



Marine Notice No. 12 of 2026

Marine Notice No. 08 Of 2024 is withdrawn.

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

International Passenger Ship Tendering Operations

1. Purpose of this Notice

The Department of Transport advises all relevant parties of the requirements governing the tendering of passengers between ship and shore, as set out in:

- **Chapter 5 of the Merchant Shipping Act 2010**
- **IMO Guidelines for Passenger Ship Tenders (MSC.1/Circ.1417)**

International Passenger Ship Tendering operations are normally permitted during the summer period only and remain subject to annual review.

All tender vessels must comply with the relevant provisions of the Merchant Shipping Acts, appropriate to each vessel.

2. Types of Tendering Operations

The Marine Survey Office recognise two primary tendering arrangements:

(a) International Passenger Ships

Using **ship's own tenders**, as typically found on international cruise ships.

(b) Shore-Based Tender Operations

Using **domestic passenger ships or boats** (shore-based tender services).

3. Requirements for International Passenger Ships

Tendering may be necessary where the ship's draft or size prevents berthing alongside. Although tendering is permissible under the Merchant Shipping Act 2010, berthing alongside must always take precedence where possible.

General Requirements

- Adequate manning must be maintained on the bridge of the vessel to monitor tendering continuously.
- Tendering operations must occur only when the ship is safely at anchor and not obstructing other vessels.
- Tendering is permitted only in favourable weather and daylight hours.
- Tendering must not occur in restricted visibility or outside areas designated as smooth or partially smooth waters (see Marine Notice No. 23 of 2023).
- Continuous listening watch must be maintained by the tenders and the tendered vessel on VHF Channel 16 and applicable port working channels.
- **Irish Coast Guard** must be informed via VHF before starting and upon completing operations and notified of any safety-related incident.
- Written approval from all relevant port(s) must be obtained and included in the initial application for tendering submitted to the Marine Survey Office.
- For tendering to a non-ISPS port/facility, a Declaration of Security (DoS) must be completed ashore (see Marine Notice No. 10 of 2008).
- Safety Announcements to be made to all passengers prior to each departure from the ship and from the shore.

Vessel's Tender Requirements

- Passenger ships using their own tenders must comply with the Merchant Shipping Act 2010 and IMO Circular **MSC.1/Circ.1417**.
- Tenders not compliant with MSC.1/Circ.1417 (e.g., inflatable boats, RIBs) must submit a Compliance Statement or Certificate verifying inspection and safety suitability.
- This certification should be issued or authorised by the flag State authority.

4. Requirements for Shore-Based Domestic Tender Vessels

A domestic tender must:

- Hold a **current passenger ship certificate, passenger ship safety certificate, or passenger boat licence,**
- Operate only within the **plying limits** stated on that certificate or licence.

Additional requirements:

- Tendering should take place only when the main vessel is safely anchored.
- Shore-based tenders must be listed as "Tendering Vessels" in cruise vessel applications and the passenger vessel certificate or licence must remain valid for the full operating period.

5. Record Keeping

A record of all tendering activities must be kept by the tendered vessel and each tender.

Operational Records Must Include:

- Date/time vessel safely anchored
- Date/time of each tender movement
- Coast Guard notification (start/finish)
- Passenger & crew numbers for each tender trip
- Actual weather and sea state conditions

6. Application Procedures

The owner or master of a vessel intending to conduct tendering operations in the State must apply for a **Permit to Tender** by submitting a: **Tendering Operations Safety Plan (TOSP)** to the Marine Survey Office (MSO) at: MSO@transport.gov.ie

Applications must include all information requested in **Annex 1** and a completed **SUR6 Application Form**, available here:

<https://assets.gov.ie/static/documents/application-for-survey-or-inspection-by-the-marine-survey-office.pdf>

Timelines

Applications must be submitted **at least 28 days** prior to the proposed operation unless otherwise advised.

MSO Powers

- The MSO may **restrict tender capacity or operating conditions** based on overall risk assessment.
- The MSO may also **withdraw a permit** if conditions are not complied with.

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

12/03/2026

Encl: Annex 1

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.

No	Requirement	Response / Information
1.	Name, address, and contact details of ship owners or management company.	
2.	Ship name & IMO number:	
3.	Proposed tendering port(s), location and distance from shore.	
4.	Proposed tendering dates/times	
5.	Reason vessel cannot go alongside:	
6.	Passenger & crew figures onboard during port call.	Passengers Crew
7.	Nominated person in charge (PIC) of tendering operations onboard cruise vessel. (Name and full contact details)	
8.	Port / Harbour authority giving approval Contact details	Phone Email
9.	Has written confirmation been received from port / harbour prior to application.	
10.	Landing areas and landing areas security arrangements in accordance with the International Ship and Port Facility Security (ISPS) Code. Declaration of Security (if required) - Confirm Appendix 1, Part B of the ISPS Code	YES/NO
11.	Insurance details (provider & effective dates).	
12.	Tendering operations safety plan (TOSP) submitted to MSO with application/SUR 6	Date
13.	Domestic passenger tenders to be used (name, port).	
14.	Ship tender details (manufacturer, crew/passenger numbers, propulsion, LSA/FFA, luggage arrangements).	

15.	Number of ship's tenders to be used: ID or Serial number of each	
16.	Proposed number of passengers and minimum number of crew to be carried in tender	Pax Crew
17.	Is the tender a SOLAS approved lifeboat as per MSC.1/Circ.1417 of 13 June 2012	
18.	Tender Safety Certificate(s) attached with application	
19.	Flag issued Inflatable Boat Operations Certificate or similar attached if not a Circ 1417 tender. E.g. Zodiac or similar construction type rib or	
20.	Training certs of crew operating tenders (as per MSC.1/circ 1417) attached to application.	
21.	Maximum operating range of tender from passenger ship to embarkation point on shore	
22.	Means of berthing tender alongside vessel:	
23.	Embarkation/disembarkation arrangements (ship).	
24.	Embarkation/disembarkation arrangements (shore).	
25.	Limiting weather conditions for operations to be documented e.g. <ul style="list-style-type: none"> • Wind speed and / or Directions. • Sea heights • Swell height and / or direction • Visibility • Current and tides 	
26.	Alternative demonstrable contingency plans for passengers left ashore due to operational delays or suspension.	
27.	Procedures for disabled / special needs passengers:	
28.	Emergency procedures for a tender in difficulty:	
29.	Any additional information from the operator:	