



TUVALU SHIP REGISTRY

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MARINE CIRCULAR

MC-5/2011/12/2

3/2014

FOR: Ship Owners, Ship Managers, Ship Operators, Ship Masters, Ship Officers, Classification Societies

SUBJECT: STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING FOR SEAFARERS

DEFINITIONS:

The following abbreviations stand for:

- “COC” – A Certificate of Competence which is issued in compliance with the provisions of the STCW Convention (see also section 2 – Definitions)
- “COE” – Certificate of Endorsement issued in recognition of a STCW Certificate issued by a country on the IMO “White List” (see also section 2 – Definitions)
- “DCE” – Certificate of Endorsement issued in recognition of a STCW Dangerous Cargo Endorsement Certificate
- “GOC” – Certificate of Endorsement issued in recognition of a STCW GMDSS-General Operator Certificate
- “GMDSS” – Global Maritime Distress and Safety System
- “ILO” – International Labour Organization
- “IMO” – International Maritime Organization
- “ISF” – International Shipping Federation
- “MLC 2006” – Maritime Labour Convention, 2006
- “PSCO” – Port State Control Officer
- “SOLAS” – International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended
- “STCW” – International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended

The term “Administration” shall mean the Tuvalu Ship Registry.

PURPOSE:

This marine circular is an expansion of MC-5/2011/1 and serves to advise all concerned parties of the 2010 Manila amendments to the Annex to STCW that shall enter into force on 1 January 2012 and other requirements for certification of seafarers.

APPLICATION:

This marine circular applies to all seafarers working onboard Tuvalu vessels. For “Minimum Hours of Rest”, please refer to Marine Circular MC-11/2012/1 and for “Guidance on Medical Examinations and Certificates for Seafarers”, please refer to Marine Guidance MG-2/2012/1.

REFERENCES:

- (a) MLC 2006 – Standard A3.2.3 and B3.2.2
- (b) STCW, 1978 as amended and the STCW Code
- (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)

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1. STCW Certification

1.1. Format

This Administration only issues an STCW Endorsement Certificate, known commonly as “Crew Endorsement” or “Certificate of Endorsement (COE)”, on the basis of recognition of an acceptable national STCW Certificate issued by a country on the IMO “White List” of countries that is in compliance with the provisions of the STCW Convention. COEs are valid for three (3) years or until the expiration date of the original national STCW Certificate, whichever is earlier.

1.2. Control Procedure and Recognition of Certificate

1.2.1. STCW Convention Reg I/4, para 1.1 (under Article X), specifies that a PSCO is authorized to verify 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 (COE) has been submitted to the Administration in accordance with regulation I/10, paragraph 5.

1.2.2. STCW Convention Reg I/10, para 5, 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. In such case, documentary proof must be readily available to show that application for an endorsement has been submitted to the Administration.

1.3. For the purpose of subsection 1.2.2, the following options are available:

1.3.1. Issuance of Provisional Certificate of Endorsement (PCOE):

1.3.1.1. When an application for a Tuvalu COE based on an acceptable national COC is submitted to the Administration, the applicant may request the issuance of a PCOE.

1.3.1.2. While holding a PCOE and a valid national STCW Certificate on board, the seafarer is authorized to serve aboard a Tuvalu flagged vessel for a period not exceeding three (3) months while an application for a Tuvalu Permanent COE is being processed.

1.3.1.3. If the application and all required supporting documents, including a valid national COC and medical certificate, are in proper form, the applicant will be issued a Permanent COE promptly to serve in the eligible capacity.

1.3.1.4. Please refer to Tuvalu Registry Circular RC-5/2012/1 for full application procedures.

1.3.1.5. The validity of a Tuvalu PCOE and/or COE can be verified at any time by visiting www.tvship.com and going to “Verification of COE/GOC/DCE” under Online Services.

1.3.2. Temporary Authorization

In instances where officer(s) is/are joining a Tuvalu flagged vessel on short notice, and cannot make application to the Administration for issuance of PCOE prior to being dispatched to the vessel, the following procedure shall be used:

1.3.2.1. The shipowner, operator or crewing agent should send a completed application form (Form COE) and the updated crew list to the Administration’s crewing department for review. (Note: Documents should be sent to crewing@tvship.com)

1.3.2.2. The application will be reviewed and, if accepted, the Administration will confirm the acceptance by email or any other written form that the submitted Form COE and crew list is approved and the officer(s) will be allowed to serve on board the vessel pending submission of the COC(s) and other required documents as stated in Tuvalu Registry Circular RC-5/2012/1 for issuance of PCOE.

