

REQUIREMENTS FOR MERCHANT MARINE PERSONNEL CERTIFICATION

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- Annex 3 - RLM-273/279, Application for Seafarers' Identification Book and Special Qualification Certificates
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- Annex 5 - Schedule of Fees for Seafarer Documents
- Annex 6 - Charge Card Form
- Annex 7 - List of Regional Marine Offices
- Annex 8 - List of STCW National Certificates acceptable for equivalent Liberian Certification

REQUIREMENTS FOR MERCHANT MARINE PERSONNEL CERTIFICATION

1 AUTHORITY

- 1.1 Issuance of Licenses and Documents** - The Commissioner and Deputy Commissioners of Maritime Affairs are authorized to issue licenses and documents to all merchant marine personnel. (See Liberian Maritime Law Section 17 and Section 325; Liberian Maritime Regulations 1.17 and 10.325.)
- 1.2 Establishment of Standards** - The Commissioner of Maritime Affairs is authorized to establish such standards as are necessary and proper for certificating and up-grading of merchant marine personnel and for the maintenance of high standards in the Liberian Merchant Marine. (See Liberian Maritime Law Section 17; Liberian Maritime Regulation 1.17.)
- 1.3 Compliance with the STCW Convention, as amended** - The standards established pursuant to Item 1.2 above have been revised herein to fully comply with the provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (hereinafter referred to as "STCW").
- 1.4 Evaluation of Uncategorized Qualifications** - In cases where an applicant for a certificate or document has acquired qualifications, service, experience and/or training which does not meet these specific requirements, but which in the opinion of the applicant is reasonably equivalent thereto, documentary evidence of such qualifications, etc., may be submitted to the Office of Deputy Commissioner of Maritime Affairs (hereinafter the "DCO") c/o Liberian International Ship & Corporate Registry (LISCR) for evaluation. The decision of the DCO in all such cases shall be final.

NOTE: The Liberian Maritime Law, Maritime Regulations, and Marine Notices referred to in this document may be found in the Combined Publications Folder (CPF), RLM-300, which is required to be carried aboard each Liberian Flag vessel.

2 GENERAL

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

- 2.1.1 Oil tanker - A ship constructed and used for the carriage of petroleum and petroleum products in bulk.
- 2.1.2 Chemical tanker - 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.
- 2.1.3 Liquefied gas tanker - 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.
- 2.1.4 Passenger ship - A ship as defined in the International Convention for the Safety of Life at Sea, 1974, as amended;
- 2.1.5 Ro-Ro passenger ship - A passenger ship with ro-ro spaces or special category spaces as defined in the International Convention for the Safety of Life at Sea, 1974, as amended, (SOLAS)
- 2.1.6 Approved Courses - Courses must be approved by a "White Listed" government, or have in place, a quality management system acceptable to the DCO.
- 2.1.7 "White List" - IMO list of nations found to be in compliance with the STCW Convention.
- 2.1.8 Liberian License - Allows the holder to work in a position of authority on board Liberian vessels as indicated on the License. There are two types of Liberian Licenses, a National Certificate, and an Endorsement Certificate.
- 2.1.9 National Certificate - A license issued to an applicant who has satisfactorily met the requirements for service, age, medical fitness, training, qualification and **examination** in accordance with STCW. This certificate type may be endorsed by another flag-state for use on their flag vessels.
- 2.1.10 Endorsement Certificate - A license issued to an applicant who holds an appropriate and valid national certificate from another country in accordance with STCW. This license type may not be re-endorsed by another White-Listed flag-state.
- 2.1.11 As Amended - That the certificate or endorsement was issued "under the provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended", hereinafter referred to as the STCW Convention.

- 2.1.12 Management Level - The level of responsibility associated with serving as a master, chief mate, chief engineer officer or second engineer officer on board a seagoing ship, and ensuring that all functions within the designated area of responsibility are properly performed.
- 2.1.13 Operational Level - The level of responsibility associated with serving as a navigational watch officer, engineering watch officer, or radio operator on board a seagoing ship, and maintaining direct control over the performance of all functions within the designated area of responsibility in accordance with proper procedures and under the direction of an individual serving in the management level for that area of responsibility.
- 2.1.14 Support Level - The level of responsibility associated with performing assigned tasks, duties or responsibilities on board a seagoing ship under the direction of an individual serving in the operational or management level.
- 2.1.15 Master - The person having command of a vessel.
- 2.1.16 Chief Mate - Any person, other than a pilot, who is for the time being actually in charge of the navigation or maneuvering of a vessel.
- 2.1.17 Navigational Watch Officer - Any person, other than a pilot, who is for the time being actually in charge of the navigation or maneuvering of a vessel.
- 2.1.18 Chief Engineer - The senior engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the vessel.
- 2.1.19 Second Engineer (First Assistant Engineer) - Any person who is for the time being actually in charge of the vessel's main propulsion system and its associated equipment.
- 2.1.20 Engineering Watch Officer - Any person who is for the time being actually in charge of the vessel's main propulsion system and its associated equipment.
- 2.1.21 GMDSS Operator - Any person meeting the standard of competence as specified in section A-IV/2 of STCW and in the possession of a valid course completion certificate or national certificate of competency. Navigational officers showing evidence of GMDSS proficiency will receive a Liberian License with a statement of such proficiency.
- 2.1.22 Restricted GMDSS Operator - A GMDSS Operator who is trained and qualified for GMDSS Sea Area A1 only.
- 2.1.23 Radio Electronic Operator and Maintainer - Any person holding an appropriate certificate who is qualified to operate and repair all electronic equipment including GMDSS equipment.
- 2.1.24 Rating - A member of the ship's crew other than the Master or an officer.

- 2.1.25 SQC - Special Qualification Certificate. A certificate issued in sticker format indicating a special qualification that the holder possesses.
- 2.1.26 Supernumerary - Any person who is not a regular member of the crew on board a Liberian flagged vessel
- 2.1.27 Near Coastal Voyage - Trade exclusively within the 200 mile Exclusive Economic Zone of Liberia, or not more than 200 miles off the coast of or within, a similarly established zone of another country, as requested in the application. Ships engaged in "Near Coastal Voyages" shall not sail beyond 200 miles of the coast of the country or countries listed on the certificate.
- 2.1.28 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 the International Convention for the Safety of Life at Sea (SOLAS), 1974, as may be amended by the Organization;
- 2.1.29 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;
- 2.1.30 Certificate of competency 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 this annex and entitling the lawful holder thereof to serve in the capacity and perform the functions involved at the level of responsibility specified therein;
- 2.1.31 Certificate of proficiency means a certificate, other than a certificate of competency issued to a seafarer, stating that the relevant requirements of training, competencies or seagoing service in the Convention have been met;
- 2.1.32 Security duties include all security tasks and duties on board ships as defined by chapter XI-2 of the International Convention for the Safety of Life at Sea (SOLAS 1974, as amended) and the International Ship and Port Facility Security (ISPS) Code;
- 2.1.33 Electro-technical officer means an officer qualified in accordance with the provisions of regulation III/6 of the Convention;
- 2.1.34 Able seafarer deck means a rating qualified in accordance with the provisions of regulation II/5 of the Convention;
- 2.1.35 Able seafarer engine means a rating qualified in accordance with the provisions of regulation III/5 of the Convention;
- 2.1.36 Electro-technical rating means a rating qualified in accordance with the provisions of regulation III/7 of the Convention; and

2.1.37 Documentary evidence means documentation, other than a certificate of competency or certificate of proficiency, used to establish that the relevant requirements of the Convention have been met.

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

- 2.2.1 Mobile Offshore Unit (MOU) - Vessels which can be readily relocated and can perform an industrial function involving offshore operations other than those traditionally provided by the vessels covered by Chapter I of the 1974 SOLAS Convention. A unit capable of engaging in drilling operations for the exploration for, or, exploitation of resources beneath the seabed such as liquid or gaseous hydrocarbons, sulphur, or salt; are considered MOU'S under this definition.
- 2.2.2 Offshore Installation Manager (OIM) - A certificated competent person appointed in writing by the owner, or operator, as the person in charge, who has complete and ultimate command of a MOU, and to whom all personnel on board are responsible.
- 2.2.3 Barge Supervisor - A person who may provide support to the OIM in certain essential marine matters. The Barge Supervisor on some MOUs may be referred to as the stability section leader or barge master.
- 2.2.4 Ballast Control Operator - The person assigned responsibility for the normal day-to-day control of trim, draught and stability of a MOU.
- 2.2.5 Maintenance Supervisor - The person assigned responsibility for the inspection, operation and testing, as required, of all machinery and equipment as specified by the owner of the MOU. The Maintenance Supervisor on some MOUs may also be referred to as the chief engineer, technical section leader or rig mechanic.
- 2.2.6 Chief Electrician - Any person for the time being who is actually in charge of the MOUs main propulsion as well as its mechanical and electrical installations.
- 2.2.7 Chief Mechanic - Any person for the time being who is actually in charge of the MOUs main propulsion as well as its mechanical and electrical installations.
- 2.2.8 Industry Accredited MOU Courses - Currently, the DCO will accept all MOU Courses and institutions that are currently in use by the MOU industry. Further, the DCO will approve all MOU training institutions approved by a "White List" government, or those that have a quality management system in place, which is acceptable to the DCO.

2.3 Filing Agents

- 2.3.1 Appointments - Applications for Liberian crew documents are only accepted from authorized filing agents. Any Liberian ship owner, or recognized ship operator, may become a filing agent upon request and apply for crew documents directly from LISCR. A manning agent may also become a filing agent, if the manning agent has a letter of

authorization from a Liberian ship owner or ship operator stating that the manning agent is so authorized to supply crew to named Liberian flagged vessels. A formal agency agreement between Liberia and the manning agency is required of all new filing agents. All agents are subject to a five year review and approval process. Upon successful completion of a review the agent will be authorized for another five year term. If an agent has no activity in any twelve month period they will lose SEA access. Moreover, authorized filing agents are required to submit their annual ISO/audit results to LISCR.

2.4 Training Courses

- 2.4.1 Certificates - Liberia reserves the right not to accept certificates based solely on the approval of white listed Government. Ship Security Officer Courses must meet additional criteria. Schools desiring course approval should contact LISCR for details. All programs desiring full five year Liberian approval must receive an on site visit which includes observation of a demonstration course, records review, and instructor interviews. Provisional approval is based solely on a document review. Approved programs shall submit their annual audit results to LISCR to maintain their good standing.

3 Fraud, Forgery, Misrepresentation or Attempted Bribery

3.1 Individual Penalties

Any person who submits a fraudulent application for a Liberian License, or Seafarer's Identification and Record Book, or who makes misrepresentations in or in connection with an application, or who attempts to bribe or subvert any person charged with the approval of applications and/or conduct of examinations, shall be denied his application and shall forfeit any application fees paid, and in addition to any criminal penalties, shall be forbidden to reapply for a period of not less than two years from date of payment of the fine.

3.2 Administrative Penalty

Each individual applicant who willfully misstates a material fact or offers forged, altered, fraudulent or fraudulently-obtained documentation of qualification in connection with an application for a Liberian License, or Seafarer's Identification and Record Book will in addition to any criminal penalties, be subject to an administrative penalty of \$500 and may be barred from holding any Liberian License, or Seafarer's Identification and Record Book until two (2) years after such penalty is remitted in full.

3.3 Company Penalties

Any ship owner or agent who submits on behalf of an applicant an application for a Liberian License, or Seafarer's Identification and Record Book, which application contains a willful misstatement of fact or references a document which is forged, altered, fraudulent or fraudulently obtained, the truth or genuineness of which is capable of being determined by the submitting party, will be subject to an administrative penalty up to \$5000 for each such application. Further submissions from such source may be barred until two years after such penalty is remitted in full. (See also Liberian Maritime Law Sections 294 and 325.)

3.4 Verification

All documents submitted with applications are subject to verification by the Office of the Deputy Commissioner.

4 SEAFARER'S IDENTIFICATION AND RECORD BOOK (SIRB)

4.1 General Information

4.1.1 National Requirement - Each person employed on board a Liberian flag vessel, other than those persons listed below, shall have in his or her possession an official Liberian "Seafarer's Identification and Record Book." (SIRB) The SIRB will contain all certificates of special qualification issued to the holder by the Office of the Deputy Commissioner of Maritime Affairs, Republic of Liberia.

- Certain hotel staff personnel on passenger vessels
- Scientists aboard research and satellite launch vessels
- Livestock tenders aboard cattle carriers
- Fish gutters aboard fish factory ships
- Riding repair crews
- Oil production workers on FPSOs and MOUs
- Other non-maritime personnel who are not regularly assigned or required to perform shipboard safety, security and pollution related duties.

4.1.2 Persons Eligible - An officer or rating presently serving aboard any Liberian Flag vessel, or an applicant with a letter of commitment for employment from a shipping company for service aboard a Liberian Flag vessel, is eligible to apply for a SIRB.

