

THE SUPERYACHT REFIT WHITE PAPER

The Superyacht Report *curates a spectrum of industry sources to outline best practice for every stage of a major superyacht refit.*

FOREWORD

This document is intended to outline best practice and good governance throughout the preparation, undertaking and delivery of a major superyacht refit.

The primary research for this document was undertaken through a series of open discussions at the 2018 edition of The Superyacht Captains' Forum. In the following 12 months, *The Superyacht Report* collaborated with industry stakeholders to source written guidelines on recognised best practice for the delivery of an optimised superyacht refit.

The following is a curation of instructional texts and internal guidance documents in the form of a Refit White Paper which will be made publicly available to the superyacht industry as part of an initiative to homogenise the quality of refitting across the market.

The Superyacht Refit White Paper will comprise three distinct sections: **Pre-refit, The Refit Period** and **Delivery**.

PRE-REFIT

Anecdotal evidence among stakeholders on both the client and vendor side suggests that because of the seasonal nature of yacht usage and the tendency of owners to station their vessels in perceived yachting hubs, there are bottlenecks in the timing and demand for superyacht refits. This often results in major refits being requested at short notice which can negatively affect both the preparation for, and understanding of, the scope of such a project.

In contrast, timely planning for a superyacht's maintenance schedule, and any major works that will result from the desire of the client to make significant changes to their vessel, the purchase and subsequent renovation of an existing vessel and works undertaken as part of the established class survey schedule will optimise the efficacy of the process itself as well as the budgeting of the works.

A successful refit project requires substantial amounts of planning, time, energy and resources. Regardless of the reason for the refit, experienced owners, along with their captains and their management firms, know the details of these projects are often complex. Detailed planning, communications and management of expectations is critical to successful completion. Defining the scope of a refit requires

significant time and coordination between the owner, captain, crew and other parties. Owners' wishes are of course paramount, but captains' and crews' knowledge of a vessel's needs cannot be overlooked.¹

Service record for resale

Throughout a superyacht's lifecycle, the myriad repairs, alterations and amendments that are undertaken mean that a working vessel's specification list rarely resembles the original. A comprehensive and up-to-date service record is imperative at all times of a yacht's operation.

The following sections should be kept in an attaché, which should be on board as a living record:

- a. Shipyard contacts, project managers, etc.
- b. Repair-time schedule from the yard or other schedules. Old schedules to be kept in file. Most recent to be on top
- c. Estimates as sent to the owner. If modified due to additional work, most recent one to be on top
- d. Survey status/class and MCA issues
- e. Specification
- f. Quotations yards
- g. Repair contract
- h. Spares on order
- i. Other quotes and subcontractors
- j. Measurements, findings, reports and documents²

Team selection

Project Manager

'Most owners will be subject to differing management styles, experience and qualifications of captains which with rotation and natural wastage means a yacht can have at least five captains in under 10 years. To compensate for this, one needs to achieve managerial consistency by the appointment of a professionally qualified and experienced refit manager who, combined with an effective survey, refit and refurbishment planning process, can save owners significant costs compared with an unplanned and crew-managed process; therefore, this should be viewed as a self-financing operation.'³

Marine engineering firm

'Naval architects and marine engineers can provide a better understanding of what will be involved in the project. Engineers can translate those desires to time and cost. They can identify optimum solutions and quantify costs to maximise time and cost benefits of

alternative refit scenarios. The engineer can quantify the impact of changes on performance and operating costs as well as opine on [the] impact of the changes to resale value. Requirements may be prioritised and segregated into phased plans over time to minimise downtime and ensure maximum availability of the vessel for the owner's use.

'If desired, engineers can act as owner's representative to manage the refit project to provide quality control, timeliness and compliance to plan and cost estimates. Additionally, engineers may be best qualified and able to assess unforeseen discoveries or events which may occur during execution of the plan, identify alternatives and control cost overruns due to scope creep.'⁴

'It is important, along with technical management (the project manager) on the owner's team, and perhaps a marine engineering firm if needed, that the refit project managers are considered part of the team. Most of them have many years of experience or are qualified naval architects and marine engineers themselves, and their expertise can ensure that smooth solutions are found. A good relationship between the shipyard and owner's team certainly helps to understand the works at hand, and starting to work together from the very beginning of the project simplifies the whole procedure.'⁵

Specification of works/worklist

The germination of a refit project is the compilation of a comprehensive list of required works, clearly defined by their scope, and categorised as such:

- Department (see below)
- Priority – (1) must be completed, (2) important, (3) to be addressed if possible etc.
- Responsibility – crew, shipyard, owner's direct contractor etc.
- Price – often best to use two columns; one for budgetary cost, one for quoted amounts⁶

The objective of all works should be clearly defined on an individual basis. This will allow the selected shipyard to formulate a realistic and financially accurate project specification that meets the budgetary expectations and timeline of the client.

The key elements for works that should be evaluated at this stage comprise:

- Hull and appendages
- Superstructure
- Deck
- Machinery

- Electrical
- Navigation
- AV/IT
- Tenders and toys
- Paint
- Hotel services⁷

The parameters of any refit project should be based on compliance with class and flag requirements (see the table at the end of this article). It would be prudent for the client's team to contact their registry – and society under which their vessel is classed – to anticipate the effect that any proposed works may have on the compliance of the vessel. This will allow potential problems or issues of non-compliance to be avoided.

- Sufficient time should be allowed for quoting; rush quotes and fast ballpark figures can be offered by experienced, expert yards but this should be the exception and not the rule.

- On-board visits from the shipyard, particularly if conducted with the opportune foremen of the main departments involved by the work scope, can be very useful for accurate quoting.

- With a view to efficiency, ideally in budget terms, the assignment of the works to a particular yard should consider the quoting of the main works to be the driver of the decision; once the main works have been quoted and the shipyard chosen, more detailed quotes can, and should, be provided.⁸

Budget

The budget should be defined based on the projected cost of all aforementioned works. This will then need to be verified against the pre-agreed budget set out by the principal, with any necessary revisions made, to give the total projected budget for the refit.

As a cost-saving measure, in most cases it will be preferable to have the shipyard conduct the majority of refit works. However, as superyachts become increasingly complex and reliant on

advanced technologies, it is likely that a certain number of specialist sub-contractors will be required, such as those required for state-of-the-art AV/IT systems.

It is, therefore, imperative that the required specialist subcontractors are contacted during the specification stage in order to supply accurate pricing information.

Contacting specialist contractors directly may negate the typical 15-30 per cent premium that has been reported on quotes when yards liaise directly with the contractor. The mark-up covers a number of services that the yard provides (safety documents, management and coordination of risk assessment, responsibility on delivery, warranty, quality etc.). Should the contractor be contacted directly these services are either not supplied or they must be supplied by the owner's team with additional costs with respect to those of the yard and with the risk of increasing work time due to the lack of coordination.

(N.B. The aforementioned process should be completed six months before the refit is due to begin to allow for the most appropriate shipyard to be identified and instructed.)

The tendering process/ yard selection

There are a number of factors that should be considered when choosing a shipyard for refit. Refit experience, integrity, reputation and capacity are all vital, and a previous history with the vessel may also be preferable. For the most complex and costly refits, access to the vessel's original drawings may be required. As such, it is worth considering the original manufacturer as the refit yard of choice or, perhaps, a preferred partner of that yard. For the very largest superyachts, there are only a limited number of shipyards that are able to fully service these vessels.

Refit vs new-build yards

'We think that this really depends on the works that need doing. In fact, very often nowadays, the new-build yards continue to give support and work with refit yards to give maximum assistance to their clients. This is because, while with something like AV systems it could make more sense to work with the original manufacturer, with structural alterations it may be the refit yard's experience that makes them much more qualified to do the job. Many build yards in fact realise that refit is a different game altogether and put together specific refitting work teams because they appreciate that different expertise is required.'⁹

The location of the shipyard near to the vessel's home port and owner's main residence, as well as the captain's housing and crew accommodation, may be a factor. However, such considerations – especially if only practical and financial – should be secondary to the primary motivations previously stated.

