



Office of
Deputy Commissioner
of Maritime Affairs

THE REPUBLIC OF LIBERIA
LIBERIA MARITIME AUTHORITY

Marine Notice

SEA-002
Rev. 05/12

TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AND AUTHORIZED CLASSIFICATION SOCIETIES

SUBJECT: Articles of Agreement between the Master and Seafarers in the Merchant Service of the Republic of Liberia (Shipping Articles)

Reference:

- (a) **Maritime Regulation 10.320(1)**
- (b) **STCW Convention 1978, as amended**
- (c) **International Safety Management Code, (Resolution A.741(18), as amended)**
- (d) **Publication RLM-110**
- (e) **Marine Notice ISM-001**

Supersedes: Marine Notice SEA-002, dated 4/05

PURPOSE:

This Notice advises all shipowners, operators, seafarers, agents and recognized organizations of certain necessary changes made to the Articles of Agreement as part of the Office of the Deputy Commissioner's implementation of the STCW Convention of 1978, as amended, and the International Safety Management Code.

APPLICABILITY:

This Notice applies to the signing-on and signing-off of all seafarers serving aboard Liberian flag vessels.

REQUIREMENTS:

1.0 Implementation

No other wording of the Shipping Articles shall be used in lieu of this official wording which may be reproduced in columnar form. Where necessary, a foreign language version may be appended to it or otherwise made a part of it. On any vessel, the new format of the Articles of Agreement prescribed in this Notice shall be required upon expiration of the Articles currently in effect.

2.0 Definitions

2.1 Seafarers

For the purpose of Chapter 7 of the Maritime Regulations, seafarers means any and all members of the crew and officers other than the Master and pilots, employed or engaged in any capacity on board any vessel. Wherever the words "seaman" and "seamen" are used in the Maritime Law and Regulations and thereunder, the reference shall be to "seafarer" and "seafarers."

2.2 Crew

Crew means collectively those persons other than officers and Master, serving in any capacity on board a vessel.

2.3 Hotel Staff

Those persons on board providing services to passengers and who are not regularly assigned to perform shipboard safety and pollution prevention related duties are considered hotel staff and not part of the ships crew as defined above. Accordingly, hotel staff are not required to sign Shipping Articles.

3.0 Form of Articles of Agreement to be Annexed to the Crew List

ARTICLES OF AGREEMENT BETWEEN THE MASTER AND SEAFARERS IN THE MERCHANT SERVICE OF THE REPUBLIC OF LIBERIA

Name of Vessel/Official Number/Port of Registry/Gross Tonnage/ Propulsion Power

It is agreed between the Master and the undersigned seafarer of the (steam) (Motor) vessel.....(a).....of which(b)..... is at present Master, or whoever shall become Master, now bound from the port of(c)..... to(d)..... and such other Ports and places in any part of the world as the Master may direct, for a term (of) (not exceeding)(e)..... calendar months, that:

1. Seafarers shall conduct themselves in an orderly, faithful, honest and sober manner, and shall at all times be diligent in their respective duties and obedient to the lawful commands of the Master, or of any person who shall lawfully succeed him, and their superior officers, in everything relating to the vessel, its stores and cargo, whether on board, in boats or on shore. In consideration of this service, to be duly performed, the Master agrees to pay the undersigned seafarers the wages expressed herein and/or set forth in supplemental provisions and/or agreements.

2. Wages shall commence no later than on the day specified and agreed to in these Articles or at a time of presence on board for the purpose of commencing work, whichever first occurs, and shall terminate on the day of discharge.

3. Seafarers are entitled to receive on request, in local currency, from the Master one half of the balance of base wages actually earned and payable at every intermediate port where the vessel shall load or discharge cargo before the end of the voyage, but not more than once in any ten-day period.

4. If the Master and a seafarer agree, a portion of such seafarer's earnings may be allotted to such seafarer's spouse, children, grandchildren, parents, grandparents, brothers or sisters, or to a bank account in the name of the seafarer.

5. Any seafarer who is put ashore at a port other than the one where he signed on these Articles and who is put ashore for reasons for which he is not responsible, shall be returned as a seafarer or otherwise, but without expense to him (a) at the Shipowner's option, to the port in which he was engaged or where the voyage commenced or to a port in such seafarer's own country; or (b) to another port agreed upon between the seafarer and the Shipowner or Master. However, in the event such seafarer's contract period of service has not expired, the Shipowner shall have the right to transfer him to another of the Shipowners vessels, to serve thereon for the balance of the contract period of service, unless otherwise provided for herein.

