



Rev. 0

**REPUBLIC of SAN MARINO  
MARITIME AUTHORITY**

**MAIN CONTACT: SAN MARINO SHIP REGISTER**

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**San Marino Maritime Regulation**

**SMMAR – 2025-ADM-003**

**15 January 2025**

**San Marino Ship Register SMSR**

**Application Regulation for the Provision of Study Programs Restricted to Individuals Interested in the implementation of educational courses with the aim of obtaining limited Certificates of Competency (CoC) of officers in charge of a navigational watch and of masters on ships of less than 500 gross tonnage, on near coastal voyage, up to 60 miles from a landfall, limited for yachts engaged in trade pursuant to Article 10, Paragraph 3 of REGULATION No. 6 of February 16, 2024.**

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



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Rev. n	Date	Changes	Initials
0	15/01/2025	n/a	gg



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**Art.1**  
**(Subject)**

1. This Implementing Regulation, within the scope of Article 10, paragraph 3, of Regulation No. 6 of 16 February 2024, governs:
  - a) the requirements for authorization to deliver study programs aimed at obtaining maritime professional qualifications of officers in charge of a navigational watch and of masters on ships of less than 500 gross tonnage, on near coastal voyage, up to 60 miles from a landfall, limited for yachts engaged in trade. In particular, it regulates the study programs for individual subjects; the professional qualifications of trainers; the requirements for logistical training facilities; examination methods; periodic audits and inspections of the training facilities; the costs associated with granting authorizations and related audits/inspections, and finally, the provision of penalty regulations, which will be detailed in a subsequent delegated decree pursuant to Article 78 of Law No. 120 of 2 August 2019, as amended;
  - b) the procedures for submitting applications, as outlined in Article 2, paragraph 1, letter c) of the aforementioned Regulation No. 6/2024, by the proposing entity intending to submit a project concerning maritime professional training under the STCW 78 Convention, as amended, pursuant to Article 8, paragraph 1, letter a), numbers 8 and 9 of the aforementioned Regulation No. 6/2024.

**Art. 2**  
**(Application and inspection of the facilities)**

1. The applying party as per art. 1, par. 1 shall submit to the Authority a request as in Annex I to this document, in electronic format, for the authorization to provide maritime professional educational courses to obtain the Certificate of Competency CoC as officers in charge of a navigational watch and of masters on ships of less than 500 gross tonnage, on near coastal voyage, up to 60 miles from a landfall, limited for yachts engaged in trade
2. Upon receiving the request, the Authority shall contact the proposing entity and schedule, within ninety days, the timeline for the initial audit referred to in Article 7 below, which will be conducted by the Authority directly at the premises of the Training Center concerned, to assess the center's compliance with the requirements established by this Regulation.

**Art. 3**  
**(Syllabi for professional maritime training)**

1. Maritime educational centers shall submit with their application a syllabus for each course they intend to offer, developed in compliance with part A of the STCW Code (table II/3) considering, where applicable, the e-learning methodology.



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2. Training material, equipment, and infrastructure must be adequate for carrying out the training courses in compliance with IMO requirements, and with respect to quality management system UNI EN ISO 9001:2015. The quality management system shall include the whole educational process, in compliance with international standards set out in the STCW International Convention, as amended.

**Art. 4**

**(Professional competencies of the trainers)**

1. Trainers must be expert qualified trainers in the maritime sector and must possess one of the following titles in respect to the training to be provided:
  - Naval architect;
  - Captain of naval ships;
  - Chief Engineer in possession of an unlimited CoC with regard to engine power;
  - Captain of merchant vessels in possession of an unlimited CoC;
  - Secondary education teaching staff for the maritime profession;
  - University professor in the specific topics of the training to be provided;
2. For training courses carried out with the support of simulators, the trainer must possess the qualifications necessary for training with simulators, for each specific course, as per IMO Guidelines n. 6.10.
3. Training staff must possess qualifications and training in compliance with IMO Model Course 6.09 with regard to methodology, evaluation, and assessment of the training provided.
4. Experience and qualifications of the training staff shall be submitted to the Authority as annexes to the application, as follows:
  - University degrees;
  - Certificates of Competency as per STCW requirements;
  - Training certificates;
  - Teaching licences and qualifications.
5. The director of the training centre shall possess one of the requisites listed in par. 1 and shall be responsible for the management of the training centre with regard to the quality of the training provided in compliance with the STCW International Convention, as amended, and in line with the principles of quality management as per UNI EN ISO 9001:2015.

**Art. 5**

**(Requisites of the logistical structures employed in the training)**

1. In addition to the requisites listed in the previous articles the educational centers must prove during the audit process to possess the following:
  - a) A quality management system in compliance with norm UNI EN ISO 9001:2015, covering the entire training process, certified by an accredited institution;
  - b) An organizational structure with chart listing tasks, roles, and responsibilities the staff.



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- c) A list of educational staff fit for the subjects they are qualified to teach.
- d) A list of the necessary educational material, including syllabi for each course, in compliance with part A of the STCW Code;
- e) Full floor plans of the facilities used in the training, from which it is possible to discern the classrooms where the theoretical training will take place, with indications of square meters and number of seats. Moreover, the facilities must comply with national legislation with regard to use and safety standards.
- f) List of equipment used in the educational courses;
- g) List of external sites where the practical activities are performed. The sites must be in compliance with national legislation with regard to use and safety standards for both participants and educational staff. A risk-assessment evaluation must also be submitted;
- h) Electronic copies of the syllabus for each course, in line with part A of the STCW Code;
- i) Documents for the collection of names and signatures of attending participants and countersignatures by the educational staff. If the education course is carried out in e-learning mode, a list of attending participants shall be signed by the trainer daily.

**Art. 6**

**(Manners of examination following the training courses)**

- 1. At the end of each training course, the training centers shall carry out written tests, integrated by practical examinations, where applicable, with the supervision of an examination commission appointed by the educational center director.
- 2. The examination commission shall include the training center director and two expert trainers with professional titles as listed in art. 4.
- 3. Minutes of the examinations and final results shall be produced and signed by the commission and kept on record for a minimum of ten years, for perusal by the Authority.
- 4. The director shall submit to the Authority the schedule of examinations for each year with the aim of allowing the Authority or its representatives to be present during the examinations or during the education sessions, where deemed necessary. The expenses relating to the presence of the Authority or its representatives shall be settled by the education centers in accordance with the provisions of art. 8.

**Art. 7**

**(Audit and verifications of authorized education centers)**

- 1. The Authority or its representatives shall carry out the following audits:
  - a) Initial audit for the authorisation process, which includes inspection of the facilities in accordance with art. 5 of this Regulation, and the involvement of the educational staff. The authorization shall remain valid for a period of five years.
  - b) Renewal audit for re-authorization after five years, with the same criteria as listed above.
  - c) Occasional audits whenever the Authority deems necessary and without notice.



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**Art. 8**

**(Costs related to the issuing of the authorisations and of the related audits and verifications)**

Type	Authorisation fees	Audit fees (art. 7)	Auditor fees	Auditor travel and accommodation expenses
<b>Training course to obtain a CoC for Yacht Master &lt;500GT near-coastal</b>	1'500 €	1'500 € for the first day, and 1'000€ from day 2 for each auditor	800 €	During travel and audit session at the training centre's facilities

Expense reimbursement and fee settlement are described in the documentation provided by the Authority with regard to the audit plan, to be accepted by the applicant.

**Art.9**

**(Insurance policy)**

- 1) As part of the audit process, the applicant shall provide copies of third-party liability insurance policies, covering material and physical damage during the training activities, with adequate maximum coverage not inferior to 1'000'000 €.
- 2) This authorization is limited to the provision of training courses after ascertaining compliance with the STCW Convention, as amended, and does not exempt the applicant from acquiring all necessary authorizations in accordance with national legislation. The Authority or its representatives are exempt from liability following the activities and behaviour of the educational centers in violation of the terms of this Regulation. The Authority or its representatives are exempt from liability for any behaviour or action by the education centers in violation of health and safety norms of the participants or any attending third parties to the education centers.

**Art. 10**

**(Sanctions and transitional regime)**

1. Institutions, companies, or parties violating the provisions of this Regulation and aforementioned Regulation 6/2024, shall be liable for administrative sanctions from 1'000 € to 5'000 € for each violation and, in the case of reiterated violations, to revocation, until entry into force of a new Delegated Decree regulating the details of the sanctions regime.
2. Following any deficiencies detected in the audit process with regard to the training provided, or the manners of execution of the training courses, the authorisation shall be suspended until said deficiencies are permanently rectified, or revoked in more serious cases as deemed necessary by the Authority or its representatives.



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**FORM 12 – Application for the authorisation to Offer Study Programs Restricted to Individuals Interested in implementation of educational courses with the aim of obtaining limited certificates of competency (CoC) of officers in charge of a navigational watch and of masters on ships of less than 500 gross tonnage, on near coastal voyage, up to 60 miles from a landfall, limited for yachts engaged in trade**

**(in accordance with art. 10, par. 3 of Regulation n. 6 of 16 February 2024 and art. 2 subsection 1 of the regulation SMMAR – 2025-ADM-003)**

*Please fill out the below form in digital form.*

1. Training Centre details			
Company Name			
Address			
City		Region/State	
Country		VAT number	
Legal Representative's name			
Legal Representative's address			
Nationality		ID number	
Telephone		E-mail	

**Application for**

Authorisation to provide professional educational training aimed at attaining the maritime professional title of Commercial Yacht Captain for vessels under 500 GT engaged in coastal voyages, as stipulated by Regulation II/3 of the STCW 78 Convention, as amended.

2. Supporting documents	
<input type="checkbox"/> Syllabi and training material (in accordance with art. 3 point 1 and 2 of the Reg. n.6/2024)	<input type="checkbox"/> UNI EN ISO 9001:2015 certificate copy
<input type="checkbox"/> ID of the Legal Representative	<input type="checkbox"/> Company register extract
<input type="checkbox"/> List of trainers and copies of titles and teaching qualifications (in accordance with art. 4 of the Reg. n.6/2024)	<input type="checkbox"/> Company organisational chart



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<b>3. Declaration</b>  I, the undersigned, aware of the penalties in force in the Republic of San Marino, hereby declare that the particulars given on this application are true in every respect and exonerate the San Marino Maritime Navigation Authority of all liability.  I agree to pay all charges in connection with this application and ongoing charges in accordance with the current fee scheme.	
Name of the Legal Representative in block letters (The Applicant):	Role:
Date:	Signature: