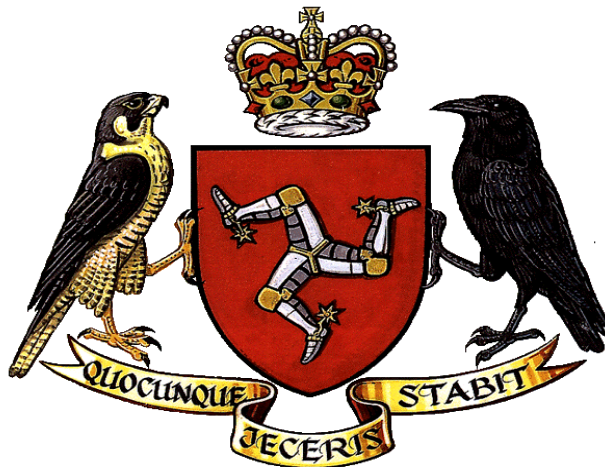


YACHT MASTER'S HANDBOOK

Applicable to Commercial Yachts over 24 metres in length



Isle of Man Marine Administration

Department of Trade and Industry

PEREGRINE HOUSE, PEEL ROAD, DOUGLAS,
ISLE OF MAN

Tel: +44 (0) 1624 688500; Fax: + 44 (0) 1624 688501: www.gov.im/dti/marineadmin

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1 CREW AGREEMENT AND ARTICLES

Introduction

Isle of Man registered yachts are required to carry and maintain the following Crew Agreements and articles -

Crew Agreement

Every Isle of Man yacht shall have an agreement in writing, in a form approved by the Marine Administration, between each person employed and the person employing him. These official crew agreements are additional to and separate from any company contract or similar document.

There is a standard form of approved crew agreement supplied by the Marine Administration for each yacht.

The crew agreement and the official log book are closely related documents. These are obtained directly from the Marine Administration.

Because the crew agreement is a requirement of both an Act of the Manx Parliament and an ILO Convention, it must be used and its correct use is of importance. Failure to keep an approved crew agreement constitutes an offence. This section sets out the main requirements for opening, maintaining, and subsequently closing a crew agreement.

The master, on opening a crew agreement for the first time should insert at the top of the first section, the name of the employer and his address. This defines the parties to the agreement and will normally be either the name of the owner or of the manager who is employing the crew of the ship. Each seaman who then signs on the list of crew becomes a party to this agreement between himself and the employer.

The crew agreement during the voyage

Once the crew agreement is opened this is to be posted up in a conspicuous place next to the contractual clauses approved by the Marine Administration. If there is insufficient room for this to be displayed, it may be located somewhere on board to which all staff has access, for example a folder on the Bridge or in the Mess Room.

Terminating a crew agreement

At the end of the crew agreement it must be closed and all persons on it who have not already done so must sign off in section (b) of the final column of the crew articles while the master should ensure that all the other shaded boxes are completed. The entry for "Date and Place of leaving the ship" should be left blank if the crew member is to sign on another crew agreement immediately and is not therefore leaving the yacht, and as noted above the reason for discharge in this case will be "agreement terminated".

As soon as a crew agreement is closed and another one opened, the old one complete with all its parts and including:

- Cover Page.
- Contractual Clauses.
- Forms ALC 1 (a),(b),(c).
- Completed Official Log Book.
- Radio logs covering the period of the agreement.(If yacht >300 GT)

Should be delivered to the Marine Administration via whichever method the yacht's operators have set up for this purpose.

Length of crew agreement:

If the yacht is employed:

On frequent short voyages around the UK or Isle of Man – maximum 6 months.

On voyages which terminate regularly in the UK or Isle of Man – maximum 12 months.

On any other type of voyage – Maximum 24 months.

Crew Articles (List of crew)

Lists of crew, Forms ALC 1(a) & (b)

These are supplied with the crew agreement are a supply of the following forms:

ALC1(a) – Used to record details of every member of the crew when they join the yacht.

ALC1(b) – Used to record details of Masters and any other persons on board other than members of the crew. Ie, Superintendents, riding squads, contract staff etc.

ALC1(c) – Used to record details of anybody under the age of 18 employed on the yacht. This is in addition to those entries for the same person on the form ALC1 (a).