4.1.3 Basic Training

.1 *Elements* - Seafarers must show evidence of having received appropriate approved "Basic Training" or instruction in:

- Personal survival techniques,
- Fire prevention and firefighting,
- Elementary first aid, and
- Personal safety and social responsibilities.

This training shall be reflected by the insertion of the appropriate Special Qualification Certificate into the Seafarer's Identification and Record Book.

.2 *Certification* - If the basic training "diploma" attached to an application shows that the seafarer has received STCW "Basic Training," then the appropriate Liberian certificate will be issued with no date of expiry.

.3 *Basic Security Related Training* - Seafarers applying for an original SIRB must show evidence of having obtained the appropriate basic "Security Awareness Training" outlined in STCW Code Section A-VI/6.

.4 *Transitional Provision* - On January 01, 2014 the requirement for mandatory

minimum security related basic training will enter into force. Seafarers who commenced approved seagoing service prior to 1 January 2012 may fall under the transitional provision as outlined in 4.13.4 or 6.17.2 of this RLM-118.

- 4.1.4 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.
- 4.1.5 MOU's - 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 personnel not so assigned will not be required to comply with these requirements. However, all personnel assigned to an MOU must comply with IMO Resolution A.891 (21) concerning Familiarization, Basic Safety Training, and the recommendations on specialized training and qualifications of key personnel (offshore installation manager, barge supervisor, ballast control operator, maintenance supervisor); and guidance on safety and emergency drills and exercises. This training shall be the responsibility of and be accomplished by the owner/operator in accordance with the guidelines in IMO Resolution A.891(21). Training shall be documented by course completion certificates or other acceptable written verification available for review by proper authorities.

4.2 Uses

4.2.1 Identification - The SIRB is issued under the authority of Section 17 of the Liberian Maritime Law, Liberian Maritime Regulation 10.325 and in conformity with the provisions of ILO Convention No. 108 (the Seafarer's Identity Documents Convention, 108). It is a document issued to personnel serving aboard Liberian Flag vessels for the purposes of providing the holder with identity papers for travel to or from an assigned vessel. **IT IS NOT A PASSPORT**; it is issued without prejudice to and in no way affects the national status of the holder. It remains the property of the Republic of Liberia, and can be withdrawn at any time.

4.2.2 Service Time

- .1 The SIRB is also a means by which a record of the holder's sea service and special qualification certification awarded to the holder is maintained.
- .2 Once the SIRB has expired, the holder should retain possession of it for proof of sea service. Sea service pages remain valid as proof even though the book itself has expired. It is not necessary to return the expired book with an application for a new book.

4.3 Period of Validity

4.3.1 First Issue - The first issue of a SIRB is valid for five (5) years from the date of issue.

.1 SIRB's for Supernumeraries are limited to only 18 month validity.

4.3.2 Second and Subsequent Issues - Second and subsequent issues of the SIRB are valid for five (5) years from the date of issue.

4.4 Applications

4.4.1 Applications - An application for a SIRB, either for an original or a renewal, should be made on form RLM-273/279. Attached to the application should be copies of a physical exam conducted within the past 12 months, national identity document (copy of passport preferred), copies of national certificates of training and qualification, and two recent passport sized photos, approximately 45 mm x 45 mm in size. This same form may be used to request special qualification certificates (SQC's).

4.4.2 Expired SIRBS - SIRBS that have expired will not be renewed. A new book must be applied for. SQCs in an expired book will not be automatically re-issued. To reapply for SQCs in an expired book, all training and other requirements will need to be supported by copies of training and national certificates.

4.4.3 Renewals - An application for renewal of a SIRB should be made at least three months in advance. Renewal application must include copies of the applicant's national identity document, most recent training, and national certification. SQCs cannot be issued merely on the basis that the seafarer had such certificates in a previous Liberian SIRB. There is a reduced fee charge for renewed SQCs, if the book has not expired when the application for renewal is processed.

4.5 Replacement

4.5.1 Filled or Damaged - If any book becomes filled with entries, requires alteration or is damaged, application for a replacement book should be made immediately. The application will include the damaged book.

4.5.2 Stolen, Lost or Destroyed - If the book is stolen, lost, or accidentally destroyed, an application for a replacement book should be made immediately. The application will include an affidavit stating the details surrounding the need to replace the book.

4.5.3 Lost in Mail - Books mailed by the DCO and not received by the receiving/filing agent will be replaced at no additional charge. However, replacement books will be sent by courier. The receiving/filing agent will be responsible for the courier charges.

4.5.4 Replacement Issues - Replacement SIRBs for stolen, lost or destroyed books will be issued with the same date of expiry as the original SIRB. Special qualification Certificates will be re-issued with the replacement book at the reduced fee.

5 WATCHSTANDER RATINGS

5.1 General Information

5.1.1 Persons Eligible

- .1 *Watchstanders* - Certain ratings forming part of navigational or engineer watches must meet the requirements of this Part and **be certified** by the DCO as qualified to serve in such capacities.
- .2 *Valid Certification* - An applicant who provides proof of a current and valid certificate issued by a foreign government, whose system of evaluation of education, training, examination, competency assessment and certification policies are acceptable to the Maritime Safety Committee of the IMO, may be eligible for an equivalent Liberian Watchstander Endorsement.
- .3 *Examination* - An applicant without proof of a current and valid certificate issued by a foreign government as in above, may apply for examination in order to qualify for an Original Watchstander Certificate.

5.1.2 Date of Expiry of Watchstander Rating Certificates and Endorsements

- .1 Ratings will be issued a certificate or endorsement with no date of expiry.
- .2 Proof of current training must be submitted when renewing books with SQCs otherwise SQCs may not be renewed.

5.1.3 Record - Rating Certificates and Endorsements are issued by the DCO for entry in the Liberian "Seafarer's Identification and Record Book." Rating Certificates and Endorsements issued at the same time a book is issued will be inserted in the book. SQCs issued separately need to be placed into the Seaman's book upon receipt. Seaman's Books and SQCs should be signed by the seafarer immediately upon receipt.

5.2 Requirements for Navigational Watch Certification and other Deck Department Ratings who possess a National Watchstander Rating Certificate (STCW Regs II/4 and II/6 and Sections A-II/4, II/5 and II/6)

5.2.1 Required Deck/Navigation Ratings - The following are required Deck/Navigational Ratings. Others are optional.

- .1 Able Seaman II/4
- .1.1 Able Seafarer Deck II/5
- .2 Ordinary Seaman II/4

- .3 GP-1 II/4, III/4
- .4 GP-2 II/4, III/4

5.2.2 Service (Seatime) Requirements

- .1 *Able Seaman, II/4 (AS)* - Three (3) years of service in the deck department on ocean-going vessels, two (2) years of which must have been on vessels over 500 gross tons. One (1) year of this service may be replaced by successful completion of a training course approved by the DCO. Able Seamen are to be qualified as “proficient in survival craft”. 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 Regulation II/4.
- .1.1 *Able Seafarer - Deck, II/5 (ASD)* – Eighteen (18) months of service in the deck department. Six (6) months of this service may be replaced by successful completion of a training course approved by the DCO. Able Seafarer – Deck will have the symbol “**II/5**”. This will indicate that the seafarer’s function at the support level is that of a qualified Able Seafarer - Deck in accordance with STCW Regulation II/5.
- .2 *Ordinary Seaman, II/4 (OS)* - Six (6) months of service in the deck department on ocean-going vessels, three (3) months of which must have been on vessels over 500 gross tons. Three (3) months of this service may be replaced by successful completion of a training course approved by the DCO. 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 Regulation II/4.
- .3 *Bosun, II/4 (BO)* - Three years' service in the deck department on ocean-going vessels, two (2) years of which must have been on vessels over 500 gross tons. One (1) year of this service may be replaced by successful completion of a training course approved by the DCO. In addition, applicant must show either three (3) months service as a Bosun, or a letter from the vessel operator or crew supplier stating appointment as Bosun. Bosuns are to be qualified as “proficient in survival craft”. It is equivalent to a Watchstander rating. This is an optional rating.
- .4 *General Purpose, II/4, III/4 (GP-1)* - For assignment to vessels with a "Minimum Safe Manning Certificate" calling for "GP-1" ratings. Applicants must fulfill all requirements for both "Able Seaman II/4" and "Oiler/Motorman III/4" to qualify for this rating. A total of two and one half (2½) years of sea service in a “General Purpose” rating may be substituted for the combined sea service required for “Able Seaman” and “Oiler/Motorman.”

- .5 *General Purpose, II/4, III/4 (GP-2)* - For assignment to vessels with a “Minimum Safe Manning Certificate” calling for “GP-2” ratings. Applicants must fulfill all requirements for “Ordinary Seaman II/4” and “Oiler/Motorman III/4” to qualify for this rating. A total of nine (9) months sea service as a “General Purpose Trainee” may be substituted for the combined sea service required for “Ordinary Seaman” and “Oiler/Motorman.”
- .6 *Junior Ordinary Seaman (JOS) or General Purpose Trainee (GPT)* - Anyone who is 16 years old or older and can meet the physical examination for a Deck/Navigational Officer's Certificate as described above may apply for these ratings without any sea time. These are optional ratings and are not required by any regulation.

The "**II/4**" and "**II/5**" after "Able Seaman", "Able Seafarer - Deck "Ordinary Seaman", and "Bosun", "GP-1" and "GP-2," indicates that the seafarer is a qualified rating, in accordance with STCW Code Section A-II/4, A-II/5 respectively forming part of a navigational watch.

- 5.2.3 Age Requirements - An applicant for Junior Ordinary Seaman, Ordinary Seaman or GP-Trainee must be at least 16 years of age. An applicant for Able Seaman certification must be at least 18 years of age. An applicant for Bosun certification must be at least 21 years of age.
- 5.2.4 Physical Requirements - Applicant must meet the physical examination requirements for an officer's certificate of competency. Examination should be completed within the 12 months immediately preceding application with the results noted on a Physical Examination Report.
- 5.2.5 Endorsement Attesting Recognition of a National Certificate - An applicant who presents certification as Able Seaman, GP-1, GP-2, Ordinary Seaman, Bosun or equivalent, issued by a government whose rating system is accepted by the Maritime Safety Committee of the IMO, may be issued an equivalent endorsement attesting the recognition of that certificate, without written examination, provided applicants meet all requirements for Navigational Watch Certification including proof of sea service.
- 5.2.6 Revalidation Requirements - Ratings are not required to revalidate watchstander certification. However, all seafarers must always possess a "Fit For Duty" Physical Examination form completed by a physician dated within the past two (2) years of signing articles per regulation 10.325 (2) See publication RLM-108.

5.3 Examination for issuance of a Navigational Watchstander Certificate

5.3.1 Examination and Demonstration of Ability - An applicant who does not possess a rating certificate for endorsement, may apply for examination to obtain an original rating certificate from the DCO. Applicants must meet all requirements for Navigational Watch Certification including proof of sea service.

5.3.2 Written Examination

- .1 An applicant for Able Seaman, Able Seafarer - Deck, Ordinary Seaman or Bosun certification must pass the written and practical examination for Able Seaman. Guideline Publication RLM-322 containing specimen examinations is available, upon request, from the DCO.
- .2 An applicant for GP-1 or GP-2 certification must pass the written examination for both Able Seaman and Oiler/Motorman.
- .3 In order to demonstrate navigation function competence at the support level, the applicant may either complete an approved training course or supply references from ship's Masters attesting to the applicant's ability to steer and to keep a proper lookout.

5.3.3 Revalidation Requirements - Ratings are not required to revalidate watchstander certification. However, all seafarers must have in their possession a "Fit For Duty" Physical Examination form completed by a physician within the past two (2) years of signing articles.

5.4 Requirements For Engine Room Watch Certification and other "Engine Room" Ratings who possess a National Watchstander Rating Certificate (STCW, A-III/4, and A-III/5)

5.4.1 Required Engine Room Watchstander Ratings - The following are required engine room watchstander ratings. Others are optional.

- .1 Oiler/Motorman, III/4
- .2 Able Seafarer Engine III/5
- .3 Fireman/Water Tender, III/4
- .4 GP-1 II/4, III/4
- .5 GP-2 II/4, III/4

5.4.2 Service (Seatime) Requirements

- .1 *Oiler/Motorman III/4 (O/M)* - This combined SQC replaces the previously issued "Oiler, III/6" and "Motorman, III/6" engine-room watchstander certificates. It requires one (1) year of service in the engine department of steam or motor

vessels, six (6) months of which must have been on vessels of over 750 KW propulsion power. Six (6) months of the one (1) year of service may be replaced by successful completion of a training course approved by the DCO. 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 Regulation III/4.

.1.1 *Able Seafarer Engine, III/5 (ASE)*

An applicant for ASE must provide evidence of approved seagoing service in the engine department of 12 months while being qualified to serve as a rating forming part of a watch in a manned engine room or designated to perform duties in a periodically unmanned engine room. Six (6) months of this service may be replaced by successful completion of a training course approved by the Administrator. 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 Regulation III/5.

