

# 03 - Safety Management Manual



This document is the Safety Management Manual for **Yachting Concept Monaco**. It provides a comprehensive overview of the safety management system, company policies, crew management, emergency preparedness, and other related aspects. For yachts operating under the International Safety Management (ISM) framework, it is essential for the master to strictly adhere to the guidelines and regulations outlined in this manual. Additionally, it clearly defines the specific responsibilities of each individual involved (ashore and onboard) to ensure the safe management of a yacht.

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## 01. DEFINITIONS

For the purpose of safety management, these definitions align with international maritime standards, flag state requirements, and industry best practices. They define a reference guide for crew members, management, and stakeholders to ensure clear communication and understanding of important terminology related to yacht operations, safety protocols, and regulatory compliance.

<b>Term</b>	<b>Definition</b>
Accidents	When injury to individuals has occurred, or damage has occurred to the yacht, its equipment or the environment
Action Taken	To correct or prevent a conflict. Will be to a degree appropriate to the magnitude of the problem and relevant to the risks involved
Anniversary Date	The day and month of each year that corresponds to the date of expiry of the relevant document or certificate.
Class.	The Classification Society of the Yacht (AKA Recognised Organisation or RO)
CEC	Certificate of Equivalent Competency as defined by the STCW Convention
COC	Certificate of Competence.
Shore Base Company	Yachting Concept Monaco Yacht Management (the Shore Base Company), which has assumed the responsibility for operation of the Yacht from the Owner and who, on assuming such responsibility, has agreed to take over all duties and responsibilities imposed by the Code
Corrective Action	Measures taken to put right a situation found to conflict with specified SMS or safety requirements.
COSWOP	Code of Safe Working Practice for Merchant Seamen.
D&A Policy	Drugs & Alcohol Policy.
Director	Director of Yachting Concept Monaco Yacht Management.
DOC	Document of Compliance; An ISM Certificate awarded by the Flag State to the Company or Operator.
DMLC Part I	The DMLC part 1 details the national requirements of the flag state for the yacht's compliance with the MLC, including any substantial equivalences, exemptions or yacht-type specific requirements.

DMLC Part II	The DMLC part 2 is prepared and maintained by the Shipowner, and details how the Shipowner shall ensure compliance with each of the requirements of the DMLC part 1.
DPA	Designated Person(s) Ashore.
FFE	Fire Fighting Equipment.
Flag Administration	The Government of the State whose Flag the Yacht is entitled to fly.
GMDSS	Global Maritime Distress Safety System.
IHM	Inventory of Hazardous Material.
HOD	Head of Department.
IMO	International Maritime Organisation.
Incidents	Generic term for unspecified accidents, 'near-misses' or occupational diseases.
ISM Code	The International Management Code for the Safe Operation of Vessels and for Pollution Prevention, as adopted by the Assembly, as may be amended by the Organisation .
Light Duties	Following an injury to a seafarer, any change from or reduction of their normal role. Usually imposes prompt notification to Flag Administration.
LSA	Life Saving Appliances.
MNC	Major Non-Conformity. An identifiable deviation which poses a serious threat to the safety of personnel or the ship, or a serious risk to the environment that requires immediate corrective action, or the lack of effective and systematic implementation of a requirement of this Code
MARPOL 73/78	International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978. ("MARPOL" is short for marine pollution and 73/78 is short for the years 1973 and 1978).
Master	The Certificated Officer in command of the Yacht, and who is responsible to the Owner/Management Company for the safety of the yacht, the crew and guests, and protection of the environment.

MMSI	Maritime Mobile Service Identity.
NC	Non-Conformity. An identifiable deviation from a specified requirement of the SMS/ISM Code or applicable regulations; an observed situation where objective evidence indicates that a requirement has not been fulfilled.
NCR	Non-Conformity Report.
Near Miss	<i>(or Hazardous Occurrences)</i> On-board operational incidents caused by hazards, failure of procedures in operations, material defects, fatigue and human failures, which have the potential to lead to an accident.
NTVRP	Non-Tank Vessel Response Plan (Mandatory applicable only in the US waters)
Objective Evidence	Quantitative or qualitative information, records or statements of fact pertaining to safety or to the existence and implementation of a safety management system element, which is based on observation, measurement or test and which can be verified.
Occasional Workers	The terms supernumerary and non-operational crew are no longer valid so anyone on-board who is not a passenger must appear on the crew list. Occasional Workers are non-guests on-board that do not form part of the manning of the Yacht i.e. contractors, Guest's employees and representatives. Third parties such as service technicians, nannies, security guards etc. are now crew but clearly not allowed to be assigned muster duties or other duties unless trained and certified. Self-employed contractors will be required to carry proof of contract and an appropriate medical fitness certificate.
OBS	Observation - A statement of fact made during an audit substantiated by objective evidence. A weakness or potential deficiency in the SMS which, if not corrected, may lead to a non-conformity in the future.
Owning Company	The registered Owner of a yacht.
Position	The role assigned to a person on board.
Preventative Action	A permanent measure taken to prevent the recurrence of non-conformity, deficiency or an accident.
Procedure	Controlled documentation providing safe operational processes.

PTW	Permit to Work.
Repatriation	To your country of residence either on termination of the SEA or for annual leave (flight allowance is no longer mentioned).
Rest Hours	Rest Hours is time outside hours of work; this term does not include short breaks.
Seafarer	A Seafarer means any person, including the Master, who is employed or engaged or works in any capacity on board a seagoing vessel to which MLC 2006 applies. The definition of Seafarer does not apply to those persons whose work is not part of the routine business of the vessel and whose principal place of work is ashore, for example, marine professionals such as harbour pilots, inspectors, or superintendents, scientists, researchers, divers and specialist offshore technicians. Also exempt are those persons working on a seagoing vessel on an occasional and short-term basis, for example fitters and guest lecturers. – See Occasional Workers.

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## 02. INTRODUCTION

### 2.1 Overview

The purpose of the **International Safety Management (ISM)** Code is to provide an international standard for the safe management and operation of ships and for pollution prevention.

The Code establishes safety-management objectives and requires a Safety Management System (SMS) to be established by “the Company”, defined as the owner or any other organisation or person—such as the manager—who has assumed responsibility for operating the ship and, upon doing so, has agreed to take on all duties and responsibilities imposed by the Code.

The Company shall establish and implement a policy to achieve these objectives, including providing the necessary resources and shore-based support.

Every Company must designate a person or persons ashore, with direct access to the highest level of management, to provide a link between the Company and those on board. This role is the Designated Person Ashore (DPA).

The procedures required by the Code shall be documented and compiled in a Safety Management Manual (SMM). A copy shall be maintained on board.

The SMS ensures compliance with applicable international rules and regulations for the safe management of ships and pollution prevention, including the ISM Code, and takes account of codes of practice, guidelines, and standards recommended by Classification Societies and maritime organisations.



## 2.2 General

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**Objectives:** The objectives of Yachting Concept Monaco are to ensure safety at sea; prevent human injury or loss of life; and avoid damage to the environment. To this end, we will:

- Provide a safe, efficient, effective, and professional yacht-management service through the implementation of a suitably controlled SMS
- Assess and mitigate risks to yachts, personnel, and the environment
- Provide for safe practices in yacht operation and a safe working environment
- Continually improve the safety-management skills of personnel ashore and on board

**Scope:** This SMM applies to all personnel involved in any activity concerning the safe operation of the yacht and pollution prevention. It includes all on-board activities and the shore-side Operations, Technical, Financial, and Administration departments.

## 2.3 Working language

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The working language is **English**. The office team and on-board personnel must have an adequate command of English to communicate on technical, operational, and safety matters.

The SMS and SMM are developed in English and shall be fully understood by Company personnel and crew members.

### 03. SAFETY MANAGEMENT MANUAL (SMM) OVERVIEW

Clear levels of authority and defined lines of communication between shore-based management and onboard personnel enable the Company to:

- Report and manage near-misses, accidents, non-conformities, and occupational diseases.
- Prepare for and respond to emergencies.
- Ensure effective crew management through appropriate recruitment, support, and development.
- Conduct internal audits and management reviews to drive continual improvement.



The diagram illustrates the organisational structure and communication flow within the Safety Management System (SMS). It shows the hierarchical relationships between shore-based management and yacht personnel, highlighting clear reporting lines and defined responsibilities. These channels support safety-related communications, incident reporting, and emergency response. This structure enables effective implementation of safety procedures, competent crew management, and continual improvement through regular audits and reviews.

## 04. COMPANY POLICIES

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### 4.1 Overview

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Effective management begins with leadership commitment. In safety, health, environmental protection, and workplace practices, outcomes depend on the commitment, competence, motivation, and attitudes of individuals at every level. The policies in this section are reviewed every 12 months to ensure they remain relevant, effective, and aligned with **Yachting Concept Monaco's** objectives.

The Safety, Health, and Environmental Protection policy statements are signed by the Director of Yachting Concept Monaco and must be displayed on board the yacht and in the office ashore.

**Yachting Concept Monaco** recognises the overriding authority of the Master and the Master's responsibility to make decisions on safety and pollution prevention. The Company will provide the resources necessary to support the Master in discharging these duties.

### 4.2 Safety policy

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The safe operation of managed yachts and the safety, health, and security of all persons on board are paramount to **Yachting Concept Monaco**. The Company operates a Safety Management System (SMS) in compliance with the International Safety Management (ISM) Code and has appointed a Designated Person Ashore (DPA) to maintain an effective link between senior management and personnel on board. The DPA encourages dialogue and feedback from all parties involved in, or affected by, the SMS to support continual improvement.

This policy aims to reduce the risk of accidents, incidents, and work-related ill health. The Company will ensure that all personnel involved in the management and operation of yachts receive adequate training and maintain competence. While the objective is to prevent incidents and accidents, the SMS enables an efficient response to emergencies and a safe return to normal operations as soon as practicable.

