

Subject: Request to embark additional persons on board Portuguese Flagged ships

To: Recognized Organizations (RO's), Shipowners, Companies and Operators

Objective:

Having considered the recurrent number of requests received by the the Administration for authorization to embark additional persons onboard Portuguese flagged ships, whether these requests are related to the embarkation of unarmed security guards or other technicians, and in order to expedite the authorization process for the embarkation of these additional persons on board, the Portuguese Maritime Administration has decided to release the present instruction.

Application:

In case it is requested additional persons to embark on board, such as non-armed security guards, technicians and other than armed security guards, and in case they do not exceed 20% of the total number of persons certified by the Safety Equipment Certificate (Form E) of the vessel, the RO's may proceed with issuance of conditional Safety Equipment Certificate and conditional Sewage Pollution Prevention Certificate, valid for the duration of voyage but no more than two (2) months, provided the below conditions were satisfactorily verified by RO:

1. Existence of life-saving appliances available for all persons on board the vessel, including additional life-rafts, life jackets and immersion suits;
2. Suitable accommodations to be provided for all persons on board; There should be cabins with beds available for all persons embarked on board;
3. Sufficient sewage capacity is available on board;
4. A risk assessment as per company's SMS should be available with regard to carrying additional persons on board;
5. The extra person shall receive such training or instructions as required by section A-VI/1 of STCW95. Documentation of how the familiarization training plan is arranged shall be presented by the Master; and

6. The additional person shall receive a ship-specific safety familiarization training on board related to evacuation and emergency procedures prior to the vessel getting underway, as well as instructions that include but are not limited to the layout of the ship and handling of safety equipment as appropriate.

Although the verification of the above conditions should preferably be conducted by an attendance on board, the Administration has no objection if RO's verify them by means of remote survey.

The RO's should then notify the Administration when persons are embarked, and later when persons are disembarked and consequently full term Certificates are re-instated.

Whenever the resulting complement on board exceeds 20% of the total number of persons certified by Safety Equipment Certificate, and/or in case the persons requested to embark on board are armed security guards, and/or duration of voyage with additional persons is longer than two (2) months, then the case shall be submitted to the Administration through RO, which will be assessed on the principle of case-by-case analysis.

Date: 10/07/2025