



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

CIRCULAR N° GEN 011A- Rev.1

GUIDELINES FOR THE CERTIFICATION OF CREW BOATS UNDER 500 GT CARRYING MORE THAN 12 INDUSTRIAL PERSONNEL

**TO: SHIPOWNERS, SHIPS' OPERATORS AND
MANAGERS, MASTERS**

APPLICABLE TO: CREW BOATS UNDER 500 GT

EFFECTIVE AS FROM: Date of the circular

Date: 10 November 2025

1. General

Crew Boats serve the purpose of transporting industrial personnel, stores, materials, or equipment between nearby shore base facilities and offshore oil and gas installations. The individuals transported are not conventional passengers but primarily industrial personnel trained for the marine environment and experienced in emergency and evacuation procedures. Recognizing the unique nature of these operations, this Administration establishes an equivalent standard to the SOLAS passenger ship requirements for Crew Boats. The following guidelines delineate the technical requirements and certification procedures applicable to Crew Boats of less than 500 Gross Tonnage registered in St. Vincent and the Grenadines.

2. Applicability

These guidelines are applicable to:

1. Existing (already registered) Crew Boats on the first scheduled intermediate or renewal statutory survey after 1st July 2024.
2. Crew Boats constructed on or after 1st July 2024.

3. Exemptions

This Administration may grant exemptions to individual Crew Boats from these requirements if it deems specific conditions of the voyage make adherence to certain guidelines unreasonable or unnecessary. The Circular GEN 001 concerning "application for an exemption or extension to an international convention requirement" shall be implemented.

In order to comply with SVG exemption procedure, the exemption form shall be initially filled by the Owner/Operator then submitted to the Recognized Organization (RO) that issued the class and statutory certificate for their comments (Comments by Classification Society). Upon completing the same, the RO shall forward extension form to this Administration for further evaluation.

The RO shall clearly indicate their support or reservation of any aspect of the application, and if relevant, any recommendations or conditions that may be considered.

4. Definitions

- **Crew Boats:** Vessels primarily designed for transporting industrial personnel between offshore installations and ports.
- **Industrial Personnel:** Individuals transported or accommodated onboard for the purpose of offshore industrial activities on other vessels and/or offshore facilities.

5. Class Certificate

Crew Boats shall be classified as "CREW BOAT" or "CREW TRANSFER VESSEL" by a Classification Society recognized by this Administration

6. Cargo Ship Safety Certificate

Compliance with IACS No 99 (Recommendation for the Safety of Cargo Vessels of less than Convention Size)

Crew Boats voyaging within 200 nautical miles from shore shall comply with IACS No 99. Surveys by the RO, in accordance with IACS 99 and SOLAS 1974 (as amended), are required. A Cargo Ship Safety Certificate, with a limitation clause for Crew Boats transporting more than twelve industrial personnel, shall be issued. A Limitation Clause shall be inserted in the Cargo Ship Safety Certificate for the crew boats transporting more than twelve industrial personnel:

"The certificate is limited to transportation of industrial personnel on distances of up to 200 nautical miles (NM) from shore and restricted to a total of 60 persons, including the crew".

A limited distance from shore of 200 NM in the Cargo Ship Safety Certificate may be reduced in order to correspond to the navigation restriction indicated on a Classification Certificate.

7. Compliance with certain requirements of the IMO Code for Industrial Personnel (IP Code)

7.1 Existing Crew Boats, constructed before 1st July 2024, shall comply with specific IP Code requirements on their first scheduled intermediate or renewal statutory survey after 1st July 2024 as follows: **Part III, Regulation 1, Regulation 2 (except for paragraph 2.1.7), Part IV, Regulation 7 and Regulation 8 as far as practicable.** The RO shall verify compliance on the first scheduled intermediate or renewal statutory survey after 1st July 2024 and confirm in the Statement of Compliance. The form is given in the Annex III of this circular. Crew boat operators are responsible for developing and implementing vessel-specific checklist for the safe transport of industrial personnel. The checklist shall include, but not be limited to, the regulations mentioned above, ensuring safe operations for each voyage. The checklist shall be completed prior to leaving port or immediately after boarding of IP.

7.2 Crew Boats built after 1st July 2024, shall comply with **the goals and functional requirements of the IP Code (part II) as far as practicable.** The RO shall verify compliance on the first scheduled intermediate or renewal statutory survey after 1st July 2024, and confirm in the Statement of Compliance. The form is given in the Annex III of this circular. Crew boat operators are responsible for developing and implementing vessel-specific checklist for the safe transport of industrial personnel. The checklist shall include, but not be limited to, the applicable goals and functional requirements of the IP Code (Part II), ensuring safe operations for each voyage. The checklist shall be completed prior to leaving port or immediately after boarding of IP.

If the crew boats are in compliance with the IP Code, an Industrial Personnel Safety Certificate for a ship carrying more than 12 industrial personnel may be issued by the RO.

8. Requirements for crew boats carrying more than sixty (60) persons or operating more than 200 nautical miles away from the nearest land

If Crew Boats undertake voyages that are:

1. More than 200 nautical miles away from the nearest land, **OR**
2. Carrying more than sixty (60) persons (including the crew),

They need to follow requirements outlined in the Code of Safety for Special Purpose Ships – Resolution A.534 (13) (updated by MSC/Circ.446, 478, and 739) or MSC.266(84) as applicable.

For Crew Boats already registered and meeting the above conditions, they shall comply with para 7.1 on their first scheduled intermediate or renewal statutory survey after 1st July 2024. A Statement of Compliance with GEN 011A, para 7.1 shall be issued by the RO.

