


 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 1 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

1.	Marshall Islands	2
1.1.	Marshall Islands Maritime Legislation	2
1.2.	General	2
1.3.	Ship Documents and Certificates	3
1.4.	Nautical.....	6
1.5.	Safety.....	7
1.6.	Security.....	12
1.7.	Medical care	13
1.8.	ILO / MLC2006 aspects:.....	14
1.9.	Environmental	18
1.10.	Underwater Examination of Hull in Lieu of Dry-docking	19
1.11.	Hazardous Occurrences Reporting Requirements	19
1.12.	Port State Control (PSC)	22

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 2 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

1. **Marshall Islands**

1.1. **Marshall Islands Maritime Legislation**

- (1) The complete set of the national Marshall Islands maritime related laws and regulations is contained in the Combined Publications Folder (MI-300) which is required to be onboard all MI flagged vessels.



The MI-300 includes:

- the Marshall Islands Maritime Act (MI-107),
- the Marshall Islands Maritime Regulations (MI-108),
- the Requirements for Merchant Marine Personnel Certification (MI-118)
- Marine Notices (MNs) which set forth mandatory requirements and have the applicability of rules
- Marine Guidelines (MGs)
- references to IMO and ILO documents
- some additional documents
- Marine Safety Checklists and Declarations
- Marine Safety Advisories (MSA)

- (2) The official statutory publications (or official web-site www.register-iri.com) is to be always referred to for a complete and updated list

1.2. **General**

- (1) Shipowner / operator representative
- a. Decision Maker for each vessel is to be provided in writing to the Administration.

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 3 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

- b. The Decision Maker is to have full authority to act on behalf of the Owner with respect to matters concerning the vessel.

1.3. Ship Documents and Certificates

(1) Required logs

- Bridge Navigation Log
- Engine Room Log
- Bridge Bell Log
- Engine Bell Log
- Radio GMDSS Log
- Medical Log
- Official Log Book

(2) Electronic Log Books may be used with the Administration's written authorization under certain conditions (ie IMO standards resolutions) including training of users



(3) Change of Command Appointment and Log Entry

Whenever there occurs a change of Master of a vessel, the new Master shall be appointed and designated in writing and the following statement will be entered in the vessel's log book:

"I, (name of new Master), a citizen of (country of citizenship), holder of the Republic of the Marshall Islands Certificate of Competence No. (number of certificate) in the grade of Master, assumed command of the vessel on (date on which officially took command) at the port of (port where change effected)."

(4) Electronic Documents and Certificates

There are a number of documents and certificates that the Administration issues electronically that contain electronic signatures of RMI duly authorized officials.

 V.SHIPS LEISURE S.A.M. <u>LOCAL WORK INSTRUCTIONS</u> <u>Summary of Flag Requirements</u>		Version: 1 (01/13)
		Revision: 0
		Page 4 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

Such electronic documents containing electronic signature should be treated by other / foreign authorities as valid:

Document or Certificate	Electronic Signature (in black ink)	Counter-Signature) (in blue ink)	Seals on Document	Notes
Certificate of Registry (CR)	Senior Deputy Commissioner	Special Agent or Deputy Commissioner	Deputy Commissioner or Special Agent Seal stamped in green ink; RMI seal in black ink in the upper-left corner; and RMI seal as a watermark within the background of the document.	
Continuous Synopsis Record (CSR)	Senior Deputy Commissioner	Master	RMI seal in black ink in the upper-left corner; and RMI seal as a watermark within the background of the document.	No facsimiles allowed. No special seal or chop required on an electronically transmitted CSR document.
Civil Liability Certificate (CLC)	Senior Deputy Commissioner Or Deputy Commissioner Or Special Agent	No additional signatures required.	RMI seal in black ink in the upper-left corner; and RMI seal as a watermark within the background of the document	
Civil Liability	Senior Deputy	No additional	RMI seal in black ink	



V. Ships Leisure S.A.M.

V.SHIPS LEISURE S.A.M.
LOCAL WORK INSTRUCTIONS

Summary of Flag Requirements

Version: 1 (01/13)

Revision: 0



Page 5 of 22

Office: Crewing, Technical and S&Q/Marine
Departments
Ships: Marshall Islands flagged