'Look to begin contractual negotiations in plenty of time before the refit is scheduled. Some yards seem to have adopted the habit of waiting until the 11th hour to produce a contract which, invariably, is weighted in favour of the yard and leaves the owner with precious little time to negotiate amendments before the refit slot is lost. This prejudices the owner's bargaining position.'¹⁰

The ICOMIA Superyacht Refit Group outlines the following considerations as essential for the tendering process:

Contact shipyards

Contact a selection of shipyards that you would consider to complete the works. Contacting too many yards may confuse matters and make it difficult to achieve like-for-like comparisons, while too few will prevent you from having sufficient certainty in both pricing and technical solutions. Use the following criteria to help you decide upon the shipyards you choose to contact:

'Many build yards in fact realise that refit is a different game altogether and put together specific refitting work teams because they appreciate that different expertise is required.'

1. **Security.** Ensure your shipyard choices are legitimate businesses that fulfil the following criteria to ensure your refit will not end in disaster:

a) **Liability Insurance:** ensure there is sufficient level of shipyard liability insurance to cover any potential accident. Ask your insurer what level they require the shipyard to carry.

b) **Turnover:** ensure your potential yard choice is financially stable; this will mean it should be able to cover any warranty obligations in the future and, even more importantly, stay in business until your refit is complete and the vessel has left the yard. Most shipyards will willingly disclose their turnover for the past few years and, if possible, download their accounts, where available, from the relevant government websites.

c) **Size:** a shipyard employing 50 people is a very different entity from a management company of two or three people. The former will have an accounts department and an ordering department, and be obliged to run their business fulfilling local or national tax and health and safety obligations.

Although all these things cost money, and to which you, in turn, will be required to contribute, they also ensure the security of your refit by minimising external risks.

2. **Reputation.** Choose from either your own experience or recommendations from others, relating to similar types of works conducted on yachts of a similar size and standard.

3. **Location.** Consider any potential gain from currency exchange rates or cheaper labour that may apply in the country of the shipyard and then balance this against any time considerations (getting to and from the yard, including possible weather delays) and price (fuel, wear and tear etc.).

4. **Availability.** Check to ensure that the chosen yard can actually perform the works in the period for which you are interested.

5. **Deadline.** Set a realistic timescale for the chosen yards to quote for the works and visit the yacht where necessary. Too short and it is most likely the quotes you receive will be insufficiently detailed or inaccurate, and too long will leave you with less time to review their offers.

Comparing shipyards

It is essential that you make like-for-like comparisons when you are looking at the quotes from the different yards. When doing so consider the following:

1. Go through each quote carefully, highlighting exclusions or any areas where the different yards do not seem to be quoting like for like. If a yard has not quoted in the manner in which you would like, go back and ask it to modify its quote in order to comply.

2. Ensure any unit prices that are given are multiplied out to give an estimated total price; for example, that the hard standing is multiplied by the number of days out of the water.

3. Carefully consider all exclusions and, if necessary, allocate additional funds to the jobs to cover them. Are project management, shipping, import taxes, travel, accommodation and all logistics included, for example?

4. Verify whether your yacht will be liable for VAT in the country of the shipyard.

5. Update your work list with the prices from each yard to have an overall comparison for your project.

Negotiate

It is likely that after you have completed the tendering process you will have narrowed your choice of yards down to two or three yards. Contact each yard you are considering, inform them of this fact and then ask them to give a final 'best offer'. This could be in the form of an overall discount or a reappraisal of any jobs that you feel are particularly uncompetitive. Again, give them a timescale to produce their final offer and inform them of when you plan to make your decision on the choice of shipyard;

an early decision may mean the shipyard is more inclined to give better pricing because it can then guarantee this portion of turnover. Out of courtesy, contact the yards that you have decided not to proceed with and inform them of your decision.