- 1.3.2.3. The above approval shall not exceed three (3) months and it is highly recommended that all required supporting documents, including a valid national COC must be submitted to the Administration for issuance of PCOE within 15 days or the temporary authorization may be invalidated. The validity of such temporary authorization may be validated by sending an email request to crewing@tvship.com.

1.4. Display of COC, PCOE, Temporary Authorization, COE

Every certificated officer shall cause his or her COC, Temporary Authorization, PCOE and/or COE to be displayed on board in a conspicuous location and shall remain displayed during the service of the officer.

2. Definitions

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

- 2.1. *Regulations* means regulations contained in the Annex to the STCW Convention;
- 2.2. *Approved* means approved by the Party in accordance with these regulations;
- 2.3. *Master* means the person having command of a ship;
- 2.4. *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;
- 2.5. *Deck Officer* means an officer qualified in accordance with the provisions of Chapter II of the Convention;
- 2.6. *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;
- 2.7. *Engineer Officer* means an officer qualified in accordance with the provisions of Regulation III/1, III/2 or III/3 of the Convention;
- 2.8. *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;
- 2.9. *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;
- 2.10. *Assistant Engineer Officer* means a person under training to become an engineer officer and designated as such by national law or regulations;
- 2.11. *Radio Operator* means a person holding an appropriate certificate issued or recognized by the Administration;
- 2.12. *GMDSS Radio Operator* means a person who is qualified in accordance with the provisions of Chapter IV of the Convention;
- 2.13. *Rating* means a member of the ship's crew other than the master or an officer;
- 2.14. *Near-coastal voyages* means voyages in the vicinity of a Party as defined by that Party;
- Note:** *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 neighbouring countries. Therefore, officer COCs for "Near Coastal Voyages" may be further limited as to geographical sea area of operation.*
- 2.15. *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;

- 2.16. *Radio duties* include, as appropriate, watch-keeping 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, and the relevant recommendations of the IMO;
- 2.17. *Oil tanker* means a ship constructed and used for the carriage of petroleum and petroleum products in bulk;
- 2.18. *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;
- 2.19. *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;
- 2.20. *Passenger ship* means a ship as defined in SOLAS;
- 2.21. *Ro-ro passenger ship* means a passenger ship with ro-ro spaces or special category spaces as defined in SOLAS;
- 2.22. *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 ∇ = volume of displacement corresponding to the design waterline (m³)
- 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;
- 2.23. *Month* means a calendar month or 30 days made up of periods of less than one (1) month;
- 2.24. *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;
- 2.25. *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;
- 2.26. *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;
- 2.27. *Seagoing service* means service on board a ship relevant to the issue or revalidation of a certificate or other qualification;
- 2.28. *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;
- 2.29. *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;
- 2.30. *Security duties* include all security tasks and duties on board ships as defined by Chapter XI-2 of SOLAS and the ISPS Code;
- 2.31. *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;

- 2.32. *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).
- 2.33. *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;
- 2.34. *Documentary evidence* means documentation, other than a COC, COE or COP, used to establish that the relevant requirements of the Convention have been met;
- 2.35. *Electro-Technical Officer* means an officer qualified in accordance with the provisions of Regulation III/6 of the Convention;
- 2.36. *Able Seafarer Deck* means a rating qualified in accordance with the provisions of Regulation II/5 of the Convention;
- 2.37. *Able Seafarer Engine* means a rating qualified in accordance with the provisions of Regulation III/5 of the Convention; and
- 2.38. *Electro-Technical Rating* means a rating qualified in accordance with the provisions of Regulation III/7 of the Convention.

3. Evidence of Training

3.1. National STCW Certificates

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

3.2. 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 ISF and the IMO are currently approved by this Administration for this purpose.

4. Standards of Competence

4.1. A COC will specify the “Functions” the applicant has been qualified to perform and also the “Level of Responsibility.” While a COE will make reference to the COC it recognizes.