.2 *Fireman/Water Tender, III/4 (FWT)* - This replaces "Fireman/Water Tender, III/6" previously issued. It requires one (1) year of engine-room watchstander service aboard steam-powered vessels, six (6) months of which must have been on vessels of over 750 KW propulsion power. Six (6) months of the one (1) year of service may be replaced by successful completion of a training course approved by the DCO.

.3 *General Purpose-1 II/4, III/4* - This is a (GP-1) rating for assignments to vessels with a "Minimum Safe Manning Certificate" calling for "GP-1" ratings. Applicants must fulfill all requirements for both "Able Seaman II/4", and "Oiler/Motorman III/4" to qualify for this rating. Two and one half (2 1/2) years of total sea service in a “General Purpose-2” rating may be substituted for the combined sea service required for “Able Seaman” and “Oiler/Motorman”.

.4 *General Purpose-2 II/4, III/4 (GP-2)* - For assignment to vessels with a “Minimum Safe Manning Certificate” calling for “GP-2” ratings. Applicants must fulfill all requirements for “Ordinary Seaman II/4” and “Oiler/Motorman III/4” to qualify for this rating. A total of nine (9) months sea service as a “General Purpose Trainee” may be substituted for the combined sea service.

.5 *Pumpman (PM)* - One (1) year of service aboard tank vessels is required. Three (3) months of this service may be replaced by successful completion of a training course in accordance with the 19 STCW Code requirements. This is an optional rating. It is not equivalent to a watchstander rating.

.6 *Electrician III/4, (EL)* - This is an optional rating. It is equivalent to a watchstander rating. One (1) year of service in the engine department of steam or motor vessels is required. Three (3) months of this service may be replaced by

the successful completion of a training course approved in accordance with the 19 STCW Code requirements.

- .7 *Wiper* or General Purpose Trainee (WIP, GPT) - Anyone who is at least 16 years of age and can meet the physical examination requirements for an engineer officer's certificate of competence as described in sub-section 7.7.3 may apply for this rating without any Seetime. There is no charge for this rating. This is an optional rating and is not required by any regulation.
- .8 *Electro - Technical Rating, III/7 (ETR)* - This is an optional rating and is not equivalent to a watch standing rating.
 - .1 Complete 12 months of approved sea going service in the engine department of steam or motor vessels. Six (6) months of this service may be replaced by successful completion of a training course approved by the Administrator; and
 - .2 Must have completed approved education and training and meet the standards of competence specified in section A-III/7 of the STCW Code.

The "**III/4**" and **III/5** after "Oiler/Motorman," "Able Seafarer Engine", "Fireman/Water Tender," "Electrician," "GP-1" and "GP-2" indicates that the seafarer is qualified, in accordance with STCW Code Section A-III/4, to form part of an engine-room watch.

- 5.4.3 Age Requirements - Applicants for electro-technical rating must be at least 18 years of age, all other ratings must be at least 17 years of age except for applicants for wiper certification who must be at least 16 years of age.
- 5.4.4 Physical Requirements - Applicant must meet the physical examination requirements for an officer's certificate of competency. Examination should be completed within the 12 months immediately preceding application with the results noted on a Physical Examination Report.
- 5.4.5 Endorsement Attesting Recognition of a National Certificate - An applicant who presents certification as Oiler, Motorman, Fireman/Water Tender, GP-1, GP-2, Pumpman, Electrician, or equivalent, issued by a government whose rating system is accepted by the Maritime Safety Committee of the IMO, may be issued an equivalent endorsement attesting the recognition of that certificate without written examination, provided applicants meet all requirements for Engine Room Watch Certification including proof of sea service.
- 5.4.6 Revalidation Requirements - Ratings are not required to revalidate watchstander certification. However, all seafarer's must always possess a "Fit For Duty" Physical Examination form completed by a physician within the past two (2) years of signing articles.

5.5 Examination for issuance of a Engineer Room Watchstander Certificate

5.5.1 Examination and Demonstration of Ability - An applicant who does not possess a rating watchstander certificate for endorsement, may apply for examination to obtain an original rating watchstander certificate from the DCO. Applicants must meet all requirements for Engine Room Watchstander Certification, including proof of sea service.

5.5.2 Written Examination

- .1 Applicants for an original issue of the Special Qualification Certificate for “Oiler/Motorman, III/4,” “Able Seafarer Engine”, “Electrician, III/4,” or “Fireman/Water Tender, III/4” must pass the written Liberian Deputy Commissioner's examination for engine-room watchstander.
- .2 An applicant for GP-1 or GP-2 certification must pass the written examination for both Able Seaman and Oiler/Motorman.
- .4 Guideline Publication RLM-323 containing specimen examinations are available, upon request, from the DCO.
- .5 In order to demonstrate competence to perform the marine engineering function at the support level, the applicant may complete an approved training course. Or, applicant may supply references from Chief Engineers attesting to the applicant's ability to properly relieve, stand, and hand over an engine-room watch.

5.5.3 Revalidation Requirements - Ratings are not required to revalidate watchstander certification. However, all seafarers must have in their possession a "Fit For Duty" Physical Examination form completed by a physician within the past two (2) years of signing articles.

5.6 Requirements for Navigational & Engine Watch Certification for Cadets / Apprentices Participating in a Merchant Marine Academy Program. (STCW, A-11/4 and III/4)

5.6.1 Service (Seatime) Requirements (Cadets / Apprentices only)

- .1 *Able Seaman II/4 (AS)* - One (1) year of service in the deck department on ocean going vessels. Also, the cadet must have completed one (1) year of navigational classes at a DCO approved merchant marine academy.
- .2 *Ordinary Seaman, II/4 (OS)* - The cadet must have completed one (1) year of navigational classes at a DCO approved merchant marine academy. Seatime is not required.

- .3 *Oiler/Motorman, III/4 (O/M)* - The cadet must have completed one (1) year of engineering classes at a DCO approved merchant marine academy. Seetime is not required.
- 5.6.2 Age Requirements - An applicant for Able Seaman must be at least 18 years of age. An applicant for Ordinary Seaman must be at least 16 years of age. An applicant of Oiler/Motorman must be at least 17 years of age.
- 5.6.3 Physical Requirements - Applicant must meet the physical examination requirements for an officer's certificate of competency. Examination should be completed within the 12 months immediately preceding application with the results noted on a Physical Examination Report.
- 5.6.4 Endorsement Attesting Recognition of a National Certificate - An Applicant who presents certification as Able Seaman, Ordinary Seaman, or Oiler/Motorman issued by a government whose rating system is accepted by the Maritime Safety Committee of the IMO, may be issued an equivalent endorsement attesting the recognition of that certificate without written examination, provided applicants meet all requirements for either Navigational or Engine Room Watch Certification including proof of sea service. Those applicants not possessing a national certificate but meeting all of the requirements of this section, will receive a Liberian Certificate.

5.7 Requirements for MOU Navigational Watch Certification and other Deck Department Ratings who possess a National Watchstander Rating Certificate (IMO Resolution A.891 (21))

- 5.7.1 Required Deck/Navigation MOU Ratings - The following are required Deck/Navigational Ratings. Others are optional.

- .1 Able Seaman, MOU
- .2 Ordinary Seaman, MOU

5.7.2 Service (Seetime) Requirements

- .1 *Able Seaman, MOU (ASM)* - Three (3) years of service performed aboard Mobile Offshore Units in the capacity of Roustabout or Three (3) years of service in the deck department on an ocean-going vessels, two (2) years of which must have been on vessels over 3000 gross tons. One (1) year of this service may be replaced by successful completion of a training course approved by the DCO. Able Seaman are to be qualified as “proficient in survival craft” in accordance with the ILO Convention concerning the Certification of Able Seamen (ILO-74)
- .2 *Ordinary Seaman, MOU (OSM)* - Six (6) months of service performed aboard Mobile Offshore Units in the capacity of Roustabout or six (6) months of service in the deck department on an ocean-going vessels, three (3) months of which must

have been on vessels over 3000 gross tons. Three (3) months of this service may be replaced by successful completion of a training course approved by the DCO.

While the Administration does not require a 12-hour workday, **calendar** year service is acceptable for MOU-limited certification if the applicant has worked 30 days on and 30 days off (or equivalent) **and** a 12-hour day.

- 5.7.3 Age Requirements - An applicant for Ordinary Seaman, MOU must be at least 16 years of age. An applicant for Able Seaman, MOU certification must be at least 18 years of age.
- 5.7.4 Physical Requirements - Applicant must meet the physical examination requirements for an officer's certificate of competency. Examination should be completed within the 12 months immediately preceding application with the results noted on a Physical Examination Report.
- 5.7.5 Endorsement Attesting Recognition of a National Certificate - An applicant who presents certification as Able Seaman, MOU, Ordinary Seaman, MOU, or equivalent, issued by a government whose rating system is accepted by the Maritime Safety Committee of the IMO, may be issued an equivalent endorsement attesting the recognition of that certificate, without written examination, provided applicants meet all requirements for Navigational Watch Certification including proof of sea service.

5.8 Examination for issuance of a Navigational Watchstander, MOU, Certificate

- 5.8.1 Examination and Demonstration of Ability - An applicant who does not possess a rating certificate for endorsement, may apply for examination to obtain an original rating certificate from the DCO. Applicants must meet all requirements for Requirements for MOU Navigational Watch Certification including proof of sea service.
 - .1 An applicant for Able Seaman, MOU or Ordinary Seaman, MOU must pass the written and practical examination for Able Seaman. Guideline Publication RLM-322 containing specimen examinations is available, upon request, from the DCO.
 - .3 In order to demonstrate navigation function competence at the support level, the applicant may either complete an approved training course or supply references from MOU's OIMs attesting to the applicant's ability to steer and to keep a proper lookout.
- 5.8.2 Revalidation Requirements - Ratings are not required to revalidate watchstander certification. However, all seafarers must have in their possession a "Fit For Duty" Physical Examination form completed by a physician within the past two (2) years.

5.9 Requirements For MOU Engine Room Watch Certification and other "Engine Room" Ratings who possess a National Watchstander Rating Certificate (IMO Resolution A.891 (21))

5.9.1 Required Engine Room Watchstanding MOU Ratings - The following are required engine room watchstander ratings. Others are optional.

.1 Oiler/Motorman, MOU

5.9.2 Service (Seatime) Requirements

.1 *Oiler/Motorman (OILM)* - This SQC requires one (1) year of service performed aboard Mobile Offshore Units as a Roustabout or higher capacity or (1) year of service in the engine department of steam or motor vessels, six (6) months of which must have been on vessels of over 750 KW propulsion power. Six (6) months of the one (1) year of service may be replaced by successful completion of a training course approved by the DCO.

While the Administration does not require a 12-hour workday, **calendar** year service is acceptable for MOU-limited certification if the applicant has worked 30 days on and 30 days off (or equivalent) **and** a 12-hour day.

5.9.3 Age Requirements - Applicants must be at least 17 years of age.

5.9.4 Physical Requirements - Applicant must meet the physical examination requirements for an officer's certificate of competency. Examination should be completed within the 12 months immediately preceding application with the results noted on a Physical Examination Report.

5.9.5 Endorsement Attesting Recognition of a National Certificate - An applicant who presents certification as Oiler / Motorman or equivalent, issued by a government whose rating system is accepted by the Maritime Safety Committee of the IMO, may be issued an equivalent endorsement attesting the recognition of that certificate without written examination, provided applicants meet all requirements for Engine Room Watch Certification including proof of sea service.

5.9.6 Revalidation Requirements - Ratings are not required to revalidate watchstanding certification. However, all seafarer's must always possess a "Fit For Duty" Physical Examination form completed by a physician within the past two (2) years.

5.10 Examination for issuance of a Engine Room Watchstander MOU Certificate

5.10.1 Examination and Demonstration of Ability - An applicant who does not possess a rating certificate for endorsement, may apply for examination to obtain an original rating certificate from the DCO. Applicants must meet all requirements for Requirements for MOU Engine Room Watch Certification including proof of sea service.

- .1 Applicants for an original issue of the Special Qualification Certificate for "Oiler/Motorman, MOU, must pass written examination.
- .2 Guideline Publication RLM-323 containing specimen examinations are available, upon request, from the DCO.
- .5 In order to demonstrate competence to perform the marine engineering function at the support level, the applicant may complete an approved training course. Or, applicant may supply references from Chief Electricians attesting to the applicant's ability to properly relieve, stand, and hand over an engine-room watch.

5.10.2 Revalidation Requirements - Ratings are not required to revalidate watchstanding certification. However, all seafarer's must always possess a "Fit For Duty" Physical Examination form completed by a physician, or Nurse Practitioner within the past two (2) years.

6 SPECIAL QUALIFICATION CERTIFICATES (SQC's)

6.1 General Information

6.1.a Transitional Provisions

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

6.1.1 Persons Eligible

- .1 *Watchstanders* - Certain ratings forming part of the navigational or engineer watches, and all officers and ratings participating in cargo loading or discharge operations aboard oil tankers, chemical tankers and liquefied gas tankers, must meet the requirements of this Part and **be certified** by the DCO as qualified to serve in such capacities.
- .2 *Valid Certification* - An applicant who provides proof of a current and valid certificate issued by a foreign government, whose system of evaluation of education, training, examination, competency assessment and certification policies are acceptable to the Maritime Safety Committee of the IMO, may be eligible for an equivalent Liberian Special Qualification Certificate.

