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TO: Related departments of CCS Headquarters; Branches and Offices; and Ship Companies

### **Seafarer Certification, Training and Watchkeeping**

#### **---Marshall Island Marine Notice 7-047-1, Rev.10/11**

The Office of The Maritime Administrator of Marshall Island issued the Marine Notice No.7-047-1, Rev. 12/11 to all ship-owners, operators, masters and officers of merchant ships, and recognized Organizations to specify the requirements for seafarer certification, training and watchkeeping. This Notice supersedes Rev. 12/09. All the auditors of CCS branches and offices should comply with the requirements of this notice during relevant inspections and audits.

#### **PURPOSE:**

This notice advises all shipowners, ship operators, seafarers, agents and recognized organizations of the 2010 Manila amendments to the Annex to STCW and other requirements for certification of seafarers. These amendments have entered into force 1 January 2012. This Notice supersedes Rev. 12/09 and has been extensively revised to reflect the Manila amendments. An Index has been added at the end of the Notice to assist in finding needed information.

#### **APPLICABILITY:**

This Notice applies to all seafarers serving aboard Marshall Islands flagged vessels and concerns certification and training. References to “Rest Periods” are now addressed in Marine Notice 7-051-2. References to “Medical Standards” are now addressed in Marine Guideline 7-47-1.

## **REQUIREMENTS:**

### **1.0 STCW Certification**

#### **1.1 Formats**

Two (2) forms of Marshall Islands STCW certificates are issued:

- .1 an STCW Certificate is issued on the basis of examination given by an office of the Republic of the Marshall Islands Maritime Administrator (the “Administrator”); and
- .2 an STCW Endorsement Certificate is issued on the basis of an acceptable national STCW Certificate issued by a country on the International Maritime Organization (IMO) “White List” of countries in compliance with the provisions of the STCW Convention. Endorsement Certificates are valid until the expiration date of the original national STW Certificate only.

#### **1.2 Control Procedure and Certificate Recognition**

- 1.2.1 “Regulation I/4, paragraph 1.1, of the STCW Convention limits the control exercised by a duly authorized port State control officer under Article X to verification that all seafarers serving on board a vessel of the flag state who are required to be certificated in accordance with the Convention hold an appropriate certificate or a valid dispensation, or provide documentary proof that an application for an STCW Endorsement Certificate has been submitted to the Administration in accordance with regulation I/10, paragraph 5.”
- 1.2.2 Regulation I/10, paragraph 5, of the STCW Convention provides that "the Administration may, if circumstances require, allow a seafarer to serve for a period not exceeding three (3) months on board a ship entitled to fly its flag, while holding an appropriate and valid certificate issued and endorsed as required by another party for use on board that Party's ships but which has not yet been endorsed so as to render it appropriate for service on board ships entitled to fly the flag of the Administration. Documentary proof shall be readily available that application for an endorsement has been submitted to the Administration.” The following options are available from the Administrator to serve this purpose.

#### **1.3 Issuance of Certificate of Receipt of Application (CRA)**

When an application for a Marshall Islands officer certificate based on an acceptable national Certificate of Competence (CoC) is submitted to a Regional Administrator's office, the applicant may request the issuance of a Certificate of Receipt of Application. If the application and all required support documents, including a valid national CoC, are in proper form, the applicant will promptly be issued an official CRA to serve in an eligible capacity. The CRA should be signed by the applicant and the Master of the assigned vessel when reporting aboard ship. While holding this CRA and a valid national STCW Certificate, the applicant is authorized to serve aboard a Marshall Islands flagged

vessel for a period not exceeding three (3) months while an application for a Marshall Islands STCW Endorsement Certificate is being processed. The validity of Marshall Islands CRAs can be verified at any time by visiting [www.register-iri.com](http://www.register-iri.com) and going to “Officer/Seafarer Verification.”

#### **1.4 Urgent Authorization (UA) for an Officer to serve on Assignment**

In instances where an officer is joining a Marshall Islands vessel on short notice, and cannot make application through the Administrator’s regional office prior to being dispatched to the vessel, the following procedure shall be used:

- .1 The shipowner, operator or crewing agent should send, by electronic means, a completed officer application and a copy of the officer’s valid national CoC to Seafarers’ Documentation for review. Documents should be sent to [Seafarers@register-iri.com](mailto:Seafarers@register-iri.com).
- .2 The application will be reviewed and, if accepted, a UA with an assigned officer certificate number will be returned to the shipowner, operator or crewing agent indicating the capacity of Marshall Islands STCW Endorsement Certificate for which the officer is approved. The UA should be signed by the applicant and the Master of the assigned vessel when reporting aboard.
- .3 UAs issued by the Administrator will provide temporary authority for an officer to serve in the capacity stated for a period not exceeding three (3) months while his/her officer application is being processed. A completed application and all required supporting documents, including a valid national CoC must be received by the Administrator within 15 days or the Authorization may be invalidated. The validity of Marshall Islands CRAs can be verified at any time by visiting [www.register-iri.com](http://www.register-iri.com) and going to “Officer/Seafarer Verification.”

#### **1.5 Display of COC, Temporary Permit or Authorization**

Every certificated officer shall cause his or her CoC, Temporary Permit or Authorization to be displayed on board in a conspicuous location. Said CoC, Temporary Permit or Authorization shall be framed under glass or other suitable transparent covering and shall be so displayed as soon as practicable after reporting on board a vessel for duty and shall remain displayed during the service of the CoC, Permit or Authorization holder.

#### **1.6 Definitions and clarifications**

For the purpose of these requirements, the following terms shall have the meanings hereby assigned to them:

- .1 *Regulations* means regulations contained in the Annex to the STCW Convention;
- .2 *Approved* means approved by the Party in accordance with these regulations;

- .3 *Master* means the person having command of a ship;
- .4 *Officer* means a member of the crew, other than the master, designated as such by national law or regulations or, in the absence of such designation, by collective agreement or custom;
- .5 *Deck Officer* means an officer qualified in accordance with the provisions of Chapter II of the Convention;
- .6 *Chief Mate (or First Officer)* means the officer next in rank to the master and upon whom the command of the ship will fall in the event of the incapacity of the master;
- .7 *Engineer Officer* means an officer qualified in accordance with the provisions of Regulation III/1, III/2 or III/3 of the Convention;
- .8 *Chief Engineer Officer* means the senior engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship;
- .9 *Second Engineer officer (or First Assistant Engineer)* means the engineer officer next in rank to the chief engineer officer and upon whom the responsibility for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship will fall in the event of the incapacity of the chief engineer officer;
- .10 *Assistant Engineer Officer* means a person under training to become an engineer officer and designated as such by national law or regulations;
- .11 *Radio Operator* means a person holding an appropriate certificate issued or recognized by the Administrator under the provisions of the Radio Regulations;
- .12 *GMDSS Radio Operator* means a person who is qualified in accordance with the provisions of Chapter IV of the Convention;
- .13 *Rating* means a member of the ship's crew other than the master or an officer;
- .14 *Near-coastal voyages* means voyages in the vicinity of a Party as defined by that Party;

It is not intended that ships engaged on "Near Coastal Voyages" should extend their operations worldwide, under the premise that they are navigating constantly within the limits of designated "Near Coastal Voyages" of neighboring countries. Therefore, officer CoCs for "Near Coastal Voyages" may be further limited as to geographical sea area of operation.

- .15 *Propulsion power* means the total maximum continuous rated output power, in kilowatts, of all the ship's main propulsion machinery which appears on the ship's Certificate of Registry or other official document;
- .16 *Radio duties* include, as appropriate, watchkeeping and technical maintenance and repairs conducted in accordance with the Radio Regulations, the International Convention for the Safety of Life at Sea, 1974 (SOLAS), as amended and, at the discretion of each Administration, the relevant recommendations of the IMO;
- .17 *Oil tanker* means a ship constructed and used for the carriage of petroleum and petroleum products in bulk;
- .18 *Chemical tanker* means a ship constructed or adapted and used for the carriage in bulk of any liquid product listed in Chapter 17 of the International Bulk Chemical Code;
- .19 *Liquefied gas tanker* means a ship constructed or adapted and used for the carriage in bulk of any liquefied gas or other product listed in Chapter 19 of the International Gas Carrier Code;
- .20 *Passenger ship* means a ship as defined in SOLAS;
- .21 *Ro-ro passenger ship* means a passenger ship with ro-ro spaces or special category spaces as defined in SOLAS;
- .22 *High-speed craft* means a craft capable of maximum speed, in meters per second (m/s), equal to or exceeding  $3.7 \nabla^{0.1667}$  where  $\nabla$  = volume of displacement corresponding to the design waterline ( $m^3$ ) excluding craft, the hull of which is supported completely clear above the water surface in non-displacement mode by aerodynamic forces generated by ground effect or foils.
- .23 *Month* means a calendar month or 30 days made up of periods of less than one (1) month;
- .24 *STCW Code* means the Seafarers' Training, Certification and Watchkeeping (STCW) Code as adopted by the 1995 Conference Resolution 2, as it may be amended by the IMO;
- .25 *Function* means a group of tasks, duties and responsibilities, as specified in the STCW Code, necessary for ship operation, safety of life at sea or protection of the marine environment;
- .26 *Company* means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the shipowner and who, on assuming such responsibility, has agreed in writing to take over all the duties and responsibilities imposed on the Company by these regulations;