Decide

After reviewing the shipyard’s revised offers, decide on which yard you want to use as soon as you practically can. This will allow the yard to prepare for your arrival by allocating labour, haul-out, subcontractors etc., which will result in your refit running more smoothly.

Contract

Ask for and sign an ICOMIA Superyacht Refit Group contract. This is a contract specifically developed for superyacht refit and can be used in any shipyard. This contract will help protect your rights as a client and lay out the ground rules between both parties. Read the contract thoroughly and have it checked by the yacht’s lawyer and insurer.

Payment

Make your downpayment according to the contract. Even with a signed contract and verbal agreements, most shipyards will not contract any sub-contractors or purchase any materials until this payment has been received.

THE REFIT PERIOD

The ideal modus operandi for any refit project, which is applicable to all stakeholders, achieves the best equilibrium between cost, timing and quality. However, there are issues within any project that are specific to the various stakeholders involved.

The yard

While the owner’s representative will be on site on a regular basis (and with more extensive projects retain a near-constant presence), the day-to-day running of the project is the responsibility of the shipyard upon acceptance of the vessel.

Therefore, a clear project map, with regular intervals and milestones, must be established from the outset. This will ensure that the progress of the project is measurable.

Considering the substantial cost of a modern refit, which in some cases can exceed €15 million, a refit yard must be adequately insured for the scale of the works that take place on its premises. A yard’s liability insurance should typically mirror, or exceed, the value of the works it is tendering for.

Alongside liability insurance, the yard should take the necessary steps to ensure its premises are secure, while also implementing processes that make certain that the health and safety of all external workers and contractors is protected by a rigorous code. This extends to the accommodation of on-site crew and the provision of office space for the client’s team.

A project manager who is familiar with the works required will be assigned to the refit.

In its Code of Practice, the ICOMIA Superyacht Refit Group outlines yard best practice as such:

- All relevant verbal instructions must be followed up and confirmed in writing.
- The content of meetings should be recorded in minutes which should be distributed to all relevant parties.
- Any updated documents such as production drawings, specifications and works-production sheets should be circulated promptly.¹¹

Owner’s representative

The primary role of a project manager is to oversee the yard’s project team, contractors and crew in such a manner that ensures the project’s timeline and budget is adhered to. Constant reference to the specification is paramount, as well as including flag and class where required to guarantee that the necessary approvals are in place, thereby mitigating unforeseen delays.

‘Insist that the yard is providing a detailed production schedule for the entire yard period and that they send you an update every week. Start early on

putting pressure on the yard if they fall behind. Some yards have a tendency not to worry about delays until it becomes an obvious problem to the delivery date. The project manager should [overestimate the duration of] all the jobs in the planning of the refit. Everything that is done is one thing less to worry about.’¹²

Invariably, during refits, additional works will be required; when variation orders occur, it can be tempting to commence works without all the requisite variations to the contracts in place. In the worst-case scenario, when litigation becomes unavoidable, adjudicators will refer to the specification and contract to validate a particular claim. If variations to works are not properly managed, swift and cost-effective resolutions are more unlikely. Agree the process for additional works in advance and stick to it.

‘The project manager will also manage variation to contracts (VTCs), extras and omissions (formal written-approval process included in specification), attend daily/weekly meetings and prepare progress reports which will be sent to the owner, together with budget variance to actuals reports. In the latter stages of refit, especially when any statutory surveys, audits or inspections have been conducted, the refit manager will be responsible for gathering all related certification, documentation and approvals and ensuring they are processed in the correct manner and distributed to the relevant parties, and that all detailed reports are retained both on board and in the shoreside office.’¹³

‘While it is right that there be a reference time planning, the very nature of refit means that often new works are developed during the project and that others must be added due to the nature of what is found (here we could imagine works to repair important damage due to extensive metal corrosion, almost impossible to detect during the quotation process). Rather than the detailed production schedule mentioned here or gantt charts applied to [the] original work scope, we feel that short daily meetings with project management

on board, of perhaps 20 minutes per day, are far more constructive for all.