6.1.2 Date of Expiry of Special Qualification Certificates

- .1 Ratings will be issued SQCs with no date of expiry based on chapter VI of STCW. Most officer functions and limitations (officer SQCs) will be issued with dates of expiry.
- .2 Certification based on Administration evaluation of examination, training certificates, or renewal requiring an expiry date will be valid for five (5) years.
- .3 Initial certification based on "equivalency" requiring an expiry date will be valid only for the period of validity remaining on the equivalent (base) certificate. Upon expiry, standard revalidation requirements will be followed.
- .4 Proof of current training must be submitted when renewing books with SQCs otherwise SQCs may not be renewed.

6.2 Proof of Special Certification

- 6.2.1 Record - Special Qualification Certificates (SQC) are issued by the DCO for entry in the Liberian "Seafarer's Identification and Record Book". SQCs issued at the same time a book is issued will be inserted in the book. SQCs issued separately need to be placed into the Seaman's book upon receipt. Seaman's Books and SQCs should be signed by the seafarer immediately upon receipt.
- 6.2.2 Officers will have all required officer functions and limitations including tankerman special qualifications where applicable, incorporated on their STCW officer licenses; if an application for tankerman special qualifications is submitted with the officer's license application. Officers obtaining tankerman qualifications or other special qualifications after issuance of their officer license will receive said special qualifications in "sticker" form to be inserted into their I.D. Books. Each time an officer license is issued, renewed, or replaced, all required officer functions and limitations as well as any current and valid special qualifications will be incorporated on the face of the license.
- 6.2.3 Ratings will continue to have all SQCs issued in "sticker" format for insertion into their I.D. Books.

6.3 Familiarization Training (STCW, A-V/I, para 1)

6.3.1 Requirement

All persons employed or engaged aboard Liberian sea going vessels shall receive "Familiarization Training." This training shall be the responsibility of and be accomplished by the shipowner/operator in accordance with the guidelines in STCW CHAPTER VI, Regulation VI/1 and VI/6, Section A-VI/1 and A-VI/6. 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.

6.3.2 Certification

Since this familiarization training is primarily intended to be vessel specific, no certificate will be issued to the seafarer by the DCO 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 ISM Code auditors.

6.4 Certification for "Proficient in Survival Craft/Rescue Boats." (STCW, A-VI/2, paragraphs 1- 4)

- 6.4.1 Revised Certification - "Proficient in Survival Craft/Rescue Boats" has replaced "Survival Craft Crewman" certificate previously issued.

6.4.2 General Requirements

- .1 *Age and Seetime* - Applicants must be at least 18 years of age and have a minimum of 12 months of seagoing service.
- .2 *SIRB* - Applicants must have or have applied for a Liberian "Seafarer's Identification and Record Book", except for passenger vessel "Hotel Staff."
- .3 *Hotel Staff* - Hotel Staff aboard passenger vessels may apply for "Proficient in Survival Craft/Rescue Boats" without applying for a Liberian "Seafarer's Identification and Record Book." However, **Form RLM-279S** (see Annex 4) with a peel-off applicant signature label must be used in order to create the applicant's personal data file. Color photos must be attached. A copy of the applicant's passport must also be submitted in the application along with a physical examination report dated less than twelve months prior to the date of application.

6.4.3 Experience Required

- .1 Evidence of one (1) year of service on ocean going or near trade vessels of over 500 gross tons must be presented. Three (3) months of this service may be replaced by successful completion of a DCO approved training course.
- .2 Service performed aboard Mobile Offshore Units in any capacity is creditable experience towards an endorsement as Survival Craft/Rescue Boats Crewman limited to Mobile Offshore Units (MOUs). While the Administration does not require a 12-hour day, **calendar** year service is acceptable for MOU limited certification if the applicant has worked 30 days on and 30 days off (or equivalent) **and** a 12-hour day.

6.4.4 Physical Examination Requirements - Applicants must meet the physical examination requirements for an officer's certificate. The examination should be completed within the 12 months immediately preceding application with the results noted on a Physical Examination Report.

6.4.5 Examination, Oral and Practical

- .1 "Proficient in Survival Craft/Rescue Boats" means that the candidate must be able to launch and take charge of a survival craft or rescue boat in emergency situations.
- .2 Applicants for "Proficient in Survival Craft/Rescue Boats" must pass both the oral examination and practical demonstration. **An oral examination is now mandatory and hereby replaces the written examination.** The oral examination is given during, or after, the practical demonstration by an examiner approved by the DCO.

6.4.6 Endorsement attesting Recognition of training - An applicant who presents a course completion certificate in “Proficient in Survival Craft/Rescue Boats” and meets the other requirements in this section, shall be issued this SQC without further examination.

6.4.7 Revalidation Requirements - Seafarers shall be required, every five years, to provide evidence of having maintained the required standards of competence to undertake the tasks, duties and responsibilities listed in column 1 of table A-VI/2-1. Some onboard training and experience may be accepted as outlined in STCW, A-VI/2 6.1 through 6.4.

6.5 Certification for “GMDSS General Operator” Endorsement (STCW, A-IV/2)

6.5.1 Revised Certification - “GMDSS General Operator” has replaced “Radiotelephone Operator.”

6.5.2 General Policy - Certification is based on presentation of GMDSS Operator Training Course certificates; or

6.5.3 Endorsement Attesting Recognition of a National Certificate - An applicant who presents certification as "GMDSS Operator" issued by a foreign government whose rating system is accepted by the Maritime Safety Committee of the IMO, may be issued an equivalent endorsement attesting the recognition of that certificate

6.6 Certification for “Restricted GMDSS Operator” Endorsement (STCW, A-IV/2)

6.6.1 Revised Certification - “GMDSS Restricted Operator” has replaced “Radiotelephone Operator.”

6.6.2 General Policy - Certification is based on presentation of Restricted GMDSS Training Course certificates; or

6.6.3 Endorsement Attesting Recognition of a National Certificate - An applicant who presents certification as "Restricted GMDSS Operator" issued by a foreign government whose rating system is accepted by the Maritime Safety Committee of the IMO, may be issued an equivalent endorsement attesting the recognition of that certificate

6.7 Certification for "Tankerman" Endorsement (STCW, A-V/1, A-V/1-2)

6.7.1 Levels of Responsibility - Under STCW, "Tankerman" is considered to be a "Function" with three "levels of responsibility:"

- .1 *Management Level* - Officers serving as master, chief mate, chief engineer, and second engineer officer

- .2 *Operational Level* - Officers, in the deck or engine departments serving under the direction of an officer at the management level.
- .3 *Support Level* - Ratings in the deck or engine departments performing cargo transfer tasks under the direction of an individual serving at the operational or management level.

6.7.2 "Person in Charge" or "Assisting" - This will also appear on the Tankerman Special Qualification Certificates, as applicable. Officers shall have "Person in Charge," and ratings shall have "Assisting."

6.7.3 Types of Tankerman Certification

- .1 *Tankerman (Chemical)* - This certification is only issued to management level seafarers with cargo handling duties aboard liquid chemical carrying vessels.
- .2 *Tankerman (Liquefied Gas)* - This certification is only issued to management level seafarers with cargo handling duties aboard liquefied gas carrying vessels.
- .3 *Tankerman (Oil)* - This certification is only issued to management level seafarers with cargo handling duties aboard vessels carrying petroleum products not considered to be liquid chemicals or liquefied gas. This includes refined oil and crude oil.
- .4 *Tankerman (General)* - This certification is issued to operational and support personnel, with cargo handling duties, **on all types of tankers, including chemical, liquefied gas, refined and crude oil tankers.**

6.7.4 General Requirements For All Tankerman Certificates

- .1 *Physical Examination Report* - Required when also applying for either a Seaman's Book or License. May be omitted when only applying for an SQC. All applications must include a copy of a physical examination conducted within the previous 12 months. Results of such examination must be noted on Physical Examination Report. Deck/Navigational Officers must meet the physical standards for Deck/Navigational Officers' certificates of competency. All others must meet physical standards for engineer officers.
- .2 *Firefighting* - All personnel seeking Special Qualification Certificates as Tankerman must have completed an approved, shore based firefighting course in addition to the basic firefighting course completed in basic training. For those seafarers seeking the Tankerman (Liquefied Gas) certification, **advanced training** in practical firefighting techniques and tactics applicable to gas tankers is required.

- .3 *Specialized Training* Management level officers with immediate responsibility for loading, discharging, care in transit, or handling of cargo shall complete an approved specialized training program relating to specific duties aboard oil tankers, 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.

6.7.5 Sea Service Requirements For Tankerman SQCs

- .1 *Senior Officers* - (Masters, chief mates, chief engineers, and second engineers) seeking certification at the **Management Level**, must show at least one (3) months of service in the past five (5) years aboard tank vessels. If the other requirements are met and the tank vessel sea time requirement is not met, the certificate will be issued at the **Operational Level**.
- .2 *Junior Officers* - (Navigational and Engineering Watch Officers) seeking certification at the **Operational Level**, must show at least three (3) months sea service aboard tankers within the past five (5) years, or an approved tanker familiarization course.
- .3 *Ratings* - Applicants are required to have a minimum of three (3) months service aboard the type of tanker upon which they will serve, or approved tanker familiarization training for that type of tanker. Applicants with sea service only, must be capable of meeting the standard of competence outlined in Section A-V/1-1, paragraph 1 of the STCW Code. Both the sea service and the training shall be appropriate to the type of certification sought. Tankerman SQCs are issued to ratings only at the support level.

6.7.6 Endorsement Attesting Recognition of a National Certificate - An applicant who presents certification as "Tankerman" issued by a foreign government whose rating system is accepted by the Maritime Safety Committee of the IMO, may be issued an equivalent endorsement attesting the recognition of that certificate, without written examination, provided relevant sea service and physical fitness provisions are complied with.

6.7.7 Revalidation Requirements (STCW Reg. I/11)

- .1 *Firefighting Training* - Ratings and others issued "Tankerman" Special Qualification Certificates are required to submit evidence of an approved shore-based firefighting course to receive STCW **Support Level** "Tankerman" certificates.
- .2 *Officers* - Navigation and Engineer Officers are required to renew their **Management** and **Operational Level** "Tankerman" certification at five (5) year intervals. Applicant must show completion of an approved shore-based firefighting course and one (1) year (management level) or three (3) months

(operational level) of sea service in the past five (5) years aboard the type of tank vessel appropriate to the certification.

- Specialized training for officers serving aboard liquefied gas tankers includes advanced fire fighting techniques and tactics applicable to gas tankers including the use of water spray systems.

- .3 *Equivalent Service* - In lieu of the required sea service, the applicant may qualify by completing an approved refresher or updating training course appropriate to the certification sought. Such course should include instruction in the changes of relevant regulations concerning safety of life at sea and the protection of the marine environment. Applicant may also qualify having completed approved seagoing service, performing functions appropriate to the certificate held for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate is valid. Equivalent service may be accepted on a case-by-case basis.

6.8 Certificate of Competence for "Fast Rescue Boats" (STCW, A-VI/2, paras. 7 to 12)

6.8.1 General Requirements

- .1 *Prior Certification* - All applicants must have previously received "Proficient in Survival Craft/Rescue Boats" certification or possess a Liberian Navigational Officer's certificate of competence.
- .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 meet the physical examination requirements for a certificated Navigation Officer.
- .4 *Training* - Applicants must have completed an approved training course in FAST RESCUE BOATS Operations in accordance with STCW Regulation VI/2, paragraph 2.

6.8.2 Levels of Responsibility - "Fast Rescue Boats" certification will be issued in three (3) levels of responsibility:

- .1 *Management Level* - For senior officers serving as master, chief mate, chief engineer, and second engineer officer.
- .2 *Operational Level* - For other officers, serving under the direction of an officer at the management level.

.3 *Support Level* - For ratings performing tasks under the direction of an individual serving in the operational or management level.

6.8.3 Revalidation Requirements - Seafarers shall be required, every five years, to provide evidence of having maintained the required standards of competence to undertake the tasks, duties and responsibilities listed in column 1 of table A-VI/2-1. Some onboard training and experience may be accepted as outlined in STCW, A-VI/2 12.1 through 12.1.5.

6.9 Certification for "Advanced Firefighting" (STCW, A- VI/3)

6.9.1 STCW Requirements - STCW Regulation VI/3 requires training in "**Advanced Firefighting**" for those seafarers with command responsibility in fighting fires. A Special Qualification Certificate will only be issued upon completion of an approved advanced firefighting course.

6.9.2 Levels of Responsibility - Advanced Firefighting certification will be issued in three (3) levels:

.1 *Management Level* - For officers serving as master, chief mate, chief engineer, and second engineer officer.

