

	<b>GOVERNMENT OF ANTIGUA AND BARBUDA</b>	Document	Circ. 01-001-98
	<b>DEPARTMENT OF MARINE SERVICES AND</b>	Revision	01
	<b>MERCHANT SHIPPING (ADOMS)</b>	Page	1 of 4
	<b>Circular 01-001-98</b> <b>Responsibilities of Companies</b>	Reference	1. Administration Management Manual Policy and Objectives STCW 1978 (as amended) 2. Antigua Merchant Shipping Act

**Circular letter to:**

- **all companies having registered their ships under the flag of Antigua and Barbuda W.I.**
- **all ships registered under the flag of Antigua and Barbuda W.I.**

### 1. Definition

**Company** means the owner of the ship or any other organisation or person such as the manager, or the bare boat charterer, who has assumed the responsibility for operation of the ship from the ship owner and who, on assuming such responsibility, has agreed to take over all the duties and responsibilities imposed on the company by these regulations.

### 2. Responsibilities Overview

a) The direct responsibilities for companies are mainly derived from the STCW Convention:

- .1 reg. I/14
- .2 reg. VI/1
- .3 reg. VIII/1

b) In detail these are:

- .1 certificates
- .2 manning
- .3 record keeping
- .4 crew-coordination
- .5 ship specific ship boards familiarisation
- .6 basic safety training
- .7 elementary basic safety familiarisation for all seafarers
- .8 establishing who is responsible

These provisions of the STCW Convention are enforced by requiring Administrations to apply penalties.

To avoid such unnecessary penalty, companies, crewing agencies and ship board personnel at the management level are herewith be made aware of their responsibilities and obligations.

### 3. Responsibilities derived from STCW I/14 and A-I/14

This Administration will hold companies responsible for the assignment of seafarers for service in their ships in accordance with the provisions of the present (STCW 95) Convention and require every such company to ensure that :

- .1 **appropriate certificate:** each seafarer assigned to any of its ships hold an appropriate certificate in accordance with the provisions of the Convention and as established by the Administration.
- .2 **manning:** its ships are manned in compliance with the applicable safe manning requirements of the Administration.
- .3 **record keeping:** documentation and data relevant to all seafarers employed on its ships are maintained and readily accessible, and include, without being limited to, documentation and data on their experience, training, medical fitness and competency in assigned duties.
- .4 **ship board familiarisation:** seafarers on being assigned to any ship, are familiarised with their specific duties and with all ship arrangements, installations, equipment, procedures and ship characteristics that are relevant to their routine or emergency duties.
- .5 **crew coordination:** the ships complement can effectively coordinate their activities in an emergency situation and in performing functions vital to the safety or the prevention or mitigation of pollution.

The responsibilities of companies to ensure that the seafarers they employ meet minimum standards of competency is also stipulated by this STCW regulation.

### 4. Responsibilities derived from STCW VI/1 and A-VI/1

Mandatory minimum requirements for familiarisation and basic safety training and instructions for all seafarers means :

- .1 that all personnel who are assigned to any ship board duty will have to undergo familiarisation concerning elementary safety matters before being assigned their duties.
- .2 more comprehensive training or instruction in safety and emergency matters will have to be undertaken by seafarers with designated safety or pollution prevention duties.

### 5. Responsibilities derived from STCW VIII/1 and A-VIII/1

Companies will be hold responsible for the purpose to prevent fatigue on board of Antigua flagged ships:

- .1 to establish and enforce through the ship's command, rest periods for watchkeeping personnel.
- .2 to ensure through the ship's command that the watch system is so arranged that the efficiency of all watchkeeping personnel is not impaired by fatigue and that the duties are so organised that the first watch at the commencement of a voyage and subsequent relieving watches are sufficiently rested and otherwise fit for duty.

## 6. Company Instructions to Masters

Complete awareness about the companies policy and the requirements of the STCW Convention of utmost importance to the master and the ship's command. For this purpose similar written instructions to be made available by the companies to their masters on at least the following items:

Generate the awareness about the consequences to the ship and its personnel in case of non compliance with the requirements of the Convention.

- .1 make conscious of possible enforcement of the STCW requirements through the flag state and port state control.
- .2 ensure that all seafarers certificates of competency, endorsements and seafarer's books issued by this Administration and required by the STCW Convention, are in accordance with the requirements of this Administration and issued on the basis of a recognised valid foreign national equivalent certificate. All of these certificates must be available in original on board the ship.
- .3 ensure that the number and certificate type held by the seafarer serving on board the ship, are in conformity with the applicable "Safe Manning Certificate" of this Administration. All documents and data relevant to all seafarers employed on board are maintained and accessible.
- .4 ensure that seafarers are familiarised with their specific duties and obligations on board before they are assigned to their duties.
- .5 ensure that ships crews are able to coordinate their activities in an emergency situation on board their ship.
- .6 ensure compliance to the required rest periods to avoid fatigue.
- .7 ensure that instructions/guidelines are available for on board training.
- .8 ensure that all officers on board have appropriate knowledge of the Flag States maritime legislation.
- .9 ensure that officers onboard are in possession of the required competence and can demonstrate it in accordance with the criteria of the Convention.
- .10 ensure that STCW 95 related training carried out on board, is conducted in accordance with reg. I/6 and sect. A-I/6 and is documented in a Training Record Book (TRB) issued by the International Shipping Federation.
- .11 ensure that all seafarers on board, forming part of a watch, should be in compliance with the requirements of chapter II and III of the Convention and are able to meet the minimum standards of competence.
- .12 ensure that the provisions for the maintenance of proper radio watchkeeping and corresponding personnel is complied with at all times. All officers concerned are to be aware about misuse of radio equipment and unnecessary false alert of emergency signals.
- .13 ensure that seafarers on board tankers should comply with the requirements as defined in STCW reg. V/1 and sect. A-V/1 when applicable.
- .14 ensure that all seafarers concerned have completed the necessary training and possess the required certificates under the provisions of STCW chapter VI (emergency, safety, medical care, survival functions). These certificates should be available in original on board of the ship.

- .15 ensure that arrangements for watch keeping duties on board, meets the provisions of STCW chapter VIII. Any effort is to be made to prevent fatigue on board the ship. In observing rest period requirements overriding operational conditions are to be construed only to mean essential shipboard work which cannot be delayed for safety reasons or which cannot have been anticipated at the commencement of the voyage.
- .16 All seafarers must be informed of the direct effect of drugs and alcohol to perform watchkeeping duties. Any effort is to be made to prevent drugs and alcohol from impairing the ability of watch keeping personnel.

## **7. Control**

All items mentioned above are to be instructed to the master of the individual ship and written ship board procedures, records, lists, documentation, guidelines, entries into logbook, etc. shall be the result and will be subject to inspections and surveys carried out by the Flag State.