#53H

Appr: VR

Document or Certificate	Electronic Signature (in black ink)	Counter-Signature) (in blue ink)	Seals on Document	Notes
Bunker Certificate (CLBC)	Commissioner Or Deputy Commissioner Or Special Agent	signatures required.	in the upper-left corner; and RMI seal as a watermark within the background of the document	
Minimum Safe Manning Certificate (MSMC)	Deputy Commissioner Or Deputy Commissioner by original signature	No additional signatures required.	An original MSMC shall contain an RMI seal in green.	Certificate shall contain date of issue and any expiry date of the document. The MSMC may be issued with electronic signature or may contain an original signature of an RMI Deputy Commissioner. depending upon issuing office.
Seafarer Certificate of Receipt of Application (CRA)	Deputy Commissioner	Master and Certificate Holder	RMI seal in black ink in the upper-left corner.	
Seafarer Urgent Authorization (UA)	Deputy Commissioner	Master and Certificate Holder	RMI seal in black ink in the upper-left corner.	

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 6 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

(5) List of as-built construction drawings to be maintained on board the ship and ashore:

- a. Main Plans
 - General arrangement
 - Capacity plan
 - Hydrostatic curves
 - Loading Manual, where required
- b. Steel Plans
 - Midship section
 - Scantling plan
 - Decks
 - Shell expansion
 - Transverse bulkheads
 - Rudder and rudder stock
 - Cargo hatch covers, when applicable
- c. Bilge and ballast piping diagrams



1.4. Nautical

(1) Electronic nautical publications

may be used if issued officially if backed-up (electronically or by paper copy (paper copy especially required for tide and current tables, nautical almanacs, sight reduction tables etc)) and corrected

(2) Magnetic compass adjustments

Magnetic compasses should be adjusted when:

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 7 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

- they are first installed;
- they become unreliable;
- the observed error consistently exceeds the allowed limit of 5° on one or more headings;
- after dry docking, or after repairs or structural alterations have been made to the ship that could affect its permanent and / or induced magnetism
- electrical or magnetic equipment close to the compass is installed, removed, or altered;
- after one (1) year from when the compass was last adjusted if the required record of compass deviations has not been properly maintained or the record of deviations are excessive; and/or
- when deemed necessary by the Master



1.5. Safety

(1) Safety Inspections required:

- Initial Safety Inspections**
All Marshall Islands vessels are required to undergo an initial safety inspection within 30 days of (a) registration, (b) re-registration should the re-registration result in both a change of ownership and management, (c) prior to resuming service at the end of a lay-up period in excess of six (6) months or (d) following any substantial structural alteration.
- Semi annual**
every 6 (six) months for passenger ships
- Annual Safety inspections**

(2) Safe Manning



- Basic Manning requirements for all Passenger Vessels over 8000 GT/3000 kW**
 - Master

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 8 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

- Chief Mate
- Second Mate
- Third Mate
- Radio Officer/ or 2 assigned Deck Officers for GMDSS
- Four (4) Able Seafarer or Able Seafarer Deck
- Two (2) Ordinary Seafarers
- Chief Engineer
- 1st Assistant Engineer
- 2nd Assistant Engineer
- 3rd Assistant Engineer
- Two (2) Oiler/Motor or Able Seafarer Engine

b. Ratings on Watch

- Navigational Watch
 - When only one (1) rating forms part of a navigational watch, the watchstander shall be qualified as an Able Seaman or GP-1.
 - When more than one (1) rating is included in a navigational watch only one (1) need be qualified as an Able Seaman. All watchstanders shall be qualified and hold certification prescribed for navigational rating watchstanders per STCW
- Engine Room Watch
 - When only one (1) rating forms part of an engine room watch, the watchstander shall be qualified to the standards and hold certification per STCW, according to the duties required to be performed.
 - When more than one (1) rating is included in an engine room watch, each rating must be qualified in accordance with the above
 - No member of the engine room watch shall be required to enter the engine room alone, except under controlled conditions

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 9 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 



c. Manning of Survival Craft:

- The Master shall place in charge of each:
 - lifeboat or other survival craft a deck officer or certificated survival craft crewman if a passenger vessel and shall also designate a second-in-command
 - life raft a member of the crew proficient in the handling and operation of life
 - rafts and one additional certificated survival craft/rescue boat crewmember shall be assigned to each davit-launched life raft and rescue chute boarding station to supervise the launching and boarding activities

