



Marine Notice No. 08 of 2024

Amended 01/03/2024

Marine Notice No. 19 Of 2014 is withdrawn

Notice to all Shipowners, Ship Operators, Shipmasters, Ships' Agents, and Harbourmasters

Passenger Ship Tendering Operations and Crew/Technicians embarking or disembarking other seagoing vessels at anchor

The Department of Transport wishes to advise Shipowners, Ship Operators, Shipmasters, Harbourmasters and Ships' agents of the requirements for passenger ships engaged in the tendering of passengers between the ship and the shore and for the transfer of Crew/Technicians embarking or disembarking a seagoing vessel at anchor. Passenger Ship Tendering operations will normally be permitted in the summer period only and are subject to annual review. All tender vessels must comply with the relevant provisions of the Merchant Shipping Acts.

There are three main types of tendering as follows:

(a) International Passenger Ships

- i. Using ship's own tender vessels.
- ii. Using Shore based domestic tender.

(b) Domestic Passenger Ships – Shore-Based tender

(c) Crew/Technicians embarking or disembarking a seagoing vessel at anchor.

Considering each of the above as follows:

(a) International Passenger Ships

It may be necessary for a ship to engage in tendering operations in cases where the ship's draft or size prevents it from berthing alongside at a port facility. This is permissible under the Merchant Shipping Act 2010 which sets out the requirements to be followed. However, mooring alongside a facility should always take precedence over tendering operations. General requirements listed below:

- There must be adequate manning on the bridge to ensure that the tendering operation is continuously monitored.

- Tendering operations should only take place when the main vessel is safely at anchor in a location that will not cause obstruction to other vessels.
- Tendering operations will only be permitted during daylight hours.
- Tendering operations are not to be carried out in restricted visibility, unfavourable weather conditions or outside areas of smooth and partially smooth waters. [Marine Notice No. 23 of 2023](#) provides details of areas of smooth and partially smooth waters.
- The ship and its tenders must maintain a continuous listening watch on **VHF Channel 16** and the port working channel at all times during the operation and the Irish Coast Guard must be informed via VHF prior to commencement of operations and on completion.
- The ship must have the approval of the port(s) in which any tendering operations are to take place.
- When tendering to a non-ISPS port facility a Declaration of Security (DoS) must be completed with a competent person ashore.

i. Passengers Tendering Using Ship's Own Tender Vessels

Proposals must be in compliance with the provisions of the *Merchant Shipping Act 2010* and the IMO Guidelines for Passenger Ship Tenders as contained in IMO circular [MSC.1/Circ.1417](#).

ii. Passenger Tendering Using Shore Based Domestic Tender vessels.

A tender vessel in this category must comply with the Merchant Shipping Acts and hold a current valid passenger ship certificate, passenger ship safety certificate or passenger boat licence, and the certificate of licence must stipulate the area of tendering within the vessel's specific plying limits.

(b) Domestic Passenger Ships - Shore Based Tender Vessels.

A tender vessel in this category must comply with the Merchant Shipping Acts and hold a current valid passenger ship certificate, passenger ship safety certificate or passenger boat licence, and the certificate or licence must stipulate the area of tendering within the vessel's specific plying limits.

Tendering operations should only take place when the main vessel is moored to a single point mooring or safely at anchor in locations that will not cause obstruction to other vessels. Operators wishing to perform this operation may seek approval from attending surveyor during the vessel's annual in-water survey such that safe operation can be demonstrated in advance. All single point moorings should be inspected before the start of seasonal use.

(c) Crew/Technicians embarking or disembarking a seagoing vessel at anchor.

All such operations of personnel embarking or disembarking such a vessel at anchor will be considered on a case-by-case basis. A vessel engaging in this activity from or within a port in the State must comply with the Merchant Shipping Acts and hold a current valid passenger

ship certificate, passenger ship safety certificate or passenger boat licence, and the certificate or licence must stipulate area of operation within the vessel's plying limits.

Anchorage position must be agreed with the nearest relevant port authority and appropriate DoS completed.

Application Procedure

The owner or master of a ship or boat who proposes to undertake a tendering operation at any place in the State in respect of that ship or boat must apply to the Marine Survey Office (MSO) by email at MSO@transport.gov.ie for a permit to undertake such operation ("permit to tender") by submitting, for approval, proposals in a tendering operations safety plan for such undertaking in the form as per the attached Annex.

An application for a permit to tender must be made in good time to enable the MSO to have the proposals in the tendering operations safety plan approved or otherwise, before the date of the proposed tendering operation, and, unless notified to the contrary, no later than **28 days** before the date of the proposed tendering operation.

The MSO may restrict the capacity of tenders and operating conditions proposed in the tendering operations safety plan depending on overall perceived risk.

The MSO may withdraw a permit to carry out tendering operations where there is a failure to comply with the conditions of the permit.

Irish Maritime Administration,
Department of Transport,
Leeson Lane, Dublin 2, D02 TR60, Ireland.

13/02/2024

Amended 01/03/2024

Encl: Annex

For any technical assistance in relation to this Marine Notice, please contact:
The Marine Survey Office, email: MSO@transport.gov.ie.
For general enquiries, please contact the Maritime Safety Policy Division, email:
MaritimeSafetyPolicyDivision@transport.gov.ie.
Written enquiries concerning Marine Notices should be addressed to:
Dept. of Transport, Maritime Safety Policy Division, Leeson Lane, Dublin 2, D02 TR60, Ireland.
email: MarineNotices@transport.gov.ie or visit us at: www.gov.ie/transport.

Annex to Marine Notice 08 of 2024

Operators:	
Address:	
Name of ship:	
Capacity of Vessel:	
Reason vessel cannot go alongside:	
Proposed tendering port:	
Contact details of tendering port approver:	
Description of proposed tendering operation:	
Is a Declaration of Security required:	
Insurance company details:	
Nominated company official responsible for tendering operation, including contact details:	
Has the use of a domestic passenger ship been considered for tendering:	
Type of tendering craft:	
Construction material of tendering craft:	
Propulsion means/Kw of tendering craft:	
Number of tenders to be used:	
Is the tender a SOLAS approved lifeboat as per MSC.1/circ 1417:	
Certified capacity of tenders:	
Number of seats and PFDs/lifejackets available in each tender:	
Tender Safety Certificate attached (last service inspection for Rib/Zodiac type boats):	
Minimum number of crew in each tender:	
Training certs of crew operating tenders (as per MSC.1/circ 1417) attached:	
Maximum number of passengers to be carried in each tender:	

Luggage transported separate to passengers (yes or no):	
Expected distance from vessel to shore:	
Means of berthing tender alongside vessel:	
Means of access for embarking/disembarking tender at vessel:	
Means of access for embarking/disembarking tender ashore:	
Maximum wind conditions for tendering operation:	
Maximum sea swell combined height for tendering operation:	
Alternative proposals for passengers left ashore in case of suspension of operations:	
Procedures for disabled / special needs passengers:	
Emergency procedures for a tender in difficulty:	
Proposed tendering dates:	
Last inspection date of SPM (for domestic operators only):	
Any additional information from the operator:	

Safety Announcements to be made:

Prior to departure from vessel/pier once all passengers have boarded

Operational records of tendering operation to contain at minimum the following details:

Dates & times of tendering, no. of trips and passenger numbers carried by each tender, name of passenger vessel embarking/disembarking, prevailing weather & sea state conditions