Annual Leave

Staff which go on annual leave from the yacht during their contract must ensure that they sign off the articles when they leave and sign back on again when they return.

2 OFFICIAL LOG BOOK

The Official Log Books Regulations require Isle of Man ships to carry and maintain an official log book. This log book is a legal document and is an official channel of communication between the master and the Marine Administration. It is also a document which is acceptable in evidence in court proceedings, therefore it is essential that it is regularly, correctly and accurately filled in.

The Official Log Book may be kept loose leaf in a file. They are available by request via e-mail or can be downloaded from the Isle of Man Marine Administration web site as a PDF.

The entries in the log book cover such matters as records of seaman employed, musters and drills, inspections of accommodation and provisions, departure and arrival checks. The log book also has a narrative section for the recording of changes of masters, accidents and casualties, disciplinary matters, appointments of safety officers and committee meetings etc..

The various sections should be filled in as follows:-

Reference number in list of crew' refers to Official List of Crew (ALC 1(a)).

Section 2 Records of Drills, Safety Training and Safety Inspections

Entries are required for the following:-

1. Fire & Boat Drills (to be held monthly or within 24 Hrs of any new crew member with a role on the Muster List joining).
2. Inflatable/Rescue Boat Drills (to be lowered to the water monthly).
3. Life Saving Appliances and Fire Fighting Appliances Inspections (weekly and tested as appropriate on the 4th week).
4. Passenger's safety induction (shortly after boarding).
5. Any additional safety training conducted.

An example of an entry would be:-

Date	Nature of Drill, Training or Inspection	Signatures of Master and Member of crew
25/12/05	General alarm sounded, crew mustered at emergency stations for a simulated galley fire, fire pumps and fire fighting equipment tested, crew mustered to abandon ship stations. Rescue Boat crews instructed in launching procedures. No deficiencies found.	G.H.Smit Master W.Tate Mate

If for any reason a muster or drill is not held then a statement as to the reason why should be entered in Column 2. Valid reasons might be '*Yacht navigating in dense fog deemed unsafe to conduct drills*'.

Section 3 Record of Weekly Inspections of Crew Accommodation and provisions provided for the crew.

These are mandatory inspections which must be carried out by the Master accompanied by a member of the crew, for compliance with the ILO conventions. Both must sign the entry for it to

be valid.

Section 4 Voyage details and pre-departure checks.

A suitable entry to be made every time the yacht leaves a port or an anchorage. An entry is not required if the vessel 'lunch stops' at a minor anchorage. Steering gear need not be retested if it has already been done so within the previous 12 Hours.