### 4.3 Environmental protection policy

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**Yachting Concept Monaco** recognises the adverse impact that pollution has on the marine environment. Masters and crew are expected to adopt a responsible attitude, comply with the International Convention for the Prevention of Pollution from Ships (MARPOL) and all applicable laws and regulations, and take utmost care to prevent pollution.

In the event of a pollution incident involving any managed yacht, **Yachting Concept Monaco** will provide appropriate assistance to the yacht and to Flag and Port States to minimise environmental impact and will assist, as

requested, with clean-up efforts. Waste must be disposed of only through approved procedures and facilities. Environmental protection is the responsibility of every individual involved in the management and operation of yachts and must be applied in all tasks.

**Yachting Concept Monaco** is committed to managing yachts to high standards of health, safety, and environmental protection. The Company will meet the duties and obligations imposed on yacht managers by Flag State and other international legislation.

#### 4.4 Drugs and alcohol

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All crew have safety- and security-related roles. The excessive use, misuse, or abuse of drugs or alcohol jeopardises the safety and security of the yacht. While on duty, crew must not be under the influence of drugs or alcohol. Excessive use, misuse, or abuse of drugs or alcohol is a disciplinary offence and may lead to instant dismissal.

The use, possession, or distribution of illegal drugs and substances is a criminal offence. **Yachting Concept Monaco** will assist appropriate drug law-enforcement agencies to fulfil their functions. Unannounced drug testing of crew may be conducted on a random basis by a third party appointed by Yachting Concept Monaco.

#### 4.5 Fatigue

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**Yachting Concept Monaco** recognises the risks associated with fatigued personnel in yacht operations. The Company will assist Owners and Masters to ensure that yachts are adequately manned with sufficient, trained, and appropriately qualified crew so that all legislation, guidance, and advice relating to hours of work and rest are complied with and followed.

All personnel on board must comply with Hours of Work and Rest requirements. Each month, personnel must complete a day-by-day record of hours of rest, to be verified by the Master, enabling monitoring of compliance with minimum requirements.

#### 4.6 Harassment and bullying

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Harassment or bullying includes intimidation, coercion, interference with the work of others, and conduct based on gender or other protected characteristics that is unwanted, unreasonable, and/or offensive to the recipient. Yachting Concept Monaco will not tolerate such conduct.

Cyberbullying—the use of electronic communications to harass, embarrass, humiliate, threaten, or intimidate— is also prohibited. Use of the yacht's or Company's communication systems for such purposes is a serious breach of the Company Code of Conduct and will result in disciplinary action against the perpetrators.

**Yachting Concept Monaco** treats all complaints of harassment and bullying seriously and in confidence. Affected individuals may report concerns to a Senior Officer on board or to a manager ashore. If an individual does not feel comfortable raising a complaint personally, a friend or colleague may do so on their behalf. No individual will be penalised for making a good-faith complaint. Vexatious or malicious complaints may themselves be subject to disciplinary action.

#### 4.7 Code of Conduct

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The Code of Conduct for the Merchant Navy defines acceptable and unacceptable conduct and provides the framework for disciplinary action. A digital copy is available on board.

#### 4.8 Implementation

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**Yachting Concept Monaco** will ensure that all policies are implemented and maintained throughout the organisation, on board and ashore, through a schedule of audits and checks. The Company will verify that policies are displayed in relevant locations, understood by crew, and supported by the required procedures in practice.

## 05. RESPONSIBILITY AND AUTHORITY

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### 5.1 Master

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The Master must:

- Take all necessary steps and precautions to prevent accidents, incidents, and hazardous occurrences; safeguard life on board, the yacht, operations, and the environment; and actively encourage compliance with Company policies.
- Issue orders and instructions clearly and simply, and ensure the accuracy of controlled documentation on board.
- Notify **Yachting Concept Monaco** as soon as possible of any failures or deficiencies that may affect Class or Statutory Certification, using normal lines of communication with the Yacht Manager.
- Promptly report incidents and collate and preserve evidence pending investigation by **Yachting Concept Monaco** and Flag State.
- Ensure a full and proper handover to an authorised and suitably qualified individual.
- Ensure original, valid documents are on board for each crew member to demonstrate compliance with the Minimum Safe Manning Document and the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), and that digital copies are available online.

- Maintain the vessel's full certification at all times and ensure the certification section of Deepblue© is updated with the latest versions of certificates, including expiry dates and conditions. If any certificate becomes outdated or invalid for any reason, immediately notify the Company's Designated Person Ashore (DPA).

Master's authority: The Master has overriding authority to take any steps and issue any orders—whether or not aligned with prior instructions—that the Master considers necessary for the preservation of life, the safety of the yacht, or the prevention of pollution. The Company shall assist the Master and provide appropriate resources, and the Master may call upon Yachting Concept Monaco for assistance at any time.

The Master has full authority to delegate to any crew member specific duties for which they are qualified.

## 5.2 Director / Deputy Director

The Director (or Deputy Director) is responsible for:

- Ensuring that an Assignment of Responsibilities under the International Safety Management (ISM) Code is signed between the Owner and the Company. Assignment of Responsibilities Under the ISM Code
- Ensuring that persons accepting the roles of Designated Person Ashore (DPA) and Company Security Officer (CSO) are duly qualified and certified in accordance with applicable International Maritime Organisation (IMO) resolutions.
- Designating a person or persons with direct access to the highest level of management to monitor the safe operation of each yacht.
- Ensuring adequate resources and office support are supplied for the safe operation of the yacht.
- Defining and documenting the Master's responsibility to review the Safety Management System (SMS) and report deficiencies to shore-based management.
- Organising internal audits to verify whether safety management activities comply with the SMS requirements.

## 5.3 Designated Person Ashore (DPA)

DPA's responsibility: The DPA has direct access to the highest levels of authority within Yachting Concept Monaco to ensure the safe operation of each yacht and to provide a link between Yachting Concept Monaco and the yacht. The DPA is listed on the Yachting Concept Monaco contact-details sheet.

The DPA reports to the Director and is responsible for:

- Monitoring safety and pollution-prevention aspects of operations.
- Supporting implementation of the Safety Management System (SMS) on board with the crew.
- Continuously monitoring the yacht's certification in Deepblue© to ensure permanent validity and compliance with mandatory rules and regulations.
- Managing amendment and version control of all SMS documents.
- Ensuring adequate resources and office support are supplied for the safe operation of the yacht.
- Receiving information from the yacht or Yacht Manager regarding any safety-related concerns in the yacht's operation.
- Acknowledging and acting upon such information and informing senior management where appropriate.
- Monitoring corrective action to address the concern.
- Verifying completion and effectiveness of corrective and preventive actions.
- Reporting to the Director and/or Owner's Representative.
- Overseeing adherence to procedures, forms, and checklists.

Role of the DPA: The Master, Safety Officer, or office team must report to the DPA when an operational activity does not comply with acceptable safety standards, whether by act or error.

The DPA logs and investigates the circumstances of each occurrence and may require assistance from personnel ashore and on board to establish root cause. The DPA determines what must be done, by whom, and by when to rectify the situation.

Incidents of a technical nature may be investigated by the Technical Manager (TM) or another qualified individual. Where necessary, the DPA will escalate to senior management and use their authority to ensure corrective or preventive action is taken.

#### **5.4 Yacht Manager (YM)**

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The Yacht Manager (YM) is responsible for:

- Receiving and reviewing reports, finances, and yacht documents.
- Verifying that certification is maintained for the yacht and crew. Liaising with crew, the DPA, and the Technical Manager (TM) to coordinate execution of SMS procedures (e.g., reports, audits, training, close-out).
- Assisting crew in liaison with external bodies regarding certification.
- Administering employment documentation as required by the Maritime Labour Convention (MLC).

- Maintaining close liaison with the Master to ensure purchasing, ordering, and funding for safety-critical items.
- Ensuring that relevant policies, activities, and procedures are carried out in accordance with the objectives of **Yachting Concept Monaco**.

### 5.5 Technical Manager (TM)

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The Technical Manager (TM) is responsible for:

- Assisting in the initial implementation or review of the on-board Planned Maintenance System (PMS) as part of SMS implementation.
- Reviewing reports on SMS-related technical issues and monitoring correct execution of the PMS.
- Conducting at least one annual on-board inspection relating to maintenance and compliant functionality of equipment referenced in the SMS.
- Performing an annual review of the yacht's Critical Equipment list.
- Liaising with the yacht to achieve satisfactory resolution of technical issues noted via the SMS, including providing advice on actions and support with emergency repairs.
- Assisting crew in liaison with external bodies regarding technical issues arising under the SMS.
- Ensuring that relevant policies, activities, and procedures are carried out in accordance with the objectives of **Yachting Concept Monaco**.

## 06. MLC CREW MANAGEMENT

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### 6.1 On-board personnel

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**Yachting Concept Monaco** must ensure the yacht is manned in accordance with the Minimum Safe Manning Document and with qualified crew who are conversant with the Company's Safety Management System (SMS), as required by the International Safety Management (ISM) Code and the Maritime Labour Convention (MLC). The Yacht Manager (YM) and the Designated Person Ashore (DPA) will support the Master in fulfilling these responsibilities.

The Master and Yacht Manager must ensure that all officers engaged on the yacht—whether sourced by **Yachting Concept Monaco** or by the Master—hold a valid Certificate of Competency (CoC) with appropriate endorsements. They must also ensure that all crew hold valid certification for their role, including a Seafarer's medical certificate and Standards of Training, Certification and Watchkeeping for Seafarers (STCW) Basic Training, and any additional Flag-State requirements.

Crew are responsible for keeping their individual certificates and travel doc-

uments up to date at all times and for carrying originals when joining or returning to the yacht.

