

Administrative Resolution No. (5) of 2024
Concerning the
Requirements and Procedures for Vessel Crew Licensing¹

The Executive Director of the Dubai Maritime Authority,

After perusal of:

Law No. (11) of 2010 Concerning the Licensing of Vessels in the Emirate of Dubai;

Law No. (3) of 2023 Concerning the Dubai Maritime Authority;

Executive Council Resolution No. (11) of 2013 Issuing the Implementing Bylaw of Law No. (11) of 2010 Concerning the Licensing of Vessels in the Emirate of Dubai and its amendments; and

Administrative Resolution No. (4) of 2024 Approving the Minimum Safe Manning Manual for Vessels in the Emirate of Dubai,

Does hereby issue this Resolution.

Definitions
Article (1)

The following words and expressions, wherever mentioned in this Resolution, will have the meaning indicated opposite each of them unless the context implies otherwise:

UAE: The United Arab Emirates.

Emirate: The Emirate of Dubai.

DMA: The Dubai Maritime Authority.

Executive Resolution:	Council	Executive Council Resolution No. (11) of 2013 Issuing the Implementing Bylaw of Law No. (11) of 2010 Concerning the Licensing of Vessels in the Emirate of Dubai and its amendments.
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¹Every effort has been made to produce an accurate and complete English version of this legislation. However, for the purpose of its interpretation and application, reference must be made to the original Arabic text. In case of conflict, the Arabic text will prevail.

Waters of the Emirate:	The waters of the Emirate lying between the Dubai-Sharjah border and the Dubai-Abu Dhabi border, and extending to the exclusive economic zone, including the internal waters of the Emirate, such as Ports, harbours, marinas, canals, waterways, and creeks.
Vessel:	Any vessel of any type or structure whatsoever operated on the Waters of the Emirate to transport Passengers or Goods for personal, commercial, sports, or tourism purposes.
Vessel Operator:	A natural person who holds a Permit issued by the DMA authorising him to navigate a Vessel. This includes a Master, <i>Nokhada</i> , and the operator of a Wooden Ship designated for fishing, cargo transport, or other commercial purposes, as well as the operator of a recreational Vessel or boat.
Crew Member:	A natural person who works on board a Vessel on a continuous basis and in any capacity. This includes a Pilot, Seaman, Marine Engine Operator, or Marine Electrician.
Permit:	A document issued by the DMA in accordance with the requirements and rules stipulated in the Executive Council Resolution and this Resolution, authorising a natural person to navigate and work on board a Vessel.
Qualifying Courses:	The mandatory courses that must be successfully completed in order to obtain the Permit. These include courses related to Maritime Safety, Maritime Navigation, maritime communications, and any other courses specified by the DMA in accordance with the Manual.
Maritime Safety:	A set of rules, measures, procedures, and methods aimed at protecting lives, property, and the marine environment from risks and accidents arising from the use of Vessels and the conduct of Maritime Activities.
Maritime Navigation:	A set of activities and techniques employed to navigate a Vessel efficiently and safely. This includes, without limitation, the use of nautical charts and maps, control of the Vessel, communications with the Vessel,

determination of its position, and the prior planning of its intended route.

Academic Qualifications and Experience Certificates:	Any maritime certificates or licences issued by the centres accredited by the DMA, in accordance with the rules prescribed in the Manual. These include international certificates of competency issued under the International Convention on Standards of Training, Certification, and Watchkeeping for Seafarers (STCW), sea service certificates, declarations of maritime experience, and entries in the seafarer's discharge book evidencing periods of sea service.
Theoretical Examination and Assessment:	An oral or written examination conducted by the DMA for a natural person seeking to obtain a Permit, for the purpose of verifying his knowledge of the Maritime Navigation Rules and Maritime Safety, and of any other matters as prescribed by the DMA under the Manual.
Practical Examination and Assessment:	A practical examination conducted by the DMA for a natural person seeking to obtain a Permit, for the purpose of verifying his competence and ability to navigate a Vessel, based on the category and type of the Vessel, as prescribed in the Manual.
Manual:	A document adopted by the DMA and published on the Electronic System, setting out the standards and requirements for the evaluation and equivalence of maritime certificates and licences, the mandatory medical examinations to be undertaken, Qualifying Courses, Academic Qualifications and Experience Certificates, and the scope and requirements of the Theoretical Examination and Assessment and the Practical Examination and Assessment, as well as other matters to be complied with for the purpose of obtaining the Permit.
Electronic System:	A digital platform operated by the DMA through which Permits are issued.