- .27 *Seagoing service* means service on board a ship relevant to the issue or revalidation of a certificate or other qualification;
- .28 *ISPS Code* means the International Ship and Port Facility Security (ISPS) Code adopted on 12 December 2002, by Resolution 2 of the Conference of Contracting Governments to SOLAS as may be amended by the IMO;
- .29 *Ship Security Officer* means the person on board the ship, accountable to the master, designated by the Company as responsible for the security of the ship including implementation and maintenance of the ship security plan and liaison with the company security officer and port facility security officers;
- .30 *Security duties* include all security tasks and duties on board ships as defined by Chapter XI-2 of SOLAS and the ISPS Code;
- .31 *Certificate of Competence (CoC)* means a certificate issued and endorsed for masters, officers and GMDSS radio operators in accordance with the provisions of Chapters II, III, IV or VII of the Annex to the STCW Convention and entitling the lawful holder thereof to serve in the capacity and perform the functions involved at the level of responsibility specified therein;
- .32 *Certificate of Endorsement (CoE)* means a certificate issued for masters, officers or GMDSS radio operators who hold an appropriate and valid CoC issued by a recognized administration in accordance with Regulation I/10 of the STCW Code (Recognition of Certificates).
- .33 *Certificate of Proficiency (CoP)* means a certificate, other than a CoC or CoE, issued to a seafarer, stating that the relevant requirements of training, competencies or seagoing service in the Convention have been met;
- .34 *Documentary evidence* means documentation, other than a CoC, CoE or CoP, used to establish that the relevant requirements of the Convention have been met;
- .35 *Electro-Technical Officer* means an officer qualified in accordance with the provisions of Regulation III/6 of the Convention;
- .36 *Able Seafarer Deck* means a rating qualified in accordance with the provisions of Regulation II/5 of the Convention;
- .37 *Able Seafarer Engine* means a rating qualified in accordance with the provisions of Regulation III/5 of the Convention; and
- .38 *Electro-Technical Rating* means a rating qualified in accordance with the provisions of Regulation III/7 of the Convention.

## **2.0 Evidence of Training**

### **2.1 National STCW Certificates**

National STCW Certificates containing the relevant STCW endorsements or training course certificates, acceptable to the Administrator, shall be considered evidence of completion of the training requirements for all certification.

### **2.2 On Board Training**

The on board training of applicants for certificates as “deck/navigational” or “engineer” watch officers shall be closely supervised and monitored by a qualified and certified deck or engineer officer, as appropriate, aboard the ship on which the seagoing service is performed for at least six (6) months. Such training shall be recorded in an approved training record book. The latest training record books available from the International Shipping Federation (ISF) and the IMO are currently approved by the Administrator for this purpose.

## **3.0 Standards of Competence**

### **3.1 Certification**

Both forms of certificates will specify the “Functions” the applicant has been qualified to perform and also the “Level of Responsibility.”

### **3.2 Functions**

Abilities are defined by these seven (7) functions:

- .1 Navigation
- .2 Cargo handling and stowage
- .3 Controlling the operation of the ship and care for persons on board
- .4 Marine engineering
- .5 Electrical, electronic and control engineering
- .6 Maintenance and repair
- .7 Radio communications

### **3.3 Levels of Responsibility**

Three (3) “levels of responsibility” are now being applied:

- .1 Management level - Master, Chief Mate, Chief Engineer, First Assistant Engineer (Second Engineer Officer);
- .2 Operational level - OICNW (Second Mate), OICNW (Third Mate), OICEW (Second Assistant Engineer / Third Engineer Officer), OICEW (Third Assistant Engineer / Fourth Engineer Officer), Radio Operator, Electro-Technical Officer; and

.3 Support level - Ratings, capacities, other uncertificated crew members.

#### **4.0 Publication MI-118**

Interested parties are strongly urged to refer to the revised “Requirements for Seafarer Certification” (MI-118) for details of these and other changes.

#### **5.0 Certification of Officers**

##### **5.1 Functions Required**

(in accordance with STCW Annex I, Part A, paragraph 2; see section 3.2 above)

##### **5.1.1 Master and Deck/Navigation Officers:**

- Navigation (.1)
- Cargo Handling and Storage (.2)
- Controlling the Operation of the Ship and Care for Persons on Board (.3)

##### **5.1.2 Engineer Officers:**

- Controlling the Operation of the Ship and Care for Persons on Board (.3)
- Marine Engineering (.4)
- Electrical, Electronic and Control Engineering (.5)
- Maintenance and Repair (.6)

##### **5.1.3 Radio Officers:**

Radio communications (.7)

##### **5.1.4 Electro-Technical Officers:**

- Electrical, electronic and control engineering (.5)
- Maintenance and Repair (.6)

##### **5.1.5 Alternative Certification**

An applicant shall first complete all required functions described above. Further functions may be added provided the applicant officer completes, as appropriate, additional relevant education and training and meets the standards of competence prescribed for the functions concerned.

#### **5.2 Requirements**

##### **5.2.1 Physical Examination**

Every applicant for a CoC or CoE shall be required to submit satisfactory evidence of a physical examination completed within the 24 months (2 years) immediately preceding



application. Attention should be given to the expiration date and the length of the voyage of first engagement.

#### 5.2.2 Advanced Firefighting Training

Every applicant for a CoC or CoE shall be required to submit satisfactory evidence of having completed an approved advanced marine firefighting course.

#### 5.2.3 Proficiency in Survival Craft/Rescue Boat Training

Every applicant for a CoC or CoE shall be required to submit satisfactory evidence of having completed approved survival craft/rescue boat training.

#### 5.2.4 Medical First Aid Training

Every applicant for a CoC or CoE shall be required to submit satisfactory evidence of having completed an approved medical first aid training course.

#### 5.2.5 Radar Simulator Training

Applicants for a Master, Chief Mate or OICNW CoC must submit proof of completion of a marine radar simulator course approved by the Administrator.

#### 5.2.6 Automatic Radar Plotting Aids (ARPA) Training

Every applicant for a Master, Chief Mate or OICNW CoC must complete approved ARPA training, as required for service on ARPA equipped vessels.

#### 5.2.7 Electronic Chart Display and Information (ECDIS) Training

Every applicant for a Master, Chief Mate or OICNW CoC must complete approved ECDIS training, as required for service on ECDIS equipped vessels.

#### 5.2.8 GMDSS Certification

Every applicant for Master, Chief Mate or OICNW CoC must hold GMDSS Certification.

### **6.0 Special Qualification Certificates (SQC)s**

#### **6.1 Transitional Provisions**

Until 1 January 2017, the Administrator will continue to issue, recognize and endorse certificates in accordance with the provisions of the STCW Convention that applied immediately prior to 1 January 2012 for those seafarers who commenced approved seagoing service, an approved education and training program or an approved training course before 1 July 2013.

## **6.2 Date of Expiry**

### **6.2.1 Effective Date**

Master's, officer's, and certain rating's SQCs will be issued with dates of expiry.

### **6.2.2 Period of Validity**

Certification based on examination and evaluation by the Administrator will be valid for five (5) years. Endorsement certification based on "equivalency" to an original national document will be valid only for the period of validation remaining on the equivalent certificate.

### **6.2.3 Recertification**

Certificates issued at the "Management" and "Operational" levels will have a five (5) year date of expiry. Certificates will be renewed upon application showing at least one (1) year of relevant sea service within the previous five (5) years. Appropriate refresher training may be substituted for the sea service.

## **6.3 Navigational Watch Ratings**

### **6.3.1 Ratings forming part of a Navigation Watch - Ordinary Seaman (OS)**

The symbol "**II/4**" will appear after the designation to indicate that the seafarer's function at the Support Level is that of a qualified rating forming part of a Navigational Watch in accordance with STCW Code Regulation II/4.

### **6.3.2 Able Seafarer - Deck (ASD)**

The symbol "**II/5**" will appear after the designation to indicate that the seafarer's function at the Support Level is that of a qualified Able Seafarer - Deck in accordance with STCW Code Regulation II/5.

## **6.4 General Purpose Ratings**

6.4.1 A "General Purpose - 1" ("GP-1") certification will be issued to applicants who fulfill all the requirements for both "Able Seafarer - Deck II/5" and "Able Seafarer - Engine III/5."

6.4.2 A "General Purpose - 2" ("GP-2") certification will be issued to applicants who fulfill all requirements for "Ordinary Seafarer II/4" and "Engine Rating III/4."