.2 *Operational Level* - For other officers, serving under the direction of an officer at the management level; and

.3 *Support Level* - For ratings who are designated to control fire-fighting operations.

6.9.3 Revalidation - Seafarers shall be required, every five years, to provide evidence of having maintained the required standards of competence to undertake the tasks, duties and responsibilities listed in column 1 of table A-VI/3. Some onboard training and experience may be accepted as outlined in STCW, A-VI/3 paragraph 6.1 through 6.1.8

6.10 Certification for "Medical First Aid Provider." (STCW, A-VI/4, paras. 1 to 3)

6.10.1 STCW Requirements - STCW calls for training as "**Medical First Aid Provider**" for those seafarers designated to undertake the duties of providing immediate first aid in case of injury or illness aboard ship. Certification will only be issued upon completion of an approved Medical First Aid Course.

6.10.2 Levels of Responsibility - "Medical First Aid Provider" certification will be issued in three (3) levels:

.1 *Management Level* - For master, chief engineer, chief mate, and second engineer;

- .2 *Operational Level* - For officers other than master, chief mate, chief engineer, and second engineer officer; and
- .3 *Support Level* - For ratings performing medical related duties under the supervision of an individual serving in the management or operational level.

6.10.3 Certification

- .1 In addition to a copy of the "completion certificate" received upon completion of an approved First Aid Course, applicants are required to submit a completed Physical Examination Report with the application.
- .2 Since this training is a certificate prerequisite for all navigation and engineer officers, this Special Qualification Certificate is optional for certificated officers.

6.10.4 Revalidation - If the "Medical First Aid Provider" course is approved then an "STCW" endorsement or certificate will be issued by the Administration. Such certificates will be issued with no date of expiry.

6.11 Certification for "Medical Care Person in Charge" Aboard Ship. (STCW, A-VI/4, paras. 4 to 6)

6.11.1 STCW Requirement - STCW calls for the training of persons to be in charge of medical care on board ship. Certification will only be issued upon completion of an approved Medical Care course for the level of responsibility sought.

6.11.2 Levels of Responsibility - "Medical Care Person in Charge" certification will be issued in two (2) levels:

- .1 *Management Level* - For officers serving as master, chief mate, chief engineer, and second engineer officer; and
- .2 *Operational Level* - For other officers, serving under the direction of an officer at the management level.

6.11.3 Certification

- .1 Officers may apply for certification as "Medical Care Person in Charge" by attaching a copy of their "completion certificate" from an approved "Medical Care Person in Charge" course to their application.
- .2 Applicants must also submit a completed Physical Examination Report.

- .3 An applicant may submit an equivalent certificate issued by a foreign government whose rating system is accepted by the Maritime Safety Committee of the IMO, in lieu of a copy of "completion certificate" as required above.
 - .4 Since this training is a certificated prerequisite for Masters and Chief Mates, the additional Special Qualification Certificate is optional for the certificate holder.
- 6.11.4 Revalidation - If the "Medical Care Person in Charge" course is approved then an "STCW" endorsement or certificate will be issued by the Administration. Such certificates will be issued with no date of expiry.
- 6.11.5 Ship's Doctors - This certification is not required of, nor will it be issued to ship's doctors or ship's nurses. It shall be the responsibility of the shipowner or operator to verify the validity of such persons' medical certification.

6.12 Certification for "Ro-Ro Passenger Vessel Training." (STCW, A-V/2)

- 6.12.1 STCW Regulation V/2 - 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.
- 6.12.2 Specific 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 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. (Reference: code A-V/2, paragraph 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. (Reference: 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, paras. 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, paras. 1 and 3.

6.12.3 Documentation of Training - No Special Qualification Certificates will be issued by this Administration to certify this training. However, vessels are required to have on board documentation attesting to the completion of this training by the appropriate personnel.

6.13 Certification for “Passenger Vessel Training.” (STCW, A-V/2)

6.13.1 STCW Regulation V/2 - 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, mandatory minimum 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 STCW section A-V/2, paragraph 2;
- .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.
- .4 Passenger safety for masters, chief mates and every person assigned immediate responsibility for embarking and disembarking passengers as specified in STCW section A-V/2, paragraph 4

6.13.2 Lifeboat Crews - Where more than two (2) survival craft/rescue boat crewmen are required to be assigned to a lifeboat, the crewmembers assigned who are not certified survival craft/rescue boat crewmen should be selected on the basis of their ability to remain calm, help others during a period of stress and follow the directions of the certified survival craft/rescue boat crewman in charge of the lifeboat. Their documented training should include at least:

- The proper way to put on the Personal Flotation Devices and how to instruct others,
- Where applicable, how to put on Thermal Protective Aids and how to instruct others,
- Where the fire extinguisher are and how to use them,
- Where the pyrotechnics are and how to use them,

- Where the provisions are and how to open them,
- Where the bailers, buckets and bilge pump are and how to use them,
- Where the first aid kit is,
- How to load and seat people safely in the boat,
- How to safely embark and disembark disabled persons and persons in need of assistance, and
- Where the muster list is and how to use it.
- Crowd control

See Liberian Marine Notice MAN-001 on the Manning of Vessels.

6.13.3 Responsibility - The training of personnel other than masters, officers and ratings need only be related to the duties assigned to those “other personnel.” This training shall be the responsibility of and accomplished by the shipowner/operator in accordance with the guidelines in the STCW Code, section A-V/2.

6.13.4 Documentation of Training - 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.

6.14 Certification for “High Speed Craft” (HSC CODE – CHAPTER 18)

6.14.1 Certificate - A type-rating certificate will be 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, as amended.

6.14.2 Certification Levels - Certification will be issued at two levels of responsibility: "Management," and "Operational," and limited to the master and all officers having an operational role.

6.14.3 Period of Validity - HSC type rating certificates will be 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.

6.15 Certification for “Basic Training.” - Refer to Section 4.1.3 under general information for the issuance of a Seafarers’ Identification and Record Book.

6.15.1 General Policy - Certification is based on presentation of Basic Safety Training Course certificates. The general policy on the acceptance of Training or Special Qualification certificates for the issuance of Liberian certificates shall be the following:

6.15.2 Maritime Training Centers

- .1 STCW Certificates of Completion issued by approved maritime training centers will only be accepted by the Administration.
- .2 Certificates of Training or Special Qualification issued by approved administrations will be accepted by the Administration for the issuance of equivalent Liberian certificates. The administration must be identified by the Maritime Safety Committee of the IMO to be acceptable for the issuance of equivalent Liberian certification. Such certificates which may carry an expiry date will be issued only for the time period of the original certificate upon which the Liberian equivalent is based. (See Annex 8.)

6.15.3 Important Considerations - Seafarers must bear in mind that STCW training course or program certificates are not valid for issuance of Liberian SQCs. Previous Administration course or program approvals to STCW standards are not acceptable for STCW certification and will no longer be acceptable for any certification.

6.15.4 New Requirements - Evidence of completion of the new STCW training requirements, must be provided to the satisfaction of the Administration before certification will be issued.

6.16 Certification For “Ship Security Officer” (SSO) (STCW Regulation VI/5)

6.16.1 General Requirements - STCW Regulation VI/5 –

A certificate of proficiency as a Ship Security Officer (SSO) will be issued to licensed officers or approved security professionals who provide evidence of:

- .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 STCW Section A-VI/5.

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

6.16.3 SSO SQC - All seafarers designated as SSO, according to the Ship Security Plan, must possess a Liberian SSO SQ certificate in their Seafarers Identification Record Book.

6.17 Mandatory Minimum Security-Related Training (STCW Regulation VI/6)

6.17.1 General Requirements - STCW Regulation VI/6

.1 *Familiarization training*

All persons employed or engaged on board a Liberian Flagged seagoing vessel that 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 STCW Section A-VI/6, paragraphs 1 to 4. 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.

.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 STCW Section A-VI/6, paragraphs 6 to 8.

6.17.2 Transitional Provisions

Until 1 January 2014, seafarers who commenced approved seagoing service prior to 1 January 2012 shall be able to establish that they meet the requirements of paragraph 6.17.1 by providing evidence of:

- .1 approved seagoing service as shipboard personnel, for a period of at least six (6) months in total during the preceding three years; or
- .2 having performed security functions considered to be equivalent to the seagoing service required in paragraph 6.17.2.1; or
- .3 passing an approved test; or
- .4 successfully completing approved training. Security related familiarization training shall be conducted by the SSO or an equally qualified person.

6.18 Certification for “Electronic Chart Display and Information Systems (ECDIS) Training” (Reference: STCW Reg. II/1 – 3; Annex I, Table A-II/1 - 3)

6.18.1 STCW 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 (First Officer) 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.

6.18.2 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:

- .1 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
- .2 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.
- .3 An SQC is available for the Generic course provided the proof of training is obtained at a DCO approved facility.

.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.

6.18.3 Documentation

No SQCs will be issued by this DCO to certificate this training. However, vessels are required to have on board documentation attesting to the completion of this training by the appropriate personnel.

The ship owner/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.

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.

6.19 Certification for "Cook"

6.19.1 General Requirements - in accordance with the Maritime Labour Convention, 2006 (MLC, 2006)

- .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 Sea Time* - Applicants must be not less than 18 years of age with 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.

6.19.2 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.

6.19.3 Qualifications - SQCs issued by the DCO to certify these qualifications will be optional. There are several titles of cook positions SQCs available to be equivalent to the different national terminologies.

6.19.4 Requirements - Vessels are required to have on board documentation attesting to the satisfactory training and qualifications of the Cook or Cooks serving on board.

6.20 Certification for Dynamic Positioning Operator (DPO)

6.20.1 General Requirements - A special qualification certificate, or endorsement as a DPO may be issued to operators who have completed all of the following requirements:

- .1 a DP Basic/Induction course at a training facility approved by the Liberian Registry;
- .2 a minimum of 30 days seagoing DP familiarization (i.e. trainee);
- .3 a minimum of six (6) months watchkeeping on a DP MODU or ship;
- .4 a DP advanced course (simulator); and

- .5 a statement of suitability by the Master of a DP MODU or ship.
Note: DPOs serving as watchkeepers shall hold formal, appropriate and current qualification to an approved STCW standard.

6.20.2 Qualifications

SQCs issued by the Liberian Registry 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.

6.20.3 Familiarization

When assigned 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.

7 Officer License

7.1 Officer License Required

7.1.1 Valid License

No person shall perform the duties of Master, Navigational Officer in charge of a watch, Chief Engineer, or Engineer Officer in charge of a watch of any vessel registered under the provisions of the Liberian Maritime Law, unless duly issued a license by the DCO.

7.1.2 Certificated Operator

The operation of every ship radiotelephone or ship earth station, and of every automatic communication device installed in a ship station shall be controlled by an operator duly certificated by the DCO, as required by Liberian Maritime Regulation 6.180(3)(b-d).

7.1.3 Capacity

No person shall serve in any capacity higher than that for which he is duly licensed except by *force majeure*, and no person shall be deemed duly licensed unless the DCO has issued him/her an officer's license. In circumstances of exceptional necessity the DCO may issue a temporary permit authorizing service in a capacity for which the person is not duly licensed, for a period not to exceed six (6) months.

7.2 Officer License Types

7.2.1 Types of officer licenses issued:

- .1 **ENDORSEMENT** of an original certificate obtained by evaluation from a "White-Listed" country. Endorsement licenses have an endorsement number and references the license holder's original certificate by issuing country and certificate number. The endorsement license is valid only as long as the underlying original certificate is valid.
- .2 **ORIGINAL CERTIFICATE** which has been obtained by passing an exam administered by this Administration as well as meeting all STCW requirements.

7.3 Period of Validity; Suspension and Revocation of License

7.3.1 Validity

Each officer license shall be valid for a period of five (5) years and shall be subject to renewal under the conditions set forth in these requirements. Endorsement Licenses are only valid so long as the national certificate, on which it is based, is current and valid.

7.3.2 Suspension and Revocation of License

Any officer license may be suspended or revoked at any time by the Commissioner or a Deputy Commissioner upon the grounds set forth in Liberian Maritime Regulations and in accordance with the procedure set forth in the Rules for Marine Investigations and Hearings.

7.4 Display of License or Certificate of Receipt of Application (CRA) - Every officer shall have his license or CRA displayed in a conspicuous location as required by Liberian Maritime Regulations.

7.5 Surrender of Suspended or Revoked License - The holder of an officer license, which is suspended or revoked, shall promptly surrender it as directed by the Commissioner or the DCO.

