



Rev. 0

**REPUBLIC of SAN MARINO  
MARITIME AUTHORITY**

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**San Marino Policy Letter**

**SMPL – 2024-STCW-006**

**27 May 2024**

**San Marino Ship Register**

**Authorisation of STCW Training Centres**

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



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## **1. Foreword**

With Regulation n° 6, dated 16 February 2024 the Government of San Marino has established the minimum requirements for entities interested in providing maritime educational and training for seafarers who want to obtain a Certificate of Competency/Proficiency, or an attendance certificate as per regulation II, V and VI of the International Convention on Standards of Training Certification and Watchkeeping for Seafarers, 1978, (STCW) as amended. This Policy Letter establishes the operational procedures for the authorisation as a Maritime Training Centre.

## **2. Definitions**

*The Administration:* the San Marino Maritime Navigation Authority (SM MNA);

*The Convention:* International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended. (STCW Convention)

*Maritime Training Centres:* those entities that provide training to seafarers according to the requirements of Regulations V and VI of the STCW convention and the related code, part A.

## **3. General requirements for Maritime Training Centres**

Maritime Training Centres, in order to be recognised by the Administration, shall be equipped with:

- a) A quality management system, pursuant to the UNI EN ISO 9001 standard, which covers the entire training process;
- b) Teaching staff as qualified experts in the maritime sector holding one of the following titles: Naval architect, Master Mariner, Chief Engineer, or equivalent academic qualification;
- c) Instructors, supervisors, and assessors shall be appropriately trained in instructional techniques and training and qualified for the particular types and levels of training or assessment of competence of seafarers;
- d) In the event the training course is provided with the use of simulators, the teaching staff shall hold qualifications for training through the use of simulators, for each specific course, in accordance



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with IMO Model Course n. 6.10;

- e) Infrastructure, equipment, and teaching material suitable for carrying out the training course in compliance with the quality management system. Such quality system, pursuant to the UNI EN ISO 9001:2015 standard, must include the entire training process, as a certification purpose, in compliance with the STCW international standards;
- f) The training programme of each course shall be developed in compliance with the IMO model courses, to support training centres and teaching staff, considering also, where possible, the e-learning methodology

#### **4. Authorisation procedure**

Maritime Training Centres applying for authorisation to carry out maritime training activities shall submit to the Administration the annexed letter of application, indicating the type of training courses, and attaching the following supporting documentation.

- a) Details of the entity requiring an authorisation;
- b) ISO 9001:2015 quality certification, issued by an accredited body;
- c) Organisational chart indicating tasks, roles, and responsibilities;
- d) Syllabus for each individual training course, in accordance with part A of the STCW Code and based on the teaching guidelines of the IMO model courses;
- e) Documentary evidence certifying the experience and qualifications of the teaching staff.

Once the requirements and suitability of the said documentation have been verified, the Administration shall carry out an inspection of the Maritime Training Centres to verify its compliance with the requirements established by San Marino Regulation n°6 dated 16 February 2024 and this Policy Letter.

Regular inspections of Maritime Training Centres are carried out every five years from the authorisation date, or occasionally if deemed necessary by the Administration.



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Inspection fees are as follows.

Initial Inspection	Renewal Inspection	Occasional Inspection	Visit details
700 € for each course to be authorised. After the third course, the fee decreases to 500 € per course.			2 for initial inspections, 2 working days
	700 € for each course authorised. After the third course, the fee decreases to 400 € per course.		1 for renewal inspection, 2 working days
		Occasional visits have a cost limited to the travel and expenses of the inspectors.	2 for occasional inspections, 2 working days



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*San Marino Ship Register – Letter of application as San Marino Maritime Training Centre*

I, the undersigned .....  
Manager of (indicate the institution) .....  
request to be authorised by the San Marino Maritime Navigation Authority as a Maritime Training Centre, to  
provide the following courses (please select the relevant course)

- Basic training (PSSR, Personal survival techniques, firefighting basic/advanced, elementary first aid, security awareness),
- PSCRB, FRB – Life saving appliances;
- Dangerous goods, IMDG code dangerous goods;
- Security;
- Leadership;
- Crowd and Crisis;
- Radar, ARPA;
- Ecdis;
- Polar code training;
- Gmdss – ROC and GOC;
- High voltage;
- Medical aid
- Safety courses for oil, gas, and chemical tankers

I declare that my institution is in compliance with the requirements and is available to be subjected to the relevant inspection, aimed at issuing the authorisation.

I undertake to cover the costs incurred by the inspectors and the costs for the authorisation of each individual course as per SMPL – 2024-STCW-006.

Date	Role of the Signatory
Name of the Signatory in block letters	Signature and stamp