## **6.5 Engine Ratings**

### **6.5.1 Ratings forming part of an Engine Room Watch (Engine Rating)**

The symbol “**III/4**” will appear after the designation to indicate that the seafarer’s function at the Support Level is that of a qualified rating forming part of an engine room watch in accordance with STCW Code Regulation III/4.

### **6.5.2 Able Seafarer - Engine (ASE)**

The symbol “**III/5**” will appear after the designation to indicate that the seafarer’s function at the Support Level is that of a qualified Able Seafarer - Engine in accordance with STCW Code Regulation III/5.

### **6.5.3 Electro-technical rating (ET)**

The symbol “**III/7**” will appear after the designation to indicate that the seafarer’s function at the Support Level is that of a rating qualified in accordance with STCW Code Regulation III/7.

## **6.6 Tanker Qualification**

(Reference: STCW Reg. V/1, Code Section A-V/1-1 & Section A-V/1-2)

### **6.6.1 General Requirements**

Officers and ratings assigned specific duties and responsibilities related to cargo or cargo equipment on oil or chemical tankers shall hold a certificate in basic training for oil *and* chemical tanker cargo operations. Officers and ratings assigned specific duties and responsibilities related to cargo or cargo equipment on liquefied gas tankers shall hold a certificate in basic training for liquefied gas tanker cargo operations.

### **6.6.2 Types of Tanker Qualification Certification**

#### **.1 *Tanker Qualification (Oil and Chemical)***

This certification will be issued to seafarers with cargo handling duties aboard vessels carrying petroleum products, and/or liquid chemicals, not considered to be liquefied gas.

#### **.2 *Tanker Qualification (Liquefied Gas)***

This certification will be issued to seafarers with cargo handling duties aboard liquefied gas carrying vessels.

## 6.6.3 General Requirements for All Tanker Qualification Certificates

### .1 *Physical Examination Report*

All applications must include a copy of a physical examination conducted within the previous 24 months. Results of such examination must be noted on Physical Examination Report/Certificate form MI-105M (see MI-118 Annex 5) or acceptable equivalent. Deck/navigational officers must meet the physical standards for deck/navigational officers' Certificates of Competence. All others must meet physical standards for engineer officers.

### .2 *Specialized Training*

Senior officers and any person with immediate responsibility for loading, discharging, care in transit, handling cargo, or cargo handling equipment shall hold a certificate in advanced training relating to specific duties aboard oil and chemical tankers, or liquefied gas carriers as appropriate to the certification sought. A copy of an appropriate training course certificate must be included with the application.

## 6.7 **Dynamic Positioning Operator (DPO)**

(Reference: STCW Code Section B-V/f)

### 6.7.1 General Requirements

A Certificate of Proficiency (CoP) as a DPO will be issued to officers who have completed all of the following requirements:

- a DP Basic/Induction course at a training facility approved by the Administrator;
- a minimum of 30 days seagoing DP familiarization (i.e. trainee);
- a minimum of six (6) months watchkeeping on a DP ship;
- a DP advanced course (simulator); and
- a statement of suitability by the master of a DP ship.

Note: DPOs serving as watchkeepers shall hold formal, appropriate, current qualification to an approved STCW Convention standard.

### 6.7.2 Documentation of Qualifications

SQCs issued by the Administrator to certify these qualifications will be optional. However, vessels are required to have on board documentation attesting to the satisfactory training and qualifications of the DPOs serving on board.

### 6.7.3 Familiarization

Upon appointment to a unit operating in DP mode, the master, OIM, DPOs and other DP trained personnel should be familiarized with the characteristics of the vessel, the specific DP equipment fitted on board, as well as all relevant documentation, logs and manuals.

Particular consideration should be given to the nature of the work of the vessel and the importance of the DP system to this work.

## **6.8 Advanced Firefighting**

### **6.8.1 Mandatory minimum training in advanced firefighting**

Seafarers designated to control firefighting operations and seeking SQCs in “Advanced Firefighting” must have successfully completed advanced training in the techniques for firefighting, with particular emphasis on organization, tactics and command.

### **6.8.2 Officer Exemption**

A separate SQC for “Advanced Firefighting” is not required by the Administrator for any certificated officer since advanced marine firefighting training is a prerequisite for officer certification and is therefore optional.

### **6.8.3 Certification Levels**

SQCs for “Advanced Firefighting” are offered at three (3) levels of responsibility, “Management,” “Operational” and “Support.”

## **6.9 Fast Rescue Boats**

### **6.9.1 Prerequisite**

Applicants for this certification must have previously received a “Proficient in Survival Craft/Rescue Boat Crewman” certification or possess a Marshall Islands Deck Navigational Officer’s Certificate of Competence.

### **6.9.2 Certification Levels**

Certification is issued in the three(3) levels of responsibility, “Management,” “Operational” and “Support” as defined in subsection 4.3 above. Applicants must have completed an approved training course in “Fast Rescue Boat” operations.

## **6.10 Medical First Aid Provider**

### **6.10.1 Officer Exemption**

A separate SQC for “Medical First Aid Provider” is not required by the Administrator for any certificated officer since First Aid Training is a prerequisite for officer certification (see § 5.2.4). Certification is therefore optional.

### **6.10.2 Certification Levels**

SQCs for “Medical First Aid Provider” are offered at three (3) levels of responsibility, “Management,” “Operational” and “Support.”

## **6.11 Medical Care Person in Charge**

### **6.11.1 Certification of Responsible Officer**

Advanced Medical Training is required for the Person in Charge of shipboard medical care. One (1) seafarer on board each vessel must have this certification.

### **6.11.2 Prerequisite**

Applicants must submit proof of successful completion of an approved Advanced Medical Training course.

### **6.11.3 Certification Levels**

SQCs are issued at the “Management” and “Operational” levels of responsibility for “Medical Care Person in Charge.”

### **6.11.4 Ship’s Doctors**

Since it is expected that such persons will be properly licensed and practicing physicians, that license shall substitute for this SQC as documentary evidence that the holder has attended a course of training in medical first aid or in medical care, precluding any need or requirement for or issuance of this SQC to any ship’s doctor or nurse practitioner. It shall be the responsibility of the shipowner or operator to verify the validity of any such licensing.

## **6.12 High Speed Craft (HSC)**

### **6.12.1 Type Qualification HSC Certificate**

A type qualification certificate is issued to officers who have completed the training as specified in the High Speed Craft (HSC) Code, Section 18.3. This HSC Certificate will be specific to the type of craft, model, and route of service and shall be in addition to the appropriate certification already required of the officers by the STCW Convention.

### **6.12.2 Certification Levels**

HSC Certification is issued at two (2) levels of responsibility: “Management,” and “Operational,” and limited to the master and all officers having an operational role.

### **6.12.3 Period of Validity**

HSC Certificates are issued for a period of two (2) years. The Certificates may be renewed upon application showing at least six (6) months sea service aboard the same type craft within the previous two (2) years. An acceptable refresher training course may be substituted for the sea service.

## **6.13 Certification for Ship Security Officer (SSO)**

6.13.1 A Certificate of Proficiency as a Ship Security Officer will be issued to licensed officers or approved security professionals who have:

- .1 approved seagoing service of not less than 12 months or appropriate seagoing service and knowledge of ship operations; and
- 2 successfully completed a recognized training course or program covering the requirements set out in section A-VI/5 of the STCW Code.

### 6.13.2 Documentation of Qualifications

Vessels are required to have on board documentation attesting to the satisfactory training and qualifications of a properly designated SSO.

## **6.14 Certification for Cook** (in accordance with MLC, 2006)

### 6.14.1 General Requirements

- .1 *MLC, 2006 (Ref. Standard A3.2 & Guideline B3.2)*

Seafarers who are engaged as ships' cooks must be trained, qualified and found competent for the position.

- .2 *Age and Seetime*

Applicants must be not less than 18 years of age with a minimum of 12 months seagoing service.

- .3 *Medical*

Applicants must be certified by the medical examiner to be free of communicable diseases.

- .4 *Training*

Applicants must have successfully completed a legitimate training course or program covering practical cookery and food preparation, food and personal hygiene, galley sanitation, nutrition, food storage, stock control, environmental protection and catering health and safety.

### 6.14.2 Certificate

A Cook Certificate may be issued to a seafarer of 18 years of age or older who has successfully completed a legitimate training course or program, qualified and is found competent for the position.

### 6.14.3 Documentation of Qualifications

SQCs issued by the Administrator to certify these qualifications will be optional. However, vessels are required to have on board documentation attesting to the satisfactory training and qualifications of the Cook or Cooks serving on board.

## **7.0 Training**

### **7.1 Basic Training**

#### 7.1.1 Requirement

Applicants for an original Seafarer Identification and Record Book must show evidence of having received “Basic Training” in:

- .1 personal survival techniques;
- .2 fire prevention and fire fighting;
- .3 elementary first aid;
- .4 personal safety and social responsibility; and
- .5 Effective 1 January 2011, shipboard security.

#### 7.1.2 Passenger Vessels

The Basic Training requirements are limited to those seafarers who are regularly assigned or required to perform routine ship safety and pollution prevention related duties. Therefore, those certain hotel staff personnel not so assigned will not be required to comply with these requirements.

#### 7.1.3 Certification

Upon receipt of appropriate documentation, a Certificate evidencing the completion of this training will be issued by the Administrator.

## **7.2 Familiarization Training**

#### 7.2.1 Requirement

All persons employed or engaged aboard a sea going vessel shall receive “Familiarization Training.” This training shall be the responsibility of and be accomplished by the shipowner or operator in accordance with the guidelines in STCW Regulation VI/1, Code Section A-VI/1. It is the intent that the training be completed after a seafarer is assigned to a vessel and prior to the seafarer assuming routine duties aboard that vessel.



### 7.2.2 Certification

No certificate will be issued to the seafarer by the Administrator attesting to the completion of this training. The training shall be documented by shipboard log entry or other acceptable written verification available for review by proper authorities and International Safety Management (ISM) Code auditors.

## 7.3 Onboard Training and Instructions

7.3.1 Onboard training in the use of the ship's life-saving appliances, including survival craft equipment, shall be given as soon as possible but not later than two (2) weeks after a crew member joins the ship. However, for crew members on a regularly scheduled rotating assignment to the ship, such training shall be given not later than two (2) weeks after the time of first joining the ship.

7.3.2 Instructions in the use of the ship's life-saving appliances and in survival at sea shall be given at the same interval as the drills. Individual instructions may cover different parts of the ship's life-saving system, but all the ship's life-saving equipment and appliances shall be covered within any period of two (2) months. Each member of the crew shall be given instructions as set forth in Chapter III, Regulation 18 of SOLAS.

7.3.3 Onboard training in the use of davit-launched life rafts shall take place at intervals of not more than four (4) months on every ship fitted with such appliances. Whenever practicable this shall include the inflation and lowering of a life raft. This life raft may be a special life raft intended for training purposes only, which is not part of the ship's lifesaving equipment; such a special life raft shall be conspicuously marked.

### 7.3.4 Documentation

This training shall be documented by shipboard log entry or other acceptable written verification available for review by proper authorities and ISM Code auditors.

## 7.4 ECDIS Training

(Reference: STCW Reg. II/1 - 3; Annex I, Table A-II/1 - 3)

### 7.4.1 Requirements (effective 1 January 2012)

Every deck officer standing a navigation watch on an ECDIS equipped vessel must be certified as competent in the use of ECDIS to maintain the safety of navigation. Every master and chief mate standing a navigation watch on an ECDIS equipped vessel must be certified as competent to maintain the safety of navigation through the use of ECDIS and associated navigation systems to assist command decision making.

Training and assessment in the use of ECDIS is not required for those who serve exclusively on vessels not fitted with ECDIS; these limitations shall be reflected in the endorsement(s) to the seafarer's CoC.

#### 7.4.2 Training in the use of ECDIS

To operate Type Approved ECDIS, navigation officers are required to complete two (2) levels of training:

*.1 Generic (simulator) Training, to include:*

knowledge of the capability and limitations of ECDIS operations including a thorough understanding of electronic navigational chart data, data accuracy, presentation rules, display options and other chart data formats as well as the dangers of over-reliance; and

proficiency in operation, interpretation and analysis of information obtained from ECDIS including the use of functions that are integrated with other navigation systems, safe monitoring and adjustment of information, confirmation of vessel position by alternative means, efficient use of settings to ensure conformance to operational procedures, adjustment of settings and values to suit the present conditions and situational awareness while using ECDIS.

*.2 Type Specific Training*

This training is to be completed prior to an officer assuming a navigational watch and is intended to familiarize the watch officer with the basic operation of the ECDIS equipment aboard the vessel to which they are assigned, including route planning and execution.

#### 7.4.3 Certification

Upon receipt of appropriate documentation, an optional Certificate evidencing the completion of General (simulator) ECDIS training will be issued by the Administrator.

#### 7.4.3 Documentation

The shipowner/operator shall ensure that documentary evidence of the Type Specific training that has been completed is issued for every person found qualified under the provisions of this regulation and is available for review by proper authorities and ISM Code auditors.

### 7.5 RO-RO Passenger Vessels

#### 7.5.1 Requirements

Masters, officers, ratings and other personnel designated on muster lists to assist passengers in emergency situations aboard ro-ro passenger vessels engaged on international voyages shall receive, prior to being assigned shipboard duties, mandatory minimum training as appropriate.

## 7.5.2 Special Training at Levels of Responsibility

The following training shall be the responsibility of and be accomplished by the shipowner/operator in accordance with the guidelines in STCW, Regulation V/2, Code Section A-V/2:

### .1 *Management Level*

In addition to the courses prescribed for Operational and Support Levels of responsibility listed below, senior officers and every person assigned immediate responsibility for embarking and disembarking passengers, loading, discharging or securing cargo, or closing hull openings on board ro-ro passenger ships shall have completed approved training in passenger safety, cargo safety and hull integrity (Ref: STCW Code Section A-V/2, para. 4). Senior officers and any person having responsibility for the safety of passengers in emergency situations on board ro-ro passenger ships shall have completed approved training in crisis management and human behavior as stated in STCW Code Section A-V/2, paragraph 5.

### .2 *Operational Level*

In addition to the training prescribed for support level, officers and other personnel designated on muster lists to assist passengers in emergency situations on board ro-ro passenger ships shall have completed training in crowd management (Ref: STCW Code Section A-V/2, paragraph 1). Officers and other personnel assigned specific duties and responsibilities on board ro-ro passenger ships shall have completed familiarization training covering the subjects listed in STCW Code Section A-V/2, paragraphs 2 and 4.

### .3 *Support Level*

Personnel providing direct service to passengers in passenger spaces on board ro-ro passenger ships shall have completed the safety training specified in STCW Code Section A-V/2, paragraphs 1 and 3.

## 7.5.3 Documentation

The shipowner/operator shall ensure that documentary evidence of the training that has been completed is issued for every person found qualified under the provisions of this Regulation V/2 and is available for review by proper authorities and ISM Code auditors.

## 7.6 Passenger Vessels

### 7.6.1 Requirements

Masters, officers, ratings and other personnel designated on muster lists to assist passengers in emergency situations aboard passenger vessels, other than ro-ro passenger

vessels, engaged on international voyages shall receive, prior to being assigned shipboard duties, approved training as appropriate in:

- .1 Crowd management for personnel designated on the muster list to assist passengers in emergency situations as specified in Section A-V/2, paragraph 1 of the STCW Code;
- .2 Safety for personnel providing direct service to passengers in passenger spaces as specified in Section A-V/2, paragraph 2 of the STCW Code;
- .3 Crisis management and human behavior for Masters, Chief Mates, Chief Engineer officers, second engineer officers and any person having responsibility for the safety of passengers in emergency situations as specified in Section A-V/2, paragraph 3 of the STCW Code; and
- .4 Passenger safety, cargo safety and hull integrity for Masters, Chief Mates, Chief Engineer officers, second engineer officers and every person assigned immediate responsibility for embarking and disembarking passengers as specified in Section A-V/2, paragraph 4 of the STCW Code.
- .5 Seafarers who are required to be trained in accordance with paragraphs .1, .2, .3, and .4 above shall, at intervals not exceeding five (5) years, undertake appropriate refresher training or provide evidence of having achieved the required standard of competence within the previous five (5) years.

#### 7.6.2 Documentation

The shipowner/operator shall ensure that documentary evidence of the training that has been completed is issued for every person found qualified under the provisions of this Regulation V/2 and is available for review by proper authorities and ISM Code auditors.

### 7.7 Mandatory Minimum Security-Related Training

#### 7.7.1 Familiarization training

All persons employed or engaged on board a Marshall Islands seagoing vessel which is required to comply with the provisions of the ISPS Code on the business of that ship shall receive approved security-related familiarization training as set out in section A-VI/6, paragraphs 1 to 4 of the STCW Code. It is the intent that the training be completed after a seafarer is assigned to a vessel and prior to the seafarer assuming routine duties aboard that vessel.

Security related familiarization training shall be conducted by the SSO or an equally qualified person.

#### 7.7.2 Designated security duties

Seafarers designated to perform security duties, including anti-piracy and anti-armed robbery, shall meet the standards of training set forth in section A-VI/6, paragraphs 6 to 8 of the STCW Code.

#### 7.7.3 Documentation

The shipowner/operator shall ensure that documentary evidence of the training that has been completed is issued for every person found qualified under the provisions of this regulation and is available for review by proper authorities and ISM Code auditors.