6. Any seafarer whose period of employment is terminated by reason of completion of the voyage for which he was engaged or of expiration of his contract period of employment, shall be entitled to repatriation at no expense to him to the port at which he was engaged or to such other port as may be agreed upon.

7. If any person enters himself as qualified for duty which he is incompetent to perform, his rank or rating may be reduced in accordance with his incompetency or he may be discharged.

8. Any seafarer may request his immediate discharge on grounds of injury or illness, and such discharge may be granted in the Master's reasonable discretion at the next appropriate port.

9. The Master shall give to a seafarer discharged from his vessel either on his discharge or on payment of his wages, the Seafarer's Identification and Record Book as issued by the office of the Maritime Administrator, with an entry specifying the period of his service and the time and place of his discharge.

10. Every Master in service aboard a Liberian flag vessel shall ensure that watchkeeping arrangements are adequate for maintaining a safe continuous watch or watches, taking into account the prevailing circumstances and conditions and that, under the Master's general directions all watchkeeping personnel shall observe the principles and guidance set out in the International Convention on Standards of Training, Certification and Watchkeeping, 1978, as amended, and as established by the Administration.

(a) All persons who are assigned duty as officer in charge of a watch or as a rating forming part of a watch shall be provided a minimum of ten (10) hours of rest in every 24-hour period;

- (b) The hours of rest may be divided into no more than two periods, one of which shall be at least six (6) hours in length;
- (c) The requirement for rest periods set forth in paragraphs (a) and (b), above, need not be maintained in case of an emergency or drill or in other overriding operational conditions - i.e. essential shipboard work which could not reasonably have been anticipated at the commencement of the voyage;
- (d) Notwithstanding the provisions of paragraphs (a) and (b), above, the minimum period of ten (10) hours may be reduced to not less than six (6) consecutive hours provided that any such reduction shall not extend beyond two days and not less than seventy (70) hours of rest are provided each seven-day period;
- (e) Watch schedules shall be posted where they are easily accessible on board the vessel;
- (f) The Master shall cause the recordation of the hours of work and/or rest periods of each seafarer, and such record shall be available for inspection by marine inspectors designated by the Administration.

11. In order to be alert and maintain proper fitness for the performance of watchkeeping duties, watchkeeping personnel shall have no more than 0.08% blood alcohol level (BAC) during watchkeeping duties; and watchkeeping personnel shall not consume alcohol within four (4) hours prior to serving as a member of a watch.

12. Eight hours per day shall constitute a working day while in port and at sea.

13. Work performed over and above an eight hour period shall be considered overtime and be compensated for at overtime rates. However, such work performed in excess of eight hours per day shall not be compensated for when necessary for the safety of the vessel, its passengers, officers, crew, cargo or for the saving of other vessels, lives or cargo, or for the performance of fire, lifeboat or other emergency drills.

14. Seafarers shall keep their respective quarters clean and in order.

15. No dangerous weapons, narcotics or contraband articles, and alcoholic beverages except as provided by the Shipowner as part of the vessel's provisions, shall be brought on board the vessel nor allowed in the possession of seafarers, and any seafarer bringing the same on board or having the same in his or her possession on board, shall be subject to discharge and/or shall be liable for such fines as the Master may direct, and all such articles shall be confiscated. The amount of any fine levied against the vessel by the proper authority of the port wherein the vessel is then located, for possession of narcotics and/or contraband cargo, shall be made good to the Shipowner out of the wages of the seafarer or seafarers guilty of such possession.

16. No seafarer shall go ashore in any foreign port except by permission of the Master. However, the Master shall not refuse the reasonable request of any seafarer for shore leave for the purpose of presenting a complaint against the vessel or Master to a Liberian Consul or other proper Liberian Official.

17. The Shipowner and Master may issue such rules and regulations as may be necessary for the safe and proper operation of the vessel; providing nothing contained therein shall be contrary to law.

18. If any seafarer considers himself aggrieved by any breach of these Articles, he shall represent the same to the Master or officer in charge of the vessel, in a quiet and orderly manner, who shall thereupon take such corrective action as the case may require.

19. All rights and obligations of the parties to these Articles shall be subject to the Laws and Regulations of the Republic of Liberia.

IT IS ALSO AGREED THAT:

(additional provisions may be included or referenced herein or attached hereto)

IN WITNESS WHEREOF the said seafarers have subscribed their names herein on the days mentioned against their respective signatures.