‘Another factor critical to a successful refit is communication – liaising effectively with the owner’s team and providing regular progress updates. It is absolutely essential to be able to get a rapid response from the owner’s team in order to avoid unnecessary downtime. Due to time constraints, the daily presence – whether virtual or physical – of the owner’s technical supervisor is fundamental in assisting the yard with real-time decisions.’¹⁴

Crew

While much can be achieved just on the expertise of the shipyard and the dedicated project manager, first-hand knowledge of the vessel and an intimate understanding of the owner’s preferences necessitate that crew should be present during a refit: ‘Their combined experience and familiarity with the yacht and the owner’s and guests’ preferences and requirements are useful to ensure that any repairs and modifications are fit for purpose.’¹⁵ The number of crewmembers required will vary depending on the size of the vessel and the project (see figure 1).

All crew present must familiarise themselves with the yard’s environmental, health and safety measures, adhering to them at all times. Failure to do so may result in ‘the shutting down of your worksite by local safety/government officials, suspension of works by the yard or injury to the offending persons or other which in turn could lead to legal action’.¹⁶

Senior members of staff, most notably captains, engineers, stewardesses and owner’s representatives, will be required on site to discuss technical solutions, survey quality and make on-the-spot decisions to ensure the project progresses at an appropriate pace. Without a sufficient owner’s team on site, the threat of delay will become ever more real.

The responsibilities of more junior crew may vary, but typically they will include overseeing ‘tender maintenance and repairs, exterior paint and varnish works, tank-cleaning and recoating, along with essential deep clean of the interior areas, store and galley’.¹⁷

With crew retention a constant source of annoyance for many owners, refit periods and yard time offer a unique opportunity to invest, where necessary, in the development of the crew. ‘If ISM/ISPS-

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FIGURE 1: ALLOCATION OF PERSONNEL

Project turnover (per month)	Captain	Refit manager	Engineer	Deck crew	Interior
€10,000.00	1 or 2 days per week	–	–	–	–
€50,000.00	Full time	–	–	–	–
€100,000.00	Full time	Once per month	1	1	–
€250,000.00	Full time	1 or 2 days per week	1	1	–
€500,000.00	Full time	1 full time	2	2	1
€1,000,000.00	Full time	2 or more full time	2	2	2

Courtesy of the ICOMIA Refit Group

The invoicing of a refit project is likely to be both extensive and highly detailed, containing a vast array of minutiae.

compliant, the period should be used for the master’s annual review, a thorough assessment of all procedures and checklists, and a time of continued training and drills. An internal audit may be conducted by the management company.¹⁸

Below are suggested non-mandatory training courses:

Interior crew

- Valet services
- Silver service and table-management
- Interior excellence (including flower arrangement)
- VVIP guest treatment
- Fine-wine knowledge and service (WSET certificates)
- Coffee, tea knowledge and barista skills
- Pool set-up and delivery of services
- Massage and spa-service delivery methods
- Etiquette

Deck and engineering

- Maintain or upgrade crew certification
- Boat-handling
- Paint care
- Dive courses
- Engine manufacturers’ courses
- Technical training; for example, welding, electrical fault-finding, HVAC and AV training
- Safety refresher courses
- Medical training¹⁹

It should be further noted that refit periods offer an excellent opportunity to allow crew to have rest periods and time to visit friends and family.

Subcontractors

Any specialists appointed by the yard to perform works are to be managed by the yard; likewise, contractors appointed by the client are to be managed by the client’s team, although proper documentation of works performed, working schedules

and time on site is imperative to ensure timely access, and safety while on site. The contracting party is liable for the work of contractors.