Attachment: Marshall Island Marine Notice No.7-047-1, Rev. 10/11, total 24 pages

**For any question please contact the Certification Management Dept. of CCS  
Headquarters without hesitation**



**REPUBLIC OF  
THE MARSHALL ISLANDS**

**OFFICE OF THE  
MARITIME ADMINISTRATOR**

**Marine Notice**

**No. 7-047-1**

**Rev. 10/11**

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF  
MERCHANT SHIPS, AND RECOGNIZED ORGANIZATIONS**

**SUBJECT: Seafarer Certification, Training and Watchkeeping.**

**References:**

- (a) International Convention on Standards of Training, Certification and Watchkeeping, 1978, as amended (STCW Convention) and the STCW Code**
- (b) Publication MI-118, Requirements for Seafarer Certification**
- (c) IMO MSC/Circ.918**
- (d) IMO Resolutions MSC.66(68) and MSC.67(68)**
- (e) IMO Resolutions STCW-CONF.2-33 and .2-34 (Manila amendments)**
- (f) ILO Maritime Labour Convention, 2006 (MLC, 2006), Standard A 3.2.3 and B 3.2.2**

**PURPOSE:**

This notice advises all shipowners, ship operators, seafarers, agents and recognized organizations of the 2010 Manila amendments to the Annex to STCW and other requirements for certification of seafarers. These amendments shall enter into force 1 January 2012. This Notice supersedes Rev. 12/09 and has been extensively revised to reflect the Manila amendments. An Index has been added at the end of the Notice to assist in finding needed information.

**APPLICABILITY:**

This Notice applies to all seafarers serving aboard Marshall Islands flagged vessels and concerns certification and training. References to "Rest Periods" are now addressed in Marine Notice 7-051-2. References to "Medical Standards" are now addressed in Marine Guideline 7-47-1.

## **REQUIREMENTS:**

### **1.0 STCW Certification**

#### **1.1 Formats**

Two (2) forms of Marshall Islands STCW certificates are issued:

- .1 an STCW Certificate is issued on the basis of examination given by an office of the Republic of the Marshall Islands Maritime Administrator (the “Administrator”); and
- .2 an STCW Endorsement Certificate is issued on the basis of an acceptable national STCW Certificate issued by a country on the International Maritime Organization (IMO) “White List” of countries in compliance with the provisions of the STCW Convention. Endorsement Certificates are valid until the expiration date of the original national STW Certificate only.

#### **1.2 Control Procedure and Certificate Recognition**

- 1.2.1 “Regulation I/4, paragraph 1.1, of the STCW Convention limits the control exercised by a duly authorized port State control officer under Article X to verification that all seafarers serving on board a vessel of the flag state who are required to be certificated in accordance with the Convention hold an appropriate certificate or a valid dispensation, or provide documentary proof that an application for an STCW Endorsement Certificate has been submitted to the Administration in accordance with regulation I/10, paragraph 5.”
- 1.2.2 Regulation I/10, paragraph 5, of the STCW Convention provides that "the Administration may, if circumstances require, allow a seafarer to serve for a period not exceeding three (3) months on board a ship entitled to fly its flag, while holding an appropriate and valid certificate issued and endorsed as required by another party for use on board that Party’s ships but which has not yet been endorsed so as to render it appropriate for service on board ships entitled to fly the flag of the Administration. Documentary proof shall be readily available that application for an endorsement has been submitted to the Administration.” The following options are available from the Administrator to serve this purpose.

#### **1.3 Issuance of Certificate of Receipt of Application (CRA)**

When an application for a Marshall Islands officer certificate based on an acceptable national Certificate of Competence (CoC) is submitted to a Regional Administrator’s office, the applicant may request the issuance of a Certificate of Receipt of Application. If the application and all required support documents, including a valid national CoC, are in proper form, the applicant will promptly be issued an official CRA to serve in an eligible capacity. The CRA should be signed by the applicant and the Master of the assigned vessel when reporting aboard ship. While holding this CRA and a valid national STCW Certificate, the applicant is authorized to serve aboard a Marshall Islands flagged

vessel for a period not exceeding three (3) months while an application for a Marshall Islands STCW Endorsement Certificate is being processed. The validity of Marshall Islands CRAs can be verified at any time by visiting [www.register-iri.com](http://www.register-iri.com) and going to “Officer/Seafarer Verification.”

#### **1.4 Urgent Authorization (UA) for an Officer to serve on Assignment**

In instances where an officer is joining a Marshall Islands vessel on short notice, and cannot make application through the Administrator’s regional office prior to being dispatched to the vessel, the following procedure shall be used:

- .1 The shipowner, operator or crewing agent should send, by electronic means, a completed officer application and a copy of the officer’s valid national CoC to Seafarers’ Documentation for review. Documents should be sent to [Seafarers@register-iri.com](mailto:Seafarers@register-iri.com).
- .2 The application will be reviewed and, if accepted, a UA with an assigned officer certificate number will be returned to the shipowner, operator or crewing agent indicating the capacity of Marshall Islands STCW Endorsement Certificate for which the officer is approved. The UA should be signed by the applicant and the Master of the assigned vessel when reporting aboard.
- .3 UAs issued by the Administrator will provide temporary authority for an officer to serve in the capacity stated for a period not exceeding three (3) months while his/her officer application is being processed. A completed application and all required supporting documents, including a valid national CoC must be received by the Administrator within 15 days or the Authorization may be invalidated. The validity of Marshall Islands CRAs can be verified at any time by visiting [www.register-iri.com](http://www.register-iri.com) and going to “Officer/Seafarer Verification.”

#### **1.5 Display of COC, Temporary Permit or Authorization**

Every certificated officer shall cause his or her CoC, Temporary Permit or Authorization to be displayed on board in a conspicuous location. Said CoC, Temporary Permit or Authorization shall be framed under glass or other suitable transparent covering and shall be so displayed as soon as practicable after reporting on board a vessel for duty and shall remain displayed during the service of the CoC, Permit or Authorization holder.

#### **1.6 Definitions and clarifications**

For the purpose of these requirements, the following terms shall have the meanings hereby assigned to them:

- .1 *Regulations* means regulations contained in the Annex to the STCW Convention;
- .2 *Approved* means approved by the Party in accordance with these regulations;



- .3 *Master* means the person having command of a ship;
- .4 *Officer* means a member of the crew, other than the master, designated as such by national law or regulations or, in the absence of such designation, by collective agreement or custom;
- .5 *Deck Officer* means an officer qualified in accordance with the provisions of Chapter II of the Convention;
- .6 *Chief Mate (or First Officer)* means the officer next in rank to the master and upon whom the command of the ship will fall in the event of the incapacity of the master;
- .7 *Engineer Officer* means an officer qualified in accordance with the provisions of Regulation III/1, III/2 or III/3 of the Convention;
- .8 *Chief Engineer Officer* means the senior engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship;
- .9 *Second Engineer officer (or First Assistant Engineer)* means the engineer officer next in rank to the chief engineer officer and upon whom the responsibility for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship will fall in the event of the incapacity of the chief engineer officer;
- .10 *Assistant Engineer Officer* means a person under training to become an engineer officer and designated as such by national law or regulations;
- .11 *Radio Operator* means a person holding an appropriate certificate issued or recognized by the Administrator under the provisions of the Radio Regulations;
- .12 *GMDSS Radio Operator* means a person who is qualified in accordance with the provisions of Chapter IV of the Convention;
- .13 *Rating* means a member of the ship's crew other than the master or an officer;
- .14 *Near-coastal voyages* means voyages in the vicinity of a Party as defined by that Party;

**It is not intended that ships engaged on "Near Coastal Voyages" should extend their operations worldwide, under the premise that they are navigating constantly within the limits of designated "Near Coastal Voyages" of neighboring countries. Therefore, officer CoCs for "Near Coastal Voyages" may be further limited as to geographical sea area of operation.**

- .15 *Propulsion power* means the total maximum continuous rated output power, in kilowatts, of all the ship's main propulsion machinery which appears on the ship's Certificate of Registry or other official document;
- .16 *Radio duties* include, as appropriate, watchkeeping and technical maintenance and repairs conducted in accordance with the Radio Regulations, the International Convention for the Safety of Life at Sea, 1974 (SOLAS), as amended and, at the discretion of each Administration, the relevant recommendations of the IMO;
- .17 *Oil tanker* means a ship constructed and used for the carriage of petroleum and petroleum products in bulk;
- .18 *Chemical tanker* means a ship constructed or adapted and used for the carriage in bulk of any liquid product listed in Chapter 17 of the International Bulk Chemical Code;
- .19 *Liquefied gas tanker* means a ship constructed or adapted and used for the carriage in bulk of any liquefied gas or other product listed in Chapter 19 of the International Gas Carrier Code;
- .20 *Passenger ship* means a ship as defined in SOLAS;
- .21 *Ro-ro passenger ship* means a passenger ship with ro-ro spaces or special category spaces as defined in SOLAS;
- .22 *High-speed craft* means a craft capable of maximum speed, in meters per second (m/s), equal to or exceeding  $3.7 \nabla^{0.1667}$  where  $\nabla$  = volume of displacement corresponding to the design waterline ( $m^3$ ) excluding craft, the hull of which is supported completely clear above the water surface in non-displacement mode by aerodynamic forces generated by ground effect or foils.
- .23 *Month* means a calendar month or 30 days made up of periods of less than one (1) month;
- .24 *STCW Code* means the Seafarers' Training, Certification and Watchkeeping (STCW) Code as adopted by the 1995 Conference Resolution 2, as it may be amended by the IMO;
- .25 *Function* means a group of tasks, duties and responsibilities, as specified in the STCW Code, necessary for ship operation, safety of life at sea or protection of the marine environment;
- .26 *Company* means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the shipowner and who, on assuming such responsibility, has agreed in writing to take over all the duties and responsibilities imposed on the Company by these regulations;

