

2017

KINGDOM OF BAHRAIN

Ministry of Transportation
and Telecommunications



مملكة البحرين
وزارة المواصلات والاتصالات

Ports and
Maritime Affairs



SEA PASSENGER TRANSPORT

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1. Introduction:

Ports and Maritime Affairs (PMA) at the Ministry of Transportation and Telecommunications (MTT) is aiming by the licensing the passenger transport activities to ensure the safety and security of passengers and to protect marine environment in line with international standards and regulations. In addition, PMA is aiming to regulate this vital sector to ensure providing competitive and professional services.

Regulating passengers transport activities includes the following:

- 1.1. Safety and suitability of passengers' terminals and terminals.
- 1.2. Ships' routes.
- 1.3. Safety and suitability of passengers' ships.
- 1.4. Passenger ships' master qualifications.
- 1.5. Obtaining necessary approvals from concerned authorities such as Coast Guard for the ships less than 150 tons, Tourism Organization for including tourist activities and Ministry of Health for including restaurants onboard.

2. Definitions:

Passengers Sea Transport Services	Transportation of passengers via ships or boats for commercial or tourism purposes.
company	All companies licensed for passengers Sea Transport Services.

3. Applications steps:

- 3.1. Filling in the PMA's application and paying application fees.
- 3.2. Ensuring that the Commercial Registration (CR) includes sea transport activity. In case the CR does not include the activity, the company is responsible of adding it through the Ministry of Industry, Commerce and Tourism CR system.
- 3.3. Providing all required documents (PMA will provide the company with a list of all required documentations during the application process).
- 3.4. Complying with all PMA's conditions and requirements (PMA will provide the company with a list of all conditions and requirements during the application process).
- 3.5. Seeking approvals for all related authorities such as Coast Guards for the ships less than 150 tons, Tourism Organization for including tourist activities and Ministry of Health for including restaurants onboard.
- 3.6. Visiting the passengers' terminal by a team from PMA to inspect and ensure that they are complying with all the conditions and requirements. In case of deficiencies, PMA will inform the company with specifying grace period for rectification.
- 3.7. Visiting the passengers' terminal (if required) for the second time by a team from PMA to ensure implementing the deficiencies found in the first visit.
- 3.8. Visiting the passengers' ships by a team from PMA for inspection to ensure complying with all safety conditions and requirements. In case of deficiencies, PMA will inform the company with specifying grace period for rectification.
- 3.9. Interviewing the ship master (if required) to ensure qualifications and experience.
- 3.10. Paying the license fee.
- 3.11. Issuing sea transport license after satisfying all the above.

4. Conditions required for the licensing a passenger transport services activity:

- 4.1. All passengers' terminals should be licensed by PMA.
- 4.2. All routes and sailing areas should be specified by the company and approved by PMA and other related authorities.
- 4.3. All ships and boats should be registered in the Kingdom of Bahrain with PMA or Coast Guard (depending on the ships' tonnage) and should be complying with all their conditions and requirements.
- 4.4. All ships' crew qualifications should be recognized/approved by PMA. The crew should be well trained in using the safety equipment, competent to with navigation instruments and maneuvering abilities, and able to manage passengers during emergencies.
- 4.5. All ships and boats should be owned by the company or chartered to it by a notarized contract.
- 4.6. In case of passengers' sea transport for the purpose of tourism, Approval of Tourism Organization should be obtained.
- 4.7. A safety and rescue plan should be provided to PMA.
- 4.8. All ships and boats should be equipped with safety, firefighting, navigation and communications equipment.
- 4.9. Full insurance coverage for passengers should be provided at all facilities and ships.
- 4.10. Maintain record logs for all trips including passengers' information, navigation and readiness of safety equipment before any trip.
- 4.11. Specify the communication plan and methods of reporting between ships and the terminal.
- 4.12. Provide a periodical maintenance plan for the ships used.

SECTION D: FURTHER REQUIRED DOCUMENTATION

Please check that you have provided the following required documentation along with this application form:

- Draft copies of the Memorandum of Association, containing the names of the partners/shareholders, the company objectives, and a statement which indicates the authorized signatory/person in the administrative, financial and legal affairs of the company.
- A business plan providing details on:
 - Type of activity or activities
 - Range of type of goods/cargo to be handled
 - Role and functions of Harbor and Marine Manager
 - Compliance with ISPS Code – If the facilities receiving ships / vessels engaged in international voyages, the provision of ISPS Code should be complied with.
 - Security, Immigration and Customs arrangements
 - Valid commercial registration (CR) containing commercial activity code number (630303), pertaining to management and operations of ports.
- Property survey document
- Insurance covering the property
- A contingency plan approved by the Environmental Agency to combat any accidental pollution.
- A waste management plan approved by the Environmental Agency for the disposal of wastes especially oily water and sewage.
- Documentary evidence by the applicant that he has been authorised by the owner (where different) operate the licensed facility.
- Document pertaining to the experience and the qualification of the General Manager of the company including evidence of:
 - o Experience in the port management/operations for no less than 2 years; and/or
 - o Adequate maritime/port qualification or equivalent.
- Signatory Authorization letter

I hereby declare that the information contained in this form and any supporting attached documents are accurate and truthful to the best of my knowledge.

I hereby declare that I am authorized to sign on behalf of the applying company in this application as evidenced by the attached "Signatory Authorization" letter.

I hereby acknowledge that the Port and Maritime Affairs has the right, at any time, to request any additional information or documents necessary with regards to this application.

I hereby agree to abide by the Regulations pertaining to Operating a Port, Jetty or Similar Facility in the Kingdom of Bahrain and any other terms and conditions as may be implemented by PMA from time to time.

