



Rev. 0

**REPUBLIC of SAN MARINO  
MARITIME AUTHORITY**

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**SMPL – 2024-STCW-002**

**20 February 2024**

**San Marino Ship Register**

**Implementation of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978/1978, STCW, as amended**

TO: Recognised Organisations, Shipowners (Company), Managers, Masters, Seafarers, SMSR partners, SMSR brokers, Surveyors, and the general public.



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## **1. Foreword**

On 26 February 2021, by the Council Decree, n.41, full and entire implementation is given to the International Convention on Standards Training, Certification and Watchkeeping for seafarers (STCW) and the International Convention on Training Standards, Seafarers' Certification and Watchkeeping (STCW-F), in compliance with the provisions of article XIV and article 12 of the respective Conventions. The Administration issues endorsements to seafarers attesting the recognition of Certificates of Competency issued by Administrations in the STCW White List.

Under the provisions of Reg I/10 and Regulation I/2, paragraph 7, San Marino requests the Parties to provide all the necessary information and documentary evidences for ensuring the authenticity and validity of the mentioned Certificates.

## **2. Definitions**

*Administration:* San Marino Maritime Navigation Authority (SM MNA);

*Convention:* International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, in the last edition, as amended. (STCW Convention);

*CoC:* Certificate of Competency issued by the Administration;

*Company:* is the entity that is either designated under SOLAS 1974, as amended, Chapter IX/1.2 which assumes the duties and responsibilities imposed by International Safety Management (ISM) Code or, where ISM is not applicable, the entity who has accepted responsibility for the assignment of seafarers for service onboard San Marino ships in accordance with the provisions of STCW Regulation I/14;

*Approved training book:* means a record document that the Administration has approved as documentary evidence. The training book shall fulfil the conditions for training as set out in STCW. The training book must be properly filled in by the training officer and countersigned by the master or the chief engineer for deck and engine training respectively;

*Approved training or instruction:* means training or instruction that satisfies the requirements specified in appropriate STCW Regulation or STCW Code and has been approved by either the Administration or a STCW party as contained in IMO Circular MSC.1/Circ.1163, rev.13 and further amendments

*Master:* shall be deemed to be the person designated by the Company as having overall responsibility for the ship;



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*Near coastal voyages:* a voyage in which the unit does not stray more than 60 miles from a landfall. Limited only for yachts engaged in commercial use;

*Approved seagoing service:* For the purpose of verifying competency based on experience and/or training, the Administration requires a record of approved seagoing service which should be relevant to the appropriate certificate.

### **3. Implementation**

#### 3.1 National provisions - Certificate of Competency and endorsements, Reg I/2

- a) The Administration ensures that all seafarers employed onboard San Marino vessels are trained and certified in accordance with the requirements of the International Convention on Standards of Training, Certification and Watchkeeping (STCW), as amended.
- b) According to article VI of the Convention, CoC for Masters, officers or ratings shall be issued to those candidates who, to the satisfaction of the Administration, meet the requirements for service, age, medical fitness, training, qualification and examinations in accordance with the appropriate provisions of the annex to the Convention.
- c) The Certificates of competency shall be issued only by the Administration following verification of the authenticity and validity of any necessary documentary evidence.
- d) Certificates issued in accordance with the provisions of regulations V/1-1 and V/1-2 to masters and officers shall only be issued by the Administration.
- e) The Administration shall endorse such certificates to attest its recognition only after ensuring their authenticity and validity. This verification activity is carried out through direct contacts with the parties that issued such certificates to exchange the necessary information.
- f) According to article 76-decies, of San Marino Law 120, dated 2 August 2019, as amended by delegated decree, n°151 dated 26 October 2023, the dates required by the Code A-I/2, par.9, are registered in a special data base maintained by the Administration.
- g) The sea service information should be recorded in a discharge book or certificates signed by the Master or Chief Engineer (in the case of Engineering candidates only) of the respective ships and bear the stamp of the respective ship. In the case of service as Chief Engineer, the book/certificates must be signed by the Master; in the case of service as Master, the book/certificates should be signed by the Master and countersigned by a responsible official of the Company. In the absence of a discharge book or certificate, a letter from the Company containing the information on approved seagoing service may



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be acceptable. The letter should be on company letterhead with full contact details and signed by a responsible official of the Company.

