

Senior Officer's Handbook



For Officers Serving on Antigua and Barbuda ships
February 2023

Antigua and Barbuda Handbook of Administrative Procedures
for Masters and Senior Officers.

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Introduction

This handbook is designed for all Masters and senior officers of Antigua and Barbuda registered vessels.

It provides simple and easy to use information regarding the administrative processes required in running an Antigua and Barbuda ship, and information about Antigua and Barbuda Merchant Shipping Regulations. These may differ from the procedures that you are familiar with in ships of other flags and this handbook attempts to provide simple guidance in the key areas.

This handbook is intended to meet the requirement in STCW Regulation I/10 for officers at the management level to have an appropriate knowledge of the marine legislation of the administration.

Senior officers should therefore be familiar with the contents of this handbook. As an understanding of the operation and requirements of flag state administrative procedures is a requirement for the issue of a flag state endorsement for Masters, Chief Engineers, Chief Mates, and Second Engineers, all applicants for an endorsement in these capacities are required to submit a signed declaration to state that they have seen this handbook and become familiar with its contents. [Click here](#) to download the Declaration.

The contents of this handbook will be regularly updated as requirements change, and Masters and senior officers are recommended to review the latest version from time to time to ensure that they remain up to date.

Masters, and other seafarers, serving in Antigua and Barbuda ships are always welcome to contact ADOMS by phone, fax or email and the administration will always try to provide the maximum assistance possible.

Further information, including current legislation and advice, can be obtained by accessing ADOMS web site at:

<https://www.abregistry.ag>

ADOMS

The Antigua and Barbuda Department of Marine Services and Merchant Shipping (ADOMS) is the Maritime Administration of Antigua and Barbuda and is responsible for the Ship Registry with its principal/head office located in St. John's, Antigua and supported by two branch offices in Germany, ADOMS Oldenburg and ADOMS IID/Elsfleth operated by Meridian Shipping Service GmbH and MARCARE – Maritime Consulting and Research GmbH, respectively. The Maritime Administration operates within the regulatory dimension of the International Maritime Shipping Industry.

ADOMS, St. John's houses the actual ship registry and deals with:

- International representation,
- Technical Policy,
- Registry of ships and maintenance of transfers, transmissions, mortgages and maritime liens
- Issue of exemptions and permissions,
- Registry of Large Yachts,
- Registry of non-Convention vessels,
- Issue of seafarer's Documents for non-Convention vessels,
- Port State Control in Antigua and Barbuda

ADOMS, Oldenburg, deals with:

- Registry of ships and maintenance of transfers, transmissions, mortgages, and maritime liens
- Issue of seafarer's endorsements and seafarers' books
- Day to day operational issues,
- Issue of exemptions and permissions

ADOMS, Elsfleth deals with:

- Planning and conduct of flag state inspections,
- Receipt and analysis of accident and other reports.
- Investigation of casualties.

ADOMS operates an [Emergency Contact Arrangements and Out of Hours Service](#) where an urgent response is needed from the Administration and the offices in Antigua and Germany are both closed.

MANNING & STCW REQUIREMENTS

Introduction

All merchant ships registered in Antigua and Barbuda must have a valid Safe Manning Document. Safe Manning Documents are only issued by ADOMS after consultation with the Owner or Manager. Classification Societies, Recognised Organisations and other organisations are not permitted to issue Safe Manning Documents to Antigua and Barbuda ships. [Click here](#) to apply for minimum safe manning document.

The Safe Manning Document will state the numbers and categories of officers and crew members that are required to be on board. The crew numbers on board must never be allowed to go below the minimum as stated in the Document when the ship proceeds to sea.

On those occasions when, due to illness accident or other unforeseen emergency a seafarer is not able to sail with the ship and there is insufficient time to obtain a replacement ADOMS will be prepared to grant permission for the vessel to sail after assessing the vessel's remaining manning and the length of time estimated before a replacement seafarer can be placed on board.

When such permission is required the Master or the Company should contact ADOMS immediately sending an explanation of the situation and the estimated date and port when a replacement can reach the ship.

When a ship is safely secured in port and provided there are sufficient members of the ship's emergency response teams available to deal with any likely emergency, and subject to any port regulations that apply, a ship may be manned by numbers less than those shown on the Minimum Safe Manning Document. This is a decision to be made by the Master in compliance with local requirements.

Officer Endorsements

All officers who are involved in watchkeeping must have a valid Antigua and Barbuda STCW Endorsement issued by ADOMS recognising their national certificate of competency.

[Click here](#) for details of the countries that Antigua and Barbuda currently has undertakings and is able to issue endorsements to certificates of competency issued by them.

Only ADOMS can issue these documents. Once a valid application has been received for any officer, ADOMS will issue a Certificate of Receipt of Application (CRA), this document is valid for 3 months maximum and can be used as evidence of an application until the final endorsement arrives from ADOMS. Port State Control Officers will accept the CRA as proof of application.

The Master must ensure that all the officers who require an endorsement have one and that they also have the original of their national certificate of competency with them on board.

These procedures are important and must be followed to show any Port State Control Inspector or flag state inspector, or auditor that the officer certification meets the STCW requirements.

Watch Keeping Ratings

All Deck and Engine Room Ratings assigned to watch keeping duties must be in possession of Watch Rating Certificates appropriate to their duties. [Directive 004-2012](#) sets out the requirements for watchkeeping and lookout arrangements in accordance with STCW.

Antigua and Barbuda does not issue Watch Rating certificates but certificates issued by countries other than Antigua and Barbuda are acceptable in Antigua and Barbuda ships provided they are issued by countries which are parties to the STCW Convention and state clearly that they are issued in compliance with STCW Reg. II/4 or II/5 (for deck ratings) or III/4 or III/5 (for engine room ratings) as appropriate.

Medical certificates

It is a key requirement of the STCW Convention, the ILO Conventions, and of Antigua and Barbuda regulations, that every seafarer has a valid medical certificate. It is the responsibility of the Master to ensure that each seafarer on joining the ship has a medical certificate. [STCW Circular 2014-001](#) provides information that reflects the latest procedures adopted by ADOMS with respect to Seafarers' Medical Certificates.

Certificates have a validity of 2 years maximum, and a seafarer's medical certificate issued by an authorised doctor (a doctor authorised to issue Seafarer's Medical Certificates) in any country which is a signatory to the STCW Convention and which is in the form specified in the STCW Convention is acceptable.

A medical certificate that expires during a voyage can be accepted until arrival at the next port where a new medical can be undertaken, and a new certificate issued. This allowance cannot extend beyond 3 months.

Seafarer's Books

Antigua and Barbuda regulations require every seafarer working on an Antigua and Barbuda ship to have an Antigua and Barbuda Seafarer's Book. [Click here](#) for further information on how to apply.