Before the Master departs the yacht, the Master must ensure a full and proper handover to an authorised and suitably qualified individual. Wherever practicable, especially for Senior Officers, a handover period should be arranged.

#### **6.1.1. Safety Officer and Ship Security Officer (SSO)**

As soon as practicable after joining, the Master, on behalf of **Yachting Concept Monaco**, shall appoint a suitably experienced crew member as Safety Officer.

- The Master shall also appoint a suitably qualified crew member as Ship Security Officer (SSO).

#### **6.1.2. Crew representatives**

- As soon as practicable after joining, the Master must ensure the crew are given the opportunity to appoint one or more Safety Representatives and a Responsible Person. If not achieved, the Master shall appoint them in time for the first Safety Committee meeting.
- For on-board job descriptions, duties, and responsibilities, see Job Descriptions.

#### **6.1.3. Safe manning in port**

- Unless specifically agreed by Flag State, local port/marina, **Yachting Concept Monaco**, Owners, and insurers, minimum alongside safe-manning requirements apply in port.
- For extended periods at berth, dispensations may be sought following a risk assessment and establishment of appropriate contingencies.

### **6.2 MLC key requirements**

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#### **6.2.1. Responsible Person**

To assist crew in understanding the On-board Complaints Procedure issued by Yachting Concept Monaco, a crew member will serve as the Responsible Person. The role is to ensure formal complaints are addressed using the defined channels; it is not to decide validity or promote a complaints culture. The Responsible Person's identity must be posted in the crew area.

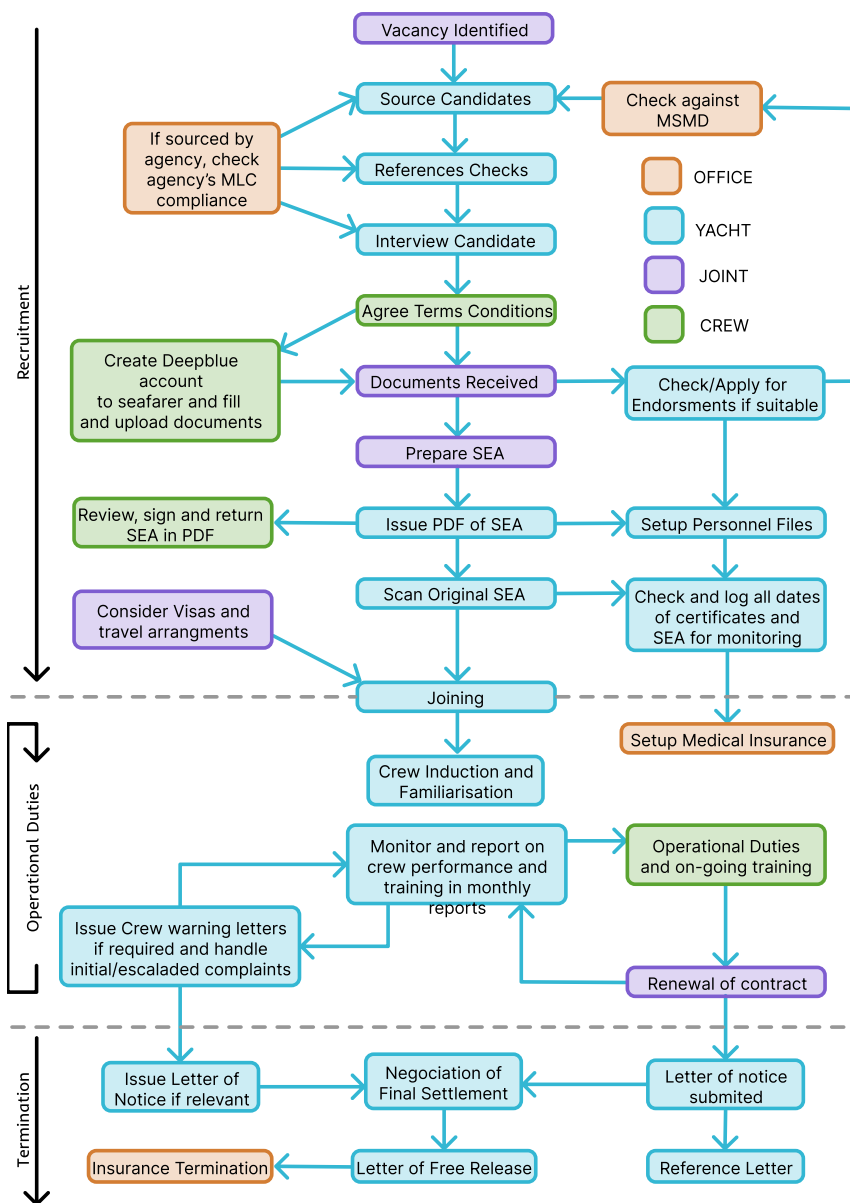
#### **6.2.2. Recruitment and Placement Agencies**

Under the MLC, crew Recruitment and Placement Agencies must be surveyed and certified annually by recognised organisations (e.g., Classification Societies). If using such services, the Master and Yacht Manager must verify certification before use, following the referenced flowchart.

### 6.3 Recruitment process

Yachts to which the Maritime Labour Convention (MLC) applies must follow the recruitment and employment requirements of the Declaration of Maritime Labour Compliance (DMLC) Parts I and II, as approved by their Flag Administration, and the yacht-specific Seafarer Employment Agreements (SEAs).

To ensure MLC compliance and proper employment, the revised employment process must be followed. This includes allowing crew time to review and obtain advice on the SEA before signing.



## 6.4 Records of seagoing personnel

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The Master must ensure crew data in Deepblue© are completed and verified, including:

- Crew details
- Financial data and bank account
- Medical information
- Next of kin

The Master must also ensure that original, valid, in-date documents are on board for each crew member to demonstrate compliance with the Minimum Safe Manning Document, STCW, and other requirements, and that digital copies are available online in Deepblue©.

These documents include, but are not limited to:

- Valid passport and applicable visas
- Qualifications and CoCs with any limitations
- STCW Basic 4: Personal Survival Techniques; Fire Prevention and Fire Fighting; Elementary First Aid; Personal Safety and Social Responsibility. Personal Survival Techniques and Fire Prevention and Fire Fighting must be updated within five years.
- Proficiency in Medical Care on Board Ship for the Master and any delegated person for medical care and use of medical supplies; must be updated every five years.
- Security training: Proficiency in Security Awareness/Designated Security Duties or SSO certificates. Any crew member with specific duties on the security muster must hold Proficiency in Designated Security Duties.
- Medical fitness certificate (e.g., ENG 1 or equivalent) in English.
- If available: CV, references, or sea-service testimonials

All crew joining must be entered into the yacht's Official Log Book in accordance with the Administration's requirements and added to the Port/Flag State crew list.

Crew are responsible for keeping certificates and travel documents up to date and for carrying originals.

## 6.5. MLC other consideration

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### 6.5.1. On-board complaints procedure

The On-board Complaints Procedure is issued by Yachting Concept Monaco and approved by the yacht's Flag Administration. A copy is provided to each crew member on joining and posted in the crew mess for reference.

### 6.5.1. Young seafarers

Yachting Concept Monaco's policy prohibit Seafarers under the age of 18 from employment on board.

### 6.5.2. Medical certificates

- Seafarers must undergo a medical examination before their employment aboard a vessel.
- Seafarers must undergo a medical examination every two years thereafter.
- Medical certificates must be in English (and may include another language if an English translation exists).
- Medical certificate must be issued according to the STCW Convention requirements and also meets the MLC, 2006 requirements.
- If a certificate expires while the seafarer is on board, the employer shall pay for re-examination.

### 6.5.3. Seafarer Food and Catering

- Yacht must carry sufficient quantities of good quality food and drinking water and supply it free of charge during the period of engagement.
- Food provided has to be nutritious and varied and prepared and served in hygienic conditions. Religious and cultural differences also have to be considered.
- Ships' cooks have to be over 18 and appropriately trained and qualified for the job. However, on ships with less than 10 crew or in exceptional cases for a period no longer than one month, the cook does not have to be fully qualified, but all those responsible for handling food, must be trained in matters relating to hygiene, food and its storage on board.

### 6.5.4. Personal Protective Equipments

- The yacht shall supply of correctly sized personal protective equipment
- Sufficient menstrual hygiene products are available onboard, along with means for their disposal.

### 6.5.5. Shore Leave

- All signatory countries shall facilitate shore leave without any form of discrimination, once the ship's arrival formalities are completed, unless there are serious reasons related to public health, public safety and security, or public order.
- Seafarers should not be required to obtain a visa or permit for shore leave.
- The Master must allow shore leave when seafarers are off duty, provided that it does not compromise the safety or operation of the ship.

**6.5.6. Annual leaves**

- The MLC prescribes a minimum of 2.5 days of annual leave per month (pro rata), specified in each crew member's SEA. If a Flag-State public holiday falls within annual leave, it must not be deducted.
- The employer cannot count as annual leave: maternity leave; time attending employer-approved maritime vocational training; or justified absences (e.g., full-time illness).
- Seafarers cannot remain on board continuously for more than 46 weeks without taking any leave. Recall from annual leave should occur only in cases of extreme emergency and with the seafarer's consent.

**6.5.7. Termination**

- The SEA must state the notice period for termination; the minimum is seven days, though longer periods are common and must be stated. The notice period must be the same for the Employer and the Seafarer.
- Exceptions to the minimum notice period:
  - Mutual agreement at the time of resignation/dismissal.
  - Misconduct by the Seafarer.
  - Compassionate or other urgent reasons, without penalty to the Seafarer (e.g., death or serious illness of next of kin, spouse, or child; or for a single person, a parent).
- Upon termination, provide a record of service on board. The severance and termination letter should reflect this requirement.