Section 5 Narrative Section

This section should contain entries relating to:-

Changes in Master

Change in Yacht Mode Commercial/Private

Deviations to hours of rest

Accidents

Casualties

Disciplinary Matters

Crew members discharged or left behind

Desertions

Complaints

Promotions and demotions

Criminal convictions during a voyage

Illness

Deaths

Appointments of Safety Officers, representatives and committees

Meetings of Safety Committees

Wage disputes

Closing of the Official Log Book

Examples of entries would be:-

Section 1 Record of Seamen Employed

Date and hour of the occurrence	Place of the occurrence or situation by latitude and longitude at sea	Date of entry	Narrative Entry
1000Hrs 4/6/05	Nice	4/6/98	This is to certify that I have this day opened crew articles and the crew members in the list of crew have signed on the articles before me, and I have opened this Official Log Book.. A Stormy, master W. Tate Ch Officer
1215Hrs 5/7/05	San Remo	5/7/98	This is to certify that ref. No. 1 Capt. A. Stormy has been superseded as master of this yacht by ref. No. 35, Capt. G. Smit. All documents relevant to the safe navigation of the vessel and to her crew have be handed over on good order. A. Stormy, outgoing master G. Smit, master
0900Hrs 6/7/05	Antibes	6/7/98	This day the yacht changed mode to operate as a Commercial Yacht boarding a party of 12 guests at Antibes. G. Smit master W. Tate Ch Officer.
1330Hrs 12/7/05	at sea 15 deg. N 59 deg W	12/7/98	This day Mr O. Sailor, AB. No. 14 in the list of crew fell while working on deck. First aid treatment given and contact made with medical authorities ashore. Further treatment given in accordance with instructions. Mr Sailor confined to bed and under observation. Completed form ARF 1 for transmission to the Isle of Man Marine administration G. Smit master W. Tate Ch Officer
!700Hrs 13/7/05	St Kitts	13/7/98	This day Mr Sailor signed off the crew articles and landed ashore for medical treatment. G Smit master W. Tate Ch Officer
2300Hrs 24/7/05	at sea 45 deg W 30 deg S	24/7/98	This day it was reported to me that Mr G Eyes, deckhand No. 42 in the list of crew reported for lookout duty while apparently intoxicated. Interviewed Mr. Eyes and established that the allegation was correct. Mr Eyes admits to the offence and declined to make further comment. Mr Eyes was accompanied by his friend Mr Hands No 28 in the list of crew. Reprimanded Mr Eyes and informed him that his conduct was in breach of Master's orders and Company rules. Advised him that any repetition would lead to instant dismissal. Gave Mr Eyes a copy of this entry. G. Smit master W. Tate Ch Officer.
1100Hrs 27/7/05	Buenos Aries	27/7/98	This day appointed J. Navigat Second Officer as safety officer and Nos., 6, 8, and 10 in the list of crew as safety representatives to form the yachts's safety committee. G. Smit master W. Tate Ch Officer
1700Hrs 27/7/05	Buenos Aries	27/7/98	This day signed off Nos. 5, 12, and 14 in the list of crew to proceed on leave. G. Smit master W. Tate, Ch. Officer
2030Hrs 15/8/05	Cape Town	15/8/98	All crew members discharged from the crew agreement and crew agreement and official log book closed this day. G. Smit master W. Tate Ch Officer

Section 6 Births & Deaths

Instructions for completing this section are contained in the section. It should be noted that in the section for births, the signature of the mother is required while in the section for deaths, the signature of the master AND the signature of a member of the crew are both required. The crew member may be any crew member.

Official log books are normally closed after 12 months at the same time as the ship's articles of agreement, and returned to the Isle of Man Marine Administration for checking. A new official log book is then opened, the log books being available from the Marine Administration.

Multiple log books are not permitted.

3 PUBLICATIONS TO BE CARRIED

The following list provided is for guidance to masters and crew on the necessary manuals and main publications required to be carried on board yachts registered in the Isle of Man .

	Publication	Authority
1.	Manx Shipping Notices	Isle of Man Marine Administration
2.	Stability Information and Damage Control	SOLAS 74 Ch II-1/22; LL 1966/88/10
3.	Garbage Management Plan and Records	Marpol 73/78 Annex V
5.	SOPEP	Marpol 73/78 Annex I Reg. 26
6.	Oil Record Book Part 1	Marpol 73/78 Ann I Reg. 20
7.	Nautical Publications <ul style="list-style-type: none"> • International Code of Signals • Mariners' Handbook • Sailing Directions • Operational and Maintenance Instructions for Navigational Aids carried by the ship • List of Lights and Radio Signals • Notice to mariners • Nautical Almanac • Tide Tables • Tidal Steam Atlas • Navigational Tables • Manoeuvring Inf. (IMO Res. A 601(15)) 	MS (Carriage of Nautical Publications) Regs 1998 SOLAS Ch V Reg. 27
8.	Official Log Book	MS (Masters and Seamen) Act 1979 SOLAS Ch III/19.5
9.	Articles of Agreement	MS (Masters and Seamen) Act 1979
10.	Fire Training Manuals	SOLAS (2000 Amendts) Chp II-2 Reg. 15
11.	Fire Safety Operational Booklets	SOLAS (2000 Amendts) Chp II-2 Reg. 16.2
12.	LSA Training Manual	SOLAS Ch III Reg 35
13.	LSA Maintenance Instructions	SOLAS Ch III Reg. 36/35
14.	Information for Radio Installation (GMDSS)	SOLAS Chp IV Reg. 15.3
15.	Code of Safe Working Practice for Merchant Seamen	
16.	IAMSAR Manual or equivalent	SOLAS Ch V Reg.15 (2000 Amendts) Reg. 21
17.	Compass Error Book	STCW Ch VIII Reg. 34.2
18.	STCW 95	
19.	Record of last overhaul of LSA launching appliances	SOLAS Ch III/19.11

GMDSS Radio Log Book

The Merchant Shipping (Radio Installations) Regulations 1999 implementing amendments to Chapter IV of the SOLAS Convention concerning GMDSS requirements, requires Isle of Man ships to keep records of communications relating to distress, urgency and safety traffic, records of important incidents connected with the radio service, regular positions of the ship, and results of tests carried out on the radio equipment.