Documentation summary

The Master should be able to demonstrate and show at any time to a port state control inspector or a flag state inspector, or an auditor;

1. An original valid certificate of competency in the correct capacity for each officer.
2. A valid original Antigua and Barbuda endorsement (or a CRA) for each officer.
3. A valid medical certificate for every seafarer on board,
4. A certificate of proficiency in basic training for every seafarer on board other than officers with certificates of competency. This training shall cover;
 - a. Personal survival techniques
 - b. Fire prevention and fire fighting
 - c. Elementary first aid
 - d. Personal safety and social responsibilities
 - e. Security Awareness

Familiarisation Training

The STCW Convention requires that all seafarers undergo a brief familiarisation training programme before they start work on board. The scope of the training is intended to ensure that all seafarers on board are able to:

1. Communicate with other persons on board on elementary safety matters and understand safety information symbols, signs and alarm signals
2. Know what to do if;
 - a. A person falls overboard,
 - b. Fire or smoke is detected, or
 - c. The fire or abandon ship alarm is sounded.
3. Identify muster and embarkation stations and emergency escape routes;
4. Locate and don lifejackets
5. Raise the alarm and have a basic knowledge of the use of portable extinguishers;
6. Take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board; and
7. Close and open the fire, weathertight and watertight doors fitted in the particular ship other than those for hull openings.

There must be a system of recording this familiarisation training which will normally be documented in the ship's ISM system. It must be possible for an auditor or a port state control officer to easily verify that every person on board has received the familiarisation training.

Workplace Familiarisation Training

STCW Section A.I/14 and the equivalent provisions in the Merchant Shipping Act place a responsibility on shipowners and Masters to ensure that seafarers receive appropriate familiarisation with the job they are to perform on board and with the equipment that they will be using. This requirement is repeated in the MLC regulations.

In particular; Companies must provide written instructions and guidance to their Masters, (usually as part of the ISM system) and Masters must ensure the requirements are followed, to ensure that each seafarer upon first joining an Antigua and Barbuda flag vessel is provided with guidance and instruction that allows him to become familiar with the ship arrangements, familiar with the equipment that he will be using, familiar with ship-specific watchkeeping, safety, environmental protection matters, and emergency procedures and arrangements that he needs to know to perform his duties properly.

No Certificate is required for this workplace familiarisation training; however, it must be possible for the ship to demonstrate to a Flag State Inspector, a Port State Control Inspector, or an auditor that all seafarers on board have received this at a level appropriate to their duties. As a minimum relevant record should be maintained as a part of the ship's ISM system giving effect to Section 6 of the ISM Code. In ships not subject to the ISM code the ship should still retain suitable records.

Common Working Language

SOLAS Chapter V, Regulation 14 requires that every ship shall establish a “working language” and this must be determined by either the Company (the ISM managers) or the Master. The identity of the ship’s working language must be recorded in the logbook.

SOLAS Ch. V regulation 14 also says that where the established working language is not an official language of the flag state, all plans and lists that are required to be posted up should be translated into the working language. The official language of Antigua and Barbuda is English. Therefore, when the working language on board is not English, all:

- Muster lists,
- Schedules of hours and rest,
- Emergency duties,
- And any other safety or other essential information provided publicly for crew members and appearing on notice boards and posted up, should be translated into that working language.

Regardless of other arrangements, English is to be the working language for bridge-to-bridge communications, bridge to shore safety communications, and communications between pilots and bridge watchkeeping personnel unless there is another language that is common to both sides in the communication.

Further training and development

Proper training forms an important part of Seafarer development and Senior Officers should lead by example and offer guidance to the more junior personnel. It is also important that knowledge is refreshed, there is much information on board that can be used for refreshing knowledge. As Senior Officers it is important to not only be familiar with the vessels Safety Management System but also any related documentation or manuals, such as, but not limited to, Stability Information, Cargo Securing Manuals, Ship Specific Operational Manuals and The Code of Safe Working Practices. Thus, you can refresh your knowledge and help ensure that best practice is followed on board avoiding the taking of short cuts which impair safety.

HOURS OF WORK AND REST

Introduction

The internationally agreed requirements for Hours of Rest are contained in Section A-VIII/1 of the STCW78/95 Code, in ILO Convention No. 180 and in the Maritime Labour Convention which supersedes ILO 180 when it comes into force. You should have a copy of the STCW Convention on board or available.

The “rest” provisions in the STCW Convention apply only to watchkeeping officers but the additional requirements in the ILO Conventions make rest provisions applicable to all seafarers. The two sets of requirements are very similar, and both apply to Antigua and Barbuda ships. They must be followed.

Hours of rest

Every seafarer must be provided with not less than 10 hours rest in total in any 24-hour period, provided that:

- The 10-hour period may be divided into not more than two periods one of which shall be not less than 6 hours,
- The interval between consecutive periods of rest shall not exceed 14 hours; and
- The minimum hours of rest shall not be less than 77 hours in any 7-day period.

Situations when a seafarer is on call but is free to sleep may be counted as rest, but if at any time the normal period of rest is disturbed by callouts to work the Master, or a person authorised by him, must ensure that the seafarer is provided with an adequate compensatory period of rest.

The time when the designated duty engineer officer in a ship with a UMS class notation is free to sleep may also be counted as “**rest**”. However, any time that the officer is called to answer an alarm condition must be considered as work and as a break in that rest and in that case the amount of rest due to him must be recalculated.

Your ship should have an “Hours of Rest Schedule”. This is a document that has been drawn up by the owner or manager (whoever is responsible for operating the ship) in conjunction with the Master. It must show the maximum watch periods, work periods and minimum rest periods to be observed by all crew members and it must state on it the minimum allowable rest hours set out in the Conventions. The format for the schedule should follow closely the one in the IMO/ILO Guidelines for the development of tables of shipboard working arrangements and formats of records of seafarer’s hours of rest.

[Click here](#) to access the document.

The “Hours of Rest Schedule” must be posted up in a prominent place where it can be viewed by all seafarers and by any Port State Control Officer, Inspector, or auditor.

Such schedules must demonstrate the ability to conform to all operational requirements during the normal operation of the ship and at no time whilst the ship is at sea should there be less than two seafarers at work.

In the case of watchkeepers only, the STCW Convention, in its 2010 amendments, now contains some further provisions.

For watchkeepers the core minimum hours of rest may be divided into three periods instead of two on occasions provided that one of them is at least 6 hours in length and neither of the

other two are less than one hour and the interval between consecutive periods of rest is not more than 14 hours.

But this exception must not extend beyond two 24-hour periods in any seven-day period. In other words, this should not be normal, but may be allowed exceptionally.

Any deviations from the hours of rest in the schedule, including those allowed for watchkeepers by the STCW 2010 amendments, must be recorded with an explanation of why the deviation occurred. These records must be available for inspection on board at any time. You can decide where the deviations are recorded, and you can use any method that is effective provided that the records are available.

There is a duty on the Master to ensure that all crew involved in watch keeping are properly rested and that arrangements are adequate to always maintain a safe watch. You are required to ensure that your ship does not sail from any port unless the officers who will oversee the watch immediately after sailing have received sufficient rest to allow them to maintain a safe watch.

There will obviously be times such as;

- 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.

When these things occur it is often necessary for crew members who are involved to miss out on their minimum rest as stated in the schedule. The Master has the authority to permit this but must record the fact of the deviation and the reason for missing out on the minimum rest for those men affected.