**6.5.8. Payslips**

Payslips: A monthly statement of wages must be provided to each crew member. Payslips for the preceding three months must be available for Port State Control inspection.

**6.5.9. Keel-laying date**

The keel-laying date affects the extent to which MLC accommodation and galley requirements apply. Yachts with keels laid before 20-08-2013 are not required to comply with the newer accommodation/galley provisions (as reflected in DMLC Part II); all other aspects of the MLC apply.

**6.5.10. Repatriation**

- When repatriating a seafarer, the shipowner must bear the minimum costs up to the destination. These include travel expenses, food and accommodation, up to 30 kg of personal luggage, and medical treatment costs until the seafarer is declared medically fit.
- Signatory countries must allow the repatriation of seafarers without any form of discrimination.

## 6.6 Training

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Effective training and crew development are required:

- By legislation.
- Due to technological and operational changes.
- When roles change, including promotion.
- To support a successful and developmental SMS.
- When assessments, evaluations, non-conformities, accidents, or incidents highlight training needs.

The Master will report identified training needs to the Yacht Manager or DPA via On-board Safety Meeting minutes. On-board training should include the Safety Training Manual required by the International Convention for the Safety of Life at Sea (SOLAS), available to all crew. All drills and training (including familiarisation) must be recorded in a log book or training file on board.

Yachting Concept Monaco proactively supports training and offers guidance on performance review and development.

### 6.6.1. On-board training, familiarisation, and exercises

- All officers and crew joining for the first time will receive formal familiarisation using the Crew Familiarisation and Training Checklist(s), including essential safety and survival information, before the yacht sails.
- The Master will undergo familiarisation according to the Master's Induction and Familiarisation check sheet upon joining.
- The Master must hold realistic emergency drills and exercises to prepare all crew for shipboard emergencies. Drills and exercises must meet minimum requirements set by relevant codes (e.g., SOLAS, MARPOL, International Ship and Port Facility Security (ISPS) Code). The office must be informed by sending an updated monthly yacht drill schedule.
- Each crew member must participate in at least one abandon-ship drill and one fire drill each month. If more than 25% of the crew have not participated in drills on board in the previous month, drills must be held within 24 hours of leaving port.
- Crew rejoining after more than six months must undergo training and participate in planned drills as new joiners.
- The Master, Senior Officers, and Safety Officer will evaluate performance during drills and, if concerns arise, initiate further training and unscheduled drills until concerns are resolved; **Yachting Concept Monaco** must be notified.
- Each year, conduct a full, extended exercise with **Yachting Concept Monaco** to test end-to-end emergency response, identify improvements, and implement them.

## **6.7 Crew and personnel procedures**

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### **6.7.1. Crew and guest lists**

- On departure from each port or location, send a message to the Office (DPA or Yacht Manager) stating the exact number of persons on board; this can form part of the pre-departure checklist.
- **Yachting Concept Monaco** must hold emergency contact/next-of-kin details for all crew on board. Charter agents will hold guest details.
- Send a daily position report when at sea, preferably at midday, unless automatically reported by systems such as Pole Star.

### **6.7.2. Non-operational crew on board**

- All non-operational crew must be contracted for the nature of their employment and hold a medical certificate suitable for their role (the contract may be with the charterer/owner rather than the yacht).
- The Master must ensure non-operational crew are familiarised with emergency and fire alarms, escapes, muster point, lifejacket donning, and life-raft boarding procedures, before or immediately after departure. Record the instruction. Non-operational crew must not be assigned responsibilities under the muster list.

### **6.7.3. Crew accommodation and services**

- The Master must ensure crew and guest accommodation is kept clean and tidy by occupants or by catering/housekeeping crew as necessary.
- The Master or a delegate should carry out checks (including the galley) and note this weekly in the Official Log Book. Areas must be furnished and equipped to a decent, comfortable standard and enable productive leisure time. Provide adequate bedding, mess equipment, food, and potable water.

### **6.7.4. Visitors**

The Master or Owner may approve or refuse visitors on board while in port, subject to Flag Administration requirements for permitted occasional voyages.

### **6.7.5. Medical requirements**

- Carry sufficient medical supplies for all non-passengers, in compliance with Flag State regulations. An Maritime and Coastguard Agency (MCA)-approved medical kit appropriate to the category and area of operations must be on board at all times. The Master must check it monthly.
- Note: Within some territorial waters, distribution of medicines (other than over-the-counter) may require additional controls under national Misuse of Drugs Regulations—seek advice before administering beyond first aid.

- Private yachts voluntarily complying with commercial ISM standards may be prohibited from carrying controlled drugs across borders; some nations treat this as importation of controlled substances.
- All seafarers should be provided with appropriately sized personal protective equipment as a means to prevent occupational accidents, injuries and diseases on board.

#### 6.7.6. Personnel SOPs

The following procedures, forms, and checklists must be available for training and familiarisation, aligned with job descriptions:

- **Deepblue**© crew information forms or Personal Information Form.
- Crew Familiarisation – Induction & Familiarisation.
- Crew Familiarisation – With Tenders.
- Crew Familiarisation (general).
- Deck Crew Familiarisation.
- Bridge Crew Familiarisation.
- Engineering Crew Familiarisation.
- Interior Guest Familiarisation.
- Hours of Rest.
- Crew List.
- Guest List.
- Master's Handover.
- Chief Engineer's Handover.
- Chief Officer's Handover.
- Master Familiarisation.
- Induction & Familiarisation.
- Crew Familiarisation – Galley.

#### 6.8 Hours of rest

All seafarers must be provided with rest in accordance with Section A-VIII/1 of the STCW Code. The Master must draw up a Table of Shipboard Working Arrangements showing maximum watch periods and minimum rest periods to be observed by seafarers. Changes may be made only after consultation with the Master. Yachting Concept Monaco must ensure sufficient personnel are provided to comply with rest requirements and must monitor compliance through inspections and audits.

- Post the Table of Shipboard Working Arrangements in a place accessible to everyone.
- Record any deviations from Hours of Rest requirements in the Official Log Book, with an explanation and details of compensatory rest.
- Maintain a record of rest periods for watch-keepers (or agreed equivalent).

### **6.9 Management of complaints from non-crew on board**

Any non-crew member raising a safety complaint should submit it to the office for the attention of the DPA. Where necessary, the Yacht Manager and/or DPA will arrange for investigation with appropriate personnel and respond accordingly.

## **07. PLANS FOR SHIPBOARD OPERATIONS**

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All yachts must adopt standard ways of working for shipboard tasks. These instructions represent minimum requirements and are not exhaustive. Refer to Appendix D for detailed reporting and handling requirements for documents required by this system.

Operations should be reviewed during the Master's Annual Review, or sooner if circumstances dictate.

### **7.1 Standing orders**

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#### **7.1.1 Master's Standing Orders**

The Master is responsible for the overall functioning of the yacht and must delegate and promulgate requirements for safe navigation and shipboard operations. The Master shall issue written Standing Orders to avoid ambiguity and to define where Officers' and crew members' authority ends and when the Master expects to be called. All crew must review and sign the latest Standing Orders.

#### **7.1.2 Chief Engineer's Standing Orders**

The Chief Engineer has overall responsibility to the Master for all technical spaces, machinery, and equipment. The Chief Engineer shall issue written Standing Orders to engineering personnel defining required work standards and activities under their control. Engineering personnel must sign to confirm understanding.

### **7.2 Monthly Master's and Chief Engineer's yacht reports**

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Two reports must be completed monthly, one by the Master and one by the Chief Engineer. The Deepblue© portal contains controlled templates for both reports to ensure all routine actions and reporting items are covered. Submit both reports in Deepblue© each month. The Yacht Manager (YM), Designated Person Ashore (DPA), and Technical Manager (TM) will review and provide prompt feedback as necessary.

### **7.3 Completed drill schedule**

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To verify that all statutory drills have been conducted as required, the Master and/or Chief Officer shall maintain a log of drills in Deepblue© as a recurring task aligned to the drill schedule. At the start of each year, review and adjust the annual drill schedule to avoid peak operational periods (e.g.,

busy charter season). Additional requirements for entry into United States waters, including compliance with Non-Tank Vessel Response Plan (NTVRP) regulations, are noted on the schedule.

## 7.4 On-board health and safety reporting

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### 7.4.1 Safety Committee

For yachts with five or more crew, a monthly on-board Safety Committee meeting must be convened. The Master chairs the meeting. Members include the Safety Officer and elected Safety Representative(s).

- At the first safety meeting, provide crew the opportunity to elect a Safety Representative. Record the election in the Official Log Book, including the elected person(s) and term. The Safety Representative raises safety concerns from crew who cannot attend and ensures meeting outcomes are fed back to all crew.
- Use Safety Committee meetings to review health and safety prevention and improvement. Report to **Yachting Concept Monaco** using the "On-board Safety and Security Committee Minutes" in **Deepblue**®.
- Invite all crew to attend where practical; otherwise the Safety Representative must cascade relevant information to non-attendees.

### 7.4.2 Quarterly Safety Officer inspections

The Safety Officer must conduct a full inspection of the yacht every three months. Whether completed in one session or over the period, record completion on board.

- Raise and note any adverse conditions during Safety Committee meetings and report to **Yachting Concept Monaco**.
- Report serious deficiencies immediately in accordance with Defect/Reportable Item, Incident Report, or Non-Conformity/Observation processes described in Appendix D.

## 7.5 Purchasing

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Heads of Department, with the Master's approval, are responsible for raising purchase requests to ensure the yacht is stored and equipped for safe and efficient operation while maintaining reasonable stock/spare levels. Complete request, order, and supply documentation accurately to avoid delays and missed deliveries. Document purchase requests where possible.