7.6 STCW Officer's License

7.6.1 Format - STCW Licenses specify the "functions" the officer has qualified for and at which "level of responsibility" as follows:

.1 *Functions* - The abilities specified in the standards of competence are grouped as appropriate under the following seven functions:

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

.2 *Levels of Responsibility* - at the following levels of responsibility:

- .1 *Management level* -

- Master
 - Chief Mate
 - Chief Engineer
 - Second Engineer (First Assistant Engineer)
- .2 *Operational level -*
- Navigational Watch Officer
 - Engineering Watch Officer
 - Mate, Assistant Engineer
 - Radio Electronic Operator
 - Electro-Technical Officer

7.7 General Requirements for Officer's License

- 7.7.1 Age - No license shall be issued to any person under 18 years of age. No license in the grade of Navigational Watch Officer / Engineering Watch Officer **or higher**, and no license in the grade of Radiotelegraph Operator First Class, or Radio Electronic Operator, shall be issued to any person under 21 years of age. A candidate shall be required to submit satisfactory proof of age by means of a passport, birth certificate, certificate of naturalization or other acceptable proof of birth date.
- 7.7.2 Citizenship - A candidate for any license may be of any nationality and need not be a citizen or resident of The Republic of Liberia.
- 7.7.3 Physical Examination - Every candidate for a license shall be required to submit satisfactory evidence of a physical examination completed within the **12 months** immediately preceding application. The report of examination shall establish that the candidate is in good physical condition and in possession of all body faculties necessary to fulfill the requirements of the seafaring profession. The report and certificate of physical examination is to be completed either on the official Physical Examination Report/Certificate, or on the official form of a country which is party to ILO Convention No. 73 on Medical Examination of Seafarers. The report shall specifically indicate that the candidate was examined as to hearing, vision and general physical condition. The following minimum requirements shall apply:
- .1 *Hearing* - Every candidate must have hearing unimpaired for normal sounds and be capable of hearing a whispered voice in the better ear at 15 feet and in the poorer ear at five (5) feet.
- .2 *Eyesight* -
- Deck/Navigational Officer – An applicant must have (either with or without glasses) at least 20/20 vision in one eye and at least 20/40 in the other. If the applicant wears glasses, he must have vision **without** glasses of at least 20/160 in

both eyes. The applicant must also have normal color perception, and be capable of distinguishing the colors red, green, blue and yellow.

Engineer or Radio Electronic Officer – An applicant must have (either with or without glasses) at least 20/30 vision in one eye and at least 20/50 in the other. If the applicant wears glasses, he must have vision **without** glasses of at least 20/200 in **both** eyes. An engineer or radio Electronic officer applicant shall be examined only as to perception of the colors red, yellow and green.

- .3 *Blood Pressure* - An applicant's blood pressure must fall within a range average for their age.
- .4 *Symptoms* - An applicant's exhibiting symptoms likely to indicate any of the following diseases or conditions shall be prima facie disqualified: epilepsy, acute mental illness or other lack of mental capacity or stability, tuberculosis, acute venereal disease or neuro-syphilis, abuse of alcohol, and/or the use of narcotic substances whether or not prescribed by a physician.
- .5 *Speech* - A deck/navigational officer / radio Electronic officer applicant must have speech unimpaired for normal voice communication.

Willful concealment by an applicant of any medical history or mental or physical disability which might render him unfit for service, shall be cause for the immediate revocation of any license which may have been issued to him.

- 7.7.4 Photographs - Every applicant for a license shall submit two (2) passport-size color photographs of himself, taken within the 12 months preceding the date of application, and shall affix his legible signature on the reverse side of each. The photographs must show a facial front view of the applicant, and be 1.75" x 1.75" (45 mm. x 45 mm.) in size; the photographs must be in color.
- 7.7.5 National Certificate - A certified copy of the applicants National Certificate. National Certificates acceptable to the DCO, containing all required STCW Training Certification, shall be considered evidence of completion of the applicable STCW training requirements. Applicants may be required to provide proof of completion of required training.

8 ENDORSEMENTS BASED UPON EQUIVALENT CERTIFICATION (Endorsement License)

8.1 Persons who are Eligible

8.1.1 Duly Certificated - An applicant who is eligible **in all other respects** may be issued a license without further examination, **provided** he is currently duly certificated by a foreign government whose certification system is in compliance with STCW, and is acceptable to the DCO through a formal bilateral Memorandum of Undertaking.

8.1.2 Acceptable Foreign Certificates

.1 No foreign certificate shall be accepted as the basis for obtaining a Liberian Endorsement unless it is proved that such foreign certificate was obtained in full compliance with the Articles and Regulations of the STCW.

.3 See Annex 8 for a list of countries whose certificates are recognized by the DCO.

.4 This list is subject to revision when the International Maritime Organization publishes its "Compliant Parties" list of countries whose maritime programs have been deemed to be in compliance with the STCW Convention. This list is also known as the "White List."

.5 Foreign Issuing Authorities are regularly contacted to verify the authenticity of submitted licenses. In cases where the issuing Authority cannot be contacted, the application will either be held or rejected if the license cannot be verified as genuine.

8.1.3 Equivalent Grade - The DCO may decline to accept a foreign certificate as determinative of the holder's eligibility for a Liberian license in the same grade and capacity, if the standards and requirements for obtaining such foreign certificate are lower than those prescribed by the DCO for issuance of a license of the Republic of Liberia by examination; or the DCO may determine that such foreign certificate is equivalent to a lower grade of Liberian license.

8.1.4 Experience - A foreign license that authorizes the holder to serve in more than one grade will be considered equivalent to that Liberian license grade which reflects the applicant's actual experience.

8.1.5 Restrictions - Any Endorsement issued upon a foreign equivalent may be similarly limited as to any restriction applicable to such foreign certificate.

8.2 Additional Requirements

8.2.1 Proof of Experience - Each applicant for a license without further examination, in addition to complying with the general requirements of above, must prove at least one (1) year of total actual sea service during the five (5) years immediately preceding the date of application. An applicant who is certificated by a foreign government whose licensing system is acceptable to the DCO and whose national license bears the endorsement specified by the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, As Amended, will not be required to document sea service and/or nautical training as specified under Part 9.0 - Examinations for Certificate.

.1 *Acceptable Documentation* - Seafarer's books, certificates of service, forms of discharge and other documents certifying the amount and character of experience, and identifying the vessels on which served, shall be examined as to their authenticity and any indication of unauthorized alteration or other invalidity shall render such documents unacceptable. Normally, proof of sea service can be satisfactorily established by providing a copy of the applicant's official Seafarer's (discharge) book. For certification of service aboard Liberian vessels, the applicant must provide a copy of the applicant's Liberian Seafarer's Identification and Record Book, or a certificate of service in accordance with Liberian Maritime Regulation 10.325(3).

.2 *Originals or Copies* - An applicant who files in person may exhibit original proofs of service or experience; all others must submit copies of their discharge books or certificates of service in lieu of the original documents. When original documents are submitted they will be returned by the DCO.

8.2.2 Recognition of Foreign Certificate

.1 A person applying for a license without further examination is required to submit with his application proof of his foreign certificate. Such proof may be the original foreign certificate, an official duplicate, or a certified copy.

9 EXAMINATIONS for OFFICER CERTIFICATES

9.1 Exams - Examination is available for the following levels:

- .1 Deck Navigation Officer - Operational Level
- .2 Deck Navigation Officer - Management Level
- .3 Engineering Officer - Operational Level
- .4 Engineering Officer - Management Level
- .5 Offshore Installation Manager - MOU
- .6 Barge Supervisor - MOU
- .7 Ballast Control Operator - MOU
- .8 Maintenance Supervisor - MOU
- .9 Chief Electrician - MOU
- .10 Chief Mechanic - MOU

9.1.1 Limitations - Examination for limited tonnage and limited power vessels is given as indicated in this section.

9.1.2 Subjects of Examination - Exams will cover the required "functions" and "level of responsibility" for the level of license the applicant is applying for as follows:

- .1 *Functions* - The abilities specified in the standards of competence are grouped as appropriate under the following seven functions:
 - .1 Navigation
 - .2 Cargo handling and stowage
 - .3 Controlling the operation of the ship and care for persons on board (Deck/Engine)
 - .4 Marine engineering
 - .5 Electrical, electronic and control engineering
 - .6 Maintenance and repair
 - .7 Radio communications

9.1.3 Officer Qualifications for STCW Certification

- .1 Each Deck/Navigational Officer must qualify in functions 1, 2, 3 and 7.
- .2 Each engineer officer must qualify in functions 3, 4, 5, and 6.
- .3 A radio operator must qualify in function 7.
- .4 An Electro-Technical officer must qualify in function 5 and 6.

9.1.4 Persons Who are Eligible - A person who is not certificated or who desires to raise in grade any certificate presently held by him may apply to sit for an examination in the appropriate grade, provided such person is otherwise eligible in accordance with these requirements. A person presently holding certification from another administration must prove that they meet the training and sea service experience requirements for examination to a higher grade and are unable to upgrade their national certification due to extenuating circumstances.

9.2 Service and Training Requirements for Deck/Navigational Officer Ocean-going Examinations For Service Vessels of Over 500 Gross Tons. (STCW, A-II/1, A-II/2)

9.2.1 All Grades - Service shall have been aboard ocean-going steam or motor vessels of 500 gross tons or over. At least one year of the total service required shall have been within 5 years preceding the date of application.

9.2.2 Advanced Firefighting - Every candidate for a Navigational Officer License must submit proof of an approved Advanced Firefighting Course.

9.2.3 Radar Simulator Training - Every candidate for a Navigational Officer License serving on vessels of over 500 gross tons must submit proof of completion of an approved marine radar simulator course.

9.2.4 GMDSS Certification - Every candidate for a Navigational Officer's License serving on vessels of over 500 gross tons must submit proof of completion of an approved GMDSS course.

9.2.5 Advanced First Aid Training - Every candidate for a Navigational Officer's License must complete an approved first aid course.

9.2.6 Survival Craft/Rescue Boat Training - Every candidate for a Navigational Officer License must complete an approved "Proficient in Survival Craft/Rescue Boats" course.

9.2.7 Automatic Radar Plotting Aids (ARPA) Training - Every candidate for a Navigational Officer License serving on vessels of 500 gross tons or more must complete an approved Automatic Radar Plotting Aids (ARPA) course.

9.2.8 Electronic Chart Display and Information Training (ECDIS) - Every candidate for a Navigational Officer License serving on vessels that are equipped with ECDIS must complete an approved ECDIS Training course.

9.3 Deck Officer - Operational Level Exam Requirements

9.3.1 Navigational Watch Officer - At least three (3) years of service in the deck department, or graduation from a recognized naval or nautical school whose program and standards of

training are in accordance with STCW. Full or partial credit for attendance at such naval or nautical school may be allowed, up to a maximum of two (2) years sea time. At least one year of sea service must have been accomplished while the applicant was enrolled in a program, which integrates shore-based training with on board ship training. Such training should provide:

- .1 Structured, supervised training for at least six (6) months in bridge watch keeping and other duties specified in STCW, Section B-II/1. Such on board training should be managed by the company which manages the ship where the training is being conducted.
- .2 A recording of all such training in an approved record book, such as the training record books published by International Shipping Federation (ISF) and the International Maritime Organization (IMO) are approved by the DCO.
- .3 A systematic procedure for assessment of abilities and skills. Such evaluations should be done in accordance with STCW, Section A-II/1.

An applicant must submit, with the request to take the exam for an original Navigational Watch Officer's certificate, a copy of his or her record book, a copy of the evaluations received during training, and a copy of the course completion diploma or certification.

9.4 Deck Officer Exam - Management Level Requirements

- 9.4.1 Existing Training - Every candidate for a Master or Chief Officer Certificate License serving on vessels over 500 gross tons must possess all training as required for Deck/Navigational Officer.
- 9.4.2 Medical Care Person, In Charge Training - Every candidate for a Master or Chief Officer Certificate License serving on vessels over 500 gross tons must complete a Medical Care person, in Charge, Training course.
- 9.4.3 Chief Mate - While holding a Liberian Certificate as Navigational Watch Officer, or a foreign certificate in equivalent grade:
 - .1 At least two (2) years of service as Navigational Watch Officer.
- 9.4.4 Master - While holding a Liberian License as Chief Mate, or a foreign certificate in equivalent grade:
 - .1 At least one (1) year of service as Chief Mate.

- 9.4.5 Certificated Service - Where certificated service is required in establishing eligibility, such service must have been completed while holding a current and valid ocean-going certificate.
- 9.4.6 Ocean-Going - For the purposes of this Item, the term "ocean-going" shall mean without limitation or restriction as to trading area, tonnage or type of vessel.
- 9.4.7 Tonnage - Certificates issued pursuant to this Item shall be valid for service on vessels of any gross tonnage.

9.5 Service and Training Requirements for Deck/Navigational Officer near Coastal Examinations - For Service on Vessels Under 500 Gross Tons. (STCW, A-II/3)

- 9.5.1 All Grades - Service shall have been aboard steam or motor vessels of 500 gross tons or less. At least one (1) year of the total required service shall have been within five (5) years preceding the date of application.
- 9.5.2 Navigational Watch Officer - At least three (3) years of service in the deck department, or graduation from a recognized naval or nautical school whose program and standards of training are in accordance with STCW. Full or partial credit for attendance at such naval or nautical school may be allowed, up to a maximum of two (2) years sea time. At least one year of sea service must have been accomplished while the applicant was enrolled in a program, which integrates shore-based training with on board ship training. Such training should provide:
- .1 Structured, supervised training for at least six (6) months in bridge watch keeping and other duties specified in STCW, Section B-II/1. Such on board training should be managed by the company which manages the ship where the training is being conducted.
 - .2 A recording of all such training in an approved record book, such as the training record books published by International Shipping Federation (ISF) and the International Maritime Organization (IMO) are approved by the DCO.
 - .3 A systematic procedure for assessment of abilities and skills. Such evaluations should be done in accordance with STCW, Section A-II/1.