In deciding what factors might come within “factors outside the control of the Master or the operator other than commercial needs” you will need to consider the circumstances. For example, there may be situations such as when a Port Authority demands that the ship vacate the berth when you had planned to stay longer, or when a shift of berth is demanded unexpectedly, or a change in weather requires a move to ensure the ship’s safety. All of these are valid factors beyond the control of the Master when a deviation from the minimum rest hours can be authorised.

On the other hand, a request by the charterer to sail earlier so that he may minimise port dues is not a valid factor under this definition and counts as a commercial need. It would not be grounds for seafarers not getting their minimum rest.

Ships operating a two-watch system must pay particular attention to ensuring compliance with the requirements, for example with a “6 on 6 off” watch system procedures must be in place to ensure that handovers take place in such a way that the minimum 6-hour rest period can be taken.

In determining the any 24-hour period term it should be ensured that at any time during the working period, in the past 24 hours the seafarer should always have had a minimum of 10 hours rest divided into not more than 2 periods, one of which was a minimum of six hours. Seafarers may of course be given rest periods additional to these minimum requirements.

Records of Hours

A record is required to be maintained for each seafarer showing the hours of work and rest for each day. The record is to be signed by the Master, or by someone delegated by him, and by the Seafarer who must be provided with a copy.

Copies of the seafarer's hours of rest records should be retained on board and available for inspection by Port State Control Officers or Flag State Inspectors. Inspectors will often compare the individual seafarer's records with the ship's logbooks to check that the records are correct. Falsification of records and pressurising seafarers to record incorrect hours is totally unacceptable and will result in the strongest action.

Alcohol and drugs

There is a limit on alcohol of not more than 0.05% blood alcohol level (or 0.25 mg/l alcohol in breath) for Masters, Officers and all other seafarers when performing designated safety, security and marine environmental duties. Any accident is likely to lead to the attending authorities requiring blood tests for alcohol.

The Antigua and Barbuda administration fully supports the policies of its client companies towards zero tolerance for drugs use on board ship. Seafarers who are found to have been taking drugs in any Antigua and Barbuda ship will not be issued with future endorsements or seafarer's books.

REPORTING REQUIREMENTS

Accident and Casualty Reporting

While it is appreciated that your Safety Management System has a procedure covering accidents and incidents on board, there is also a requirement for the Master or Operator to report Casualties and Accidents to ADOMS IID by the quickest means possible and as soon as possible after the occurrence.

[Miscellaneous Circular 2021-002](#) provides information on the steps and actions that should be taken on Antigua and Barbuda ships in so far as defining reportable incidents and making reports in compliance with [Directive 001-2012](#) which sets out the legal requirement for reporting of accidents.

In the system the following are important in deciding the nature of any occurrence and a reportable accident could mean any of the following:

A “marine casualty” is an event that has occurred directly in connection with the operation of a ship, and which has resulted in:

- (i) The death or serious injury to a person
- (ii) The loss of a person from a ship
- (iii) The loss, presumed loss or abandonment of a ship
- (iv) Material damage to a ship
- (v) The stranding or disabling of a ship, or the involvement of a ship in a collision,
- (vi) Material damage to marine infrastructure external to a ship that could seriously endanger the safety of the ship, another ship, or an individual, or
- (vii) Severe damage to the environment, or the potential for severe damage to the environment brought about by the damage of a ship or ships.

In other words, any death or serious injury caused directly through the operations of the ship falls into this category as does any significant damage to the ship, grounding, collision, etc. Breakdowns of main engines count as the ship being disabled and require to be reported. Very minor “bumps” are not regarded as marine casualties and do not require to be reported but any that cause death, or serious injury, or significant damage to the ship certainly do. If in doubt they should be reported.

Occupational diseases also must be reported, and these are defined as a disease contracted because of an exposure to risk factors arising from a work activity. So, if a seafarer contracts a disease through his work, this must be reported as soon as it is diagnosed.

An Occupational accident is any unexpected and unplanned occurrence, including acts of violence, arising out of or in connection with work which results in one or more workers incurring a personal injury, disease, or death. These even when they occur outside an incident that might otherwise be seen as a casualty must be reported.

Accidents to seafarers are categorised as serious when a seafarer suffers serious injury or death. A serious injury is one which is sustained by a person resulting in incapacitation where the person is unable to function normally for more than 72 hours, commencing within 7 days from the date when the injury was suffered.

Accidents should be reported to ADOMS IID as soon as possible and [Miscellaneous Circular 2021-002](#) gives guidance on exactly what to report. It is important to provide as much detail as possible. Accidents can be reported using your company's own accident report form but if this does not have sufficient detail ADOMS IID will require additional information from you. You should also include any written accident report that you prepare for the company with the accident report and a copy of any on-board investigation made in accordance with Section 9 of the ISM Code.

ADOMS records all accidents in its database and uses the information to analyse accidents and their causes across the whole Antigua and Barbuda fleet with a view to identifying changes that might be necessary to reduce accidents for all.

ADOMS will always investigate very serious casualties that involve Antigua and Barbuda ships. The scale of an investigation depends on the seriousness of the casualty and on whether a full investigation will lead to possible changes elsewhere in the fleet or even changes to the maritime conventions to prevent it happening again. For this reason, it is important that you provide an outline of what has happened as quickly as possible direct to ADOMS IID.

Often the local authorities where a casualty has occurred will also seek to investigate. It is essential that ADOMS understands the situation quickly as it will have to negotiate with the local authorities on the scale of investigation and the share of responsibilities. It may be in your owner's and your best interests that the investigation is conducted by ADOMS rather than by the local authorities and ADOMS can only ensure this when it is fully aware of the situation.

If a full investigation is initiated ADOMS IID will send one or more investigators to your ship as quickly as possible. They have powers to collect evidence, interview crew members, take photographs, collect documents, download VDR data etc. It is an offence in law to impede them. The purpose of the investigation is to establish what has happened, how it has happened, why it has happened and then to analyse this and see if there are any recommendations that can be made for general use to avoid it happening again.

Sometimes there will be information from a casualty investigation that will lead the Administration to taking it to the IMO to secure a change in SOLAS or one of the other Conventions to the advantage of all. The investigation will not apportion blame and statements made to the investigating officers will not be shown to any other person.

Other Reports

As well as reports of accidents, casualties and occupational diseases, Masters are required to report any occasion when:

1. There has been a pollution incident involving an Antigua and Barbuda ship, or
2. A Port State Control Inspection has resulted in detention.

As with accidents and casualties, the initial report should be made to ADOMS IID and should include as much information as possible.

The direct reporting contact at ADOMS IID is reporting@adomsiid.org

Reportable serious crimes

Given the differences in laws of the many jurisdictions where a ship may sail, it is not practical to provide a comprehensive list of the types and legal definitions of serious crimes that require reporting. Generally, the Master should report to the Flag State, other interested States and parties involved, including law enforcement authorities, any alleged or discovered serious crimes. These could include, but are not limited to, a suspicious death or disappearance, a criminal act leading to serious bodily injury, sexual assault, conduct endangering the safety of the vessel, or substantial loss of currency or property. The IMO have issued guidelines to assist Masters with respect to the preservation of evidence and the pastoral and medical care of persons affected, and when appropriate the collection of evidence, during the time period between the report or discovery of a possible serious crime and the time when law enforcement authorities or other professional crime scene investigators take action.