- On passenger vessels, survival craft/rescue boat crewmembers are required for lifeboats in accordance with the scale given below as a standard for general guidance:

Complement of Lifeboat	Number of Certificated Survival Craft Crewmembers	Other Assigned Crewmembers
40 or less persons	2	-
41 to 61 persons	3	-
62 o 85 persons	3	2
86 or more persons	3	4

- On passenger vessels, those assigned to survival craft who have not received training as survival craft/rescue boat crewmembers should be selected to follow the directions of and assist the survival craft crewmembers in charge on the basis of their ability to remain calm, help others during a period of stress.
- Motor Lifeboats
 - Where more than two (2) survival craft/rescue boat crewmembers are required for a motor lifeboat, one of the survival craft/rescue boat crewmembers may be the required

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 10 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 



certificated engineer or rating capable of starting the lifeboat engine and trouble shooting minor engine problems

- The Master shall assign to each motor lifeboat at least one (1) member of the crew capable of working the motor. He or she shall similarly assign to each lifeboat equipped with radio and searchlight apparatus, at least one (1) member of the crew capable of working such equipment.

(3) Drills

Drills, to the extent practicable, shall be conducted as if an actual emergency existed, and as a minimum, consist of the following points:

- weather permitting, lowering of at least one (1) lifeboat to the embarkation point after any necessary preparation for launching shall be performed to ascertain that the gear is in good working order. The motor and hand-propelling gear of each lifeboat, where fitted, shall be operated sufficiently to ascertain that it is in proper operating condition.
- all fire pumps shall be started and sufficient outlets opened to determine that the system is in proper working order.
- all watertight doors in use while the vessel is underway shall be operated.
- all emergency lighting for mustering and abandonment and communications systems shall be tested at every abandon ship drill.
- persons assigned to the use of rescue and safety equipment shall demonstrate their proficiency in the use of such equipment.
- passengers shall be mustered at their stations, instructed in the use of life preservers and the crew instructed in crowd control duties.
- at the discretion of the Master, the crew may receive on-board training sessions or presentations related to lifesaving and firefighting measures in lieu of an actual weekly drill, as appropriate.
- each lifeboat shall be lowered to the water at least once in every three (3) months, when in port, and the crew shall be exercised in the use of oars and other means of propulsion where fitted.

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 11 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

- for vessels fitted with fast rescue boats, training exercises are to be carried out weekly, whereas actual launch and recovery drills are to be carried out at least every three (3) months
- crew to be exercised in the use of line throwing apparatus at least once in every three (3) months, except that the actual firing of the apparatus and the use of the service line shall not be required

(4) Lifeboats

a. Damage



When any lifeboat is damaged and declared unseaworthy or is found in need of repair and no replacement boat is readily available, it may be substituted, as a temporary measure for max of three (3) months, with life raft(s) capacity for all the persons on board, but only with specific approval of the Administration.

b. Lifeboat falls

All terminations of primary load-bearing wire rope must be formed by wedge sockets, class approved resin or white metal sockets, swaged or spelter fittings or other suitable alternative method approved by class. This includes falls for lifeboats, rescue boats and davit launched life rafts as well as hanging off pendants and recovery strops. Wire-rope grips, such as bulldog grips, are not acceptable for any primary load-bearing terminations.

c. Fall Prevention Devices (FPDs)

The Administration generally discourages the use of fall preventer devices on lifeboat release systems. However, if FPDs are provided, they must be designed, installed, inspected, and utilized in accordance with reference to the IMO guidelines

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 12 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

(5) Fuel Oil Quick Closing Valves (QCV)

- a. Blocking or disabling these valves is unacceptable under any circumstance.
- b. It is absolutely critical that they operate correctly, are maintained, and ready for use at all times.
- c. The following is therefore required:
 - the QCV operating system is capable of remotely closing all valves as designed;
 - some systems close valves sequentially and others simultaneously.
 - there is a maintenance plan in place including technical manuals containing
 - diagrams and information that describe the system components, required spare parts, operation, maintenance and repair.
 - that all engine department personnel can identify the location of each valve, the
 - respective remote closure and how to close them locally and remotely in an emergency



(6) Emergency Plans

Emergency Plans are to be approved by the Administration.