- .27 *Seagoing service* means service on board a ship relevant to the issue or revalidation of a certificate or other qualification;
- .28 *ISPS Code* means the International Ship and Port Facility Security (ISPS) Code adopted on 12 December 2002, by Resolution 2 of the Conference of Contracting Governments to SOLAS as may be amended by the IMO;
- .29 *Ship Security Officer* means the person on board the ship, accountable to the master, designated by the Company as responsible for the security of the ship including implementation and maintenance of the ship security plan and liaison with the company security officer and port facility security officers;
- .30 *Security duties* include all security tasks and duties on board ships as defined by Chapter XI-2 of SOLAS and the ISPS Code;
- .31 *Certificate of Competence (CoC)* means a certificate issued and endorsed for masters, officers and GMDSS radio operators in accordance with the provisions of Chapters II, III, IV or VII of the Annex to the STCW Convention and entitling the lawful holder thereof to serve in the capacity and perform the functions involved at the level of responsibility specified therein;
- .32 *Certificate of Endorsement (CoE)* means a certificate issued for masters, officers or GMDSS radio operators who hold an appropriate and valid CoC issued by a recognized administration in accordance with Regulation I/10 of the STCW Code (Recognition of Certificates).
- .33 *Certificate of Proficiency (CoP)* means a certificate, other than a CoC or CoE, issued to a seafarer, stating that the relevant requirements of training, competencies or seagoing service in the Convention have been met;
- .34 *Documentary evidence* means documentation, other than a CoC, CoE or CoP, used to establish that the relevant requirements of the Convention have been met;
- .35 *Electro-Technical Officer* means an officer qualified in accordance with the provisions of Regulation III/6 of the Convention;
- .36 *Able Seafarer Deck* means a rating qualified in accordance with the provisions of Regulation II/5 of the Convention;
- .37 *Able Seafarer Engine* means a rating qualified in accordance with the provisions of Regulation III/5 of the Convention; and
- .38 *Electro-Technical Rating* means a rating qualified in accordance with the provisions of Regulation III/7 of the Convention.

## **2.0 Evidence of Training**

### **2.1 National STCW Certificates**

National STCW Certificates containing the relevant STCW endorsements or training course certificates, acceptable to the Administrator, shall be considered evidence of completion of the training requirements for all certification.

### **2.2 On Board Training**

The on board training of applicants for certificates as “deck/navigational” or “engineer” watch officers shall be closely supervised and monitored by a qualified and certified deck or engineer officer, as appropriate, aboard the ship on which the seagoing service is performed for at least six (6) months. Such training shall be recorded in an approved training record book. The latest training record books available from the International Shipping Federation (ISF) and the IMO are currently approved by the Administrator for this purpose.

## **3.0 Standards of Competence**

### **3.1 Certification**

Both forms of certificates will specify the “Functions” the applicant has been qualified to perform and also the “Level of Responsibility.”

### **3.2 Functions**

Abilities are defined by these seven (7) functions:

- .1 Navigation
- .2 Cargo handling and stowage
- .3 Controlling the operation of the ship and care for persons on board
- .4 Marine engineering
- .5 Electrical, electronic and control engineering
- .6 Maintenance and repair
- .7 Radio communications

### **3.3 Levels of Responsibility**

Three (3) “levels of responsibility” are now being applied:

- .1 Management level – Master, Chief Mate, Chief Engineer, First Assistant Engineer (Second Engineer Officer);
- .2 Operational level – OICNW (Second Mate), OICNW (Third Mate), OICEW (Second Assistant Engineer / Third Engineer Officer), OICEW (Third Assistant Engineer / Fourth Engineer Officer), Radio Operator, Electro-Technical Officer; and

.3 Support level – Ratings, capacities, other uncertificated crew members.

#### **4.0 Publication MI-118**

Interested parties are strongly urged to refer to the revised “Requirements for Seafarer Certification” (MI-118) for details of these and other changes.

#### **5.0 Certification of Officers**

##### **5.1 Functions Required**

(in accordance with STCW Annex I, Part A, paragraph 2; see section 3.2 above)

##### **5.1.1 Master and Deck/Navigation Officers:**

- Navigation (.1)
- Cargo Handling and Storage (.2)
- Controlling the Operation of the Ship and Care for Persons on Board (.3)

##### **5.1.2 Engineer Officers:**

- Controlling the Operation of the Ship and Care for Persons on Board (.3)
- Marine Engineering (.4)
- Electrical, Electronic and Control Engineering (.5)
- Maintenance and Repair (.6)

##### **5.1.3 Radio Officers:**

- Radio communications (.7)

##### **5.1.4 Electro-Technical Officers:**

- Electrical, electronic and control engineering (.5)
- Maintenance and Repair (.6)

##### **5.1.5 Alternative Certification**

An applicant shall first complete all required functions described above. Further functions may be added provided the applicant officer completes, as appropriate, additional relevant education and training and meets the standards of competence prescribed for the functions concerned.

#### **5.2 Requirements**

##### **5.2.1 Physical Examination**

Every applicant for a CoC or CoE shall be required to submit satisfactory evidence of a physical examination completed within the 24 months (2 years) immediately preceding

application. Attention should be given to the expiration date and the length of the voyage of first engagement.

#### 5.2.2 Advanced Firefighting Training

Every applicant for a CoC or CoE shall be required to submit satisfactory evidence of having completed an approved advanced marine firefighting course.

#### 5.2.3 Proficiency in Survival Craft/Rescue Boat Training

Every applicant for a CoC or CoE shall be required to submit satisfactory evidence of having completed approved survival craft/rescue boat training.

#### 5.2.4 Medical First Aid Training

Every applicant for a CoC or CoE shall be required to submit satisfactory evidence of having completed an approved medical first aid training course.

#### 5.2.5 Radar Simulator Training

Applicants for a Master, Chief Mate or OICNW CoC must submit proof of completion of a marine radar simulator course approved by the Administrator.

#### 5.2.6 Automatic Radar Plotting Aids (ARPA) Training

Every applicant for a Master, Chief Mate or OICNW CoC must complete approved ARPA training, as required for service on ARPA equipped vessels.

#### 5.2.7 Electronic Chart Display and Information (ECDIS) Training

Every applicant for a Master, Chief Mate or OICNW CoC must complete approved ECDIS training, as required for service on ECDIS equipped vessels.

#### 5.2.8 GMDSS Certification

Every applicant for Master, Chief Mate or OICNW CoC must hold GMDSS Certification.

### 6.0 Special Qualification Certificates (SQCs)

#### 6.1 Transitional Provisions

Until 1 January 2017, the Administrator will continue to issue, recognize and endorse certificates in accordance with the provisions of the STCW Convention that applied immediately prior to 1 January 2012 for those seafarers who commenced approved seagoing service, an approved education and training program or an approved training course before 1 July 2013.

## **6.2 Date of Expiry**

### **6.2.1 Effective Date**

Master's, officer's, and certain rating's SQCs will be issued with dates of expiry.

### **6.2.2 Period of Validity**

Certification based on examination and evaluation by the Administrator will be valid for five (5) years. Endorsement certification based on "equivalency" to an original national document will be valid only for the period of validation remaining on the equivalent certificate.

### **6.2.3 Recertification**

Certificates issued at the "Management" and "Operational" levels will have a five (5) year date of expiry. Certificates will be renewed upon application showing at least one (1) year of relevant sea service within the previous five (5) years. Appropriate refresher training may be substituted for the sea service.

## **6.3 Navigational Watch Ratings**

### **6.3.1 Ratings forming part of a Navigation Watch - Ordinary Seaman (OS)**

The symbol "**II/4**" will appear after the designation to indicate that the seafarer's function at the Support Level is that of a qualified rating forming part of a Navigational Watch in accordance with STCW Code Regulation II/4.

### **6.3.2 Able Seafarer – Deck (ASD)**

The symbol "**II/5**" will appear after the designation to indicate that the seafarer's function at the Support Level is that of a qualified Able Seafarer - Deck in accordance with STCW Code Regulation II/5.

## **6.4 General Purpose Ratings**

6.4.1 A "General Purpose - 1" ("GP-1") certification will be issued to applicants who fulfill all the requirements for both "Able Seafarer – Deck II/5" and "Able Seafarer – Engine III/5."