It is recognized that the risk of a serious crime taking place on a ship may be addressed through the applicable on-board security arrangements. Although the emphasis is on the need for preventive measures, the risk of a serious crime on board ships cannot be eliminated. If a serious crime is committed, it is imperative for all involved that it is fully investigated by the appropriate authorities. In addition, it is of the utmost importance that allegations of sexual assault and other serious crimes are taken seriously, that the persons affected are protected and that their pastoral needs are fully addressed. The investigation of serious crimes at sea presents challenges due to the different entities that may be involved including, but not limited to, Flag States, Coastal States, Port States and States of the nationalities of those persons on board. All investigations should be conducted in the most expeditious manner possible.

The overriding role of the Master is to ensure the safety of seafarers and passengers, which should take precedence over any concerns related to the preservation or collection of evidence. Once an allegation of a serious crime on board a ship has been made, the Master should, as soon as possible, report the allegation to the Flag State. The Master should, as appropriate, also report the allegation to the interested States and parties involved, including law enforcement authorities. It is recognized that the Master is not a professional crime scene investigator and that crew and resources to preserve and collect evidence may be limited depending on the vessel type.

The Master should ensure the persons affected are properly cared for and take measures to preserve the evidence and follow the advice of the appropriate authorities, including law enforcement authorities.

The Master should attempt to secure the scene of the alleged crime as soon as possible, with the main aim of allowing professional crime scene investigators to be able to undertake their work. The best option for preserving evidence is to seal the space, if practicable, and for all persons to be prevented from entering it. An example would be where an incident has taken place in a cabin, then the best option would be for the cabin door to be locked, the key secured and notices posted which would inform that no one should enter.

Where an incident has occurred in a space that cannot be sealed, the Master should aim to collect the evidence, bearing in mind the following advice wear fresh protective clothing such as overalls, rubber gloves (for each separate item if practical) as well as have some facial protection chemical/dust masks, to give some protection to themselves and to avoid distribution of their own fingerprints and biological material on the recovered items. Items in the open and vulnerable to weather conditions should be given priority over those that are enclosed. All items are to be photographed, identified, labelled, and logged at the location were found before removal and packaging. The camera should be set to the correct date and time before starting.

If a person is reported or believed to be missing, immediate actions should be taken to find the missing person. The ship should be searched, and consideration given to mustering those aboard as an efficient way of resolving the situation. If the missing person is not found, the relevant shipboard emergency procedures should be followed, and it should be reported to the appropriate search and rescue organization². If at any time, the Master has any reasonable grounds to suspect that the person went missing due to a criminal act, the relevant sections of the Guidelines should be followed.

All persons affected by alleged serious crimes deserve full consideration of the allegations and should receive pastoral and medical care, as appropriate.

In cases in which the Master is aware that a person has attempted suicide or has threatened to commit suicide, the Master should attempt to protect this person to the extent practicable. This person should be treated with care and respect. In such cases, the Master should seek guidance on how to proceed, either from qualified medical persons if on board, from radio medical advice or from other medical advice that may be available through the Flag State or other authorities. If it is determined that a person believed to be at risk of suicide should be disembarked from the ship, the Master should coordinate such action with the Flag State, Coastal State and/or Port State, as appropriate.

SEAFARER EMPLOYMENT

Introduction

The Merchant Shipping (Maritime Labour Convention 2006) Regulations 2012 gives effect to the requirements of the MLC. This Convention came into force on 20 August 2013 and therefore the provisions in Sections 80 and 81 of the Merchant Shipping Act 2006 which deal with employment prior to the MLC will be repealed. Those two sections describe the “old” system of crew agreements in which each ship is required to have an approved crew agreement and seafarers sign on and sign off on the list of crew.

Compliance with the MLC

The MLC is given the force of law through the Antigua and Barbuda Merchant Shipping Act 2006 (as amended) and implemented by Regulations, primarily, the Merchant Shipping (Maritime Labour Convention, 2006) Regulations 2012. All ships registered in Antigua and Barbuda are required to comply with its requirements.

For ships complying with the MLC, instead of the articles of agreement specified in the Merchant Shipping Act, each seafarer must have an individual “Seafarer’s Employment Agreement”. This must:

- (a) Specify clearly the items set out in Standard A.2.1, paragraph 4 of the MLC.
- (b) Be agreed and signed in accordance with the requirements in Standard A.2.1, paragraph 1 of the MLC.

For Antigua and Barbuda ships the minimum notice period to be specified is 7 days.

[Click here](#) for the details of other national requirements contained in the Merchant Shipping (Maritime Labour Convention 2006) regulations 2012.

For the requirement to provide a record of employment, required by MLC Standard A.2.1(a) it will be acceptable in Antigua and Barbuda ships to either issue a certificate of discharge or to make an entry in the seafarer’s discharge book. The entry can be made in the Antigua and Barbuda Seafarer’s Book or in any other official book that the seafarer carries if he wishes. Every seafarer on leaving a ship is entitled to this record and it must be provided. No reference to either quality of work or pay is to be entered in these records.

Seafarer Employment Agreements

[ILO Circular 2018-003](#) provides information on the interpretation, expectations, and requirements of the Administration in respect of seafarers' employment agreements particularly about electronic signatures, entitlement to repatriation, notice of termination and maximum fixed service periods duration applicable to all employment agreements for all seafarers on Antigua and Barbuda flagged vessels.

The MLC states that the shipowner, or his representative, and each seafarer employed shall have a signed original of the seafarer's employment agreement. Flag State Inspectors, Surveyors from Recognised Organisations undertaking MLC Certificate inspections, and Port State Control officers may ask to see the Employment Agreements. The Convention does **NOT** say that the signed originals are required to be on board and for Antigua and Barbuda ships, provided that each seafarer has received an original, it will be acceptable to carry a photocopy while he is on board. However, it is strongly recommended that each seafarer carries his original agreement with him as part of his documents.

Record Keeping

The Merchant Shipping Act 2006 requires every Antigua and Barbuda to record certain events in an Official Log Book and in case there is no official Log Book then cause other record to be kept. It remains important, however, that certain records are maintained and Masters can meet this requirement by maintaining a file in which they record:

- a) every occasion on which boat drill or fire drill is practised on board the ship.
- b) in cases of boat drill or fire drill is not practised on board the ship, the master shall cause a statement to be entered or other record to be kept as to the reasons why the drill was not practised.
- c) the engagement and discharge of every seafarer,
- d) any birth or death occurring on board,
- e) the record of wages due to any seafarer who dies during the period of engagement on board together with a list of their property
- f) details of every case of illness or injury requiring medical treatment,
- g) details of any collision or serious casualty,
- h) details of any conviction by a court of any seafarer engaged in the ship during the voyage,
- i) details of any criminal or disciplinary offense committed by a seafarer on board and the outcome.

In addition to the official log every ship is required by the maritime conventions to carry and use several other logbooks and to maintain various records. Depending on ship type and size some or all of the following logbooks and records must be kept and available for inspection;

- a) Navigational log.
- b) Engine room log,
- c) Oil Record Book,
- d) Oil Record Book Part II for tankers.
- e) Radio log,
- f) Ozone Depleting Substances log,
- g) Records of training and drills,
- h) Records of familiarisation training,
- i) Records of workplace familiarisation training,
- j) Records of steering gear testing,
- k) Records of annual service and inspection and five-year testing of life-saving appliances.
- l) Inspections of food (including freshwater testing) catering and accommodation required by MLC (2006)

In the case of items (f), to (l) the records may be those kept as a part of the ship's ISM system and do not need to be duplicated in a separate logbook provided that the records are readily available to be checked at audit or survey.