**3.2 National provisions - Principles governing near coastal voyages, Reg I/3**

- a) The Administration fully adheres to the provisions set out in Regulation I/3 of the Convention. In particular, being San Marino a landlocked Country, the Administration undertakes according to Reg I/3, paragraph 2 and 3, the necessary actions to inform the neighbouring countries in whose coastal waters the maritime personnel will sail by providing details of the professional qualification, in terms of minimum requirements, navigation experience and the training courses that have been requested.
- b) Certificates of Competency in compliance with Regulation I/3 are only issued to Masters and Officers in charge of a navigational watch limited to yachts in commercial use.
- c) As per code A-I/3 on determining the conditions of the voyage, bearing in mind the effect on the safety and security of the Yachts and on the marine environment following factors shall be evaluated:
  - 1) Type of yacht and the trade in which it is engaged;
  - 2) gross tonnage of the ship and the propulsion power in kilowatts of the main machinery;
  - 3) nature and length of the voyages;
  - 4) maximum distance from a landfall;
  - 5) adequacy of the coverage and accuracy of navigational position-fixing devices;
  - 6) weather conditions normally prevailing in the near coastal voyage area;
  - 7) provision of shipboard and coastal communication facilities for search and rescue;
  - 8) The availability of shore-based support, regarding especially technical maintenance on board.

**3.3 National provisions - Investigation and Penalties, Reg I/5**

In the event that poor skills on the part of the crews in managing the ship are reported, or even worse, maritime accidents attributable to lack in ability skills or human errors should occur, the Administration will carry out an impartial investigation to identify the origin of the causes that generated the conditions of risk.

In the event that responsibilities should emerge on the part of the Masters, the officers both deck and engine, as well as responsibility on the part of the Company, adequate sanctions will be applied,



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pursuant to article 72 of the Law n°120, dated 2 August 2019.

Particular attention is paid in the following cases:

- a) a Company or a Master has engaged a person not holding a certificate as required by the Convention;
- b) a Master has allowed any function or service in any capacity required by the Convention to be performed by a person holding an appropriate certificate to be performed by a person not holding the required certificate, a valid dispensation or having the documentary proof required by regulation I/10, paragraph 5;
- c) a person has obtained by fraud or forged documents an engagement to perform any function or serve in any capacity required by the Convention to be performed or filled by a person holding a certificate or dispensation for the responsibilities involving the Companies;
- d) In cases of proven responsibility on the part of the Masters, the officers both deck and engine, the Administration or the Court will proceed with the suspension of the CoC for a period of time deemed adequate, until its definitive withdrawal, in the most serious cases.

To prevent fraud and other unlawful practices involving certificates and endorsements issued, the Administration generates certificates through an IT certified system that assigns each certificate a serial number that cannot be replicated. The validity and authenticity can be verified online.

The Administration collaborates with other Member States and third parties in investigations involving San Marino-flagged vessels.

#### 3.4 National provisions - Training and assessment, Reg I/6

The Administration ensures that the training and assessment of seafarers, as required under the Convention, are administered, supervised, and monitored in accordance with the provisions of section A-I/6 of the STCW Code.

Moreover, the responsibilities for the training and assessment of competence of seafarers, as required under the Convention, are appropriately qualified in accordance with the provisions of section A-I/6 of the STCW Code for the type and level of training or assessment involved.

Any person conducting in-service assessment of competence of a seafarer either on board or ashore,



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which is intended to be used in qualifying for certification under the Convention shall be qualified in the task for which the assessment is being made and in assessment methods and practice.

**3.5 National provisions – Communication of Information, Reg I/7**

The Administration, in addition to the information required to be communicated by article IV of the Convention, provides to the Secretary-General, within the time periods prescribed and in the format specified in section A-I/7 of the STCW Code, such other information as may be required by the Code to give the Convention full and complete effect.

**3.6 National provisions – Quality Standard, Reg I/8**

The Administration ensures that the education and training objectives and related standards of competence to be achieved are clearly defined and that the levels of knowledge, understanding, and skills appropriate to the examinations and assessment required under the Convention are identified.

The objectives and related quality standards are specified separately for different courses and training programs.

The field of application of the quality standards shall cover the certification system, all training courses and programs, examinations and assessments carried out by the Administration itself and the qualifications and experience required of instructors, with regard to the policies, systems, controls, and internal quality reviews established to ensure achievement of the defined objectives.

The Administration ensures that an independent evaluation of the knowledge, understanding, skills and competence acquisition is conducted at intervals of not more than five years in order to verify that:

- a) all applicable provisions of the Convention and STCW Code, including their amendments, are covered by the quality standards system;
- b) all internal management control and monitoring measures and follow-up actions comply with planned arrangements and documented procedures and are effective in ensuring achievement of the defined objectives;
- c) the results of each independent evaluation are documented and brought to the attention of those responsible for the area evaluated; and timely action is taken to correct deficiencies;
- d) the results of each independent evaluation are documented and brought to the attention of those responsible for the area evaluated; and



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e) timely action is taken to correct deficiencies.

**3.7 National provisions – Medical Standard, Reg I/9**

The Administration fully adheres to the requirements set out by regulation I/9 of the Convention, in particular the service eyesight standards set out in table A-I/9 and take into account the criteria for physical and medical fitness set out in paragraph 2.

Moreover, the guidance given in section B-I/9 and the related table B-I/9 of the Code regarding the assessment of minimum physical abilities are taken into account.

**3.8 National provisions – Recognition of Certificates, Reg I/10**

The Administration fully adheres to the provisions of Regulation I/10 in order to recognise, by endorsement in accordance with regulation I/2, paragraph 7, a certificate issued by or under the authority of another Party to a Masters, officers, or radio operators;

- a) Seafarers who present, for recognition, certificates issued under the provisions of regulations II/2, III/2 or III/3, or issued under regulation VII/1 at the management level, as defined in the STCW Code, shall have an appropriate knowledge of the maritime legislation of the Administration relevant to the functions they are permitted to perform;
- b) The Administration accepts, in principle, certificates issued by or on behalf of STCW Parties, according to the list set out in the annex of MSC.1/Circ.1163/Rev.13 and further amendments. However, in case of need to proceed with further clarifications, the Administration contacts the involved Party directly;
- c) The Administration may, if circumstances require, allow a seafarer to serve for a period not exceeding three months on board a ship entitled to fly its flag, while holding an appropriate and valid certificate issued and endorsed as required by another Party for use on board that Party's ships but which has not yet been endorsed so as to render it appropriate for service on board ships entitled to fly the flag of the Administration. In this case, documentary proof shall be readily available that application for an endorsement has been submitted to the Administration.

**3.9 National provisions – Revalidation of Certificate, Reg I/11**

Where the certificate requires revalidation, this means establishing professional competence or maintaining the required standard of competence in accordance with the applicable international





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requirements. Dependent on the certificate, the Administration will accept the following as evidence of continued professional competence:

Approved seagoing service, performing functions appropriate to the certificate held, for a period of at least:

- a) twelve months in total during the preceding five years, or
- b) three months in total during the preceding six months immediately prior to revalidating; or
- c) having performed functions considered to be equivalent to the seagoing service required (twelve months), or
- d) passing an approved test; or
- e) successfully completing an approved training course or courses; or
- f) having completed approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which it is valid.

Continued professional competence for tankers as required under regulation I/11, paragraph 3 shall be established by:

- a) approved seagoing service, performing duties appropriate to the tanker certificate or endorsement held, for a period of at least 3 months in total during the preceding 5 years; or
- b) successfully completing an approved relevant training course or courses.

Continued professional competence for masters and officers on board ships operating in polar water shall be established by:

- a) approved seagoing service, performing functions appropriate to the certificate held, for a period of at least two months in total during the preceding five years; or
- b) successfully completing an approved training course or courses; or
- c) passing an approved test.

**3.10 National provisions – Use of Simulator, Reg I/12**

The Administration ensures that any simulator used for mandatory simulator-based training shall:



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- a) be suitable for the selected objectives and training tasks;
- b) be capable of simulating the operating capabilities of shipboard equipment concerned, to a level of physical realism appropriate to training objectives, and include the capabilities, limitations and possible errors of such equipment;
- c) have sufficient behavioural realism to allow a trainee to acquire the skills appropriate to the training objectives;
- d) provide a controlled operating environment, capable of producing a variety of conditions, which may include emergency, hazardous or unusual situations relevant to the training objectives;
- e) provide an interface through which a trainee can interact with the equipment, the simulated environment and, as appropriate, the instructor;
- f) permit an instructor to control, monitor and record exercises for the effective debriefing of trainees.
- g) The assessment of competence, the additional performance standards for Radar and ARPA, simulator training objectives, training procedures, assessment procedures, qualification of instructors and assessors shall be in compliance with the Code, section A-I/12.

**3.11 National provisions – Responsibilities of Companies, Reg I/14**

- a) In accordance with STCW Regulation I/14 the Company is responsible for ensuring that the ship is manned in compliance with the Minimum Safe Manning Document by properly trained, qualified, certificated and medically fit seafarers;
- b) The Company must verify the validity and authenticity of all seafarers' sea service, certificates and documents. This responsibility remains with the Company, irrespective of the use of recruitment and placement (manning/crewing) agents to arrange the placement of seafarers on board ships;
- c) The Company must verify that seafarers assigned to the vessel have the required valid certification, including applicable flag state endorsements, and are suitably trained to undertake their intended duties, including the operation of shipboard equipment;
- d) The Company and the master shall ensure that all persons, prior to undertaking their assigned shipboard duties, have valid medical fitness certificates and valid original certificates, or documentary evidence of the required training to undertake their assigned tasks;



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- e) The Company and the master shall ensure that all persons, on joining a ship or unit, are immediately given appropriate familiarisation training with respect to emergency, safety and, if applicable, security, in addition to their respective duties and functions;
- f) The Company and the master shall ensure that records are maintain of all training conducted onboard. The Administration may accept the training records being maintained electronically.