An applicant must submit, with the request to take the exam for an original navigational watch officer certificate, a copy of his or her training record book, a copy of the evaluations received during training, and a copy of the course completion diploma or certification.

- 9.5.3 Master - At least four (4) years of service on deck, including not less than one (1) year as certificated chief mate or equivalent.

9.5.4 Certificated Service - Where certificated service is required in establishing eligibility, such service must have been completed while holding a near-trade or ocean-going certificate.

9.5.5 Limitations - Licenses issued pursuant to this item shall be limited by endorsement to service on vessels of **not more than** 500 gross tons.

9.6 Service and Training Requirements for Engineer Officer Steam and Motor Examinations - For Service on Vessels of Over 750kW. (STCW, A-III/1)

9.6.1 All Grades - No license issued pursuant to this item shall be limited as to tonnage but any such license may be limited with respect to type or power rating of main propulsion machinery, or both. Service shall have been aboard steam or motor vessels of over 750 kW (1,000 h.p.) propulsion power. At least one year of the total service required shall have been within five (5) years preceding the date of application. At least six (6) months of the total service required shall at some time have been served in the mode of propulsion applied for.

9.6.2 Advanced Firefighting - Every candidate for an Engineer Officer License for service on vessels of over 750 kW propulsion power must submit proof of an approved Advanced Firefighting Course.

9.6.3 First Aid Training - Every candidate for an Engineer Officer's License serving on vessels of over 750 kW propulsion power must complete an approved first aid course.

9.6.4 Survival Craft/Rescue Boat Training - Every candidate for an Engineer Officer License on vessels of over 750 kW propulsion power must complete an approved "Proficient in Survival Craft/Rescue Boats" course.

9.7 Engineer Officer Exam - Operational Level Requirements

9.7.1 Engineering Watch Officer (Steam) or (Motor) to qualify under the STCW Convention - All candidates must have completed an approved education and training course of at least 30 months duration. This training program must coordinate shore based and sea going training as stated in STCW Section A-III/1.

.1 Structured, supervised training for at least six (6) months in engine room watch keeping. Such on board training should be managed by the company which manages the ship where the training is being conducted.

.2 A recording of all such training in an approved record book, such as the training record books published by International Shipping Federation (ISF) and the International Maritime Organization (IMO) are approved by the DCO.

- .3 A systematic procedure for assessment of abilities and skills. Such evaluations should be done in accordance with STCW, Section A-III/1.

An applicant must submit, with the request to take the exam for an original fourth engineer's certificate license, a copy of his or her record book, a copy of the evaluations received during training, and a copy of the course completion diploma or certification.

9.7.2 Naval or Marine Engineering Degree - All seafarers applying for a license as Fourth Engineer must qualify by graduation from a recognized naval or marine engineering school.

9.7.3 Engineering Watch Officer (Steam) or (Motor) - Those meeting the requirements above and passing the Operational Level Engineering exam will receive a license at the level of (Motor, Steam, or Motor and Steam Vessels)

9.7.4 Electro-Technical Officer (ETO)

- .1 Every ETO serving on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more shall hold a certificate of competence; and
- .2 be not less than 18 years of age
- .3 completed not less than 12 months of combined workshop skills training and approved seagoing service of which not less than 6 months shall be seagoing service as part of an approved training program which meets the requirements of Section A-III/6 of the STCW Code; or 36 months combined workshop skills training and approved seagoing service of which not less than 30 months shall be seagoing service in the engine department; and
- .4 have completed approved education and training and met the standard of competence specified in Section A-III/6 of the STCW Code; and
- .5 meet the standard of competence specified in section A-VI/1, paragraph 2, section A-VI/2, paragraphs 1 to 4, section A-VI/3, paragraphs 1 to 4, and section A-VI/4, paragraphs 1 to 3 of the STCW Code.
- .6 Notwithstanding the above requirements, a suitably qualified person may be considered by the DCO to be able to perform certain functions of section A-III/6 of the STCW Code.

9.8 Engineer Officer Exam - Management Level Requirements

9.8.1 Second Engineer (First Assistant Engineer) (Steam) or (Motor) - While holding a Liberian License as Third Engineer (Steam,) or a foreign certificate in equivalent grade:

- .1 at least two (2) years of service as Engineering Watch Officer.
- 9.8.2 Chief Engineer (Steam) or Chief Engineer (Motor) - While holding a Liberian License as Second Engineer (Steam), or Second Engineer (Motor), as appropriate, or a foreign certificate in equivalent grade:
 - .1 at least one (1) year of service as Second Engineer.
- 9.8.3 Motor Licenses - The candidate must prove service on motor vessels in a comparable capacity and for the same period as required for a steam certificate, with the allowance provided in sub-item. However, the certificated service required in sub-items must have been served while holding a **motor** license.
- 9.8.4 Steam and Motor Licenses - A candidate who meets the requirements for examination for steam **and** motor licenses may be examined in both categories, and if successful will be issued a certificate license for service in both categories.
- 9.8.5 Service Validity - Certificates issued pursuant to this Item shall be valid for service on vessels of any power rating.

9.9 Service and Training Requirements for Engineer Officer Limited Motor Examinations. (STCW, A-III/3)

- 9.9.1 All Grades - Certificates issued pursuant to this Item shall be limited to service on **motor vessels only** and for engines of not more than 3000 kW (4,080 h.p.) propulsion power. At least one (1) year of the total service required shall have been within five (5) years preceding the date of application.
- 9.9.2 Engineering Watch Officer Limited Motor - to qualify under the STCW Convention. All candidates must have completed an approved education and training course of at least 30 months duration. This training program must coordinate shore based and sea going training as stated in STCW Section B-III/1.
 - .1 Structured supervised training for at least six (6) months in engine room watchkeeping. Such on board training should be managed by the company that manages the ship where the training is being conducted.
 - .2 A recording of all such training in an approved record book, such as the training record books published by International Shipping Federation (ISF) and the International Maritime Organization (IMO) are approved by the DCO.
 - .3 A systematic procedure for assessment of abilities and skills. Such evaluations should be done in accordance with STCW, Section A-III/1.

An applicant must submit, with the request to take the exam for an original Fourth engineer's license, a copy of his or her training record book, a copy of the evaluations received during training, and a copy of the course completion diploma or certification.

- 9.9.3 Chief Engineer - At least twenty-four (24) months of service in the engine department of steam or motor vessels of any power rating, one (1) year of which must have been aboard motor vessels as certificated assistant engineer or equivalent.

9.10 Service and Training Requirements for MOU Officer Examinations - For Mobile Offshore Units (MOUs)

Certificates for service on mobile offshore units (MOUs) authorize service on units of any gross tons upon ocean waters while on location or while being towed. Certain seafarers working aboard self-propelled units that are **underway and not on location** are required to hold unlimited licenses as specified by the unit's minimum safe manning certificate.

9.10.1 General Requirements for All MOU Officers

- .1 Candidates for MOU officer certificates must complete an industry-accredited course in **Basic Training** that meets the requirements of Sections 5.2 and 5.3 of IMO Resolution A.891(21);
- .2 Candidates for MOU officer certificates must complete an industry accredited course in **Survival Craft** proficiency that meets the requirements of Section 5.4.2.1 of IMO Resolution A.891(21);
- .3 Candidates for MOU officer certificates must complete an industry-accredited course in **Advanced Fire Fighting** that meets the requirements of Section 5.4.2.3 of IMO Resolution A.891(21);
- .4 Candidates for MOU officer certificates must complete an industry accredited course in **Advance First Aid** or **Medical Care** that meets the requirements of Section 5.4.2.4 or 5.4.2.5 of IMO Resolution A.891 (21); and

- 9.10.2 Service Time - While the Administration does not require a 12-hour workday, calendar year service is acceptable for MOU certificates if the applicant has worked 30 days on and 30 days off (or equivalent) **and** a 12-hour day.

9.11 Requirements for MOU Deck Officers Exam

9.11.1 Offshore Installation Manager (OIM) <Previously "Master MODU">

- .1 Four years of service aboard MOUs including at least one year of service as driller, assistant driller, toolpusher, assistant toolpusher, barge

supervisor, mechanical supervisor, electrician, crane operator, ballast control operator or equivalent supervisory position on MOUs; OR

- .2 Hold a Bachelor of Science degree from a recognized school of technology and have one year of service as driller, assistant driller, toolpusher, assistant toolpusher, barge supervisor, mechanical supervisor, electrician, crane operator, ballast control operator or equivalent supervisory position on MOUs; AND
- .3 A certificate of completion from an industry-accredited course for Person in Charge of Mobile Offshore Unit (MOU) operations. The course should address those subjects defined in section 6.2 of IMO Resolution A.891(21); AND
- .4 A certificate of completion of an approved course in medical care as provided for by section 5.4.2.5 of IMO Resolution A.891(21). This requirement may be waived if MOU has a Medical Technician aboard. The general requirement for completion of a course in Advance First Aid is not waived; AND
- .5 A certificate of completion of a DCO approved radar course if the MOU, which the seafarer is employed aboard, is radar equipped and the minimum safe manning certificate mandates that these deck officers hold radar observer certification.

9.11.2 Barge Supervisor <Previously “Mate MODU”>

- .1 Three years of service aboard MOUs including one year of service as driller, assistant driller, toolpusher, assistant tool pusher, mechanic, electrician, crane operator, subset specialist, ballast control operator or equivalent supervisory position on MOUs; OR
- .2 Hold a Bachelor of Science degree from a recognized school of technology and have one year of service as driller, assistant driller, toolpusher, assistant toolpusher, mechanic, electrician, crane operator, sub sea specialist, ballast control operator or equivalent supervisory position on MOUs; AND
- .3 All applicants for barge supervisor **must also** complete an industry-accredited MOU course that addresses those subjects defined in Section 6.3 of IMO Resolution A.891(21) and have six months service as a Ballast Control officer or Barge Supervisor Trainee; AND
- .4 A certificate of completion of a DCO approved radar course if the MOU, which the seafarer is employed aboard, is radar equipped and the

minimum safe manning certificate mandates that these deck officers hold radar observer certification.

9.11.3 Ballast Control Operator <Previously “Mate MODU”>

- .1 One year of service aboard MOUs including at least two months of service as a trainee under the supervision of a certified ballast control operator;
OR
- .2 Hold a Bachelor of Science degree from a recognized school of technology and have at least two months of service as a trainee under the supervision of a certified ballast control operator; AND
- .3 All applicants for ballast control operator **must also** complete an industry accredited MOU course that addresses those subjects defined in Section 6.4 of IMO Resolution A.891(21); AND
- .4 A certificate of completion of a DCO approved radar course if the MOU, which the seafarer is employed aboard, is radar equipped and the minimum safe manning certificate mandates that these deck officers hold radar observer certification.

9.12 Requirements for MOU Engineering Officers Exam

9.12.1 Maintenance Supervisor <Previously “Chief Engineer MODU”>

- .1 Four years of service aboard MOUs including at least one year of service as mechanic, motorman, sub sea engineer, electrician, toolpusher, unit superintendent, crane operator or equivalent supervisory position on MOUs;
OR
- .2 Hold a Bachelor of Science degree from a recognized school of technology and have one year of service as barge engineer, mechanic, motorman, sub sea engineer, electrician, toolpusher, unit superintendent, crane operator or equivalent supervisory position on MOUs; AND
- .3 All applicants for Maintenance Supervisor must also complete an industry accredited MOU course that addresses those subjects in Section 6.5 of IMO Resolution A.891(21).

9.12.2 Chief Electrician <Previously “Assistant Engineer MODU”>

- .1 Three years of employment aboard MOUs including one year of service as mechanic, motorman, sub sea engineer, electrician, barge engineer, toolpusher, unit superintendent, crane operator or equivalent supervisory position on MOUs; OR

- .2 Hold a Bachelor of Science degree from a recognized school of technology and have one year of service as mechanic, motorman, sub sea engineer, electrician barge engineer, toolpusher, unit superintendent, crane operator or equivalent supervisory position on MOUs; AND
- .3 All applicants for Chief Electrician must also complete an industry accredited MOU course that addresses those subjects in Section 6.5 of IMO Resolution A.891(21).

9.12.3 Chief Mechanic <Previously “Assistant Engineer MODU”>

- .1 Three years of employment aboard MOUs including one year of service as mechanic, motorman, sub sea engineer, electrician, barge engineer, toolpusher, unit superintendent, crane operator or equivalent supervisory position on MOUs; OR
- .2 Hold a Bachelor of Science degree from a recognized school of technology and have on year of service as mechanic, motorman, sub sea engineer, electrician, barge engineer, toolpusher, unit superintendent, crane operator or equivalent supervisory position on MOUs; AND
- .3 All applicants for Chief Mechanic must also complete an industry accredited MOU course that addresses those subjects in Section 6.5 of IMO Resolution A.891(21).