Electronic Documentation

There is no specific recommendation or preference by the Administration in respect of either paper or electronic documentation. In line with established practice and policy it is with the operators to ensure compliance of used means with applicable mandatory international regulatory requirements and as deemed appropriate according to relevant non-mandatory instruments and guidelines.

Further information is available in [Information Notice 2018-007 Required on-board Documentation and Electronic Record Keeping](#)

Regarding MARPOL electronic logbooks ERB's, ERBs may be used on board to meet the following record book and recording requirements, under the MARPOL Annexes and the NOx Technical Code:

1. Oil Record Book, parts I and II (MARPOL Annex I)
2. Cargo Record Book (MARPOL Annex II)
3. Garbage Record Book, parts I and II (MARPOL Annex V)
4. Ozone-Depleting Substances (ODS) Record Book (MARPOL Annex VI)
5. Recording of the tier and on/off status of marine diesel engines (MARPOL Annex VI)
6. Record of Fuel Oil Changeover (MARPOL Annex VI)
7. Record Book of Engine Parameters (NOx Technical Code)

Kindly see [MARPOL Circular 2020-004 MARPOL Electronic Record Books](#)

Payment of seafarer's wages

Each seafarer has the right to be paid the wages stated in the Seafarer's Employment Agreement.

Wages must be paid at monthly intervals and each Seafarer must receive a monthly account of wages due, amounts paid including additional payments and overtime where applicable.

Each Seafarer must also be provided with a means, if requested, to transmit all or part of his wages to families, dependents, or legal beneficiaries.

Discipline

In accordance with Sections 111 and 112 of the Merchant Shipping Act, any seafarer who contravenes his duties on board an Antigua and Barbuda flag vessel commits a disciplinary offence. The level of fines applicable for such offences are set out in the Merchant Shipping Act. You should be very clear that the fines set out in the Act can only be imposed by a court in Antigua and Barbuda; they cannot be imposed by the Master, or by the Company.

The following offences are specified in the Act and subject to penalties:

- a) Absences without reasonable cause from the ship at the time of duty,
- b) Desertion of the ship,

- c) Disobedience to a command of the Master or any superior seafarer,
- d) Assault or threat to the Master or superior seafarer,
- e) Acts of violence on board or off the ship against the Master or any seafarer,
- f) Pollution of the sea or negligence in preventing the pollution of the sea,
- g) Abuse of power that impinges the rights of another person on board the ship,
- h) Excessive use of alcohol and/or drugs

Masters should note that the provisions that previously allowed Masters to impose fines and deduct the money from wages are contrary to the requirements of the MLC and are no longer in place, such deductions should never be made.

Seafarers Complaints

The Antigua and Barbuda flag Administration is committed to ensuring that seafarers who serve on Antigua and Barbuda flagged ships have decent working and living conditions, a safe and secure workplace, and fair employment.

Seafarers are encouraged to use the ship's onboard complaint procedures to resolve complaints at the earliest possible opportunity in accordance with MLC 2006. However, if a complaint is unable to be resolved on board or with the shipowner, a seafarer may lodge a complaint with the Administration which will take all the necessary steps to investigate complaints and ensure that appropriate measures are taken to rectify any deficiencies.

Seafarer complaints under regulation 5.2.2. are dealt with by our Headquarters in St. John's and should be sent to technical@abregistry.ag

All information provided to the Administration will be treated as strictly confidential.

Inspections

The MLC maintains the previous requirement for regular inspections to be made of crew accommodation, food and drinking water. The Master, or an officer delegated by him, is required to inspect crew accommodation monthly. The inspection should look at and look for:

- Cleanliness of crew common areas,
- Cleanliness of crew cabins,
- Cleanliness and state of repair of sanitary facilities,
- Tidiness of all accommodation areas,
- Safety equipment in accommodation areas,
- Lighting,
- Ventilation,
- Damage or wear needing repair.

On completion of an inspection the Master must record the date and fact of the inspection and a note of any defects or necessary repairs. He should also note any previously noted repairs that have been closed out.

As well as the monthly inspection of accommodation areas, the Master must make a weekly inspection of galleys, food handling areas, storerooms, and fridges. This inspection should also be recorded and should look at:

- Cleanliness of food preparation equipment and areas,
- Lighting and ventilation in food handling areas,

- Correct repair and operation of equipment in galleys and other areas,
- Safe working practices in food handling areas,
- Cleanliness of fridges and freezers,
- Correct operation of fridges and freezers and their correct temperature settings,
- Status of safety equipment in food handling and storage areas.
- Security and quality of stores and the cleanliness of storage areas.

Any defects that are identified during the inspection should be recorded with the date when they were identified, and steps taken to rectify the defects at the first opportunity.

Testing of fresh water Supplies

Drinking water on board an Antigua and Barbuda ship is required to be tested annually for compliance with the World Health Organisation, "Guidelines for Drinking Water Quality". [Directive 02-2005](#) sets out the requirements for annual testing of ship's drinking water. It is the responsibility of the Master to arrange testing and to keep a record available on board of the last test.

If a test shows that the water quality does not meet the standards the Master should immediately plan to stop its distribution on board and arrange for the ship's drinking water system to be drained and thoroughly cleaned so that drinking water supplies on board always meet this minimum standard.

SHIPBOARD OPERATIONS

Watchkeeping

The Code to the STCW Convention, Chapter VIII contains the agreed international standards for watchkeeping. All Antigua and Barbuda ships are expected to maintain watchkeeping arrangements and the conduct of watches in line with the standards in this Chapter. The Chapter deals with hours of rest and fitness for duty, which are explained earlier in this handbook, but it also deals with Voyage Planning and the conduct of watchkeeping both for bridge watchkeepers and engine room watchkeepers. Of note are:

- Lookout,
the Convention, and Antigua and Barbuda law, require that a lookout is always maintained during the hours of darkness (in accordance with Rule 5 of the International Convention for the Prevention of Collisions at Sea, 1972, as amended.) The lookout MAY NOT be the watchkeeping officer except during daylight and then only where the Master has assessed the risks and agreed. At night there MUST be a lookout (holding a Watchkeeping Rating certificate STCW II/4) in addition to the Officer of the Watch.

- Full time bridge manning

The bridge is to be always manned when the ship is at sea.

- Principles to be Observed,

The Master and Chief Engineer as appropriate should ensure that all bridge and engine room watchkeepers are familiar with the principles to be observed in keeping a watch set out in Chapter VIII of the STCW Convention and that the principles are followed.

Voyage Planning

In accordance with the Principles of Safe Watchkeeping set out in Section A-VIII of the STCW Code, every voyage should be planned properly, and the voyage plan should be available to every bridge watchkeeper who should, in turn, be familiar with the plan.

The voyage plan should be sufficient to take the ship from safe berth to safe berth and should include pilotage areas, as the presence of a pilot DOES NOT remove the responsibility from the master and bridge watchkeepers for safe navigation.

Stowaways

It is the responsibility of the Master to ensure that a proper search is carried out at every port for stowaways. Where stowaways are subsequently found when the ship is at sea, it is the Master's obligation to ensure that these incidents involving stowaways are reported to ADOMS and to the Company as quickly as possible.

Stowaways must not be ill-treated and must be provided with food and water. They may not be made to work. However, Masters should also be aware that unauthorised personnel on board pose a risk to the security of the vessel and should take precautions accordingly.

It is recommended that every step is taken to establish the identity of any stowaways, from passports, other documents, ID cards etc. Stowaways should also be questioned carefully on discovery, and individually, to establish as much information as possible relating to their nationality, and how and where they boarded the ship. This information is crucial in ensuring that they can be landed and repatriated as efficiently as possible.

Ships arrested

It is the Master's obligation to ensure that incidents involving the arrest of an Antigua and Barbuda flag vessel are immediately reported to ADOMS.

Piracy and armed robbery

The continued threat of piracy and armed robbery at sea against ships and their crew navigating in the Somali Basin, the Gulf of Aden, the Wider Indian Ocean, and the Gulf of Guinea remains of serious concern to this flag State Administration.

The Administration fully endorses the International Maritime Organization's (IMO) efforts to counteract this threat, and the guidance it has provided to contracting Governments, shipowners, ship operators and shipmasters on counter piracy efforts.

It is the policy of ADOMS to permit the carriage of armed security teams on board Antigua and Barbuda ships operating in areas where the owners and managers feel that this measure is essential for the safety and security of the ship's crews.

Currently, owners wishing to engage armed teams need to advise ADOMS St. John's and provide a copy of the contract plus a letter of indemnity for the administration. ADOMS will by return, provide an official letter confirming the flag state's agreement to the team, which is sufficient for the purposes of most coastal states.

For ships that may call at an Indian port with an armed team on board, it is necessary to have an additional step which is to provide a list of the team members and the weapons carried. This list can be validated by ADOMS St. John's and attached to the official letter confirming agreement.

The IMO has agreed to an international ISO standard for companies providing armed security teams (Standard PAS.280007). It is expected that most reputable companies supplying teams will seek accreditation to this standard. Piracy, especially in the Indian Ocean area is a serious

concern at present. Antigua and Barbuda ships should follow the guidance contained in the current "Best Management Practices" publication (IMO, MSC.1/Circ 1339).

In the unfortunate event of attempted piracy or armed robbery attack on board an Antigua and Barbuda flag vessel, the Master should, if possible and at the earliest opportunity, inform the relevant Authorities of the coastal State concerned about the incident. As far as possible, the following information must be communicated to the relevant Authorities of the coastal State.

- a) Identity and location of the vessel,
- b) any injuries,
- c) Any information regarding the attackers (number, description, vessel used for the attack).

It is the Master's responsibility to ensure that the above information and any other information required in accordance with the instructions of ADOMS, applicable at the time of the incident, is also reported via facsimile or electronic mail to ADOMS.

Prevention of pollution

It is unlawful and subject to penalties set out in the Merchant Shipping Act, for an Antigua and Barbuda ship to discharge pollutants into the sea or to the atmosphere except when the discharge is one that is permitted by the MARPOL Convention and in accordance with the conditions imposed for discharges by that Convention.

Oil Record Books must be kept with care and in exactly the manner described in the instructions and it is the Master's responsibility to sign the book at the set intervals and to ensure that his Chief Engineer keeps the Oil Record books correctly.

Annex V of MARPOL requires that a Garbage Record Book is kept, and this must also be maintained accurately and be available for inspection by Port State Control Officers.

Annex VI of MARPOL requires that, for ships of more than 400 GT of all types and which there are on board machinery or equipment containing Ozone Depleting substances, most commonly refrigerant gases, and where there are recharging connections, that an ozone depleting substances logbook is kept. This may be an attachment to the existing engine room logbook, it may be an electronic file or it may be a separate book, provided that the essential information required by Regulation 12.7 of Annex VI to MARPOL is recorded.

All seafarers should be very aware that pollution by ships is taken very seriously and that the penalties are serious. Port State Control Officers will look carefully at log records on board and will often calculate back to uncover discrepancies. Accurate and complete records are the only proper approach.

adoption, entry into force & date of taking effect of Special Areas			
Special Areas	Adopted #	Date of Entry into Force	In Effect From
Annex I: Oil			
Mediterranean Sea	2 Nov 1973	2 Oct 1983	2 Oct 1983
Baltic Sea	2 Nov 1973	2 Oct 1983	2 Oct 1983
Black Sea	2 Nov 1973	2 Oct 1983	2 Oct 1983
Red Sea	2 Nov 1973	2 Oct 1983	*
"Gulfs" area	2 Nov 1973	2 Oct 1983	1 Aug 2008
Gulf of Aden	1 Dec 1987	1 Apr 1989	*
Antarctic area	16 Nov 1990	17 Mar 1992	17 Mar 1992
North West European Waters	25 Sept 1997	1 Feb 1999	1 Aug 1999
Oman area of the Arabian Sea	15 Oct 2004	1 Jan 2007	*
Southern South African waters	13 Oct 2006	1 Mar 2008	1 Aug 2008
Annex II: Noxious Liquid Substances			
Antarctic area	30 Oct 1992	1 Jul 1994	1 Jul 1994
Annex IV: Sewage			
Baltic Sea	15 Jul 2011	1 Jan 2013	**
Annex V: Garbage			
Mediterranean Sea	2 Nov 1973	31 Dec 1988	1 May 2009
Baltic Sea	2 Nov 1973	31 Dec 1988	1 Oct 1989
Black Sea	2 Nov 1973	31 Dec 1988	*
Red Sea	2 Nov 1973	31 Dec 1988	*
"Gulfs" area	2 Nov 1973	31 Dec 1988	1 Aug 2008
North Sea	17 Oct 1989	18 Feb 1991	18 Feb 1991
Antarctic area (south of latitude 60 degrees south)	16 Nov 1990	17 Mar 1992	17 Mar 1992
Wider Caribbean region including the Gulf of Mexico and the Caribbean Sea	4 Jul 1991	4 Apr 1993	1 May 2011
Annex VI: Prevention of air pollution by ships (Emission Control Areas)			
Baltic Sea (SO _x)	26 Sept 1997	19 May 2005	19 May 2006
(NO _x)	7 July 2017	1 Jan 2019	1 Jan 2021****
North Sea (SO _x)	22 Jul 2005	22 Nov 2006	22 Nov 2007
(NO _x)	7 July 2017	1 Jan 2019	1 Jan 2021****
North American ECA (SO _x and PM) (NO _x)	26 Mar 2010	1 Aug 2011	1 Aug 2012 1 Jan 2016***
United States Caribbean Sea ECA (SO _x and PM) (NO _x)	26 Jul 2011	1 Jan 2013	1 Jan 2014 1 Jan 2016****

status of multilateral conventions and instruments in respect of which the international maritime organization or its secretary-general perform depositary or other functions as at 31 December 2002.