Instructions for the maintenance of this log are contained in the log book and log books are available from the Isle of Man Marine Administration.

The log books should be returned to the Isle of Man Marine Administration when the last entry is made.

Oil Record Book (part 1)

The Merchant Shipping (Prevention of Oil Pollution) Regulations 1986, implementing the Marpol 73/78 Convention, requires Isle of Man Ships to carry and maintain oil record books.

An *oil record book part 1*, covering machinery space operations, **shall be maintained by all ships** and shall contain entries relating to :-

ballasting or cleaning of oil fuel tanks, discharge of ballast or cleaning water from oil fuel tanks, disposal of oily residues (sludge) and discharge overboard of bilge water which has accumulated in machinery spaces, bunkering operations and accidental discharges of oil.

Such operations requiring recording are listed in the front of the oil record book.

It is most important that oil record books are regularly, correctly and accurately maintained as **they are frequently scrutinised by port state authorities** whilst checking for possible illegal discharges.

Oil record books can be obtained from the Isle of Man Marine Administration and completed books shall be kept for a period of 3 years after the last entry, but are not required to be returned to the Administration.

4 SAFETY OFFICIALS

Role of Safety Officials & Safety Committees

Every person on board a vessel has a responsibility for safety. Merchant Shipping legislation provides for specific responsibilities to those personnel with designate duties in ensuring the safety of those on the vessel. A vessel's safety culture is dependent upon the high standards of safety which can only be achieved by strong support and encouragement from the vessel's senior management.

The Regulations dealing with Safety Officials lay requirements on the company/operator for the appointment of vessel's Safety Officers, the appointment of a safety committee and the election of safety representatives with specific powers.

On every vessel in which five or more persons are employed the Company/operator is required to appoint a safety officer. The Master is required to record this appointment of a Safety Officer in the official log book. The Safety Officer should have attended a suitable training course, be familiar with the statutory responsibilities for health and safety and with the principles and practice of risk assessment. If possible the Company/operator should avoid appointing as Safety Officer anyone to whom the Master has delegated the task of giving medical treatment.

- amongst the duties of the Safety Officer it is the responsibility to ensure that the provisions of the Code of Safe Working Practices and the Company's/operator's occupational health and safety policies are complied with.
- carry out occupational health and safety inspections of each accessible part of the vessel in which the crew may be required to work at least once every three months or more frequently if there have been changes in the working conditions.
- stop any work which he reasonably believes may cause an accident and inform the Master who shall be responsible for deciding when work can safely be resumed.
- ensure the minutes of each safety committee meeting are accessible to all the crew.

On every vessel in which five or more persons are employed the Company/operator is required to make rules and arrangements for the officers and ratings to elect safety representatives. The Regulations specify that no safety representative shall have less than two years consecutive sea service since attaining the age of 18 years. The Master must record the election or appointment of safety representatives this should be in the official log book. When there is a substantial change in the number of crew the Master should remind personnel of their right to elect new safety representatives. The number of safety representatives who should be elected will vary according to the size of the crew

- in a vessel carrying fewer than 16 crew, one safety representative elected by the officers and ratings
- in a vessel carrying 16 or more crew, one safety representative elected by the officers and one elected by the ratings.

- in a vessel carrying more than 30 ratings one safety representative elected by the ratings from each of the deck engine and catering departments.

The responsibilities and duties of a safety representative include amongst others :-

- to participate in any investigations or inspections carried out by the Safety Officer subject to his agreement, or after notification to the Master, undertake similar investigations or inspections himself, whether or not they have been carried out by the Safety Officer.
- on behalf of the crew on matters affecting occupational health and safety of crew members; consult with the Master and Safety Officer and make recommendations to them, request through the safety committee an investigation by the Safety Officer of any such safety matter.
- inspect any of the records required to be kept by the Safety Officer.

