

	<b>CIRCULAR Local 2013-001 (Rev 2)</b>		
	<b>DEPARTMENT OF MARINE SERVICES AND MERCHANT SHIPPING (ADOMS)</b>		
	<b>Boatmaster's Licenses</b>	Ref	SCV Code.

**Companies operating SCV certificated vessels under the flag of Antigua and Barbuda.  
Seafarers in SCV vessels registered under the flag of Antigua and Barbuda.**

### **Introduction**

The Small Commercial Vessel Code (SCV Code) which applies to vessels operating commercially in the Caribbean area of up to 24 metres in length (loadline length) was adopted by the Parliament of Antigua and Barbuda in 2008 through the Merchant Shipping (Small Commercial Vessels) Regulations 2008 (SI 2008 No. 31). This Code sets a standard for construction and equipment for the vessels it applies to. As well as construction and equipment the Code specifies qualifications for Masters and Engineers in charge of these vessels.

In the past there has not been a process whereby local boat operators can obtain in Antigua and Barbuda the Boatmaster's Licences that are the minimum standard required for operating these boats. The International Maritime Organization which is the United Nations Agency with responsibility for maritime affairs and which originated the Code is keen to see it properly implemented in the Caribbean region. At the same time cruise ship companies, hotels and tour companies are demanding evidence of training and certification for marine based tourist businesses. Responding to this, ADOMS has encouraged local companies to set up training courses for Boatmaster's Licenses.

ADOMS is now pleased to announce that the first of these is ready to accept students and this Circular is intended to set out, the operation of the scheme, the policy of ADOMS towards these qualifications, and the process for examination and certification.

### **The requirements**

ADOMS recognises that there has not previously been a facility whereby seafarers in Antigua and Barbuda can obtain the Boatmaster's qualification. As a consequence many personnel currently operating commercial vessels locally do not hold the qualification. Recognising this ADOMS will:

1. Accept existing personnel operating solely in Barbuda waters who are already employed in small commercial vessels and who have at least 6 months of experience for service in SCVs without a Boatmaster's License for a period up to 10<sup>th</sup> August 2019.
2. Accept persons with experience or service on a particular boat employed on a particular route for an extended period and who have undertaken an assessment from one of the training providers for examination for a Boatmaster's examination directly and the issue of a certificate with limitations reflecting the area of operation.
3. Waive the SCV Code requirement for the full completion of the STCW Basic Safety Training for personnel serving in SCVs that are operating solely in Antigua and Barbuda waters up to 3 miles offshore. This requirement in the Code will still apply for vessels operating further afield. Candidates for Boatmaster's Licenses will be required as a minimum to complete the Basic First Aid and Personal Survival Techniques modules of the BST Requirements.

**Grades of Boatmaster License**

Every SCV that is operating in protected waters (not more than 3 miles from a safe haven) and which is an open boat carrying 12 or less passengers should have a person in charge who holds a Boatmaster Grade 3 License.

Every other SCV that is operating in Protected Waters (not more than 3 miles from a safe haven) should have a person in charge who holds a Boatmaster Grade 2 License (minimum).

Every SCV that is operating with passengers and in Coastal Waters (up to 20 miles offshore) or operating beyond those limits should have a person in charge who holds a Boatmaster Grade 1 License.

**Requirements to obtain a license**

Candidates for Boatmaster Grade 3 must be at least 18 years of age and have evidence of at least 3 months service in a similar boat to the one for which they require a license.

Candidates for Boatmaster Grade 2 must be at least 20 years of age and have evidence of at least six months of service in SCVs including at least 3 months in a similar boat to the one for which they require a license.

Candidates for Grade 1 must be at least 21 and have at least 12 month's experience in SCVs including at least 3 months service in a similar vessel to the one they intend to serve in.

All candidates will be required to obtain a valid medical fitness certificate and to pass the examination.

**Radio**

All candidates for service in vessels with radio installations will be required to complete the VHF operator's course and produce a certificate.

**Courses**

The list of approved courses available in Antigua and Barbuda is given in Annex 2 to this Circular. As and when further courses are approved they will be added to this list.

**Examinations**

It is anticipated that applicants will be able to provide access to the boat that they are currently working on, or a similar boat, for the purposes of the examination.

The syllabuses for each grade of examination are set out in the Annexes to this Circular. In general the examination structure will be an oral examination covering the theoretical aspects of the syllabus and a practical test of boat handling and emergency manoeuvring. For Grade 1 there will be an additional practical test on the operation of any electronic navigational equipment fitted to the applicant's boat.

For those who have completed one of the approved theory courses and obtained a course completion certificate following success in the course assessment the oral part of the examination will be limited to the essential emergency situations and can be completed during the practical test. For applicants who have not completed one of the approved courses and obtained a certificate the oral part of the examination will be conducted separately from the practical test and will cover the complete syllabus and a pass at this oral part of the examination will be essential before taking the practical test.

**Issue of License**

Licenses issued by ADOMS will be valid for 3 years and can be renewed on their expiry on production of a valid medical fitness certificate.

ADOMS will charge a fee for the issuance of the Boatmaster Licence upon receipt of declaration from one the approved training providers listed in annex 2.

**Recognition of Boatmaster’s Licenses issued outside Antigua and Barbuda**

Boatmaster’s Licenses issued in other Caribbean Countries that have adopted the SCV Code can be recognised for service in Antigua and Barbuda vessels.

-----

May 2018

**Annex 1  
Syllabuses.**

<b>Boatmaster Grade 3</b>	
Theory; emergency situations (action to take)	
<b>1</b>	Recovery of a man overboard
	Loss of engine power
	Loss of steering
	Collision
	Grounding
	Accident to crew member or passenger
	Use of fire extinguishing appliances
	Use of lifesaving appliances
Theory; collision regulations	
<b>2</b>	Practical knowledge of the rules as appropriate for the area of operation
	Understanding of keeping a good lookout.
Theory; Local knowledge	
<b>3</b>	Limits to vessel operation
Theory; Seamanship	
<b>4</b>	Common nautical terms
	Interaction with other vessels
	Effects of wind and tide on manoeuvrability
	Importance of reducing speed to avoid bow or stern wave damage
Theory; Passenger Safety.	
<b>5</b>	Safety announcements
	Disposition of passengers and crew for stability and trim
	Passenger numbers and reporting systems
	Ability to demonstrate personal Lifesaving appliances.
Theory; legal responsibilities to passengers and crew	
<b>6</b>	Safe access
	Safe working practices
	Certificate of Inspection
Theory; Weather	
<b>7</b>	Sources of information
	Local conditions and effects
	Signs of approaching bad weather
Theory; Engineering Knowledge	
<b>8</b>	Basic knowledge of day to day engine and battery checks
	Knowledge of servicing a d routine maintenance
	Basic knowledge of running checks
	Fault detection, correction and emergency repairs
Theory; Prevention of pollution	
<b>9</b>	Knowledge of the requirements on garbage disposal. (Annex V MARPOL)
Practical test	
<b>10</b>	Berthing and unberthing
	Coming to and weighing an anchor.
	Making fast to and leaving a buoy,
	Boat manoeuvring in confined waters.
	Turning short round
	Knowledge of transverse thrust
	Steering a compass course and taking a rough bearing.
	VHF procedures and operation. – Where this is fitted.