* the special area requirements for these areas have not yet taken effect because of lack of notifications from MARPOL parties whose coastlines border the relevant special areas on the existence of adequate reception facilities (regulations 38.6 of MARPOL Annex I and 5(4) of MARPOL Annex V).

** the new special area requirements, which entered into force on 1 January 2013, will only take effect upon receipt of sufficient notifications on the existence of adequate reception facilities from parties to MARPOL Annex IV whose coastlines border the relevant special area (regulation 13.2 of the revised MARPOL Annex IV, which was adopted by resolution mepc.200(62) and which entered into force on 1 January 2013).

*** a ship constructed on or after 1 January 2016 and is operating in these emission control areas shall comply with NO_x tier iii standards set forth in regulation 13.5 of MARPOL Annex VI

**** a ship constructed on or after 1 January 2021 and is operating in these emission control areas shall comply with NO_x tier iii standards set forth in regulation 13.5 of MARPOL Annex VI.

Unauthorised repairs

It is the Master's responsibility to ensure that repairs which may affect the structural integrity of the vessel are not carried out without the involvement of, and agreement of, the ship's Classification Society.

Loadlines

The Master is required to record the vessel's draught fore and aft on departure from each port. This record may be contained in the bridge logbook.

The overloading of ships beyond the appropriate load line mark for the area and season is regarded as a very serious matter by ADOMS and by Port State Control authorities everywhere. Masters should take particular care to ensure that this does not happen when planning and loading cargoes and bunkers.

Port State Control

Port State Control is a fundamental part of shipboard operations. Ships will now be inspected in all parts of the world and the results are made public internationally. The results of Port State Control Inspections for Antigua and Barbuda ships are closely monitored by ADOMS and action in the form of additional Flag State Inspections, or even deletion from the register will follow a deteriorating Port State Control record or the reporting of large numbers of deficiencies.

It is expected that vessels are always ready for a Port State Inspection as they should always be in full compliance with International Regulations.

Several circulars have been issued to provide information on preparation, inspection reporting and follow up after a Port State Control Inspection.

[Miscellaneous Circular 2022-001](#) provides information on measures to mitigate the effects of port State control (PSC) inspections and resulting International Safety Management (ISM) related deficiencies.

[Miscellaneous Circular 2014-004](#) provides with information on the requirement for reporting defects following a port state control inspection.

[Miscellaneous Circular 2020-002](#) provides information in respect of AMSA Port State Control procedures and Regulatory Policies and to implement the relevant measures to be more prepared, to prevent undue delays and detention.

[Miscellaneous Circular 2018-005](#) provides information in respect of the U.S. Coast Guard Foreign Vessel Inspection and Compliance Policy and to implement relevant procedures and measures to be more prepared, to prevent undue delays and detention.

[STCW Circular 2002-001](#) provides information on the requirements for endorsements and other documents required by seafarers on Antigua and Barbuda ships and ensures that the national requirements (which are in line with those in STCW) are clear for Port State Control Officers.

Every ship detention reflects badly on the standing of the Antigua and Barbuda flag and the overall position of the flag in each port state control region. This, in turn, affects the frequency of inspections for all Antigua and Barbuda ships. It is the intention of ADOMS that the number of detentions is steadily reduced.

Masters are advised to co-operate fully with port state control authorities and to ensure that any failure or damage that occurs on the voyage and which might be seen as deficiencies at a port state control inspection, are advised fully to the local port state control authorities prior to arrival as well as to ADOMS so that appropriate action can be taken.

It is often the case that when a defect is correctly reported to ADOMS in good time so that proper documentation can be issued with appropriate equivalent measures put in place then that defect will not be listed as a PSC deficiency. For this reason, the reporting to ADOMS process is of importance.

Any detention must be reported immediately to ADOMS using reporting@adomsiid.org

Flag State control

Flag State Inspections are carried out (normally annually) by ADOMS using its worldwide network of contract Inspectors.

Masters are required to provide all assistance to the inspectors during these inspections, noting that the inspectors have the right to see all certificates, logs, seafarer's certificates, employment agreements, etc.

Masters should also ensure that, if an inspector, whether a Flag state Inspector, or a Classification Society surveyor requires to make entry into any enclosed space, the space is properly ventilated, and the atmosphere tested in accordance with the ship's ISM procedures and a permit to enter is properly issued prior to permitting entry.

Safety Committee

Every person on board a ship has a responsibility for safety. The MLC, and the Antigua and Barbuda laws giving it effect require that on every ship in which there are five or more seafarers, there must be a Safety Committee. The laws also require that the Master, or another officer designated by the Master, takes specific responsibility for the implementation of and compliance with the ship's occupational health and safety policy. If you choose to designate another officer for this task, he becomes the ship's Safety Officer, and you should make certain that this important delegation is recorded.

For Antigua and Barbuda ships the procedures outlined in the Code of Safe Working Practices for Merchant Seamen, which your ship is required to have access to, set out the key requirements for a Safety Committee and for the specific responsibilities to those personnel with designated duties in ensuring the safety of those on the ship. A ship's safety culture is dependent upon the high standards of safety, which can only be achieved by strong support and encouragement from the ship's senior management.

Amongst the duties of the Master or the Safety Officer 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. You, or the Safety Officer, are also required to:

- Investigate every accident or incident occurring on board and any potential hazard to occupational health and safety.
- Carry out occupational health and safety inspections of each accessible part of the ship 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 you reasonably believe may cause an accident and 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 ship 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.

Those who are elected as safety representatives do not have to stay in that role for the whole voyage; others can be elected to take over. You should ensure that any safety representative is briefed on their duties and responsibilities. They can:

- 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 they have been carried out by the Safety Officer
- Consult with the Master and Safety Officer on behalf of the crew on matters affecting occupational health and safety of crew members.
- 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 the Master is required to appoint a Safety Committee which includes the Safety Officer and each safety representative. The safety committee should meet whenever it chooses if the intervals between meetings are not greater than 6 weeks.

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

Safe working practices

It is the responsibility of the Company and equally of the Master and senior officers to ensure that all the seafarers on board have access to a safe working environment and go about their work in a safe manner.

All seafarers on board Antigua and Barbuda ships should be guided by the Code of Safe Working Practices for Merchant Seaman in undertaking work and preparing for work tasks.

Surveys

Statutory surveys (Loadline, Safety Construction, MARPOL, Safety Equipment, Safety Radio etc.) should be arranged in plenty of time. Annual and periodical surveys must be completed within the 6-month window occurring three months before and after the anniversary date of the certificate.

The anniversary date is the day and month of the expiry date of the certificate. If a periodical or an annual survey is not carried out within this "window" then the certificate must be renewed after a renewal survey. This takes longer and often costs more than a normal annual or a periodical survey. A certificate that has not been validated by an annual or a periodical survey within the "window" becomes invalid and cannot be later revalidated and the ship risks detention.

Renewal surveys must be carried out in the three-month window prior to the expiry of the certificate. Where required an intermediate survey must be carried out with the 2nd or 3rd annual survey and within the same time window.

As an example of this, if the certificate had been issued on 30 October 2004 with an expiry date of 31 August 2009, then the annual / periodical survey may be completed between the

dates of 31 May [i.e. 3 months before] and 30 November [i.e. 3 months after] in each of the following years i.e. 2005, 2006, 2007 and 2008. In the final year [2009] the surveys **MUST** be completed before the expiry date (in our example, 31 August 2009).