4.2. Functions – refer to abilities are defined by these seven (7) functions:

- 4.2.1. Navigation;
- 4.2.2. Cargo handling and stowage;
- 4.2.3. Controlling the operation of the ship and care for persons on board;
- 4.2.4. Marine engineering;
- 4.2.5. Electrical, electronic and control engineering;
- 4.2.6. Maintenance and repair; and
- 4.2.7. Radio communications.

4.3. Levels of Responsibility – refers to the three (3) “levels of responsibility” which are now being applied:

- 4.3.1. Management level – Master, Chief Mate, Chief Engineer, First Assistant Engineer (Second Engineer Officer);
- 4.3.2. Operational level – OOW Navigational (Second Mate / Third Mate, OOW Engineering (Second Assistant Engineer / Third Engineer Officer / Third Assistant Engineer / Fourth Engineer Officer), Radio Operator, Electro-Technical Officer; and

4.3.3. Support level – Ratings, capacities, other un-certificated crew members.

5. Certification of Officers

5.1. There is a need to take note that this Administration only issues COE, and as such all information below relating to COC / SQC shall be treated as information for seafarers seeking issuance from other national administrations. An applicant applying for issuance of COC / SQC shall need to check with the issuing administration for further details as each administration may have their own specific and individual requirements.

5.2. Functions Required (in accordance with STCW Annex I, Part A, paragraph 2; see section 4.2 above)

5.2.1. Master and Deck/Navigation Officers:

- Navigation (4.2.1)
- Cargo Handling and Storage (4.2.2)
- Controlling the Operation of the Ship and Care for Persons on Board (4.2.3)

5.2.2. Engineer Officers:

- Controlling the Operation of the Ship and Care for Persons on Board (4.2.3)
- Marine Engineering (4.2.4)
- Electrical, Electronic and Control Engineering (4.2.5)
- Maintenance and Repair (4.2.6)

5.2.3. Radio Officers:

- Radio communications (4.2.7)

5.2.4. Electro-Technical Officers:

- Electrical, electronic and control engineering (4.2.5)
- Maintenance and Repair (4.2.6)

5.2.5. 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.

5.3. Requirements

5.3.1. Medical Examination

Every applicant for a COC or COE shall be required to submit satisfactory evidence of a medical examination completed not more than 12 months prior to application.

5.3.2. Advanced Fire-fighting Training

Every applicant for a COC or COE shall be required to submit satisfactory evidence of having completed an approved advanced marine fire-fighting course.

5.3.3. Proficiency in Survival Craft/Rescue Boat Training

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

5.3.4. 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.

5.3.5. Radar Simulator Training

Applicants for a Master, Chief Mate or OOW Navigational COC must submit proof of completion of a marine radar simulator course approved by the Administration.

5.3.6. Automatic Radar Plotting Aids (ARPA) Training

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

5.3.7. Electronic Chart Display and Information (ECDIS) Training

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

5.3.8. GMDSS Certification

Every applicant for Master, Chief Mate or OOW Navigational COC must hold GMDSS Certification.

6. Special Qualification Certificates (SQC)s

6.1. Transitional Provisions

Until 1 January 2017, this Administration will continue to recognize 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. Navigational Watch Ratings

6.2.1. 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.

6.2.2. 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.

6.3. Engine Ratings

6.3.1. 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.

6.3.2. 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.

6.3.3. 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.

6.4. General Purpose Ratings

6.4.1. A “General Purpose-1” (GP-1) certification may be issued to applicants who fulfil 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 fulfil all requirements for “Ordinary Seafarer II/4” and “Engine Rating III/4.”

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

6.5.1. 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.

6.5.2. Types of Tanker Qualification Certification

6.5.2.1. 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.

6.5.2.2. Tanker Qualification (Liquefied Gas)

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

6.5.3. General Requirements for All Tanker Qualification Certificates

6.5.3.1. 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 for COE.

6.6. Dynamic Positioning Operator (DPO) (Reference: STCW Code Section B-V/f)

6.6.1. General Requirements

A Certificate of Proficiency (COP) as a DPO may be issued by an administration to officers who have completed all of the following requirements:

- a DP Basic/Induction course at an approved training facility;
- 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 who serve as watchkeepers shall hold formal, appropriate, current qualification to an approved STCW Convention standard.

6.6.2. Documentation of Qualifications

The issuance of SQCs by an administration to certify these qualifications are optional. However, vessels are required to have on board documentation attesting to the satisfactory training and qualifications of the DPOs serving on board.

6.6.3. Familiarization

Upon appointment to a unit operating in DP mode, the Master, Offshore Installation Manager (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.

6.7. Advanced Fire-fighting

6.7.1. Mandatory minimum training in advanced fire-fighting

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

6.7.2. Officer Exemption

A separate SQC for “Advanced Fire-fighting” is generally not required for any certificated officer since advanced marine fire-fighting training is a prerequisite for officer certification.

6.7.3. Certification Levels

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

6.8. Fast Rescue Boats

6.8.1. Prerequisite

Applicants for this certification must have completed an approved training course in “Fast Rescue Boat” operations and previously received a “Proficient in Survival Craft/Rescue Boat Crewman” certification or possess a Deck Navigational Officer’s Certificate of Competence.

6.8.2. Certification Levels

Generally, SQCs for “Fast Rescue Boats” are offered at three (3) levels of responsibility, “Management”, “Operational” and “Support”.

6.9. Medical First Aid Provider

6.9.1. Officer Exemption

A separate SQC for “Medical First Aid Provider” is not required for any certificated officer since First Aid Training is a prerequisite for officer certification

6.9.2. Certification Levels

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

6.10. Medical Care Person in Charge

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.

6.10.1. Prerequisite

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

6.10.2. Certification Levels

Generally, SQCs for “Medical Care Person in Charge” are offered at “Management”, and “Operational” levels of responsibility.

6.10.3. Ship’s Doctors

Since it is expected that such persons will be properly licensed and practicing physicians, that license shall substitute the 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 a 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.

6.11. High Speed Craft (HSC)

6.11.1. 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.

6.11.2. 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.

6.11.3. Period of Validity

Generally, 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.

6.12. Certification for Ship Security Officer (SSO)

6.12.1. A COP as a Ship Security Officer may be issued by an administration to licensed officers or approved security professionals who have:

6.12.1.1. approved seagoing service of not less than 12 months or appropriate seagoing service and knowledge of ship operations; and

6.12.1.2. successfully completed a recognized training course or program covering the requirements set out in section A-VI/5 of the STCW Code.

6.12.2. Documentation of Qualifications

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

6.13. Certification for Cook (in accordance with MLC 2006)

6.13.1. General Requirements

6.13.1.1. 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.

6.13.1.2. Age and Seagoing service

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

6.13.1.3. Medical

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

6.13.1.4. 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.

6.13.2. 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.

6.13.3. Documentation of Qualifications

Generally, SQCs issued for certification of Cook is 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. Training

7.1. Basic Training

7.1.1. Requirement

Applicants for an original Seaman's Discharge Book must show evidence of having received "Basic Training" in:

- personal survival techniques;
- fire prevention and fire fighting;
- elementary first aid;
- personal safety and social responsibility; and
- shipboard security (effective 1 January 2011).

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 may be issued by an administration.

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 attesting to the completion of Familiarization 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 19 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. 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:

7.4.2.1. 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.

7.4.2.2. 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 and Documentation

7.4.3.1. Certification by the Administration evidencing the completion of General (simulator) ECDIS training is not required. However, vessels are required to have on board documentation attesting to the completion of this training by the appropriate personnel.

7.4.3.2. The shipowner / operator shall ensure that documentary evidence of the training which 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.

7.4.3.3. Deck Officers without ECDIS training will receive a limitation on their COC that limits them to vessels not equipped with ECDIS.

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:

7.5.2.1. *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 behaviour as stated in STCW Code Section A-V/2, para 5.

7.5.2.2. *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, para 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, para 2 and 4.

7.5.2.3. *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, para 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:

- 7.6.1.1. Crowd management for personnel designated on the muster list to assist passengers in emergency situations as specified in Section A-V/2, para 1 of the STCW Code;
- 7.6.1.2. Safety for personnel providing direct service to passengers in passenger spaces as specified in Section A-V/2, para 2 of the STCW Code;
- 7.6.1.3. Crisis management and human behaviour 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, para 3 of the STCW Code; and
- 7.6.1.4. 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, para 4 of the STCW Code.
- 7.6.1.5. Seafarers who are required to be trained in accordance with subsection 7.6.1.1 to 7.6.1.4 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 Tuvalu 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, para 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, para 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.

7.7.4. Please refer to MC-7/2013/1 for more information.

Yours sincerely,

Deputy Registrar
Tuvalu Ship Registry