



Rev. 0

**REPUBLIC of SAN MARINO  
MARITIME AUTHORITY**

**MAIN CONTACT: SAN MARINO SHIP REGISTER**

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**San Marino Maritime Regulation**

**SMMAR – 2024-ADM-002**

**14 November 2024**

**San Marino Ship Register SMSR**

**Application of the PROFESSIONAL TRAINING section of art. 2, f),  
Regulation n. 6 16 February 2024 – Minimum requirements for  
interested parties in the implementation of education and  
professional training with the aim of obtaining Certificates of  
Competency (CoC) in compliance with the STCW International  
Convention, as amended, and of San Marino Maritime Law n.  
120 of 2 August 2019, as amended.**

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



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

1. Article 2 letter f) of Regulation n. 6 of 16 February 2024 regulates the criteria to submit an application as per letter c) of said Regulation 6/2024, by the applying party intending to submit a project pertaining to professional maritime training as per the STCW International Convention 78, as amended, limited to Certificates of Competency (CoC) issued by the San Marino Maritime Navigation Authority (the Authority).
2. As per par. 1, the Authority intends to authorise the training for Master of pleasure yachts engaged in commercial activities below 500GT on near-coastal voyages limited to 60 NM from a landfall.
3. The provisions of this Regulation establish the syllabi for the single discipline, professional competencies of the trainers, requisites of the logistical structures employed in the training, manners of training, periodic audits and verification of the structures providing the training, costs related to the issuing of the authorisations and of the related audits and verifications, as well as provisions for sanctions, which will be regulated with subsequent Delegated Decree according to art. 78 of Law n. 120 of 2 august 2019, as amended.

**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.
2. Considering art. 1, par. 1 and 2, the applying party can submit a request to carry out the following specialised maritime training:
  - 1) Basic and advanced fire-fighting;
  - 2) Personal survival techniques;
  - 3) Elementary first aid;
  - 4) Security Awareness;
  - 5) GMDSS (restricted operator certificate – ROC);
  - 6) Radar Base and ARPA;
  - 7) Personal safety and social responsibility;
  - 8) ECDIS, where the vessel is equipped with type-approved ECDIS for ENC.
3. The Authority shall contact the applying party within 30 days from receipt of application and schedule an audit as defined in art. 7, which will be carried out at the training facilities by the Authority, who will evaluate compliance with the requisites of this Regulation.

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



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1. Maritime training centres shall submit with their application a syllabus for each course they intend to offer, developed in compliance with part A of the STCW Code, and of IMO Model Courses considering, where applicable, the e-learning methodology.
2. Training material, equipment, and infrastructure must be adequate for carrying out the training courses in compliance with IMO Model Courses, and with respect to quality management system UNI EN ISO 9001:2015. The quality management system shall include the whole training 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, with no tonnage limitations;
  - 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;
  - Qualified medical or nursing professional.

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.

2. 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.
3. 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.
4. 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, and in order to provide the training as applied for, training centres must prove during the audit process to possess the following:



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- 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 organisational structure with chart listing tasks, roles, and responsibilities the staff.
- c) A list of training staff charged with providing training with list of subjects they are qualified to teach.
- d) A list of the necessary training material, including syllabi for each course, in compliance with part A of the Code of the STCW Convention as amended and of IMO Model Courses.
- 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 metres 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 training, divide by each single training course.
- g) List of external sites where the practical training for personal survival techniques and fire-fighting training will take place. The sites must be in compliance with national legislation with regard to use and safety standards for both participants and training staff. A risk-assessment evaluation must also be submitted.
- h) Electronic copies of the syllabus for each course, in line with IMO Model Courses.
- i) Documents for the collection of names and signatures of attending participants and countersignatures by the training staff. If the training 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 centre shall carry out written tests, integrated by practical examinations, where applicable, with the supervision of an examination commission appointed by the training centre director.
2. The examination commission shall include the training centre 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 training sessions, where deemed necessary. The expenses relating to the presence of the Authority or its representatives shall be settled by the training centre in accordance with the provisions of art. 8.

**Art. 7**

**(Audit and verifications of authorised training centres)**

1. The Authority or its representatives shall carry out the following audits:



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- 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 training staff. The authorisation shall remain valid for a period of five years.
- b) Renewal audit for re-authorisation after five years, with the same criteria as listed above.
- c) Occasional audits whenever the Authority deems necessary and without notice.

**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>Up to three authorised training courses</b>	800 € per course	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
<b>For more than three authorised training courses</b>	500 € per course	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 authorisation 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 authorisations in accordance with national legislation. The Authority or its representatives are exempt from liability following the activities and behaviour of the training centre in violation of the terms of this Regulation and of Regulation 6/2024. The Authority or its representatives are exempt from liability for any behaviour or action by the training centre in violation of health and safety norms of training participants or any attending third parties to the training centre.

**Art. 10**

**(Sanctions and transitional regime)**



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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 11 – Application for the authorisation as training centre for specialised maritime training**

(in accordance with art. 2, f), of Regulation n. 6 of 16 February 2024)

Please fill out the below form in digital form.

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

**Application for**

Authorisation of the aforementioned company as training centre for providing the below specialised maritime training courses, in accordance with art. 2 of Applicative Regulation SMMAR – 2024-ADM-002  
(please select one or more training courses)

<input type="checkbox"/> Basic and Advanced Fire-Fighting	<input type="checkbox"/> Personal Survival Techniques
<input type="checkbox"/> Elementary first aid	<input type="checkbox"/> Security Awareness
<input type="checkbox"/> GMDSS (restricted operator certificate – ROC)	<input type="checkbox"/> Radar Base and ARPA
<input type="checkbox"/> Personal safety and social responsibility	<input type="checkbox"/> ECDIS

2. Supporting documents	
<input type="checkbox"/> Syllabi and training material (in accordance with art. 3)	<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)	<input type="checkbox"/> Company organisational chart





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**3. Declaration**

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:

ID number:

Date:

Signature: