

<b>Subject:</b>	<b>Qualification, Training and Experience of the Designated Person</b>
<b>To:</b>	Owners/Operators/Companies of Portuguese Ships, Recognized Organizations, Masters of Portuguese Flag Vessels

*Referencies: EC Regulation nr.336/2006 on the implementation of the International Safety Management Code within the Community, with the amendments introduced by EC Regulation nr.540/2008; International Management Code for the Safe Operation of Ships and for Pollution Prevention (ISM Code), in its up to date version; Resolution MSC-MEPC.7/Circ.8 and Resolution MSC-MEPC.7/Circ.6*

1. To ensure the safe operation of each ship and to provide a link between the company and those on board, every company, as appropriate, should designate a person or persons ashore having direct access to the highest level of management.

2. Having in mind that the Designated person has a key role in the effective implementation of a safety management system within a shipping company with a view of ensuring safety at sea, prevention of human injury or loss, damage to the marine environment and property, the International Maritime Organization has provided guidance on the qualifications, training and experience for undertake the role of Designated Person ashore under the provisions of the ISM Code.

3. The Portuguese Maritime Administration, while considering these guidelines are essential to undertake the role of Designated person, encourages shipowners/operators/companies of Portuguese flag vessels to comply with the following.

4. Designated person should have a minimum of formal education as follows:

- a) qualifications from a tertiary institution recognized by the Administration or by the recognized organization, within a relevant field of management, engineering or physical science, or;

- b) qualifications and seagoing experience as a certified ship officer pursuant to the International Convention of Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended in its up to date version, or;
  - c) other formal education combined with not less than three years' practical senior level experience in ship management operations.
5. Designated person should have undergone training relating to safety management elements in compliance with the requirements of the ISM Code, particularly with regard to:
- a) knowledge and understanding of the ISM Code;
  - b) mandatory rules and regulations;
  - c) applicable codes, guidelines and standards as appropriate;
  - d) assessment techniques of examining, questioning, evaluating and reporting;
  - e) technical or operational aspects of safety management;
  - f) appropriate knowledge of shipping and shipboard operations;
  - g) participation in at least one marine-related management system audit; and
  - h) effective communications with shipboard staff and senior management.
6. Designated person should have experience to:
- a) present ISM matters to the highest level of management and gain sustained support for safety management system improvements;
  - b) determine whether the safety management system elements meet the requirements of the ISM Code;
  - c) determine the effectiveness of the safety management system within the company and the ship by using established principles of internal audit and management review to ensure compliance with rules and regulations;
  - d) assess the effectiveness of the safety management system in ensuring compliance with other rules and regulations which are not covered by statutory and classification surveys and enabling verification of compliance with these rules and regulations;

- e) assess whether the safe practices recommended by the Organization, Administrations, classification societies, other international bodies and maritime industry organizations to promote a safety culture had been taken into account; and
- f) gather and analyse data from hazardous occurrences, hazardous situations, near misses, incidents and accidents and apply the lessons learnt to improve the safety management system within the company and its ships.

7. The company should provide training courses covering qualification, training and experience and the appropriate procedures connected to compliance with the ISM Code including practical training and continuous updating. The company should also provide documentary evidence that the designated person has the relevant qualification, training and experience to undertake the duties under the provisions of the ISM Code.

Done in Lisbon, 30-06-2015

The Director of the Maritime Administration Services

**Inquiries concerning the subject of this Circular should be addressed to:**

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