There is no 'period of grace' of 3 months after the expiry date; however, a survey completed in the final 3 month "window" for a renewal does not change the anniversary date. In our example, the renewal survey can be completed in the period 31 May 2009 to 31 August 2009 so that when the new certificate is issued, the new expiry date would be 31 August 2014.

Your ship's classification society is fully appointed to carry out all surveys; however, it is the responsibility of the Master to ensure that the ship's certificates are maintained in date. A failure to do so not only render the ship liable for detention by Port State Control but is also a major failure of the ISM requirements.

Maintenance of the CSR on board ship

Every ship is now provided with a document called a "Continuous Synopsis Record" (CSR). This is a form of logbook that stays with the ship for its whole life and records all changes of owner, flag, name, Class, ISM etc.

[SOLAS Circular 2013-005](#) provides information on the interpretation, expectations, and requirements of the Administration in respect of maintaining the CSR.

Whenever a change occurs a new section or a new document is issued and then each has a consecutive number. The numbers should show a complete record. If a ship is sold this document **MUST** stay with the ship.

As Master you are responsible for the proper upkeep of the CSR file. When you first receive a new CSR, or first join the ship, you should check that the details are correct. There is a process for amending details which you can use, and it is important that the details are always correct. Port State Control Officers will check the CSR as a matter of routine at inspections.

When any data entry in the current CSR requires an amendment, you should fill in the changes on the [CSR Form 2- change of CSR details](#) and send this to ADOMS. Place one copy of the completed Form 2 in the ship's CSR file.

The new changes will be entered in the ship's master record and a new CSR with the next number will be issued. On receipt of this you must check that it is correct, and sign it, then place it in the CSR file following the Form 2 which initiated it. After this is done you must ensure that the [CSR Form 3 Index of changes](#) is kept up to date and attached to the current CSR in date order.

If for any reason the ship's CSR records are lost or damaged it is essential that they are restored as quickly as possible to avoid potential delays to the ship's voyage. You should contact ADOMS as quickly as possible who will provide signed and stamped duplicates.

INFORMATION RESOURCES

Introduction

It is the obligation of the Master to ensure that the relevant publications are available on board the vessel as required by the relevant conventions. Some of them are available on the ADOMS website. Kindly refer to our [Publication Index](#)

This Publication index is categorized in alphabetical order according to subject matter. It provides the most current version of all the Directives and Circulars that ships flying the Antigua and Barbuda flag are required to comply with.

The most current versions of all publications are available in the [Information Center](#). Please note that previous versions (which may have been printed or downloaded) are removed and are no longer published and should be disregarded.

Where the ship has access to copies of the legislation, the Conventions, Circulars, or other information resources through an internet link or otherwise in up-to-date electronic form, there is no requirement to carry paper versions of the publications. However certain publications must be carried in paper form and these are indicated in the lists below. There are commercial entities that publish Antigua and Barbuda laws and other information and to which ships may subscribe. Where these organisations have an approval from ADOMS this will be indicated on their website. Information Resources from these sources are accepted as meeting the carriage requirements.

National Legislation

The highest-level national Antigua and Barbuda legislation is contained in the Merchant Shipping Act 2006, as amended. This is known as primary legislation and is made by the Parliament in Antigua and Barbuda.

The Act also permits the Minister to make Regulations expending on the detailed requirements and it allows the Director to make Directives which are intended to expand on the requirements and provide guidance on compliance for technical issues in accordance with powers granted by the Act. These are known as secondary legislation.

Access to the national legislation via a website or similar is considered acceptable in so far as meeting the carriage requirements is concerned.

Conventions

Antigua and Barbuda is a signatory to the main international Conventions and up to date copies of the following should be on board or available by electronic means.

1. International Convention for the Safety of Life at Sea, 1974 as amended (SOLAS 74)
2. Convention on the International Regulations for Preventing Collisions at Sea 1972, as amended,
3. International Convention for the Prevention of Pollution from Ships, 1973, Protocol of 1978, Annexes I, II, III, IV and V (MARPOL 73/78 as amended),
4. International Convention on Load Lines, 1966 (ILL 1966),
5. International Convention on Standards of Training, Certification and Watch - keeping for Seafarers, 1978 as amended,
6. Merchant Shipping (Minimum Standards) Convention 1976 (ILO Convention 147).
7. Maritime Labour Convention 2006,
8. Radio Regulations (as defined in Regulation 1V/2.1.11 SOLAS 74 as amended) or the Convention on the International Telecommunication Union and the Regulations thereto (all Ships).

Regulations, Codes and Manuals

The following Regulations and Codes should be carried as applicable and must be in printed format:

- a) International Medical Guide for ships,
- b) Pocket Guide to cold Water Survival,
- c) NAVTEX manual,
- d) International Code of Signals,
- e) IAMSAR Manual,
- f) International Maritime Dangerous Good Code IMDG Code. (for ships certified for the carriage of Dangerous Goods), (It is acceptable to have copies of the relevant and applicable parts of the IMDG Code for vessels that are carrying only certain commodities.)
- g) Medical First Aid Guide for use in Accidents involving Dangerous Goods (for ships certified for the carriage of Dangerous Goods)
- h) International Safety NET Manual,

The following Codes and manuals may be carried in electronic format or be available in electronic format via the internet.

- i) Code of Safe Working Practices for Merchant Seamen (all ships),
- j) Recommendations on the Safe use of Pesticides in Ships (all ships),
- k) International Safety Management Code (ISM Code) (all ships),
- l) Code for Safe Practice for Cargo Stowage and Securing (where applicable),
- m) Code for the Construction and Equipment of Ships carrying Liquefied Gases in Bulk (where applicable),
- n) Code for Safe Practice for Solid Bulk Cargoes (BC Code) (where applicable),
- o) International Grain Code (where applicable),
- p) Code of Safe Practice for Ships Carrying Timber Deck Cargoes (where applicable)
- q) Code for the Construction and Equipment of Mobile Offshore Drilling units (where applicable).

Directives, Circulars, and Information Notices

In addition to primary and secondary legislation, the Merchant Shipping Act allows the Director of ADOMS to, after consultation with the Minister, issue [Directives](#) for the implementation of the Act. These are also a form of Antigua and Barbuda shipping regulations that need to be followed

[Circulars](#) are used for promulgating advice and guidance on policy and technical issues and other related matters affecting Antigua and Barbuda ships that are not otherwise addressed in the Merchant Shipping Act and Regulations. Circulars also address ADOMS' interpretations of "to the satisfaction of the administration" and related matters of importance to owners, managers, seafarers, and Recognized Organizations acting on behalf of ADOMS. Circulars are to be complied with as applicable by all parties to which they apply.

[Information Notices](#) are recommendatory documents issued by the Administration to publicize important safety, security, environmental and other regulatory information which may be of interest to stakeholders.

Contact information

[Click here](#) for ADOMS contact details of all our offices.

Email for reporting of accidents/casualties and other reporting requirements:

reporting@adomsiid.org

24/7 Emergency contact

+1 268 464 77 01