1.6. Security

(1) Drills

Drills shall test individual elements of the Ship Security Plan (SSP) and are to be conducted at least once every three (3) months;

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 13 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

(2) Exercises

- Exercises shall test the connectivity, communications and cooperation among all parties that may be involved in a security incident.
- that exercises shall be carried out at least once each calendar year with no more than 18 months between exercises;

(3) Port Facilities

When practicable, the Company and ship should participate in the drills or exercises being conducted by a port facility whereat they may be located.



(4) Stowaways

- search for stowaways must be conducted and entered in the ship's log prior to departure from each port
- the procedures, for conducting such searches should be addressed in the ship's security plan

1.7. Medical care

(1) Doctor

- Vessels, including passenger ships, carrying 100 or more persons and ordinarily engaged on international voyages of more than three (3) days' duration are required to carry a qualified medical doctor responsible for providing medical care
- The exact inventory of medicines, medical equipment and supplies should be determined by the ship owner or operator in consultation with a qualified medical professional, such as the ship's doctor or medical consultant.

 V. Ships Leisure S.A.M. <u>V.SHIPS LEISURE S.A.M.</u> <u>LOCAL WORK INSTRUCTIONS</u> <u>Summary of Flag Requirements</u>		Version: 1 (01/13)
		Revision: 0
		Page 14 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

(2) Register of controlled drugs



- Controlled drugs must be entered into the controlled drugs register on reception by the vessel.
- The information logged shall include
 - the type, quantity and date received, the doses given, including the name of the person ordering the dose, the name of the person giving it and the name of the person receiving it;
 - date and time when a dose is lost or spoiled (e.g., broken ampoule, drug prepared, but not injected, etc.);
 - a running count of remaining stocks, updated after each use; and as a min weekly
 - information on disposal, including method, drug type, amount, date, time, receipts and witness documentation, including signatures (e.g., control signature form).

1.8. ILO / MLC2006 aspects:

(1) Marshall Islands (MI) and the MLC2006

MI has ratified the MLC2006 and has implemented all its requirements into its national regulations via the Declaration of MLC2006 (DMLC) including:

- cook certification
- min age
- min hours of rest
- repatriation and unemployment compensation
- adequate and suitable accommodation, recreational facilities, living conditions, food, water and catering provisions onboard
- shipping articles (of agreement) - required official forms to be used
- seafarers id and record books
- medical certificates
- onboard complaints procedure

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 15 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

(2) Officers' Certificates of Competence (CoC)



Every Master, Mate, Chief Engineer, Watch Officer and Radio Officer shall cause his or her Certificate of Competence or Temporary Permit to be displayed on board in a conspicuous location.

(3) Medical certificates

- Unless a shorter period of required by reason of the specific duties to be performed by the seafarer concerned or is required under STCW a medical certificate shall be valid for a maximum period of two (2) years unless the seafarer is under the age of 18, in which case the maximum period of validity shall be one (1) year.
- In urgent circumstances a person may be employed without holding a currently valid official medical certificate until the next port of call where the seafarer can obtain a medical certificate from a qualified medical practitioner, provided that:
 - the period of such permission does not exceed three (3) months; and
 - the seafarer concerned is in possession of a medical certificate which is expired for a period not greater than six (6) months



(4) Onboard Complaints procedures

- Any seafarer on board a Marshall Islands flag vessel shall have the right to lodge a complaint (i.e., a labour grievance) and to have that complaint investigated, provided it is specific in nature and is alleged to constitute a breach of seafarers' rights under the Maritime Labour Convention, 2006 (MLC, 2006), or Republic of Marshall Islands law or regulation.
- Any victimization of a seafarer for filing a complaint is strictly prohibited. Victimization is understood to mean any adverse action taken or threatened

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 16 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

by any person with respect to a seafarer for lodging a complaint which is not manifestly vexatious or maliciously made.



- Officers and/or crew members may be represented in labour grievance by a labour Organization which is party to a labour contract entered into pursuant to the laws of the Republic of the Marshall Islands and which covers the officers and/or crew members
- Notwithstanding procedures laid down in an individual seafarer's contract of employment, the following procedures shall be observed:
- The onboard complaint procedures shall include:
 - Contact information for the Company Designated Person Ashore (DPA) or his/her designee;
 - Contact information for the Office of the Maritime Administrator;
 - Contact information for the Competent Authority of the seafarers' country of residence; and
 - The name of the person(s) on board ship (i.e. like the Crew Purser) who can, on a confidential basis, provide seafarers with impartial advice on their complaint and assist them in following the complaint procedures. Such assistance rendered by this person may include attending meetings or hearings, if requested by the complainant seafarer.
- Any seafarer with a complaint shall have the ability to have the matter addressed by bringing it to the attention of the proper authority on board, as provided below:
 - Immediate Supervisor
 - Head of Department
 - Master
- Complaints should be sought to be resolved at the lowest level possible; and only when the matter cannot be resolved to the satisfaction of both parties, should it be elevated to the next level.

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 17 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

- Officers and/or crew members shall, within five (5) days from the date of the alleged occurrence of the labour grievance, bring the matter to their Immediate Supervisor, Department Head, the Master or his or her appointee, who in the chain of command dealing with the grievance shall have a further five (5) days each to bring about a solution to the matter, provided that this time limit is appropriate to the seriousness of the matter.
- Notwithstanding, in all cases, seafarers shall have the right to complain directly to the Master and, where they consider it necessary, to the Company DPA or his/her designee for conciliation.
- Should a complaint reach the level of the Master, the Master shall:
 - Conduct an investigation or inquiry, as appropriate;
 - Reference the terms and conditions of employment; and
 - Seek the advice of the Company DPA or his/her designee where necessary.
- If the Master cannot reconcile the complaint, the matter should be formally referred within 10 days to the Company DPA or his/her designee who must conciliate the matter in accordance with the terms and conditions of employment.
- If a matter is to the prejudice of the Master, then a seafarer should present his/her case directly to the Company DPA or his/her designee.
- Until such time as the Company DPA's decision is received, the Master's decision shall be binding on all parties.
- External Authorities

Seafarers shall have the right to file a complaint directly to an appropriate external authority, such as, but not limited to:

- a Flag Administration Nautical Inspector;
- a Flag Administration Recognized Organization Inspector;
- a port State control official;

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 18 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

- a local seafarer labour organization representative; or
- other seafarer welfare assistance service
- Should a complaint reach the level of external authorities, that authority shall be provided with the contact information for the Office of the Maritime Administrator and requested to communicate the complaint to the Office of the Maritime Administrator.
- The Office of the Maritime Administrator shall communicate the complaint to the Company DPA who shall then be expected to resolve the matter in accordance with the terms and conditions of employment to the satisfaction of both parties.

- Unresolved Disputes



If after 20 days, conciliation acceptable to both parties cannot be reached, either party shall have a further 20 days to call upon the Office of the Maritime Administrator, or an agent appointed by the Office of the Maritime Administrator, to act as mediator to endeavor to find a solution to the matter satisfactory to the parties

- Records

- Any correspondence from the seafarer to the Company DPA or his/her designee should be signed by the Master where seen.
- All complaints and the decisions on them shall be recorded and a copy provided to the seafarer or seafarers concerned.

1.9. Environmental

- (1) All Marpol Annexes apply
- (2) There is no phase out date established for existing Halon installations and systems using CFCs on ships registered in the Marshall Islands flag.

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 19 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

- the hydrostatic testing interval of 20 years for the Halon storage cylinders may be extended by five (5) years provided certain conditions are met

- (3) Asian Gypsy Moth (AGM) inspections are required for vessels trading in the far east (ie Russia, Japan, Korea, China) and US, Canada, Mexico and Australia



1.10. Underwater Examination of Hull in Lieu of Dry-docking

- (1) The interval between the dry-dock examinations shall not exceed three (3) years.
- (2) Therefore, the first external hull examination in dry-dock during any five (5) year period shall be scheduled during the second or third year of the five year cycle.
- (3) For passenger ships of 15 years of age or less, other than Ro-Ro passenger ships, they may consider applications to permit one external hull examination in dry-dock during any five (5) year period in case there are no outstanding conditions of Class
- (4) Passenger ships of 15 years of age and over must carry out the external hull examination in dry-dock at least every other year.

1.11. Hazardous Occurrences Reporting Requirements

- (1) Initial Notification

The owner, charterer, manager, operator, Master, agent or person in charge of a vessel registered under the Maritime Act involved in a Marine Casualty, Marine Incident or Occurrence, including an Offense, shall immediately (within 24 hours) advise the Maritime Administrator of the Marine Casualty, Marine Incident or Occurrence by the fastest means possible, including fax, email, or telephone.