Once the safety officials have been appointed or elected as may be the case, the Master shall appoint a safety committee which shall include the Safety Officer and every safety representative. The Master shall be the chairman of the safety committee. The safety committee shall hold meetings at such intervals as it may decide but in any case at intervals of not more than 6 weeks. The appointment of every safety committee shall be recorded by the Master in the official log book. The duties of the safety committee shall be amongst others :-

- to ensure that the provisions of the Code of Safe Working Practices, relevant legislation and shipping notices are complied with to improve the standard of safety consciousness among the crew.
- make representations and recommendations on behalf of the crew to the Company/operator on matters relating to occupational health and safety of the crew.
- ensure the Company's/operator's occupational health and safety policies are observed and to make recommendations for their improvement.
- inspect any of the records required to be kept by the Safety Officer and ensure that any conclusions reached on matters of safety are followed up.

It shall be the duty of the Company/operator, and Master to facilitate the work of the Safety Officer, safety representatives and safety committee in carrying out their duties, amongst others to :-

- provide access to any necessary safety information, documents, shipping notices and relevant regulations.
- inform the Safety Officer, safety representatives and safety committee of any hazards on board the ship known to them which may endanger the ship or her crew.
- permit occupational health and safety inspections of any accessible part of the vessel where crew members may be required to work.

It is very important the Master takes a close interest in the work of the safety officials. He should check the Safety Officer is fulfilling his responsibilities effectively, but should give support and encouragement. The Master is the person best situated to ensure the safety committee works successfully by encouraging all crew members to participate in the ship's safety culture.

Relevant legislation:

*M/S (Safety Officials, General Duties and Protective Equipment) Regs 2001 (SD 816/01)
Code of Safe Working Practices*

5 ACCIDENT REPORTING

Reporting and Submitting Reports.

The main documents that should be referred to are :-

Merchant Shipping (Accident Reporting and Investigation) Regulations 2001 (SD 815/01);

Manx Shipping Notice No. 39 (Revised February 2002);

Form ARF 1 Version February 2001 (or later).

The Regulations place a duty on the Master or operator to report casualties and accidents by the quickest means possible and as soon as possible after the occurrence to the Isle of Man Marine Administration. Details concerning casualties should be reported either by e-mail or phone as soon as possible, with the paperwork to follow.

The Regulations interpret accidents and casualties as follows: -

Accidents:- as an occurrence which caused material damage to any ship or structure or damage to the health of any person or serious injury.

Casualties:- cover occurrences such as, loss of life, loss of the ship, collision of the ship, pollution incidents etc..

If the Regulations are not available on board then the Manx Shipping Notice No 39 contains the same information and also details of how to fill in the ARF 1.

It should be noted that the ARF 1 is used for both accident and casualty reporting and is the only correct means of reporting these occurrences to the Isle of Man Marine Administration. Copies of this form should be on board in printed form or available on the computer. If the yacht already uses its own accident reporting form that contains all the same information that can be found in Form ARF 1, then the use of this is acceptable to the Marine Administration

If any of the above-mentioned documents are not on board then please contact the Isle of Man Representative Person of the vessel or they are available direct from the Isle of Man Marine Administration or from the website.

See Appendix 1 for ARF 1

6 HOURS OF REST

This applies to all Manx vessels except: pleasure vessels; Ships of war and troopships; Fishing Vessels and Ships not propelled by mechanical means.

Every seafarer shall be provided with “rest” in accordance with Section A-VIII/1 of the STCW Code.

“Rest” means time when a person is not on duty and is not required to be available for duty. However, in the case of the Master, Mate, Chief Engineer, and Second Engineer “rest” includes the time when the officer is required to be on board and is available for consultation and advice, but is not actively engaged in any work related to the yacht’s operations.

The time when the designated duty engineer officer in a yacht with a UMS class notation is free to sleep may be counted as “rest”. However, any time that the officer is called to answer an alarm condition shall be deemed work and the rest requirements shall apply.