<b>Boatmaster Grades 2 and 3</b>	
Theory; emergency situations (action to take)	
<b>1</b>	Recovery of a man overboard
	Loss of engine power
	Loss of steering
	Collision
	Grounding
	Accident to crew member or passenger
	Use of fire extinguishing appliances
	Use of lifesaving appliances
	Search and rescue techniques in bad weather or reduced visibility
	Choosing a suitable area for beaching
Theory; collision regulations	
<b>2</b>	Practical knowledge of the rule as appropriate for the area of operation
	Understanding of keeping a good lookout.
	Full knowledge of the regulations applicable to the local area.
	Keeping a deck log.
Theory; Local knowledge	
<b>3</b>	Limits to vessel operation
	Actions in the event of injury or death of a crew member
	Certification required by the vessel
Theory; Seamanship	
<b>4</b>	Common nautical terms
	Interaction with other vessels
	Effects of wind and tide on manoeuvrability
	Importance of reducing speed to avoid bow or stern wave damage
	Securing and stowing anchors and cables
	Selection of an anchorage
	Differences in handling between single screw and twin screw boats.
Theory; Chartwork	
<b>5</b>	Meaning of common chart symbols
	Position fixing (Grade 1 only)
	Courses to steer to allow for current and leeway (Grade 1 only)
	Familiarity with parallel rules, dividers, compasses etc. (Grade 1 only)
Theory; Life saving and fire fighting appliances	
<b>6</b>	Knowledge of the statutory requirements and appreciation of the requirement for the person in charge to be satisfied that they are all properly maintained.
	Maintenance and care of buoyant apparatus
	Use and deployment of inflatable rafts and rescue boats (Grade 1 only)
	Inflatable liferaft service requirements (Grade 1 only)
	Hydrostatic release units (Grade 1 only)
Theory; Distress signals	
<b>7</b>	Knowledge of the content of the Annex to the COLREGS on distress signals and the use of distress signals carried on the applicant's boat.
	Coastguard response to distress signals
Theory; Passenger Safety.	
<b>8</b>	Safety announcements
	Disposition of passengers and crew for stability and trim
	Passenger numbers and reporting systems
	Ability to demonstrate personal Lifesaving appliances.
	Knowledge of emergency instructions and methods of orderly evacuation having regard to the size of the vessel and its area of operations.
Theory; legal responsibilities to passengers and crew	
<b>9</b>	Safe access

	Safe working practices
	Certificate of Inspection
Theory; Weather	
<b>10</b>	Sources of information
	Local conditions and effects
	Signs of approaching bad weather
Theory; Engineering Knowledge	
<b>11</b>	Basic knowledge of day to day engine and battery checks
	Knowledge of servicing a d routine maintenance
	Basic knowledge of running checks
	Fault detection, correction and emergency repairs
Theory; Publications	
<b>12</b>	Merchant Shipping Notices (Grade 1 only)
	Regulations (grade 1 only)
Theory; Prevention of pollution	
<b>13</b>	Knowledge of the requirements on garbage disposal. (Annex V MARPOL)
	General appreciation of the regulations applicable on prevention of pollution (Grade 1 only)
	Knowledge of the factors contributing to and precautions to be observed to prevent pollution when pumping bilges and changing lub oil.
Theory; Electronic aids to navigation	
<b>14</b>	Knowledge of the use of radar, echo sounder, SATNAV or other equipment fitted to the applicant's boat.
Theory; Vessel construction and stability ( Grade 1 only)	
<b>15</b>	General ideas on vessel construction and plans available (where carried)
	Maintaining watertight sub-division
	General pumping arrangements
	General principles of workboat stability
	Heeling forces and their causes
	Wind pressure on projected areas
	Application and effects of asymmetric loading
	Over tight mooring
	Equilibrium in the heeled condition
	Simple dynamic balance
	Effect of free surface and its control
	Cranes, operation and safe operating limits
	Outline knowledge of freeboard and trim
	Use of hydrostatic data where carried.
	Knowledge of the effect of severe wind and rolling in associated sea conditions especially in following seas.
Practical test	
<b>16</b>	Berthing and unberthing
	Coming to and weighing an anchor.
	Making fast to and leaving a buoy,
	Boat manoeuvring in confined waters.
	Turning short round
	Knowledge of transverse thrust
	Steering a compass course and taking a rough bearing.
	VHF procedures and operation. – where this is fitted.

**Annex 2****Approved Boatmaster Courses.**

The following organisations operate approved Boatmaster Courses in Antigua. Applicants who are interested should contact the organisation directly for dates and costs.

**On-Deck.**

Antigua Yacht Club Marina,  
Falmouth Harbour,  
Antigua.

Tel: + 1 268 562 6696.

**Miramar Sailing School**

Jolly Harbour Marina  
North Finger  
Antigua

Tel: +1268 721 3456  
Fax: +1268 561 5909