Types of Permits Article (2)

The types of Vessel Crew Permits will be as follows:

1. Vessel navigation Permit; and
2. Vessel Crew Member work Permit.

Vessel Operation Permits Article (3)

- a. The Operators of the following Vessels are required to obtain a Permit for their operation:
 1. Recreational Vessels;
 2. commercial Vessels;
 3. Wooden Ships;
 4. *Abras*;
 5. fishing Vessels; and
 6. any other Vessel as determined pursuant to the relevant resolution of the Executive Director of the DMA.
- b. Sports Vessels owned by rental companies licensed by the competent entities in the Emirate are exempt from the requirement to have a Permit.

Work Permits for Vessel Crew Members Article (4)

A person working on board a Vessel in any operational, service, security, or other capacity, on a continuous basis, must obtain a Work Permit for Vessel Crew Member, regardless of whether his role is specified in the Vessel's Minimum Safe Manning Document.

Permit Obtaining Requirements Article (5)

- a. No person may operate or work on a Vessel unless he has obtained the required Permit.

- b. An applicant submitting an application to the DMA for a Permit must:
1. not, at the time he is issued with the Permit, be less than:
 - I. sixteen (16) years of age, for persons applying for a Permit to navigate or work on board a Recreational Vessel;
 - II. eighteen (18) years of age, for persons applying for a Permit to navigate or work on board a commercial Vessel; or for a Master's Permit, first mate's Permit, Seaman's Permit, a Permit to navigate a Wooden Ship or an *Abra*, or an Assistant Marine Engine Operator's Permit (1,500 kW or 3,000 kW), depending on the type and category of the Vessel as specified in the Manual; and
 - III. twenty (20) years of age, for persons applying for a Pilot's Permit, Marine Electrician's Permit, or for an Assistant Marine Engine Operator's Permit (750 kW, 1,500 kW, or 3,000 kW), depending on the type and category of the Vessel as specified in the Manual;
 2. successfully complete the Qualifying Courses accredited by the DMA based on the category and type of the Vessel and the type of Permit applied for, as specified in the Manual.
 3. hold the Academic and Experience Certificates required to navigate or work on board the Vessel, based on its category and type, and according to the type of Permit applied for, as specified in the Manual;
 4. be knowledgeable of local Maritime Navigation rules applicable to the type of Permit applied for, as specified in the Manual;
 5. pass the Theoretical Examination and Assessment, the Practical Examination and Assessment, or both, depending on the category and type of the Vessel, as specified in the Manual;
 6. be medically fit to navigate or work on board the Vessel, as prescribed by the DMA and specified in the Manual;
 7. pay the fees prescribed by the DMA for issuing the Permit; and
 8. meet any other requirements set forth in the applicable legislation.
- c. An applicant submitting an application to the DMA for a Permit to navigate a Vessel used for fishing must:

1. be a UAE national;
2. hold a *Nokhadha* or assistant *Nokhadha* card issued by the Ministry of Climate Change and Environment; and
3. be familiar with the local Maritime Navigation rules.

Permit Obtaining Procedures **Article (6)**

- a. A Permit application must be submitted, through the Electronic System, on the form prescribed by the DMA for this purpose. The application must be supported by the following documents:
 1. one (1) colour passport-size photograph;
 2. for UAE nationals, a copy of the family book (*Khulasat Qaid*), passport, and identity card issued by the competent authority in the UAE; and for non-UAE nationals, a copy of the passport and a valid UAE residence permit and identity card issued by the competent authority in the UAE;
 3. a copy of the certificate proving the Academic Qualifications and Experience Certificates required to work on board the Vessel, depending on the category and type of the Vessel, as specified in the Manual;
 4. a copy of the certificates proving completion of the required Qualifying Courses, depending on the category and type of the Vessel, as specified in the Manual;
 5. a copy of the medical fitness certificate issued by medical authorities recognised by the DMA, after fulfilling the requirements outlined in the forms published on the Electronic System; and
 6. a copy of any other documents specified on the Electronic System.
- b. The DMA will review the Permit application and all required documents, and verify the authenticity of the Academic Qualifications and Experience Certificates and the successful completion of Qualifying Courses, in accordance with the equivalency tables for navigation certificates and Permits set out in the Manual.
- c. The DMA will approve the Permit application within:
 1. one (1) working day from the date of passing either the Theoretical Examination and Assessment, or the Practical Examination and Assessment, or both, depending