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 20 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

(2) Follow-Up Report

Promptly after submitting initial notification an original report signed by the Master, the highest available officer or ship's representative, shall be forwarded to the Maritime Administrator, or an official who is authorized to act for and on behalf of the Maritime Administrator. A follow-up report shall be filed whenever there is:

- actual damage to property in excess of US\$100,000;
- material damage affecting the seaworthiness or efficiency of a vessel;
- stranding, grounding, abandonment or loss of a vessel;
- causes significant harm to the environment;
- loss of life;
- injury causing any person to remain incapacitated for a period in excess of 72 hours, including occupational accidents and occupational injuries and diseases, which may not be limited to accidents or incidents involving the vessel;
- an act of armed robbery, piracy, hijacking or terrorism;
- fire on board a passenger ship; or
- port or coastal State action in response to the contravention of or non-compliance with international convention or code requirements.

(3) In all cases, the Master or Shipowner shall submit a report to the Maritime Administrator any instance of an Offense or criminal act.

(4) Reports of Fires

Masters of Passenger Ships shall promptly report by phone, fax, or email within 12 hours of occurrence, all incidents of fire, no matter how small to:



Investigations

c/o Marshall Islands Maritime and Corporate Administrators, Inc.



Telephone: +1-703-620-4880

Fax: +1-703-476-8522

Email: investigations@register-iri.com

 <p>V. Ships Leisure S.A.M.</p> <p><u>V.SHIPS LEISURE S.A.M.</u></p> <p><u>LOCAL WORK INSTRUCTIONS</u></p> <p><u>Summary of Flag Requirements</u></p>		Version: 1 (01/13)
		Revision: 0
		Page 21 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

- The casualty report should provide as much information as possible, including but not necessarily limited to the following:
 - name and official number of the passenger ship;
 - date and time (UTC/GMT) of the fire;
 - position of the ship at the time of the fire (latitude & longitude);
 - location of the fire on board;
 - time from detection of fire to first fire hose or extinguisher at the scene;
 - how the fire was detected, and by whom;
 - action taken to extinguish the fire;
 - time required to extinguish and bring the fire under control;
 - money value of damages;
 - the nature of any damage or inconvenience to passengers;
 - deaths or injuries as a result of the fire; and
 - other information that may be helpful to prevent other fires.
- The last four items above should be reported or confirmed in a follow-up report when the required information is available.
- If a fire occurs within the territorial waters of a port State, and particularly when assistance may be necessary, the casualty should be reported immediately to the port state authorities by the most expeditious means

 V. Ships Leisure S.A.M. <u>V.SHIPS LEISURE S.A.M.</u> <u>LOCAL WORK INSTRUCTIONS</u> <u>Summary of Flag Requirements</u>		Version: 1 (01/13)
		Revision: 0
		Page 22 of 22
Office: Crewing, Technical and S&Q/Marine Departments Ships: Marshall Islands flagged	#53H	Appr: VR 

(5) Retention of Voyage Records

Any vessel involved in a marine casualty shall retain for two (2) years, or until otherwise instructed, the complete records of the voyage during which the casualty occurred, as well as any other material, including Voyage Data Recorder (VDR) readouts, which might reasonably be of assistance in investigation and the determination of the cause and scope of the casualty

1.12. Port State Control (PSC)

- In the case of a vessel detained twice in two (2) years by PSC:
 - all statutory certificates may be suspended from the date of the detention and the Master and/or vessel owner/operator shall be notified in writing by the RO that the statutory certificates are invalidated or withdrawn as of the date of written notice. Upon such notice, the statutory certificates must be surrendered to the RO.
 - an Initial Audit of the Company may be required, the extent of which shall take into account the number and nature of the deficiencies.
 - an Additional Audit equivalent to a Renewal Audit and inspection of the ship may be conducted jointly by the RO and Administration.
 - if statutory certificates have been withdrawn, they shall not be reinstated until the RO has conducted renewal surveys, there are no outstanding items or recommendations, and both the Administration and port State authorities are satisfied.
- A vessel detained three (3) times in two (2) years or banned by port State control or by a specific Memorandum of Understanding (MoU) authority may:
 - cause the Document of Compliance (DoC) to be re-examined by the RO, resulting in its possible withdrawal.
 - be subject to proceedings by the Administration to delete the vessel from the Registry.