## 7.6 Deck Department

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The Master and Senior Officers are responsible for implementing Standard Operating Procedures (SOPs) that define departmental operations, including voyages with and without guests.

- Conduct Fire Rounds in all accommodation at the end of each duty by the Watch Officer unless the area is manned by working crew. In port, ensure sufficient crew are available to provide minimum firefighting cover.
- Implement a Garbage Management Plan and, where applicable, a Ballast Water Management Plan.

### **7.6.1 Voyage planning**

The Master assigns a nominated Deck Officer to plan passages and provides any special routing requirements. The nominated Deck Officer prepares the passage plan and submits it to the Master for approval. The Master authorises the passage plan by countersigning it and ensures the Engine Room is informed, especially regarding engine movements.

Before planning any passage, the nominated Deck Officer must gather information on the proposed route, including but not limited to:

- All charts for the voyage (latest editions, corrected to date, suitable scale), including routing charts
- Sailing Directions / Ocean Passages for the World
- List of Lights
- List of Radio Signals
- Tidal stream atlases
- Tide tables
- Weather charts and forecasts
- Latest navigation warnings
- Proposed draught (and air-draught) and ballast condition
- Additional requirements from the Master or client

Details of the passage plan must be entered on the Voyage Planning Checklists for each itinerary section. Plans must follow the ICS Bridge Procedures Guide and consider:

- Submerged and unlit dangers en-route
- Availability of fixed navigational marks in confined waters
- Weather, tidal, and visibility hazards
- High-density traffic areas and Vessel Traffic Service (VTS) reporting points
- Traffic Separation Schemes
- Height restrictions
- Pilot boarding/unboarding areas

Plot all courses clearly on charts showing true courses, alteration points, reporting points, and nearby dangers. When approved, use Electronic Navigational Charts (ENCs) where available; otherwise use Raster Navigational Charts (RNCs) with paper backup.

- Before sailing, inform the Yacht Manager of any changes to crew, non-operational crew, guests, and the total number of persons on board (PoB).
- For voyages over 48 hours, the Master must upload the passage plan to **Deepblue**© to notify the Yacht Manager.

### 7.6.2 Bridge Log Book

The Master must ensure the Bridge Log Book is completed at least at the end of every watch and should inspect the Deck Officers'/Navigational Log Book daily, signing the bottom of each page. As a minimum, record:

- Times and positions when altering course and when passing navigational marks or waypoints
- Names of Watch Officers and lookouts
- Details and times for berthing, sailing, or anchoring
- Details of tests of navigational equipment (if not recorded elsewhere)

#### **Post on the bridge, as a minimum:**

- Emergency steering changeover procedures
- The yacht's call sign, IMO number, and Maritime Mobile Service Identity (MMSI)
- GMDSS and SOLAS distress procedure cards and posters

### 7.6.3 Deck SOPs

The following procedures, forms, or checklists must be available, with responsibilities clearly defined. Train and familiarise new crew before they conduct these operations:

- Passage planning
- Pre-departure planning
- Arrival in port
- Anchoring
- Use of water-sports equipment
- Tender operations
- Maintenance
- Dry-docking
- Undocking

Document completion of checklist-based operations in the deck or navigational logbook if checklists are not retained for records.

## 7.7 Engineering Department

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The Chief Engineer must ensure:

- The Engine Room, machinery, and equipment are fully maintained and operational.
- Engine Room personnel are informed of planned movements and voyage requirements.
- Watchkeeping Engineers maintain an Engine Room watch.
- The Chief Engineer's Standing Orders are completed, signed, and left in the Engine Control Room by all engineers.
- The Night Order Book, Engine Room Log Book (or similar), and Oil Record Book are completed and countersigned by the Master as appropriate.

### 7.7.1 Engineering SOPs

The following procedures, forms, or checklists must be available, with responsibilities clearly defined. Train and familiarise new crew before they conduct these operations:

- Pre-departure (Engine Room)
- Watchkeeping in port (Engine Room)
- Watchkeeping at sea (Engine Room)
- Arrival (Engine Room)
- Bunkering (Engine Room)
- Operation of generators
- General service pumps (fire and bilge)
- Transfer of electrical power
- Testing and inspection of critical equipment

Document completion of checklist-based operations in the Engine Room logbook or Planned Maintenance System (PMS) if checklists are not retained for records.

- Appoint a duty engineer whenever machinery is running. While in port on shore power, close shore leave may be permitted if the duty engineer has effective communication (e.g., mobile phone).

## 7.8 Relevant to all departments

### 7.8.1 Risk assessments

Yachting Concept Monaco has identified key operations that require risk assessments.

Safety Officer, Heads of Department, or other responsible crew (under supervision) must complete risk assessments with reference to **Yachting Concept Monaco** Fleet Notices and industry standards/guidance (e.g., UK Maritime and Coastguard Agency's Code of Safe Working Practices and Flag Shipping Notices).

Term	Definition
Hazard	Something with the potential to cause harm.
Risk	The likelihood and/or consequence of harm occurring.
Controls	Measures to reduce the chance of harm occurring or to reduce its effects to an acceptable level.

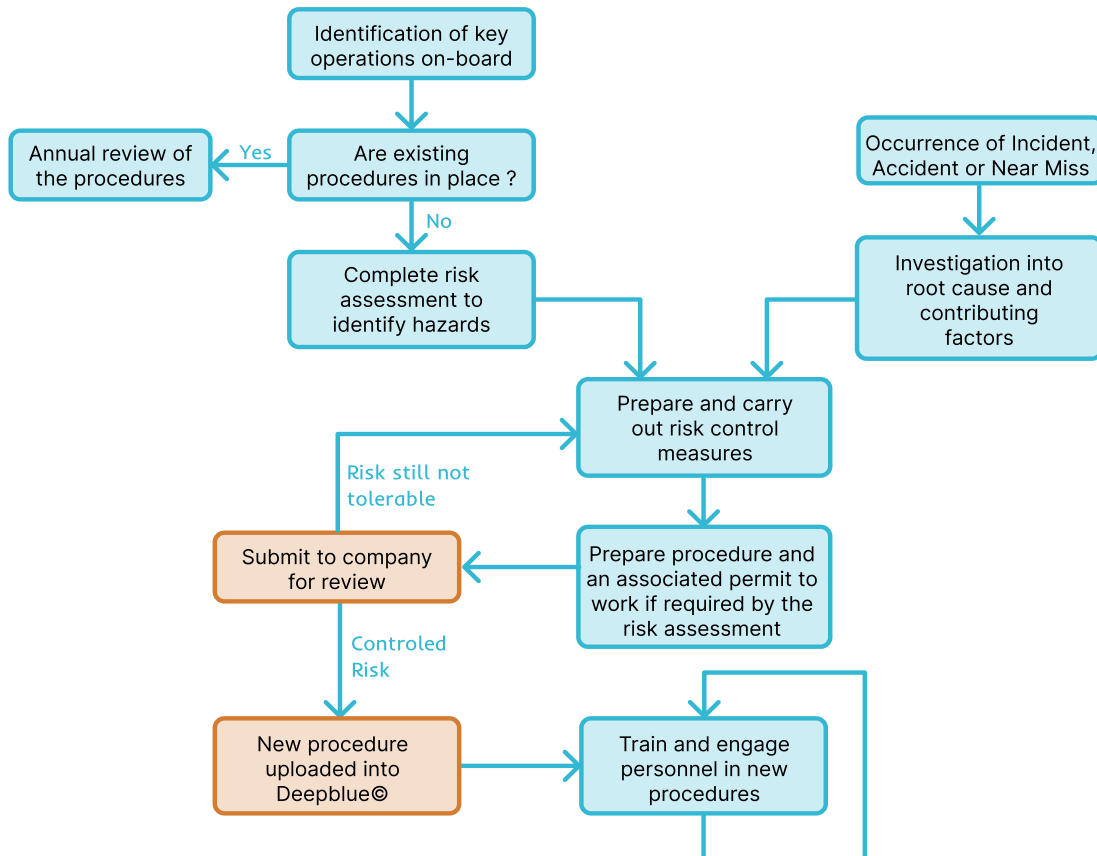
- Controls may require changes in work practices, training, procedures, or SMS documentation.
- Existing yacht-specific procedures may already embody risk assessment. If, after review, no changes are required, note this on the assessment form.
- Organise risk assessments with review dates (usually 12 months after the last assessment). Consider aligning reviews across areas (e.g., off-season or before the Master's Annual Review).
- Group current risk assessment records so specific tasks/areas can be located and validity/status quickly confirmed. Maintain reminders/logs of expiry dates (the Risk Assessment Library).
- Annual reviews should identify changes to equipment/physical environment, crew experience and manning, or operational areas. If no changes are required, note the review and set the next review date.
- If an incident occurs in a previously assessed area, review the relevant assessments before restarting work; include results in any accident investigation.

Risk Assessment forms are available in Deepblue© under ISM/Procedures/Safe Working Practices/.

### 7.8.2 Reporting risk assessments

There is no requirement to report all risk assessments to Yachting Concept Monaco. If the Safety Officer or responsible person cannot reduce risk to an acceptable level (Low or Very Low), notify the Master and DPA.

### 7.8.3 On-board risk assessment process



### 7.8.4 Permit to Work (PTW)

The following written procedures, forms, or checklists must be available, with responsibilities clearly defined:

- Permit to Work – Entry into Enclosed Spaces
- Permit to Work – Hot Work
- Permit to Work – Working aloft and over the side
- Permit to Work – Diving or in-water operations
- Permit to Work – Machinery and equipment
- Permit to Work – Electrical

## 08. MAINTENANCE OF THE YACHT

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### 8.1 Operational maintenance routine

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- The Chief Engineer and Chief Officer are responsible to the Master for maintenance within their areas of control.
- The Chief Engineer executes the machinery maintenance programme and ensures on-board work is completed satisfactorily, reporting in the Chief Engineer's monthly reports.
- The Chief Officer maintains the yacht's safety and lifesaving equipment, reported ashore in the Master's monthly report.
- The Technical Manager (TM) reports to the Director and DPA, monitors maintenance effectiveness through yacht inspections, and manages office aspects of planned maintenance, repairs, and dry-docking.