- on the category and type of the Vessel, as specified in the Manual, for applications for a Vessel navigation Permit; or
2. three (3) working days from the date of submitting the application and verifying that all the required conditions for obtaining a Vessel Crew Member Permit have been met.
 - d. If a Permit application is incomplete or does not meet the conditions and procedures specified in this Article, the DMA will grant the applicant a grace period not exceeding ninety (90) days from the date of application submission to complete the required documents and address the deficiencies identified by the DMA. If not completed within this period, the application will be deemed cancelled.
 - e. No fees will be charged during the grace period mentioned in paragraph (d), except for the fees related to the theoretical and practical assessments, which will be payable for each retake following a failed attempt.

Requirements and Procedures for Obtaining Temporary Permits

Article (7)

The DMA may issue a temporary Permit to navigate or work on board a Vessel for a period not exceeding three (3) months, subject to the requirements and procedures stipulated in Articles (5) and (6) of this Resolution. In this case, a copy of the UAE visit visa or entry permit issued to the applicant, who is not a UAE national or resident, must be submitted.

Scope of Theoretical Examination and Assessment

Article (8)

The scope of the Theoretical Examination and Assessment for an applicant for a Vessel navigation Permit or a Vessel Crew Member Permit will be determined based on the category and type of the Vessel, as specified in the Manual, and may include the following areas:

1. Maritime Navigation rules;
2. Maritime Navigation techniques and navigational equipment;
3. international regulations for preventing collisions at sea;
4. seamanship and maintenance of Vessels and their equipment;
5. responsibilities and duties of Masters;
6. Vessel manoeuvring and control;

7. Maritime Safety and marine emergency procedures; and
8. any other areas specified in the Manual.

Scope of the Practical Examination and Assessment

Article (9)

The scope of the Practical Examination and Assessment for an applicant for a Vessel navigation Permit will be determined based on the category and type of the Vessel, as specified in the Manual, and may include the following areas:

1. operation of the equipment and machinery of the Vessel in a proper and safe manner;
2. control of Vessel speed and determination of safe speed, in accordance with the international regulations for preventing collisions at sea;
3. compliance with Maritime Navigation rules during Vessel navigation;
4. proper use of Maritime Navigation technologies and navigational equipment;
5. tying and untying of the Vessel's mooring ropes in a safe manner;
6. berthing of the Vessel at the dock in a safe and effective manner;
7. execution of manoeuvres and control of the Vessel in a safe and effective manner;
8. proper implementation of Maritime Safety procedures and marine emergency procedures; and
9. any other areas specified in the Manual.

Vessel Crew Register

Article (10)

An electronic register, to be known as the Vessel Crew Register, will be maintained by the DMA, in which the names of persons licensed to navigate Vessels and persons working on board of Vessels will be recorded. This register will include the following information:

1. the name and nationality of the Permit holder;
2. the Permit number and date of issuance;
3. the type and category of the Vessel associated with the Permit;
4. the address and contact details of the Permit holder;

5. the academic qualifications, and maritime or professional permits obtained, by the Permit holder; and
6. any additional information specified by the DMA.

Exemption from Certain Requirements

Article (11)

Any person may, in special and justified cases dictated by the public interest, and pursuant to a resolution of the DMA's Executive Director, be exempted from any of the conditions and requirements stipulated in this Resolution for obtaining a Permit to navigate or work on board a Vessel, provided that this does not compromise Maritime Safety or Maritime Navigation in the Waters of the Emirate.

Administrative Penalties and Sanctions

Article (12)

The penalties and sanctions stipulated in the Executive Council Resolution will be imposed on any person who violates the provisions of this Resolution.

Repeals

Article (13)

Any provision in any other administrative resolution is hereby repealed to the extent that it contradicts the provisions of this Resolution.

Publication and Commencement

Article (14)

This Resolution will be published in the Official Gazette and will come into force on the day on which it is published.

Dr. Saeed bin Ahmed bin Khalifa Al Maktoum
Executive Director
Dubai Maritime Authority

Issued in Dubai on 7 November 2024
Corresponding to 5 Jumada al-Ula 1446 A.H.