Articles opened at on Signature of Master

Note:

- (a) Enter name of vessel
- (b) Enter full name of Master
- (c) Enter name of first port of departure
- (d) Enter here a description of the voyage and the names of the places at which the ship is to touch, or if that cannot be done, the general nature and the probable length of the voyage and the port or country at which the voyage is to terminate. For ships engaged in worldwide trading without definite itineraries or schedules, insert "worldwide trading."
- (e) Strike out word or words not applicable

Columnar Entries:

- (1) Full Name of Seafarer
- (2) Date of Birth and Present Age
- (3) Place of Birth
- (4) Citizenship
- (5) Seafarer's Book Number
- (6) Home Address
- (7) Name and Address of Beneficiary or Next-of-Kin
- (8) Date and Place Wages Commence
- (9) Capacity in which Employed
- (10) Base Wages per Month
- (11) Days of Annual Paid Leave (After One Year's Service)
- (12) Minimum Days of Paid Holidays/Year
- (13) Date and Place Signed **on** Articles
- (14) signature of Seafarer
- (15) Signature of Master
- (16) Date and Place Signed **off** Articles
- (17) Signature of Seafarer
- (18) Signature of Master

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Office of
Deputy Commissioner
of Maritime Affairs

THE REPUBLIC OF LIBERIA
LIBERIA MARITIME AUTHORITY

Marine Notice

SEA-003
Rev. 07/20

TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AGENTS AND RECOGNIZED ORGANIZATIONS

SUBJECT: Approval of Maritime Training Center Courses and Programs

- References:**
- (a) **Maritime Regulation 10.325(3)**
 - (b) **International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, (STCW) 1978, as amended**
 - (c) **Publication RLM-118, Requirements for Merchant Marine Personnel Certification**
 - (d) **Marine Notice ISM-001 on International Safety Management (ISM) Code**

Supersedes: Marine Notice SEA-003, dated 09/08

The following changes have been included: **Revised the ISO under section 3.2 and company address.**

PURPOSE:

This Notice provides policy guidance on Administration standards and procedures for the approval of maritime training courses and programs used in qualifying candidates for original and renewal certificates of competence, special qualification certification and certification by endorsement to STCW 1978, as amended, standards.

APPLICABILITY:

This Notice applies to Receiving/Filing Agents accepting and processing certification applications to which are attached certificates of completion from Maritime Training Centers, Maritime Training Centers seeking course and program approvals, and Recognized Organizations seeking authorization from the Administration to assess and certify Training Centers as Quality Registrars in its behalf.

REQUIREMENTS:

1.0 Important Dates

1.1 Receiving/Filing Agents and Maritime Training Centers are reminded that STCW 1978, as

amended, training course or program certificates are limited in both their acceptance and validity. Previous course or program approvals to STCW 1978, as amended, standards are not acceptable for STCW certification and will no longer be accepted.

2.0 General STCW 1978, as amended, Standards

2.1 STCW 1978, as amended, requires that all maritime training maintained or accepted by the Office of the Deputy Commissioner of Maritime Affairs in order to give full and complete effect to the Convention and for the issuance and revalidation of certificates of competency must meet the mandatory minimum standards as specified in the amendments to the Annex of the Convention and the mandatory standards of Part A of the STCW Code to this Convention.

2.2 Therefore, each Maritime Training Center seeking acceptance of its training certificates of completion as evidence of compliance with the STCW Convention must be maintaining a program that is monitored by a certified Quality Standards System in accordance with STCW Reg. I/8, Code Section A-I/8, acceptable to the Office of the Deputy Commissioner or is accredited by a national government reported by the International Maritime Organization (IMO) as giving full and complete effect to the Convention, indicating that it is providing:

- .1 course curricula which meet at a minimum the requirements of STCW Code to the equivalent of "model" courses developed by the IMO;
- .2 sufficient training to refresh candidate's knowledge, understanding and proficiency in the areas required by the STCW Code;
- .3 modern and well maintained facilities that accommodate the students in a safe and comfortable environment conducive to learning;
- .4 visual aids for realism, including simulators where appropriate, which are modern, well maintained and sufficient for the number of students to be accommodated;
- .5 individuals who are appropriately qualified to conduct training and assessment activities;
- .6 an efficient and effective instructor/trainee/equipment ratio as to classroom and practical training and maintaining same as appropriate for the intended instruction;
- .7 where appropriate, written or practical examinations in the course material to each student of such a degree of difficulty that a student who successfully completes them would pass, on first attempt, an examination prepared by the Republic of the Liberia; and
- .8 record keeping on each written examination or, in the case of a practical test, reports on such testing taken by students with a record of each student's classroom attendance being maintained for at least 5 years after the end of each student's enrollment.