### 8.2 Critical equipment

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Yachting Concept Monaco has reviewed equipment and technical systems to identify Critical Equipment—items whose sudden failure may result in a hazardous situation (including pollution).

- Criteria consider single-point equipment failure (not component level) under normal operating conditions (sea, anchor, harbour, manoeuvring) with competent personnel.
- The following equipment/systems may result in hazardous situations if they fail (unless redundant or back-up systems exist):
  - Launching appliances, lifting equipment, and loose gear (e.g., chain blocks, portable lifting devices).
  - Quick-closing valves.
  - Fire dampers (where no back-up/remote function exists).
  - Oily Water Separator (OWS).
  - Fuel-piping systems.

This list is a minimum. The Chief Engineer, with the TM, must identify yacht-specific additions. Keep the Critical Equipment list in Deepblue© and on board, available for inspection.

- Report any defect first to the Chief Engineer and record it in the Engine Room Log Book.
- If repairable on board: take corrective measures immediately.
- If not repairable on board: report to **Yachting Concept Monaco** at the earliest opportunity and initiate remedial action.

### 8.3 Reportable Items

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Certain equipment and systems are important for Class, Flag, or Port State Control (PSC) compliance; absence or inoperability may lead to inspection failure or detention. Report these to **Yachting Concept Monaco** without delay by email (and phone if urgent), including repairs or contingencies in place:

- Steering gear
- Main engine(s) and propulsion chain
- Generators and emergency power
- Exhaust-treatment systems (if fitted)
- Mooring equipment
- Anchors and chains
- Fixed fire-fighting systems (including pumps/components) and fire-detection systems
- Portable fire-fighting equipment (if not immediately replaceable from spares)
- Shipboard Oil Pollution Emergency Plan (SOPEP) equipment
- Sewage reception, treatment, and discharge systems
- Potable-water systems
- Main fridges/freezers
- Basic ventilation system (excluding air-conditioning units)
- Fuel/ballast/bilge/oily-water transfer systems (including pumps/separator)
- Lifting equipment/cranes/davits (including rescue-boat launching, gangways, lifts)
- Minimum required outfit of navigation and communication equipment (including EPIRBs)
- Fire dampers
- Life-saving appliances (LSA) and man-overboard (MOB) recovery equipment (unless immediately replaceable from spares)
- Watertight doors
- Hull-penetration fittings

If the yacht must sail, the Master shall verify compliance before departure. For longer-term repairs, Flag, Class, or PSC must approve departure, or the Master shall request assistance from **Yachting Concept Monaco**.

### 8.4 Defect Report Form

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- Report deficiencies of Critical Equipment/Systems to **Yachting Concept Monaco** the same day using the Defect Report Form.
- Submit a Defect Report even if the deficiency is quickly remedied on board, to support prevention of recurrence.

## 8.5 Other technical failures

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Notify **Yachting Concept Monaco** of other equipment failures via the Planned Maintenance System (PMS) or through the Master's and Chief Engineer's reports. These do not require urgent Defect/Reportable Item submission unless they affect compliance or safety.

## 8.6 Routine operations

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### 8.6.1 Interior

- The Chief Engineer and Chief Steward(ess)/Purser must ensure health and hygiene aspects are addressed, including cleaning schedules for areas that harbour viruses/germs (e.g., shower heads, air-conditioning filters and condensate trays).
- Maintain galley and food-storage areas to high standards per a schedule; report deficiencies monthly via on-board safety meetings or the Master's report.
- Crew preparing/handling food must be appropriately qualified or trained on board using the Galley Familiarisation Checklist.

### 8.6.2 Planning maintenance

- Plan repairs and maintenance to ensure proper work allocation, efficient manpower usage, and full machinery coverage.
- Agree routine maintenance for cosmetic/material preservation and HSE standards on board; send planned-maintenance records to the TM.
- Template planned-maintenance schedules for SOLAS Life-Saving Appliances (LSA) and Fire-Fighting Equipment (FFE) are provided; alternative formats may be used with DPA approval.

### 8.6.3 Records

- The Chief Engineer must maintain a Technical Monthly Report of completed work and plans for the next period.

## 8.7 Annual servicing of LSA and FFE

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As required by SOLAS and statutory notices, LSA and FFE must be examined at least annually by either:

- An approved servicing station authorised by the Flag Administration or recognised organisation and approved by the manufacturer; or
- A Competent Person certified and trained by the manufacturer (may be a crew member, if permitted by the Flag Administration).

### 8.8 Surveys of hull and machinery items

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Before surveys, ensure equipment is functioning, maintained, and prepared; ensure spare parts are available. Notify the TM of any operational/maintenance problems and consult as required.

### 8.9 Audits and Technical visits on board

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The DPA should conduct an audit/inspection regularly—preferably at interval not exceeding 12 months. The visit will review, at minimum:

- Equipment documentation and records
- Life-Saving Appliances
- Fire-Fighting Appliances
- Navigation and safety-communication equipment
- Machinery and electrical equipment
- Deck equipment
- Accommodation (MLC requirements)
- Appropriately sized personal protective equipment
- Pollution-prevention arrangements

Where standards are not met, agree remedial actions on board, record them ashore, and note completion.

### 8.10 Port State Control and other inspections

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Yachts may be subject to unannounced Port State Control or Flag State inspections. Authorised officials cannot be refused entry and should state the inspection's nature. Unless grounds exist for a broader inspection, visits should be brief. Private yachts, even when voluntarily complying with commercial standards, should show the private certificate of registry to reduce inspection scope.

Notify **Yachting Concept Monaco** of any unannounced inspection as soon as possible and send the attendance report with findings without delay. In most instances, Flag State expects notification of significant PSC deficiencies.

### 8.11 Inventory of Hazardous Materials (IHM)

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Under the 2009 Hong Kong Convention, the Master must ensure the initial assessment and continuous updating of the Inventory on board; the Inventory is an essential part of the IHM certificate.

**Yachting Concept Monaco** designates the Chief Engineer to maintain and update the Inventory using the live PDF document (latest version in **Deepblue©**). The DPA establishes and supervises the process to ensure the Inventory is properly maintained. The Master and Chief Engineer should refer to **Yachting Concept Monaco's** IHM maintenance manual for procedures and correct application of the Convention.

## 09. EMERGENCY PREPAREDNESS

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### 9.1 Responsibility

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**Yachting Concept Monaco** maintains procedures and checklists ashore and on board to identify, describe, and respond to potential and actual emergencies.

The Master must take immediate action to minimise danger to persons, protect the yacht, and prevent pollution, and keep **Yachting Concept Monaco** advised of decisions and actions at the earliest appropriate opportunity. The Master may seek assistance from Yachting Concept Monaco at any time to maximise effectiveness and minimise consequences.

### 9.2 Families of crew, non-operational crew, and passengers

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- Transmit to **Yachting Concept Monaco** a current list of all crew and non-operational crew on board with next-of-kin details.
- When on charter, make available confirmation of the appropriate guest emergency contact.

### 9.3 Emergency procedures

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The following emergency procedures, forms, or checklists must be available, with clearly defined responsibilities:

- Fire
- Flooding
- Abandon ship
- Collision
- Grounding
- Power failure
- Steering-gear failure
- Main-engine failure
- Man overboard (seen)
- Man overboard (unseen)
- Medical emergency
- Helicopter evacuations
- Salvage of own yacht
- Piracy
- Oil pollution
- Recovery of persons from the water
- Recovery of persons from an enclosed space
- Rig failure (sailing vessels only)

The Master must ensure all personnel understand emergency preparedness and that relevant personnel participate in drills and exercises.

#### **9.4 Fire and Safety Plans**

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Fire and Safety Plans are instruction and training tools and must be accurate and up to date. Post plans in prominent locations marked on the plans.

- Plans require Flag-State approval to verify compliance with applicable rules and regulations.
- Reflect changes to equipment type or location immediately on all plans and log a new drawing revision. Minor changes may be verified and stamped on board by a Surveyor; significant changes should be sent for formal approval.
- Subject to Flag-State approval, Fire Control Booklets for senior crew may replace posted plans.

#### **9.5 Emergency towing procedures**

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As required by the International Convention for the Safety of Life at Sea (SOLAS), develop Emergency Towing Procedures for emergency towing situations. Keep copies on the Bridge, at the forward mooring station, and in the Ship's Office. Upload a copy to Deepblue© for **Yachting Concept Monaco**.

#### **9.6 Shipboard Oil Pollution Emergency Plan (SOPEP)**

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In the event of oil pollution or threat thereof, consult and comply with the SOPEP. Maintain a printed list of emergency numbers on the bridge and update it twice per year. The DPA will provide the emergency numbers.

#### **9.7 Ship Security Plan (SSP)**

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For any security-related situation, consult the Ship Security Plan (SSP).

#### **9.8 Emergency notification**

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##### **9.9.1 Contact details**

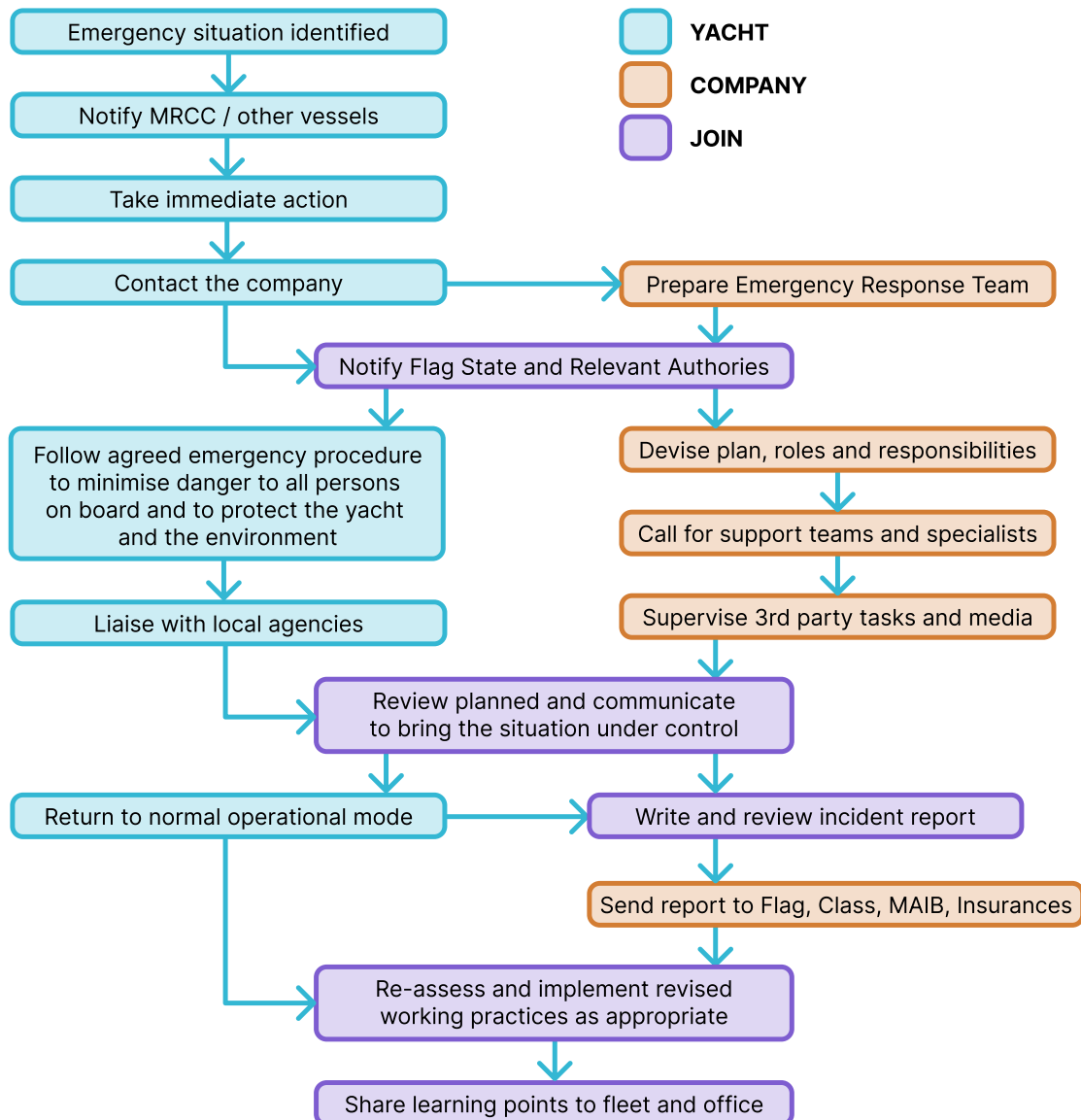
Display current Company contact details (SMS – A01) on the bridge and relevant crew notice boards. In an accident/incident, ensure all persons on board are notified and informed of actions taken or intended.

##### **9.9.2 Serious incidents**

If life is threatened, the Master must notify Port State Authorities and nearby vessels immediately (distress message, SOS, or MAYDAY) and take action to save life. Inform Yachting Concept Monaco at the earliest opportunity.

**9.9.3 Less serious accidents/incidents**

- For other accidents, incidents, or near misses, the Master must contact the DPA and provide:
  - Essential details of the incident
  - Degree of danger to persons, the yacht, and the environment
  - Actions taken
  - Authorities informed
- When the situation moderates, submit a written report so lessons can be learned. Use the Incident/Accident Report Form for all accidents and incidents. Raise a medical report when medical assistance is required.



### 9.10 Contingency plans

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The above procedures apply during normal conditions (in and out of office hours). During exceptional times when office premises are not fully accessible, contingency plans will be issued to ensure proper emergency cover.

### 9.11 Fire and Safety Training Manual

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Alongside the Fire and Safety Plan, the Fire and Safety Training Manual provides familiarisation and training for emergency preparedness.

### 9.12 Cyber Security Plan

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International Maritime Organisation (IMO) Resolution MSC.428(98) requests that cyber risks be appropriately addressed in Safety Management Systems not later than January 2021.

- Ships increasingly rely on digitalisation, integration, and automation. Information Technology (IT) and Operational Technology (OT) on board are often networked and internet-connected, requiring cyber-risk management.
- Each vessel under safety management must have a Ship Cyber Security Plan identifying information sources to establish policies and procedures to mitigate maritime cyber risks. **Yachting Concept Monaco** develops this plan with the on-board IT/Entertainment team to establish safeguards against cyber-attack.
- The Master nominates a Cyber Security Officer (CySO) who accepts responsibilities by signing a CySO Job Description form.
- The Master, assisted by the CySO, is responsible for on-board cyber-security practices, risk assessments, and procedures. Following the on-board audit, **Yachting Concept Monaco** may require additional technical equipment to protect against cyber-attacks and critical operational failures.
- ISM-related operations are executed using **Deepblue©** management software, a cloud-based system with daily backups.

Company-level cyber-security practices include (non-exhaustive):

- Up-to-date operating systems on Company computers
- Dedicated office firewall
- Strong passwords and timed auto-lock on Company computers
- No personal/social/gaming use on Company computers

The DPA maintains Company cyber-security practices and training.

## 10. REPORTING, INVESTIGATION, AND ANALYSIS OF INCIDENTS

### 10.1 Responsibility

All office staff and crew must report non-conformities, accidents, incidents, and hazardous occurrences, and bring any actual or potential conflict with specified requirements to the attention of the Designated Person Ashore (DPA) and the Master. This enables corrective and preventive action.

The Master must address safety problems and ensure prompt, effective, and durable corrective or preventive action is taken, with support from the shore team.

In addition to immediate corrective action, implement preventive measures to avoid recurrence. Root-cause investigation tools (e.g., Five Whys, Fish-bone Diagram) help identify underlying causes and appropriate actions.

### 10.2 Non-audit non-conformities and observations

All office staff and crew must report non-conformities at the earliest opportunity. While immediate corrective action is important, implement preventive measures to avoid recurrence. Non-audit items are tracked and closed in the same way as audit findings (see 13.3).

### 10.3 Accidents, near misses, and occupational diseases

Accident	An unforeseen, unplanned event that results in injury, illness, or damage.
Near miss	An unplanned event that did not result in injury, illness, or damage, but had the potential to do so.
Occupational disease	A chronic condition arising from work activities (e.g., prolonged exposure to harmful substances, repetitive actions).

Prevent accidents, near misses, and occupational diseases by agreeing Standard Operating Procedures (SOPs) for routine activities with Yachting Concept Monaco. Where risk is heightened, conduct a risk assessment and implement a Safe System of Work via a Permit to Work (PTW).

All office staff and crew must report accidents, incidents, and near misses. Guidance is provided on the report template.

Maintain records of accidents, near misses, and occupational diseases, including actions taken (emergency and immediate), messages sent/received, and other relevant information in the ISM module of Deepblue©. File supporting documentation (e.g., log entries, medical log, photographs, witness statements, accident/incident report form).

#### **10.4 Monitoring incidents and defects**

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All reports submitted in **Deepblue**© are stored and forwarded to the Yacht Manager (YM), even when the issue is resolved on board. **Deepblue**© maintains a summary of all Safety Management System (SMS) reports, showing status, required actions, responsible persons, and due dates, as required by the International Safety Management (ISM) Code.

Refer to this record during Safety Meetings and when completing the monthly Master's report. The Master must liaise with **\*\*Yachting Concept Monaco\*\*** to ensure items are closed within agreed timescales.

#### **10.5 Conditions of Class**

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When a Surveyor imposes a Condition of Class to monitor an item or situation, notify the Yacht Manager or Technical Manager immediately of any deterioration.

Yachting Concept Monaco will monitor and note the condition during routine inspections. For all accidents and defects, keep Yachting Concept Monaco advised of subsequent events and actions. Communicate ongoing progress (with responsible persons) between the Master, yacht, and Yacht Manager and document it.

Maintain records of the status of each incident or defect report, identifying who completed actions and when. When satisfied, the DPA and Master shall close the report by signing and dating, recording actions taken. Document any changes to agreed requirements, including target dates for closure.

#### **10.6 Investigation, root cause, and preventive action**

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Conduct an investigation after any reported accident, incident, or hazardous occurrence to establish the facts. Make all recorded details available and invite witnesses if necessary.

Investigate even small incidents to establish root causes. Use tools such as Five Whys or Fishbone Diagram to identify underlying issues. Agree preventive measures between the yacht and the office to prevent recurrence. Define actions clearly with success criteria so evidence of effective remedy can be demonstrated.

Agree deadlines for implementing corrective and preventive actions and set monitoring timescales before final closure.

### 10.7 Serious incidents and casualty investigations

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The Master must collate and preserve all evidence following serious incidents. Accidents may give rise to Flag- or Port-State investigations. Incidents involving navigation must be documented, retaining evidence such as charts, electronic charts, logbooks, and manoeuvring records (including Engine Room records).

Include, as appropriate:

- Date, time, location/position
- Weather, visibility, and light conditions
- Witness names and contact details
- Details of other vessels involved
- Nature and severity of injury or illness
- Damage to the yacht or equipment
- Damage to other vessels or structures
- Type, amount, and clean-up of any pollution
- Identified hazards/risks and precautions taken
- Use of Life-Saving Appliances (LSA) or Fire-Fighting Equipment (FFE)

Wherever possible, take relevant photographs.

**Yachting Concept Monaco** will attend the yacht as soon as possible following a serious accident to assist in preserving and collating evidence and initiating the investigation.

The DPA, with the relevant Yacht and/or Technical Manager(s), will examine and analyse the facts. Involve other experienced/qualified personnel if required. Where necessary, develop an action plan to rectify deficiencies and/or minimise the possibility of recurrence, assign responsibilities, and set completion deadlines.

## 11. YACHT CERTIFICATION

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### 11.1 Responsibility

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- The Master and Chief Engineer must monitor the validity of the yacht's certificates and inform **\*\*Yachting Concept Monaco\*\*** in sufficient time of any certificates due to expire.
- The Yacht Manager (YM) must ensure the yacht's certificates meets Classification Society and Flag-State requirements.
- The YM must record and monitor survey status, ensure necessary surveys are carried out, and arrange attendance by the appropriate Surveyor(s).

### 11.2 Certificates and surveys

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- The Designated Person Ashore (DPA) must define the certificates required for the yacht during Safety Management System (SMS) implementation and maintain a list ashore and on board.
- Original certificates must be kept on board for inspection by Port-State, Flag-State Authorities and Classification Society personnel. Certified true copies may be retained ashore where applicable.
- An on-board summary of all certificates must be maintained, identifying due dates for future actions; an online record may be synchronised with **Yachting Concept Monaco**.
- Copies must be forwarded to the office when certificates are issued directly on board.
- Maintain the certificate register, survey schedule and supporting evidence in **Deepblue©**, ensuring ashore and on-board records remain aligned.

### 11.3 International Safety Management (ISM) certification

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- Safety Management Certificate (SMC): Issued by the Flag to the yacht; valid for up to five years with an intermediate audit due between the second and third anniversary dates. Keep the original SMC on board and retain a copy in the office.
- Document of Compliance (DOC): Issued to **Yachting Concept Monaco**; valid for up to five years with annual verification audits. Keep the original DOC in the **Yachting Concept Monaco** office and a copy on board.

## 12. DOCUMENTATION

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### 12.1 Safety Management System (SMS)

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- All Safety Management System (SMS) documents are controlled documents. After any approved change, the Designated Person Ashore (DPA) must issue the revised version to all holders.
- On receipt, each holder must acknowledge receipt of the amended document and destroy previous hard and soft copies. Any hard copy is considered uncontrolled.

The DPA is responsible to the Director for:

- Approving and issuing documents, and retrieving obsolete documents
- Distributing controlled manuals to designated holders
- Ensuring the Document Control – Revision Status logs are updated at each change

The holder of each manual is responsible for:

- Acknowledging the Controlled Document Form sent with amendments or a new manual
- Destroying previous hard and soft copies

### 12.2 Document control

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- Changes to controlled documents must be initiated and authorised by a Document Change Request form. The purpose is to:
  - Record changes to manuals, forms, and checklists
  - Allow any member of personnel to propose changes to a controlled document
  - Achieve corrective action to a manual in the case of a non-conformity
- If the Master, Yacht Manager (YM), or DPA do not agree to a proposed change, the reasons must be recorded and discussed to find an appropriate amendment.

### 12.3 On-board yacht files

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Yachts must maintain on-board files in Deepblue© covering relevant operational information, correspondence, and other related matters, including:

- Yacht certificates and insurances
- Yacht manuals and drawings
- Personnel information
- Crew lists and guest lists
- Hours of rest records
- Safety items and reports
- Navigation reports
- Internal and external audit reports
- Risk assessments
- Deck documentation and certificates
- Deck maintenance and worklists
- Engineering documentation and certificates
- Engineering maintenance and worklists
- Survey and class reports
- Shipboard Oil Pollution Emergency Plan (SOPEP) or Shipboard Marine Pollution Emergency Plan (SMPEP), as appropriate; and Non-Tank Vessel Response Plan (NTVRP), if applicable

### 12.4 Storage of records

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- Records must be uploaded to **Deepblue©** as soon as they are produced.
- The on-board team and the office team must ensure the **Deepblue©** local server and/or online server remain synchronised.

### 12.5 Storage of certificates

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- Original yacht certificates must be kept on board, organised in a neat manner.
- Certificates must be scanned and uploaded to **Deepblue©** immediately after issue. The original paper certificates folder organisation should reflect the online storage.

### 12.6 Obsolete documents

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- All obsolete documents associated with the management of safety must be promptly removed.
- Documents required to be retained for record-keeping must be clearly identified as obsolete.

## 13. AUDITS, ANNUAL REVIEWS AND EVALUATION

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### 13.1 External survey and audit

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- Flag State will carry out audits and surveys of the yacht and the office to ensure ongoing adherence to safety and security standards.
- Classification Societies require regular surveys to be carried out on board.
- The purpose of these audits and surveys is to check that certification standards are maintained and that compliance is regularly re-evaluated.
- The Master must transmit copies of reports of all surveys carried out on board by Flag State, Classification Societies, Port State Control, or any other authority concerning compliance of the yacht, to the office as soon as possible.
- Where possible, surveys should be carried out at the annual refit/dry-docking to cover items required in the following 12 months, leading to the next refit/dry-docking.

### 13.2 Internal audits

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- The Designated Person Ashore (DPA) is responsible for the internal audit and must liaise with the yacht to schedule this at interval not exceeding 12 months.
- The audit verifies whether safety and pollution-prevention activities comply with Yachting Concept Monaco's documented procedures.
- The auditor appointed must be trained and, as far as possible, independent of the area to be audited.

#### Audit process:

- Begin with an opening meeting covering the scope and purpose of the audit, the audit schedule, and the process.
- Gather objective evidence of compliance through observation of activities, interviews of personnel, and examination of relevant records.
- Compare information to policies and procedures and to the International Safety Management (ISM) Code requirements to determine the level of compliance.
- Document evidence within the auditor's checklists, notes, examples, and report.

#### On completion, the auditor must produce:

- An Internal Audit Report
- Non-conformity Reports (NCRs) for individual findings
- Observations

### 13.3 Non-conformities, root-cause analysis, corrective and preventive actions

- Non-conformities and Observations should be issued by trained auditors during an audit; or, if extraordinarily necessary, by the DPA as an action following a review or incident.
- Non-conformities require agreement on proposed corrective action and a completion date within three months of issue.
- Root cause and appropriate corrective and preventive action should be discussed and reviewed between auditor and auditee at the time of issue.
- Ongoing progress, including the person(s) responsible, must be communicated and documented between the Master, yacht, and Yacht Manager (YM) until all actions have been completed and the record can be marked as "Closed" by the DPA or external auditor, depending on issuer.
- Records of the status of each NCR must be maintained, identifying who completed the actions and when.
- Once satisfied, the DPA shall close the NCR by signing, dating, and recording the relevant actions taken on the NCR. Any changes to the agreed requirements of the NCR, including the target date for closure, must also be documented.

Reportable damage or non-conformities (not listed in Chapter 8.3 reportable items) must be reported promptly when one or more of the following criteria are met:

- Material damage affecting the seaworthiness of a vessel
- Collision, stranding, grounding, abandonment, or loss of a vessel
- Severe damage to the environment; fire or explosion
- Loss of life
- Serious injury resulting in incapacitation where the injured party is unable to function normally for more than 72 hours, commencing within seven days from the date when the injury was suffered

The crew and DPA should refer to forms available in **Deepblue©** under ISM/Procedures/Reporting Forms/Defect Report for a report suitable for the vessel's Flag.

### **13.4 Annual review**

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#### **13.4.1 Master's annual review**

- To assist the DPA in assessing the shipboard element of the Safety Management System (SMS), the Master shall carry out an annual review.
- It is recommended that this review be completed approximately one month before the Company Review; the date will be advised by the DPA.
- The review should include key on-board personnel such as the Chief Engineer, Chief Officer, and Safety Officer.
- The Master must complete a written report of findings on the review form and transmit it to the DPA. The DPA will review and provide feedback and comment.

#### **13.4.2 Company annual SMS review**

A report of the Company Annual Review must be brought to the attention of all personnel with responsibilities within the SMS.

## REVISION HISTORY

Ver.	Date	Editor	Revision History
1.0	06 Mar 2020	C. Guegan	Initial Commit
1.1	08 Mar 2020	C. Guegan	Add Yachting Concept Monaco as "The Company"
1.2	06 Jan 2021	C. Guegan	Contact details updated
1.3	13 Jan 2021	C. Guegan	Appendix C updated
1.4	10 May 2021	D. Sola	IHM 8.11 section added
1.5	20 Oct 2021	D. Sola	Company organisation chart Cyber Security section added
1.6		C. Guegan	Add Jean-Louis
1.7		C. Guegan	Clarify the reporting form to be used on chapter 13.3 Nonconformities, Accidents, and Hazardous Occurrences.
1.8	26 Nov 2023	C. Guegan	Transferred to Notion System
2.0	28 Sept 2025	C. Guegan	Complete Rewrite & Design
2.1	15 Jan 2026	C. Guegan	Change periodicity of Audits Update MLC requirement (Food, PPE, ...)

The ISM Code establishes safety-management objectives and requires a safety management system (SMS) to be established by **Yachting Concept Monaco** who has assumed the responsibility for operating yachts (>500GT) and has agreed to take over all duties and responsibility imposed by the Code. The purpose of the **\*\*International Safety Management\*\*** (ISM) Code is to provide an international standard for the safe management and operation of ships and for pollution prevention.

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