Crew Boats built on or after 1st July 2024, undertake voyage that more than 200 nautical miles away from the nearest land **OR** carry more than sixty (60) people (including crew) shall meet the goals and requirements of the IP Code as far as practicable. Part II of the IP Code provides goals and requirements for nine specific aspects of ship design and operation. In this case, a Statement of Compliance with GEN 011A, para 7.2 shall be issued by the RO.

9. Load Lines

Crew Boats shall comply with the International Convention on Load Lines, 1966, with exceptions subject to approval by this Administration. Boats of specified size engaged in international voyages require an International Load Line Certificate.

10. Radio Equipment

Crew Boats exceeding 300 GT shall carry a Cargo Ship Safety Radio Certificate (SOLAS, Chapter I, Regulation 9).

11. Stability and Subdivision

- Crew Boats operating within 60 NM from shore shall comply with IACS 99, Chapter III.
- Crew Boats operating between 60 NM and 200 NM from shore **OR** carrying more than sixty persons shall adhere to applicable Code of Safety for Special Purpose Ships.

12. MARPOL and Ballast Water Management Convention

Crew Boats over 400 GT are subject to the MARPOL Convention. Voyages with more than fifteen (15) persons trigger the International Sewage Pollution Prevention Certificate regardless size of the Crew Boats. Compliance with the Ballast Water Management Convention is outlined in Circular BWM 004.

13. Accommodations

Each transported personnel and crew member shall have a provided seat in enclosed spaces as per the Crew Boat certification.

14. Minimum Safe Manning Document

A Minimum Safe Manning Document specifying required manning, service area, and distance from shore is mandatory for Crew Boats.

15. ISM, ISPS Codes, and Maritime Labour Convention

Crew Boats up to 500GT shall not be ISM Code certified but use of safety procedures and checklists is strongly recommended. Compliance with the ISPS Code is recommended, and the Maritime Labour Convention applies (refer to Circular MLC 007).

Revision History:

Rev 1, Section 5

ANNEX I

Certificate No.

CARGO SHIP SAFETY CERTIFICATE
(Vessels under 500 GT carrying more than 12 Industrial Personnel)
ST. VINCENT AND THE GRENADINES

Name of Ship	Type	Call Sign IMO No	Port of Registry	Gross Tonnage	Date on which keel was laid
	CREW BOAT				

The certificate is limited to transportation of industrial personnel on distances of up to 200* nautical miles (NM) from shore and restricted to a total of 60 persons, including the crew.

This is to certify that the above mentioned vessel has been surveyed to check her compliance with the provision of the following Chapter(s) of the Safety Guidelines for Cargo Ships of less than Convention Size (IACS No. 99 Recommendation – last edition):

- Chapter IV: Fire-Fighting
- Chapter V: Life-Saving Appliances
- Chapter VI: Radio Installations
- Chapter VII: Navigational Equipment

The life-saving appliances are provided for a total number of persons

.....Lifeboats on port side capable of accommodating persons

..... Lifeboats on starboard side capable of accommodating persons

..... Motor Lifeboats (included in the total lifeboats shown above):

..... Motor rescue boat capable of accommodating persons

.....Life rafts for which approved launching devices are not required, capable of accommodatingpersons

..... Lifebuoys

..... Lifejackets

..... Immersion Suits

..... Thermal protective aids

An Exemption Certificate has/has not been issued.

Completion date of the survey on which this Certificate is based:

This Certificate is valid until**

Issued at the day of

This Certificate is issued under the authority of the Government of St. Vincent and The Grenadines.

The undersigned declares that he/she is duly authorized by the said Government to issue this Certificate.

Authorised person

.....

* A limited distance from shore of 200 NM may be reduced in order to correspond to the navigation restriction indicated in a Certificate of Class.** Valid not more than five (5) years after completion date of the survey.

CARGO SHIP SAFETY CERTIFICATE for Vessels under 500 GRT

Name of Ship:

IMO NO.:

Endorsement page for Annual surveys

1st Annual survey

Signed:

Place:

Date:

2nd Annual survey

Signed:

Place:

Date:

3rd Annual survey

Signed:

Place:

Date:

4th Annual survey

Signed:

Place:

Date:

ANNEX II

STATEMENT OF COMPLIANCE

with

ST. VINCENT AND THE GRENADINES CIRCULAR GEN 011A, PARA 7

Name of Vessel	Call Sign	Port of Registry	Gross Tonnage
		KINGSTOWN	
Type of Vessel	IMO Number ¹ /Official Number	Date on which Keel was laid ²	
CREW BOAT			

This is to certify that:

the vessel has been surveyed in accordance with the SVG Circular GEN 011A, para 7 and found compliant with the requirements of IMO Code for Industrial Personnel (IP Code) as follows:

COMPLIANCE WITH SVG CIRCULAR GEN 011A, PARA 7.1 OR 7.2 AS APPROPRIATE	YES	N/A
Part III, Regulation 1 and Regulation 2 (except para 2.1.7)		
Part IV, Regulation 7 and Regulation 8		
Part V, Regulation 7 and Regulation 8		
Part II, Goals and functional requirements of the IP Code		
<i>Deviation(s) authorised by the Flag, including conditions, if any:</i>		

Completion date of the survey on which this Statement is based (dd/mm/yyyy):

Issued at
(Place of issue of Statement)

.....
(Date of issue)

.....
(Signature & stamp)

¹ In accordance with the IMO Ship Identification Number Scheme adopted by the Organization by resolution A.117(30).

² Date on [dd/mm/yyyy] on which keel was laid or ship was at a similar stage of construction or, where applicable, date on which work for a conversion or an alternation or modification of a major character was commenced.