6.4.2 A "General Purpose - 2" ("GP-2") certification will be issued to applicants who fulfill all requirements for "Ordinary Seafarer II/4" and "Engine Rating III/4."

## **6.5 Engine Ratings**

### **6.5.1 Ratings forming part of an Engine Room Watch (Engine Rating)**

The symbol “**III/4**” will appear after the designation to indicate that the seafarer’s function at the Support Level is that of a qualified rating forming part of an engine room watch in accordance with STCW Code Regulation III/4.

### **6.5.2 Able Seafarer – Engine (ASE)**

The symbol “**III/5**” will appear after the designation to indicate that the seafarer’s function at the Support Level is that of a qualified Able Seafarer – Engine in accordance with STCW Code Regulation III/5.

### **6.5.3 Electro-technical rating (ET)**

The symbol “**III/7**” will appear after the designation to indicate that the seafarer’s function at the Support Level is that of a rating qualified in accordance with STCW Code Regulation III/7.

## **6.6 Tanker Qualification**

(Reference: STCW Reg. V/1, Code Section A-V/1-1 & Section A-V/1-2)

### **6.6.1 General Requirements**

Officers and ratings assigned specific duties and responsibilities related to cargo or cargo equipment on oil or chemical tankers shall hold a certificate in basic training for oil *and* chemical tanker cargo operations. Officers and ratings assigned specific duties and responsibilities related to cargo or cargo equipment on liquefied gas tankers shall hold a certificate in basic training for liquefied gas tanker cargo operations.

### **6.6.2 Types of Tanker Qualification Certification**

#### **.1 *Tanker Qualification (Oil and Chemical)***

This certification will be issued to seafarers with cargo handling duties aboard vessels carrying petroleum products, and/or liquid chemicals, not considered to be liquefied gas.

#### **.2 *Tanker Qualification (Liquefied Gas)***

This certification will be issued to seafarers with cargo handling duties aboard liquefied gas carrying vessels.



### 6.6.3 General Requirements for All Tanker Qualification Certificates

#### .1 *Physical Examination Report*

All applications must include a copy of a physical examination conducted within the previous 24 months. Results of such examination must be noted on Physical Examination Report/Certificate form MI-105M (see MI-118 Annex 5) or acceptable equivalent. Deck/navigational officers must meet the physical standards for deck/navigational officers' Certificates of Competence. All others must meet physical standards for engineer officers.

#### .2 *Specialized Training*

Senior officers and any person with immediate responsibility for loading, discharging, care in transit, handling cargo, or cargo handling equipment shall hold a certificate in advanced training relating to specific duties aboard oil and chemical tankers, or liquefied gas carriers as appropriate to the certification sought. A copy of an appropriate training course certificate must be included with the application.

## 6.7 **Dynamic Positioning Operator (DPO)**

(Reference: STCW Code Section B-V/f)

### 6.7.1 General Requirements

A Certificate of Proficiency (CoP) as a DPO will be issued to officers who have completed all of the following requirements:

- a DP Basic/Induction course at a training facility approved by the Administrator;
- a minimum of 30 days seagoing DP familiarization (i.e. trainee);
- a minimum of six (6) months watchkeeping on a DP ship;
- a DP advanced course (simulator); and
- a statement of suitability by the master of a DP ship.

Note: DPOs serving as watchkeepers shall hold formal, appropriate, current qualification to an approved STCW Convention standard.

### 6.7.2 Documentation of Qualifications

SQCs issued by the Administrator to certify these qualifications will be optional. However, vessels are required to have on board documentation attesting to the satisfactory training and qualifications of the DPOs serving on board.

### 6.7.3 Familiarization

Upon appointment to a unit operating in DP mode, the master, OIM, DPOs and other DP trained personnel should be familiarized with the characteristics of the vessel, the specific DP equipment fitted on board, as well as all relevant documentation, logs and manuals.

Particular consideration should be given to the nature of the work of the vessel and the importance of the DP system to this work.

## **6.8 Advanced Firefighting**

### **6.8.1 Mandatory minimum training in advanced firefighting**

Seafarers designated to control firefighting operations and seeking SQCs in “Advanced Firefighting” must have successfully completed advanced training in the techniques for firefighting, with particular emphasis on organization, tactics and command.

### **6.8.2 Officer Exemption**

A separate SQC for “Advanced Firefighting” is not required by the Administrator for any certificated officer since advanced marine firefighting training is a prerequisite for officer certification and is therefore optional.

### **6.8.3 Certification Levels**

SQCs for “Advanced Firefighting” are offered at three (3) levels of responsibility, “Management,” “Operational” and “Support.”

## **6.9 Fast Rescue Boats**

### **6.9.1 Prerequisite**

Applicants for this certification must have previously received a “Proficient in Survival Craft/Rescue Boat Crewman” certification or possess a Marshall Islands Deck Navigational Officer’s Certificate of Competence.

### **6.9.2 Certification Levels**

Certification is issued in the three (3) levels of responsibility, “Management,” “Operational” and “Support” as defined in subsection 4.3 above. Applicants must have completed an approved training course in “Fast Rescue Boat” operations.

## **6.10 Medical First Aid Provider**

### **6.10.1 Officer Exemption**

A separate SQC for “Medical First Aid Provider” is not required by the Administrator for any certificated officer since First Aid Training is a prerequisite for officer certification (see § 5.2.4). Certification is therefore optional.

### **6.10.2 Certification Levels**

SQCs for “Medical First Aid Provider” are offered at three (3) levels of responsibility, “Management,” “Operational” and “Support.”

## **6.11 Medical Care Person in Charge**

### **6.11.1 Certification of Responsible Officer**

Advanced Medical Training is required for the Person in Charge of shipboard medical care. One (1) seafarer on board each vessel must have this certification.

### **6.11.2 Prerequisite**

Applicants must submit proof of successful completion of an approved Advanced Medical Training course.

### **6.11.3 Certification Levels**

SQCs are issued at the “Management” and “Operational” levels of responsibility for “Medical Care Person in Charge.”

### **6.11.4 Ship’s Doctors**

Since it is expected that such persons will be properly licensed and practicing physicians, that license shall substitute for this SQC as documentary evidence that the holder has attended a course of training in medical first aid or in medical care, precluding any need or requirement for or issuance of this SQC to any ship’s doctor or nurse practitioner. It shall be the responsibility of the shipowner or operator to verify the validity of any such licensing.

## **6.12 High Speed Craft (HSC)**

### **6.12.1 Type Qualification HSC Certificate**

A type qualification certificate is issued to officers who have completed the training as specified in the High Speed Craft (HSC) Code, Section 18.3. This HSC Certificate will be specific to the type of craft, model, and route of service and shall be in addition to the appropriate certification already required of the officers by the STCW Convention.

### **6.12.2 Certification Levels**

HSC Certification is issued at two (2) levels of responsibility: “Management,” and “Operational,” and limited to the master and all officers having an operational role.

### **6.12.3 Period of Validity**

HSC Certificates are issued for a period of two (2) years. The Certificates may be renewed upon application showing at least six (6) months sea service aboard the same type craft within the previous two (2) years. An acceptable refresher training course may be substituted for the sea service.

## **6.13 Certification for Ship Security Officer (SSO)**

6.13.1 A Certificate of Proficiency as a Ship Security Officer will be issued to licensed officers or approved security professionals who have:

- .1 approved seagoing service of not less than 12 months or appropriate seagoing service and knowledge of ship operations; and
- 2 successfully completed a recognized training course or program covering the requirements set out in section A-VI/5 of the STCW Code.

### 6.13.2 Documentation of Qualifications

Vessels are required to have on board documentation attesting to the satisfactory training and qualifications of a properly designated SSO.

## **6.14 Certification for Cook** (in accordance with MLC, 2006)

### 6.14.1 General Requirements

- .1 *MLC, 2006 (Ref. Standard A3.2 & Guideline B3.2)*

Seafarers who are engaged as ships' cooks must be trained, qualified and found competent for the position.

- .2 *Age and Seetime*

Applicants must be not less than 18 years of age with a minimum of 12 months seagoing service.

- .3 *Medical*

Applicants must be certified by the medical examiner to be free of communicable diseases.

- .4 *Training*

Applicants must have successfully completed a legitimate training course or program covering practical cookery and food preparation, food and personal hygiene, galley sanitation, nutrition, food storage, stock control, environmental protection and catering health and safety.

### 6.14.2 Certificate

A Cook Certificate may be issued to a seafarer of 18 years of age or older who has successfully completed a legitimate training course or program, qualified and is found competent for the position.

### 6.14.3 Documentation of Qualifications

SQCs issued by the Administrator to certify these qualifications will be optional. However, vessels are required to have on board documentation attesting to the satisfactory training and qualifications of the Cook or Cooks serving on board.

