Certificates) of Proficiency that relate(s) to the basic training or instruction appropriate to their assigned shipboard duties.
 - All basic training or instructions shall be approved by the BMA or by an Organisation/Institution approved by the BMA to undertake the training.
 - There is no requirement for a Bahamas Flag State Endorsement (FSE) for safety familiarization or basic training or instruction.

1.14. Applications for Exemptions, Extensions, and/or Equivalence to International Convention Requirements (reference BMA Bulletin 8)

Such requests are to be addressed to the Recognized Class Society or body which issued the relevant certificate, justifying the reason for it, time period requested, safety measures that have been/will be introduced, other supporting documentation.

Only Matters related to Safe Manning Documents, Ship Radio Licences and LRIT Conformance Test Report", Declaration of MLC Compliance part I, MLC exemptions, equivalence or interpretations and associated matters are to be referred to the Bahamas Maritime Authority directly.

1.15. Reporting of Hazardous Occurrences (Bulletin 4)

Incident Reporting:

- The Owner or Master is required to report particulars of a serious marine casualty (very serious marine casualty and serious marine casualty are

defined within Annex B of the Bulletin) to the BMA to the fullest extent at the earliest opportunity.

- Serious marine casualties which are to be reported include the following (note this is not an exhaustive list and the Bahamas Maritime Investigations Department should be consulted if in doubt):
 - Navigational: collision, grounding, loss of control, COLREGS violations.
 - Hull, machinery or equipment: hull damage (contact, collision, grounding, heavy weather) or failure, machinery or equipment damage or failure, fire or explosion resulting in any of the following:
 - Total loss;
 - The immobilisation of the main engines and/or steering gear resulting in loss of manoeuvrability;
 - Extensive accommodation damage;
 - Severe structural damage including penetration of the hull under water;
 - Pollution, or
 - A breakdown that necessitates towage or shore assistance.
 - Stability: listing, flooding, foundering, capsizes.
 - Human element: loss of life, serious injuries, missing persons, piracy, armed robbery, security incidents, evacuation or abandonment.
 - Any damage, failure or injury sustained to equipment or person(s) during the operation of any Life Saving Appliance (LSA).
 - Any time evasive actions are required beyond normal manoeuvres to avoid a collision.

- **Contact Details**

Bahamas Maritime Investigations Department:

Telephone: +44 20 7562 1300

Fax: +44 20 7614 0666

Email: casualty@bahamasmaritime.com

- An **Initial Report** should be communicated to the Bahamas Maritime Investigations Department above within 4 hours of the incident, via telephone, fax or email with brief details of the incident stating also whether VDR data has been preserved (obligatory for serious and very serious casualties).
- The **Casualty Reporting FORM (CFR1 – see last section)** must be submitted as soon as practicable by email or fax however other supporting documents (logbook copies, Companies investigation reports etc may be sent at a later date when available)

- In the event of a serious or very serious marine casualty resulting in major damage, pollution, multiple serious injuries or loss of life outside the office hours, contact the BMA Emergency Response Officer:
Telephone +44 7977 471 220
Email: tech@bahamasmaritime.com

Stowaways and Smuggled Migrants:

- Stowaway(s) must be reported by the Master to the Bahamas Maritime Investigations Department using Form: SIR – see last section.
- Smuggled Migrants, or similar persons, must be reported by the Master to the Bahamas Maritime Investigations Department using Form: SMR – see last section
- The BMA recognises that completion of the Form – List of Stowaways or Migrants, might not be possible owing the number of migrants rescued and Bahamas Maritime Investigations Department should be consulted in such cases.

Occupational Health Incidents:

- All accidents to seafarers resulting in loss of life or serious injury (definition of a serious injury is provided in Annex B of the Bulletin) must be reported to the BMA within 4 hours.
- Reports of occupational health incidents (**where the injured person is off work for 3 days or more, or if hospitalised for at least 1 day**) must be reported by the Master to the Bahamas Maritime Investigations Department using Form ORF1 – Occupation Health Incident Form – see last section.

Crimes or alleged criminal activity including drugs or psychotropic substances:

- Reports of crimes or alleged criminal acts, except for acts of piracy or armed robbery against a ship, are to be reported using the general email address crime@bahamasmaritime.com

Notifiable diseases other than occupational diseases:

- Notification outbreak of the infectious diseases listed below shall be made by email in free-form text

SCOPE/ APPLICATION:
SHIPS: BAHAMAS FLAG
OFFICE: CREWING, TECHNICAL, MSQ DEPT.

APPROVED BY:
MARINE MANAGER

Acquired Immune Deficiency Syndrome (AIDS)	Actinomycosis	Anthrax
Beriberi	Cancer	Cerebro-Spinal Fever
Chickenpox	Cholera	Asiatic
Climatic Bubo	Dengue	Diphtheria
Dysentery (Amoebic and Bacillary)	Erysipelas	Favus
German Measles	Glanders	Granuloma Venerum
Hepatitis (all forms)	Hookworm Infection	Leprosy
Malaria	Measles	Mumps Paratyphoid Fever
Plague	Poliomyelitis	Puerperal Fever
Rabies	Rocky Mountain	Scarlet Fever
Smallpox	Spotted Fever	Tetanus
Trachoma	Trichinosis	Tuberculosis (all forms)
Typhoid Fever	Typhus Fever	Vincent's Angina
Whooping Cough	Yellow Fever	

Returns of births and deaths:

- To follow up an initial report of a birth or death on-board a Bahamian ship, a “Return of Birth” (RBD2 – see last section) or “Return of Death” (RBD1 – see last section) form must be submitted as soon as practicable by fax to the Bahamas Maritime Investigations Department.

Reporting Forms:

The reporting forms referenced above are available for download at:

<http://www.bahamasmaritime.com/downloads/casualty-reporting/>

1.16. BMA Publications

A number of record books and publications are required on board Bahamian ships, in accordance with the Merchant Shipping Act and associated regulations and relevant international Convention and Code requirements.

Registration forms, application forms and reporting forms are available to download from the BMA website: <http://www.bahamasmaritime.com>

The following documents are supplied by the BMA upon first registration of the ship:

- Crew Agreement
- List of Crew and Signatures of Seaman
- Return of Births and Deaths (RBD-1)
- Account of Property of a Deceased Seaman (PDS-1)
- Merchant Shipping Provisions and Water Regs.
- Casualty Report Form (CRF-1)
- Certificate of Discharge
- Report of Conduct Certificate
- Oil Record Book (Part I – All Ships)
- Oil Record Book (Part II – Oil Tankers)¹
- Cargo Record Book (NLS Carrier)¹
- Garbage Record Book (Part I – All ships)
- Garbage Record Book (Part II – Ships that carry solid bulk cargoes)¹
- Compass Observation Book
- MARPOL Annex VI Record Book

SCOPE/ APPLICATION:

SHIPS: BAHAMAS FLAG

OFFICE: CREWING, TECHNICAL, MSQ DEPT.

APPROVED BY:

MARINE MANAGER

- Ballast Water Record Book
- GMDSS Radio Log Book
- Official Log Book (Part I)
- Official Log Book (Part II - Passenger Ships)1
- Complete Merchant Shipping Legislation (2001)

The above documents may be re-ordered directly from the BMA publications section (publications@bahamasmaritime.com).

A publications order form is available to download by clicking [HERE](#).