Applicant's Signature:

Date (DD/MM/YYYY)

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SECTION E: FOR OFFICIAL USE ONLY

Received By:

Time and Date Received:

Name:

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Signature :

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6. Passenger Terminals' Checklist:

Based on the application form submitted by the company, a team from PMA will visit the passenger terminal for inspection to ensure that it is safe and professionally managed. The PMA team will inspect the terminal according the checklist provided below:



Port Operations & Technical Services Directorate
Port Operation Section **Port Affairs Group**
Passenger Transport Checklist

No.	Subject	Description	Remark
2	Jetty details		
2.8	Type of Jetty /Terminal:	Bulk / Multi / Others / Passenger / Shipyard	
2.9	Activities performed at the Jetty		
2.10	Type of Cargo handled	Liquid Bulk Solid Bulk Palletized Pre-Slung Mobile Self-propelled Other Mobile Units Other Cargo Types Dangerous Cargo	
3	Management		
3.12	Records of financial transactions	(Available) Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
5	safety		
	Port infrastructure, plant & equipment		
	5.1.1 Area	Working	continuous Yes <input type="checkbox"/> No <input type="checkbox"/>
		skid resistant.	Yes <input type="checkbox"/> No <input type="checkbox"/>
		cleaned up	Yes <input type="checkbox"/> No <input type="checkbox"/>
		not cover with other materials that will hide its condition	Yes <input type="checkbox"/> No <input type="checkbox"/>

7. Passenger ships' Checklist:

Based on the application form submitted by the company, a specialized team from PMA will visit the passenger ships for inspection to ensure complying with all technical conditions and the provision of safety and lifesaving equipment. Also, the team will check the firefighting equipment and the communication instruments. The PMA team will inspect the ships according to the checklist provided below:

Name of Ship:										
Name of Captain:										
Official Number:		Date of Inspection:								
IMO:		Place of Inspection:								

No.	Item	Yes	No	N/A
1	Ship able to sit in the berth securely			
2	Ship have effective fendering support			
3	Berth adequate to accommodate the ship's overall length and beam			
4	Intact and damage stability of the ship re-assessed, as necessary, by an approved Classification Society			
5	rim and stability booklet and/or operations manual onboard			
6	Availability of a reliable means of determining the loading of the ship, including the mass and distribution of passengers			
7	Availability of a reliable means of measuring the ship's draughts clearly at the bow and stern of the ship			
8	Availability of procedures and policies for the operation of the water-tight doors			
9	Freeboard is satisfactory			
10	Weather-tight and watertight integrity of the ship's doors are acceptable			
11	The master and crew are aware of how to use the closing appliances			
12	Suitable and safe access is provided			
13	The visibility from the navigation bridge is adequate			
14	The ship is fitted with the necessary navigation lights, shapes and sound signals in accordance with the applicable regulations			
15	Availability of sufficient propulsive power and are the steering arrangements satisfactory such that the ship can be safely maneuvered in all anticipated operating conditions			
16	Availability of auxiliary and emergency power supplies			
17	Availability of means (alarms) of both being alerted to the presence of high levels of pressure.			
18	water in all compartments and bilges			
19	Availability of proper and sufficient means of radio communications (VHF, etc)			
20	Valid Navigation License on board			
21	Master certificates available (License, endorsements, proper training, etc)			
22	Availability of crew training certificates			

No.	Item	Yes	No	N/A
23	Availability of safe Manning Document			
24	Availability of passenger Safety Certificate			
25	Availability of ISM Certificate			
26	Availability of Navigational Charts and Nautical Publications			
27	Availability of Magnetic Compass			
28	AIS Available and functional			
29	Radio Station License			
30	Lifeboat availability			
31	Availability of sufficient Lifejackets available as per passenger certificate			
32	Lifebuoys (correct number, correct location, with appropriate marking and good condition)			
33	Inflatable Liferafts available and in good order			
34	Embarkation Arrangements in good order			
35	The fire doors are able to close tight and in good condition			
36	Availability of sufficient firefighting equipment (fixed and portable) and appliances available onboard and in good working order			
37	Fire pumps available and in good working condition			
38	Availability of fire control plan in place and up to date			
39	Are the means of escape adequate and clearly signed			
40	Availability of fire signs and indications in place			
41	The means for detecting fire and raising an alarm are working properly			
42	Availability of emergency lighting and batteries			
43	Sanitary facilities are clean and functioning correctly			
44	Vessel deck is well maintained and not corroded			
45	Railings and cat walks are well maintained and not corroded			
46	Cleanliness of engine room			
47	Retention of oil onboard			
48	Piping system is in proper condition			
49	Muster List and emergency instructions			
50	procedures and arrangements are in place with regard to protecting the health and safety of the passengers and crew			
51	Procedures are in place, being effectively implemented and under continuous review and assessment/testing that address all aspects of the safe operation of the ship			

8. Passenger Ship Master's Requirements and Qualifications:

Type of Vessel	Minimum Requirement
12 or less passengers	<ul style="list-style-type: none"> - License from a marine academy approved by the flag state; - Basic Training (4 elements as outlined in STCW: A-VI/1.2); - Medical Fitness Report; - 400 hours (or 6 months experience) on this type of boat in Bahraini waters; - Pass an oral examination by PMA
More than 12 passengers	<ul style="list-style-type: none"> - Certificate of Competency as Deck Officer; - Basic Training (4 elements as outlined in STCW: A-VI/1.2); - Crowd management training as per STCW regulation V/2, paragraph 4; - Medical Fitness Report; - 400 hours (or 6 months experience) on this type of boat in Bahraini waters; - Pass an oral examination by PMA