## **7.0 Training**

### **7.1 Basic Training**

#### 7.1.1 Requirement

Applicants for an original Seafarer Identification and Record Book must show evidence of having received “Basic Training” in:

- .1 personal survival techniques;
- .2 fire prevention and fire fighting;
- .3 elementary first aid;
- .4 personal safety and social responsibility; and
- .5 Effective 1 January 2011, shipboard security.

#### 7.1.2 Passenger Vessels

The Basic Training requirements are limited to those seafarers who are regularly assigned or required to perform routine ship safety and pollution prevention related duties. Therefore, those certain hotel staff personnel not so assigned will not be required to comply with these requirements.

#### 7.1.3 Certification

Upon receipt of appropriate documentation, a Certificate evidencing the completion of this training will be issued by the Administrator.

## **7.2 Familiarization Training**

#### 7.2.1 Requirement

All persons employed or engaged aboard a sea going vessel shall receive “Familiarization Training.” This training shall be the responsibility of and be accomplished by the shipowner or operator in accordance with the guidelines in STCW Regulation VI/1, Code Section A-VI/1. It is the intent that the training be completed after a seafarer is assigned to a vessel and prior to the seafarer assuming routine duties aboard that vessel.

### 7.2.2 Certification

No certificate will be issued to the seafarer by the Administrator attesting to the completion of this training. The training shall be documented by shipboard log entry or other acceptable written verification available for review by proper authorities and International Safety Management (ISM) Code auditors.

## 7.3 Onboard Training and Instructions

7.3.1 Onboard training in the use of the ship's life-saving appliances, including survival craft equipment, shall be given as soon as possible but not later than two (2) weeks after a crew member joins the ship. However, for crew members on a regularly scheduled rotating assignment to the ship, such training shall be given not later than two (2) weeks after the time of first joining the ship.

7.3.2 Instructions in the use of the ship's life-saving appliances and in survival at sea shall be given at the same interval as the drills. Individual instructions may cover different parts of the ship's life-saving system, but all the ship's life-saving equipment and appliances shall be covered within any period of two (2) months. Each member of the crew shall be given instructions as set forth in Chapter III, Regulation 18 of SOLAS.

7.3.3 Onboard training in the use of davit-launched life rafts shall take place at intervals of not more than four (4) months on every ship fitted with such appliances. Whenever practicable this shall include the inflation and lowering of a life raft. This life raft may be a special life raft intended for training purposes only, which is not part of the ship's life-saving equipment; such a special life raft shall be conspicuously marked.

### 7.3.4 Documentation

This training shall be documented by shipboard log entry or other acceptable written verification available for review by proper authorities and ISM Code auditors.

## 7.4 ECDIS Training

(Reference: STCW Reg. II/1 – 3; Annex I, Table A-II/1 - 3)

### 7.4.1 Requirements (effective 1 January 2012)

Every deck officer standing a navigation watch on an ECDIS equipped vessel must be certified as competent in the use of ECDIS to maintain the safety of navigation. Every master and chief mate standing a navigation watch on an ECDIS equipped vessel must be certified as competent to maintain the safety of navigation through the use of ECDIS and associated navigation systems to assist command decision making.

Training and assessment in the use of ECDIS is not required for those who serve exclusively on vessels not fitted with ECDIS; these limitations shall be reflected in the endorsement(s) to the seafarer's CoC.

## 7.4.2 Training in the use of ECDIS

To operate Type Approved ECDIS, navigation officers are required to complete two (2) levels of training:

### .1 *Generic (simulator) Training, to include:*

- knowledge of the capability and limitations of ECDIS operations including a thorough understanding of electronic navigational chart data, data accuracy, presentation rules, display options and other chart data formats as well as the dangers of over-reliance; and
- proficiency in operation, interpretation and analysis of information obtained from ECDIS including the use of functions that are integrated with other navigation systems, safe monitoring and adjustment of information, confirmation of vessel position by alternative means, efficient use of settings too ensure conformance to operational procedures, adjustment of settings and values to suit the present conditions and situational awareness while using ECDIS.

### .2 *Type Specific Training*

This training is to be completed prior to an officer assuming a navigational watch and is intended to familiarize the watch officer with the basic operation of the ECDIS equipment aboard the vessel to which they are assigned, including route planning and execution.

## 7.4.3 Certification

Upon receipt of appropriate documentation, an optional Certificate evidencing the completion of General (simulator) ECDIS training will be issued by the Administrator.

## 7.4.3 Documentation

The shipowner/operator shall ensure that documentary evidence of the Type Specific training that has been completed is issued for every person found qualified under the provisions of this regulation and is available for review by proper authorities and ISM Code auditors.

## 7.5 RO-RO Passenger Vessels

### 7.5.1 Requirements

Masters, officers, ratings and other personnel designated on muster lists to assist passengers in emergency situations aboard ro-ro passenger vessels engaged on international voyages shall receive, prior to being assigned shipboard duties, mandatory minimum training as appropriate.

## 7.5.2 Special Training at Levels of Responsibility

The following training shall be the responsibility of and be accomplished by the shipowner/operator in accordance with the guidelines in STCW, Regulation V/2, Code Section A-V/2:

### .1 *Management Level*

In addition to the courses prescribed for Operational and Support Levels of responsibility listed below, senior officers and every person assigned immediate responsibility for embarking and disembarking passengers, loading, discharging or securing cargo, or closing hull openings on board ro-ro passenger ships shall have completed approved training in passenger safety, cargo safety and hull integrity (Ref: STCW Code Section A-V/2, para. 4). Senior officers and any person having responsibility for the safety of passengers in emergency situations on board ro-ro passenger ships shall have completed approved training in crisis management and human behavior as stated in STCW Code Section A-V/2, paragraph 5.

### .2 *Operational Level*

In addition to the training prescribed for support level, officers and other personnel designated on muster lists to assist passengers in emergency situations on board ro-ro passenger ships shall have completed training in crowd management (Ref: STCW Code Section A-V/2, paragraph 1). Officers and other personnel assigned specific duties and responsibilities on board ro-ro passenger ships shall have completed familiarization training covering the subjects listed in STCW Code Section A-V/2, paragraphs 2 and 4.

### .3 *Support Level*

Personnel providing direct service to passengers in passenger spaces on board ro-ro passenger ships shall have completed the safety training specified in STCW Code Section A-V/2, paragraphs 1 and 3.

## 7.5.3 Documentation

The shipowner/operator shall ensure that documentary evidence of the training that has been completed is issued for every person found qualified under the provisions of this Regulation V/2 and is available for review by proper authorities and ISM Code auditors.

## 7.6 Passenger Vessels

### 7.6.1 Requirements

Masters, officers, ratings and other personnel designated on muster lists to assist passengers in emergency situations aboard passenger vessels, other than ro-ro passenger



vessels, engaged on international voyages shall receive, prior to being assigned shipboard duties, approved training as appropriate in:

- .1 Crowd management for personnel designated on the muster list to assist passengers in emergency situations as specified in Section A-V/2, paragraph 1 of the STCW Code;
- .2 Safety for personnel providing direct service to passengers in passenger spaces as specified in Section A-V/2, paragraph 2 of the STCW Code;
- .3 Crisis management and human behavior for Masters, Chief Mates, Chief Engineer officers, second engineer officers and any person having responsibility for the safety of passengers in emergency situations as specified in Section A-V/2, paragraph 3 of the STCW Code; and
- .4 Passenger safety, cargo safety and hull integrity for Masters, Chief Mates, Chief Engineer officers, second engineer officers and every person assigned immediate responsibility for embarking and disembarking passengers as specified in Section A-V/2, paragraph 4 of the STCW Code.
- .5 Seafarers who are required to be trained in accordance with paragraphs .1, .2, .3, and .4 above shall, at intervals not exceeding five (5) years, undertake appropriate refresher training or provide evidence of having achieved the required standard of competence within the previous five (5) years.

#### 7.6.2 Documentation

The shipowner/operator shall ensure that documentary evidence of the training that has been completed is issued for every person found qualified under the provisions of this Regulation V/2 and is available for review by proper authorities and ISM Code auditors.

### 7.7 Mandatory Minimum Security-Related Training

#### 7.7.1 Familiarization training

All persons employed or engaged on board a Marshall Islands seagoing vessel which is required to comply with the provisions of the ISPS Code on the business of that ship shall receive approved security-related familiarization training as set out in section A-VI/6, paragraphs 1 to 4 of the STCW Code. It is the intent that the training be completed after a seafarer is assigned to a vessel and prior to the seafarer assuming routine duties aboard that vessel.

Security related familiarization training shall be conducted by the SSO or an equally qualified person.

### 7.7.2 Designated security duties

Seafarers designated to perform security duties, including anti-piracy and anti-armed robbery, shall meet the standards of training set forth in section A-VI/6, paragraphs 6 to 8 of the STCW Code.

### 7.7.3 Documentation

The shipowner/operator shall ensure that documentary evidence of the training that has been completed is issued for every person found qualified under the provisions of this regulation and is available for review by proper authorities and ISM Code auditors.

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