Third-party surveyors should be appointed to monitor the quality and veracity of work. A typical process for surveying works is as follows:

‘A surveyor executes the tender survey. [The surveyor] writes a clear tender document stating the work to be carried out and quality level to be achieved (based on the initial survey), both agreed with the owner. This ensures clear expectations from the start of the process. The ... surveyor writes acceptance criteria and quality performance criteria expected after the second, third and subsequent years. [The surveyor] evaluates the tenders to see who offers the agreed quality at the best price.

‘The ... surveyor holds a kick-off meeting so all parties have the same objectives before the project starts. Intermediate surveys monitor whether appropriate steps are being taken during the project’s implementation. Once completed, a final survey is done to check if the agreed quality levels have been reached. An optional warranty survey after 11 months checks that all coatings are performing as agreed in the contract.’²⁰

DELIVERY

Payments

The invoicing of a refit project is likely to be both extensive and highly detailed, containing a vast array of minutiae. If clear documentation of works has been maintained throughout, all costs should be easily identifiable. But because of the scope of such a project, it is still likely to be a time-consuming process and both

parties should expect a certain degree of debate and revision. For this reason, the process should be initiated during the final stages of the project.

‘Finally, stage payments. Provided that the payment provisions of a refit contract are pegged against the value of the work carried out throughout the refit, the owner should never be in a position where they have paid more to the yard than the value of the work they have received. Keeping things on a level playing field in this way helps to avoid disputes as the owner receives sufficient bang for his buck throughout the process.’²¹

Warranties

Any issues or deficiencies pertaining to works within the scope of the refit can be addressed under the terms of the contract as long as they fall within the warranty period. ‘[Shipyards] will honour all warranty commitments made to clients as the primary contract or according to [the] contract or yard’s general terms and conditions.’²²

‘[Warranties] are worthless unless the warranty/guarantee process itself is well managed. This responsibility should fall upon [the project manager], who will be familiar with the terms and conditions of the applicable warranties and have direct contacts with the yard and contractors involved, thereby ensuring that the warranties are endorsed and corrective action plans are generated and put into action within the required timeframe. It is not unknown for crews to carry out ad-hoc local repairs without notifying the relevant manufacturers/subcontractors or even not reporting the defect, which can invalidate warranty/guarantees and involve the owner in significant additional cost.’²³

Disputes

‘As we all know, despite best intentions, disagreements can and do arise from time to time, and any refit contract should include a clearly drafted mechanism to deal with them. At Bargate Murray, we tend to favour a dispute resolution clause that provides for purely technical disputes (for example at the level [of] gloss achieved by a paint finish) to expert determination, with all other disputes dealt with by arbitration, usually under the rules of the London Maritime Arbitration Association (LMAA).

‘One of the advantages to this is that arbitration is a confidential process which provides the parties with more flexibility in terms of the procedures used to deal with the dispute, as opposed to a more prescriptive court system. Again, provided that payments made to the refit yard are only made in respect of items of work that have been completed to the owner’s satisfaction, one would hope that the risk of a dispute arising is low. That being said, latent defects in work can sometimes crop up after the refit has finished. In a perfect world, the owner will have negotiated a clear and extensive warranty clause in the refit contract which will oblige the yard to carry out the necessary remedial work and the relevant quality standards that must be met to discharge the yard’s warranty obligations.’²⁴

SUMMARY

In many ways, a major refit project involves the same level of complexity as a new build. Therefore, many of the same rules of best practice apply. However, a refit is unique in its ad-hoc nature and for all of a client team’s best laid plans,

there can be a series of unforeseen circumstances.

Even so, what this document makes clear is that the success of a refit is built upon prudent planning and preparedness. Indeed, many issues that are commonly reported could be circumvented by following the best practice outlined here.

A period of time set aside in advance, commensurate to the complexity and scope of the planned project, will help to ensure that both parties – client and shipyard – have a clear objective in place at the start of the project. These clearly defined parameters will ensure that the ultimate goal – a project that marries timely delivery, budget and quality – is met.