The operator is required to draw up, in consultation with the master, an “**hours of rest schedule**” showing the maximum watch periods and minimum rest periods to be observed by crew members. It can only be changed after consultation with the master. The operator has a duty to ensure that sufficient personnel are provided so that the rest periods can be complied with. The “**hours of rest schedule**” shall be posted up in a place accessible to all the crew.

A copy of the “**hours of rest schedule**” shall also be attached to the official log book. Any deviations must be recorded with an explanation for the deviation. This is normally recorded in the Official Log Book.

When any crew member engaged in watchkeeping duties is involved in work associated with the following such that they cannot have the minimum “rest” required by the “**hours of rest schedule**” the master shall record the fact and reason in an annex to the official log book :-

- emergencies and situations likely to become emergencies unless action is taken;
- musters and drills;
- essential work on board which cannot be delayed for safety or environmental protection reasons; and
- factors beyond the control of the master or the operator other than commercial needs.

Records are to be kept on board for a minimum period of 3 years.

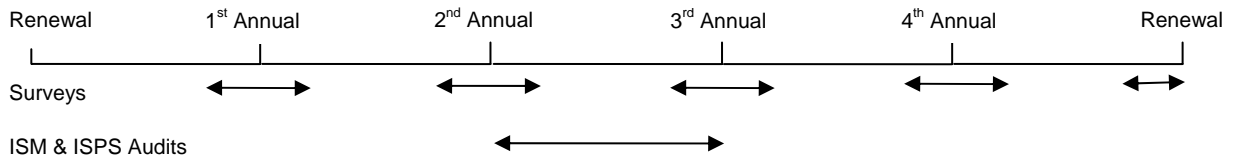
See guidance in Appendix 2: Merchant Shipping (Manning and Training)(Amendment) Regulations 2002 which includes model form for recording hours of rest

7 Isle of Man Surveyors and Classification Societies

As flag state the Isle of Man surveyors will visit the vessels at intervals of not more than three years apart. The Isle of Man is responsible for ensuring any vessels flying the Isle of Man Flag comply with all applicable International Regulations.

Certificate Cycle

Some Certificates do not expire. Those that do are issued on a 5 year cycle. This cycle works around the expiry date of the certificates (not when they were issued). There is renewal survey every 5 years, supplemented by annual surveys in-between (except ISM & ISPS which have intermediate audit at 2½ years). There is a 'time window' for completing the surveys. Renewal surveys must be completed within the last 3 months of the cycle. Annual surveys must be done ±3months of their due date. ISM & ISPS intermediates have to be done between the 2nd & 3rd annual anniversary dates:-



What is the Master required to do?

It is the Masters responsibility to request a surveyor (either IOM or Class) to conduct the surveys when they are due. Please feel free to contact us to plan a survey schedule. You will not get any reminders from us or Class, warning when surveys are due. Should the applicable surveys not be carried out within the appropriate 'time window' then the certificate(s) and Commercial Registry will become invalid.

Advance notice of when you require a surveyor is always appreciated.

Who does the audits and surveys?

When an Isle of Man Marine Administration Surveyor visits the yacht his/her visit should coincide with the 2nd or 3rd Yacht Code Annual Survey and Renewal Survey. At this time he/she will also conduct the ISM/ISPS audits (if the yacht is over 500GT). The costs for these visits are included in the monthly subscriptions

All other surveys are delegated to the Classification Society. The yacht will have been supplied with a letter and a 'Surveyor Appointment' for the attending Class Surveyor. This will clarify the delegation to him and he will request to see these documents when he visits. Please keep them in a safe place as they should be retained onboard and not removed by the Class Surveyor.

The Class Surveyor is authorised to endorse our certificates with his Class Stamp for surveys carried out by Class.

Certificate	Required for which yacht	Certificate Issued by	Renewal Survey done by	Annual Survey done by
Registry	All	IOM	-	-
Safe Manning	All	IOM	-	-
Tonnage	All	Class	-	-
Yacht Code	All	IOM	IOM	Class/IOM
Classification	All	Class	Class	Class
Load Line	All	Class	Class	Class
Radio	>300GT	IOM	Class	Class
Oil Pollution	>400GT	IOM	Class	Class
Air Pollution	>400 GT	IOM	Class	Class
Sewage Pollution	>15 Persons	IOM	Class	-
Safety Construction	>500GT	Class	Class	Class
Safety Equipment	>500GT	IOM	Class	Class
Security	>500GT	IOM	IOM	IOM (Int)
ISM	>500GT	IOM	IOM	IOM (Int)

Upon completion of any survey by Class, please send an email to marine.survey@gov.im to let us know what has been completed.