- 2.3 When a student successfully completes the course or courses, including the examinations and practical demonstration required, the training center must be issuing an appropriate course completion certificate in a form prescribed by the training center that is acceptable to the Administration.
- 2.4 At any time upon request by the Administration, the training center shall allow representatives of the Administration to:
- .1 inspect its facilities, equipment, and records, including scholastic records;
 - .2 conduct interviews and surveys of students to aid in course evaluation and improvement;
 - .3 assign personnel to observe or participate in the course of instruction; and
 - .4 supervise or administer the required examination or practical demonstrations.
- 2.5 No major changes in an approved curriculum may be made unless that change is approved in writing by the Administration.

3.0 Written Requests

- 3.1 Receiving/Filing Agents are instructed to advise any maritime training center desiring to have the certificates of course completion they plan to be issuing accepted by the Office of the Deputy Commissioner for STCW certification to submit a written request to the Administration for the courses or programs they wish to have approved by the Republic of Liberia pursuant to the STCW 1978, as amended, standards.
- 3.2 Written requests made by a Maritime Training Center directly to the Administration must be accompanied by the following information and materials:
- .1 a statement indicating the need for such approved training as mandated by international conventions, the STCW Code and as implemented by the Republic of Liberia;
 - .2 a list of the curricula including descriptions of and the number of classroom hours required in each subject area;
 - .3 a description of the facility and equipment;
 - .4 a list of instructors including the experience, background, and the qualifications of each instructor (each instructor must be certified as having completed a training course for instructors based on the IMO Model Course 6.09 or the equivalent);
 - .5 the number of students enrolled per course with instructor/trainee/equipment ratios;
 - .6 samples of course completion certification to be issued;

- .7 documentation as to accreditation by a national government reported by the IMO as giving full and complete effect to the Convention; or
 - .8 documentation as to ISO 9001:2015 quality standard system certification, or equivalent, verifying compliance to STCW 1978, as amended, standards.
- 3.3 ALL SUPPORTING DOCUMENTATION NOT SUBMITTED IN THE ENGLISH LANGUAGE MUST HAVE AN ENGLISH TRANSLATION ENCLOSED.
- 3.4 The Maritime Training Center shall make this submission directly to the Office of the Deputy Commissioner as prescribed above and section 5.0.

4.0 Review and Certification of Seafarer Training Facilities

- 4.1 The review of the training centers must be done in accordance with the minimum standards and procedures established by the Office of the Deputy Commissioner for the approval of maritime training courses and programs as specified in this Marine Notice, which must be taken into consideration during the preparation and performance of an STCW compliance assessment.
- 4.2 Each training course or program must be reviewed by the Quality Registrar to ensure compliance with the mandatory minimum standards of the STCW 1978, as amended, as specified in the Annex and Part A of the STCW 1978, as amended, Code to this Convention which shall be a part of the terms of reference for the quality system being used to monitor the training course or program being certified.
- 4.3 The Quality Registrar must submit an Audit Report to the Office of the Deputy Commissioner for each training center reviewed which includes the following:
- .1 Identifies the training center reviewed;
 - .2 Identifies the quality system auditors who made the document and onsite review of the training center providing verification of their qualifications;
 - .3 Identifies the quality system standards or terms of reference (e.g. ISO 9002 or equivalent, STCW, etc.) and the scope of the certification upon which the review was made.
 - .4 Specifies the Administration audit requirements which have been met;
 - .5 Specifies the inclusive dates of the audit performed;
 - .6 Specifies the courses reviewed and approved; and
 - .7 Provides a copy of the certification issued to the training center which identifies the quality system standard used and the scope of courses approved and the authority, i.e. Flag, under which the certificate has been issued.

- 4.4 The certification issued to the training center is to be valid for a period of not more than five (5) years. Annual surveillance audits must be conducted and the results made available to the Administration as deemed necessary. In cases where major non-conformities are raised and/or it should become necessary to withdraw certification, the Administration must be notified.
- 4.5 In addition to those qualification requirements already established by the Quality Registrar for its auditors, auditors should be in possession of Maritime Certificates of Competency or equivalent, which is pertinent to the field of knowledge under assessment.

5.0 Submissions from Maritime Training Centers and Recognized Organizations

All submissions are to be addressed to:

Liberian International Ship & Corporate Registry
22980 Indian Creek Drive, Suite 200
Dulles, VA 20166, USA
Tel: (703) 790-3434
Fax: (703) 790-5655

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