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A GUIDE ON THE IMPACT OF CHANGES IN YACHT DETAILS or REGISTRATION STATUS to certificates, documentation, yacht equipment programming and databases

Certificates, Documentation, Programming and Databases which the Owner may need update or request to be updated following changes to yacht details	Applicability (Gross Tonnage, Length, No. Persons-P, commercial yacht, engine power)	INITIAL REGISTRATION	CHANGES TO YACHT DETAILS													CHANGES TO REGISTRATION STATUS		
			Registered Owner	MLC Shipowner	ISM Management Company	Vessel Name	Port of Registry	Tonnage	Length	Engine Particulars	No. of Persons	Class Society	DPA	CSO	P&I Insurer	'Pleasure Yacht' to 'Commercial Vessel'	Commercial Vessel to 'Pleasure Yacht'	'Commercial Vessel 36G' or 'Passenger Ship' to 'Pleasure Yacht 36G' (or visa versa)
Ship Documentation																		
Certificate of Survey (CoS)	All yachts	•				•	•	•	•	•	•	•	•	•	•	•	•	•
Certificate of Registry (CoBR)	All yachts	•	•			•	•	•	•	•	•	•	•	•	•	•	•	•
Carving and Marking Note (C&M)	All yachts	•				•	•	•	•	•	•	•	•	•	•	•	•	•
International Tonnage Certificate (ITC)	≥24m	•				•	•	•	•	•	•	•	•	•	•	•	•	•
International Oil Pollution Prevention Certificate (IOPP)	≥400GT	•				•	•	•	•	•	•	•	•	•	•	•	•	•
International Sewage Pollution Prevention Statement (ISPP)	≥400GT or >15P	•				•	•	•	•	•	•	•	•	•	•	•	•	•
International Air Pollution Prevention Certificate (IAPP)	≥400GT	•				•	•	•	•	•	•	•	•	•	•	•	•	•
Engine International Air Pollution Prevention Certificate (EIAPP)	engine >130kW	•				•	•	•	•	•	•	•	•	•	•	•	•	•
International Energy Efficiency Certificate (IEEC)	≥400GT	•				•	•	•	•	•	•	•	•	•	•	•	•	•
International Anti-fouling System Statement (AFS)	≥400GT	•				•	•	•	•	•	•	•	•	•	•	•	•	•
Owner's Declaration on Anti-fouling System Declaration (AFS)	≥24m but <400GT	•				•	•	•	•	•	•	•	•	•	•	•	•	•
International Ballast Water Management Statement (IBWM)	≥400GT	•				•	•	•	•	•	•	•	•	•	•	•	•	•
Certificate for Bunker Oil Pollution Insurance	≥1,000GT	•	•			•	•	•	•	•	•	•	•	•	•	•	•	•
Certificate for Wreck Removal Insurance	≥300GT	•	•			•	•	•	•	•	•	•	•	•	•	•	•	•
Ship Radio Station Licence (RSL) - Cayman Islands OfReg	All yachts	•	•			•	•	•	•	•	•	•	•	•	•	•	•	•
Minimum Safe Manning Document (MSMD)	All commercial	•		•		•	•	•	•	•	•	•	•	•	•	•	•	•
Cargo Ship Safety Construction Certificate (SAFCON)	commercial ≥500GT	•				•	•	•	•	•	•	•	•	•	•	•	•	•
Cargo Ship Safety Equipment Certificate (SEC)	commercial ≥500GT	•				•	•	•	•	•	•	•	•	•	•	•	•	•
Cargo Ship Safety Radio Certificate (SRC)	commercial ≥300GT	•				•	•	•	•	•	•	•	•	•	•	•	•	•
International Load Line Certificate (ILLC)	commercial ≥24m	•				•	•	•	•	•	•	•	•	•	•	•	•	•
Passenger Yacht Safety Certificate (PYSC)	All commercial	•				•	•	•	•	•	•	•	•	•	•	•	•	•
Passenger Ship Safety Certificate (PSSC)	All commercial	•				•	•	•	•	•	•	•	•	•	•	•	•	•
Passenger Ship/Yacht - Statement of Operational Limitations (SOL)	commercial ≥24m	•				•	•	•	•	•	•	•	•	•	•	•	•	•
Large Commercial Yacht Certificate (LCYC)	commercial ≥24m	•				•	•	•	•	•	•	•	•	•	•	•	•	•