Certificate Queries, Extensions & Exemptions

Any queries or requests for exemption/extension of the above certificates must be made to the Isle of Man Marine Administration and not Class.

8 MANNING REQUIREMENTS

This section will follow in due course and is intended to outline all manning requirements for Isle of Man Yachts.

9 Continuous Synopsis Record – Yachts over 500 GRT

The International Ship & Port Facility Code (ISPS) has been introduced to establish an international framework for the deterrent of security incidents against maritime targets. A core part of certification to be carried on board is the Continuous Synopsis Record (CSR).

This is a record of the vessels history with relation to the information contained within it. All copies are to be kept on board so any changes can be traced. The following provides information on how to maintain the CSR.

Masters responsibilities and duties in the maintenance of the CSR on board ship.

As from 1st July 2004 the Master will be responsible for the proper maintenance of the Continuous Synopsis Record on board Isle of Man Registered yachts.

In order that the Master can carry out these responsibilities the following guidelines are given below.

1. Ensure that you have the latest edition of the ISPS Code on board at all times.
2. Keep all CSR documents in a separate file/folder.
3. CSR to be kept on board at all times.

On receipt of any CSR the Master should check that the details are correct and then sign it on the back page as received on board. All original CSR's should remain in the file on board the yacht, even the outdated ones.

Amendments to CSR

Under our Merchant Shipping (ISPS Code) Regulations 2004 the Master is responsible for amending the CSR and ensuring the amendments are kept in the correct order.

When any change to the current CSR requires an amendment, it must be amended without delay. If the Master initiates the amendment he must attach the original of the amendment(s) to the CSR and send a copy to the Isle of Man Marine Administration without delay.

The Master must also ensure that the Index of Amendments (Form 3) is kept up to date and attached to the current CSR in date order.

On receipt of a revised and updated CSR

The Master should sign and date the CSR and attach it to the yacht's CSR file.

The Master should check its sequential number and review the CSR to ensure that it covers all relevant Amendment Forms (Form 2) attached to the previous CSR.

In case the review establishes that there are outstanding amendments not reflected in the latest CSR, the Master should do the following:

- .1 complete new Amendment Form(s) relating to each outstanding amendment and attach it to the latest CSR
- .2 list the amendment(s) referred to in No. 1 above in the Index of Amendments (Form 3) attached to the latest CSR; and
- .3 forward copies of the Amendment Form(s) to the Isle of Man Marine Administration

In case of loss of, or damage to, any document in the ship's CSR file

In the case of loss of, or damage to, the yacht's CSR file, the Master should contact in writing the Isle of Man Marine Administration without delay, and list all the papers lost or damaged.

On receipt of such a written request the Isle of Man Marine Administration will provide duplicates of the lost or damaged papers to the yacht. The duplicates will be stamped accordingly.

Please note where the word Master is used the word Company may insert CSO particularly where the amendment may have to be initiated ashore by the CSO.

Please note that the Isle of Man will ONLY accepted amendments to the CSR on the appropriate Amendment Form 2. Also the sections NOT to be amended must be entered with the letters N/C.

10 APPENDIX 1

ARF 1 Form

11 APPENDIX 2

Hours of Rest Regulations

12 APPENDIX 3

FAQ

The intention of this section is to answer the most requested questions in a clear and precise manner. This will be continually be updated as time progresses.

1) What is required for ISM Audits:

When the vessel is due a shipboard audit for ISM, the Isle of Man Marine Administration should be contacted giving as much advance notice as possible. The Administration surveyor will visit the vessel at a time and place agreed with the Operators of the yacht. Typically our surveyor will be on board the vessel for a whole day during which time he or she will perform the SMC audit and carry out an inspection of the ship and its operations as a working vessel.

2) What about ISPS Audits

Security audits are carried out at the same time as the ISM audits. This enables these two certificates to be harmonised and so reduces the visits required to the yacht over a five year period.