Safety Management (ISM) Delegation Letter	commercial ≥500GT	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•
International Safety Management Certificate (SMC)	commercial ≥500GT	•			•	•	•	•	•	•	•	•	•	•	•	•	•	•
International Ship Security Certificate (ISSC)	commercial ≥500GT	•			•	•	•	•	•	•	•	•	•	•	•	•	•	•
Maritime Labour Convention (MLC) Delegation Letter	commercial ≥500GT	•	•	•	←	•	•	•	•	•	•	•	•	•	•	•	•	•
Maritime Labour Convention (MLC) Certificate	commercial ≥500GT	•	→	•	←	•	•	•	•	•	•	•	•	•	•	•	•	•
Declaration MLC Part I (DMLC I)	commercial ≥500GT	•				•	•	•	•	•	•	•	•	•	•	•	•	•
Declaration MLC Part II (DMLC II)	commercial ≥500GT	•	→	•	←	•	•	•	•	•	•	•	•	•	•	•	•	•
Seafarer Employment Agreement (SEA)	All commercial	•	→	•	←	•	•	•	•	•	•	•	•	•	•	•	•	•
Continuous Synopsis Record (CSR)	commercial ≥500GT	•	•			•	•	•	•	•	•	•	•	•	•	•	•	•
Long Range Identification Tracking (LRIT) Conformance Test Report	commercial ≥300GT	•				•	•	•	•	•	•	•	•	•	•	•	•	•
Yacht Equipment																		
Lifeboat Marking	-	-				•	•	•	•	•	•	•	•	•	•	•	•	•
Lifebuoy Marking	-	-				•	•	•	•	•	•	•	•	•	•	•	•	•
Automatic Identification System (AIS) Static stored information	-	-				•	•	•	•	•	•	•	•	•	•	•	•	•
AIS Search and Rescue Transponder (SART) stored information	-	-				•	•	•	•	•	•	•	•	•	•	•	•	•
Liferaft Identity Cards	-	-				•	•	•	•	•	•	•	•	•	•	•	•	•
Ship Security Alert System (SSAS) stored information	-	-				•	•	•	•	•	•	•	•	•	•	•	•	•
Long Range Identification Tracking (LRIT) System stored information	-	-				•	•	•	•	•	•	•	•	•	•	•	•	•
EPIRB Registration database (UK or USA)	-	-	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•
Miscellaneous Documentation																		
The following documents should be updated, as necessary, to reflect changes : Stability Booklet, Ship Oil Pollution Emergency Plan (SOPEP), Ballast Water Management Plan, Ship Energy Efficiency Management Plan (SEEMP), Ship Security Plan (SSP), Damage Control Plan, Fire Control Plan, Garbage Management Plan, Emergency Towing Booklet, Noise Survey Report, Muster List.																		
Maritime Authority Internal Databases																		
Registration platform (CISIS)	-	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Survey and Certification platform (MARIS)	-	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
CSO security advisory contact list	-	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

IMPORTANT NOTES:

- Any queries on the above can be addressed to technical@cishipping.com
- This is a guide only for some selected changes, and reference should also be made to the full IMO 'List of Certificates and Documents Required to be Carried on Board Ships, 2017 FAL.2/Circ.131-MEPC.1/Circ.873-MSC.1/Circ.1586.
- '→' Either the Registered Owner or ISM Manager will also be the 'MLC shipowner'
- Commercial yachts includes Large Commercial Yachts, Passenger Yachts, 'Yachts Engaged in Trade (YET)', yachts certified for commercial use in Caribbean Cruising Area and vessels voluntarily compliant with the Large Commercial Yacht Code.
- Change CoBR if number of persons for which accommodation is provided changes