9.13 Additional Examination Requirements for all Exams

9.13.1 Proof of Experience

- .1 *Acceptable Documentation* - A candidate for certificate by examination, in addition to complying with the general requirements, shall submit satisfactory proof of sea service and experience covering at least the period required for eligibility to sit that examination. Seafarer's books, certificates of service, forms of discharge and other documents certifying the amount and character of experience, and identifying the vessels on which served, shall be examined as to their authenticity and any indication of unauthorized alteration or other invalidity shall render such documents unacceptable. Normally, proof of sea service can be satisfactorily established by providing a copy of the candidate's official Seafarer's (discharge) book. For certification of service aboard Liberian vessels, the candidate must provide a copy of the candidate's Liberian Seafarer's Identification and Record Book, RLM-272, or a certificate of service in accordance with Liberian Maritime Regulation 10.325(5).
- .2 *Graduation Certificates* - A candidate claiming graduation from a recognized naval, nautical, marine engineering or radio school in lieu of sea service shall be

required to submit a **certified** copy or other facsimile of the candidate's certificate of graduation or of course completion, and a **certified** translation into English if such certificate is in a foreign language.

9.13.2 Evidence of Foreign Certificate - A candidate who holds a foreign certificate and who is applying for examination for a Liberian Certificate in a higher grade is required to submit with the application satisfactory proof of foreign Certificate. Such proof may be the original foreign Certificate, an official duplicate, or a **certified** photo static copy.

9.13.3 Surrender of Old License - A successful candidate for examination in a higher grade than the Liberian License presently held shall surrender the old Liberian License to the DCO upon issuance of the new license.

9.13.4 English Language Proficiency

- .1 Examinations for Master and Chief Mate may only be taken in English.
- .2 Candidates for Navigational Watch Officer and Engineering Watch Officer must demonstrate competence in the use and understanding of English in written and oral form through examination and assessment of evidence obtained from practical instruction administered by the proctor for the examination.

9.13.5 Translation Fees - In the event a candidate is unable to understand examination questions in English, the candidate may take one of the foreign language examinations that are made available by the DCO for an additional fee of U.S. \$100 charged to defray the cost of translations.

9.14 Subject Matter of Examinations

9.14.1 Guideline Publications - Specimen examination questions for each deck and engineering license grade are available, upon request, from the DCO. Each Guideline Publication includes a listing of examination facilities, examination subjects for each license grade in accordance with the 19 STCW Code requirements, sample questions, a list of materials that will be available for use by the candidate in the examination room, and a study bibliography.

9.14.2 List of Examination Guidelines

- Deck Officer - RLM-319
- Engineer Officer - RLM-320
- MOU Officer - RLM-325

9.15 Conduct of Examinations

9.15.1 Authorized Tables, Publications and Equipment

- .1 No candidate for examination shall be allowed to have on the person or in the candidate's possession, nor is there to be present in the examination space, any equipment, material, books, notes or other literature except as provided for the candidate by the examination facility.
- .2 Any candidate will be permitted to make use of an English-foreign language dictionary, which may be taken into the examination space **provided** such dictionary is also first inspected for unauthorized notes and loose papers.
- .3 A candidate may also provide and utilize the candidate's own star finder, non-programmable calculator and/or electronic slide rule.

9.15.2 Unauthorized Persons and Communication Forbidden - No unauthorized persons shall be permitted to enter the examination space, and no candidate for a Certificate shall be permitted to communicate **in any manner** with any unauthorized person(s) during the taking of an examination. The candidate shall not be given any assistance by a proctor in the answering of examination questions.

9.15.3 Personal Conduct - Each candidate for a certificate shall conform to the particular requirements of the examination facility and shall always maintain absolute silence during the conduct of examinations. Each candidate is required to take care not to mark or otherwise abuse the publications; equipment and furniture provided and shall not remove any such items from the examination facility.

9.15.4 Work Materials - In answering the examination questions, each candidate must show and label all work. Answers are to be neatly marked on the answer sheets provided. Computations and scratch work are to be **attached** to the answer sheets to which they apply, and must not be taken from the examination facility.

9.15.5 Penalty - Any candidate who shall receive unauthorized assistance, makes use of any unauthorized material or is in any other way found not in compliance with the foregoing during the conduct of an examination will be disqualified from proceeding further and shall forfeit all fees paid. Candidates failing under these circumstances may not be eligible for re-examination for a period of two (2) years.

9.15.6 Failure to Complete Examination - Any candidate who commences an examination but who fails to complete it within the prescribed period, or who otherwise fails to finish all required tests, shall not be entitled to a refund of any examination fees paid by him except when the failure to complete the examination is the responsibility of the administering authority.

9.15.7 Failure to appear for examination - Exams are valid for up to six months. Any candidate who fails to appear for examination within six months of approval of their application will forfeit their exam fee. Candidates may cancel their exam prior to expiration without penalty.

9.16 Re-examination upon Failure

9.16.1 Passing Grade - Passing grade for all Deputy Commissioner's examinations for both officers and ratings is 70%.

9.16.2 Waiting Period - A candidate who fails his examination may not be re-examined earlier than 30 days from notification of failure, and may not be re-examined more than twice in 12 months.

9.16.3 Reviewing Examination Papers - Upon request to the DCO, the score awarded to a failing candidate's examination will be reviewed. The score awarded to an examination following review shall be final.

10 REPLACEMENTS AND RENEWAL OF OFFICER LICENSES

10.1 Replacement of Lost or Destroyed License.

The holder of a license that is lost or destroyed may apply for its replacement, valid for the un-expired term of the original license, by submitting to the DCO an affidavit in writing, sworn or affirmed before a Deputy Commissioner, Special Agent, Liberian Consular Officer, civil notary or commissioner for oaths. The affidavit must state the circumstances of the loss or destruction and give a description of the license. With the affidavit must be submitted two (2) passport-size (1.75" x 1.75") (45 mm. x 45 mm.) color photographs of the applicant, and the fee prescribed in Annex 5 for issuance of a duplicate license.

10.2 Renewal of License

10.2.1 Application - An applicant for renewal of a license shall surrender his expired license (or a **certified** copy) and shall submit a properly completed application **Form RLM-105**, (see Annex 1), for renewal. With the application there shall also be submitted:

- .1 Two (2) passport-size color photographs of the applicant,
- .2 A report of physical examination within the preceding 12 months on **Form RLM-105M**, (see Annex 2),
- .3 The fee prescribed in Annex 5 for renewal of a license, and
- .4 Evidence of professional competence.
- .5 Evidence of STCW mandated additional training and certification.

10.2.2 Evidence of Professional Competence - The evidence of professional competence referred to in sub-item 10.2.1.4 above which must accompany the application shall be as follows:

- .1 Evidence of all sea service under the expired license, including proof of sea-going service in the grade of license held for a total of at least one (1) year during the preceding five (5) years; **or**
- .2 Evidence of all employment during at least the preceding five (5) years, including employment ashore closely related to the operation of vessels, which may be considered by the DCO to be at least equivalent to the sea-going service required by sub-item 5.2.2.1 above; **or**

- .3 Evidence of having completed sea-going service in an appropriate supernumerary capacity for a period of not less than three (3) months immediately prior to taking up the position in which he or she is entitled to serve by virtue of his or her license grade.

10.2.3 Additional Training and Certification - An applicant for license renewal must meet the same general requirements for a Liberian Certificate License as specified in General Requirements for Officer Certificate, as applicable, in regards to ARPA, Firefighting Training, Radar Observer Training, GMDSS Certification, First Aid Training, Advanced Medical Training, and Proficient in Survival Craft/Rescue Boats Training.

11 HOW TO APPLY FOR DOCUMENTS

11.1 General Application Information

11.1.1 Use of Filing Agents - All applications must be submitted through either a local Authorized Liberian Filing Agent or a LISCR Regional Office.

11.1.2 Submission of electronic applications preferred - Filing agents should submit applications through the use of LISCR's SEA (Seafarer's Electronic Application) System. Sea System utilizes a web-based interface available to all Authorized Liberian Filing Agents. There will be no Application Fee for Sea System Applications.

11.1.3 Paper applications - Paper applications from existing filing agents will still be accepted. **Paper Applications will be assessed an Application Fee of USD \$100.00.** Paper Applications are Applications using forms RLM-273/279, RLM-105, and supporting documents which is sent via mail or courier to our office. Filing agents are highly encouraged to submit applications via SEA System. For more details, please contact The SEA System Group at:

Email: seafarers@liscr.com

Fax: +1 703 790-5655

11.1.4 Cover Letter - Receiving/Filing Agents are required to submit a cover letter for each group of completed applications to the Seafarers Department. This letter must give detailed information regarding the applications in respect to what each applicant is applying for, the required fee and the name of the active Liberian registered vessel in which he/she is being employed.

11.1.5 Retention of applications - All applications submitted to the DCO will be retained regardless of whether the application is processed or rejected. In cases where an application is rejected, an e-mail will be sent notifying the Agent.

11.1.6 Schedule - Any application for books, SQC and licenses must include remittance for the required fee in accordance with the Fee Schedule in Annex 5.

11.2 Seafarer's Identification and Record Book (SIRB)

- 11.2.1 Form RLM-273/279 - Each application must be submitted in person on form RLM-273/279, Application for Seafarer's Identification and Record Book" (see Annex 3) to an Authorized Receiving/Filing Agent who will review the documents submitted and witness the applicant signing the application. Detailed instructions are set forth in the "GENERAL INFORMATION AND INSTRUCTIONS" section on the front page of form RLM-273/279. A Copy of the completed application is to be retained by the seafarer as evidence that the application is being processed. This form may be downloaded from the LISCR Website.
- 11.2.2 Complete Application - With each properly completed application form and the fee prescribed in Annex 5, there shall be submitted all necessary documents, letters and/or proofs. **Incomplete applications will be rejected and filed.**
- 11.2.3 Physical Examination - Every candidate for a book shall be required to submit satisfactory evidence of a physical examination completed within the **12 months** immediately preceding application.

Submitting the application without the necessary fees or supporting documentation will result in delay and possible rejection of the application.

11.3 Special Qualification Certificates (SQC's)

- 11.3.1 Form RLM-273/279 - Each application must be submitted to the DCO on Form **RLM-273/279**, (see Annex 3. If the applicant does not have a Liberian "Seafarer's Identification and Record Book", this application must be submitted **in person** to an authorized Receiving/Filing Agent. A copy of the properly completed application is to be made by the Receiving/Filing Agent for the Seafarer and retained by the Seafarer as evidence that the application is being processed.
- 11.3.2 Supporting Documents - With each properly completed application form, there shall be submitted all necessary documents, letters and/or proofs as specified in Form RLM-273/279, to establish eligibility for the certificate.

11.4 Officer License

- 11.4.1 Form RLM-105 - Each application for an officer license shall be submitted on official **form RLM-105**, (see Annex 1,) which may be downloaded from the LISCR Website, and shall be accompanied by all necessary proofs, other supporting data and fees prescribed in Annex 5.
- 11.4.2 Certificate of Receipt of Application ("CRA") - When an application for a Liberian License without further examination is submitted to any one of the Regional Marine

Safety Offices listed in Liberian Marine Notice No. ADM-004 and Annex 7 herein, the applicant may request issuance of a Certificate of Receipt of Application. This request must be accompanied by the fee prescribed in Annex 5. If the application (with attachments) and proof of foreign certificate are in proper form and legitimate, the applicant will promptly be issued an official CRA in the grade for which applied as follows.

- .1 Each officer certificate applicant that qualifies, based on recognition of a national certificate under the provisions of STCW regulation I/10, will be issued a CRA. The CRAs will be issued by electronic means to the person or office that has filed the application unless the application is presented in person, in which case the CRA will be issued directly to the applicant.
- .2 While holding this CRA in conjunction with a valid and current national CoC, the applicant may serve aboard Liberian Flag vessels for a period up to 90 days while their application for a Liberian License is being processed.
- .3 CRAs shall only be issued after a completed and signed application, RLM-105, with all required supporting documents, has been received.
- .4 CRAs become valid when signed by the applicant.

11.5 Officer Examination

11.5.1 How to Apply - Every candidate for examination for an officer certificate license shall submit a properly completed application and shall indicate the facility at which the candidate will report for examination. The Candidate will receive notice from that facility once his exam has been received.

11.5.2 Days and Places of Examination - Examinations may be taken, upon request to the DCO, at any of the facilities listed in the various specimen examinations. Examinations normally shall be conducted on weekdays commencing at 0900 hours local time and terminating at 1700 each day. However, a candidate is required to conform to the office hours of the individual facility, where these differ from the normal schedule.

12 Fees

12.1 Schedule - Any applicant for a license or other document must remit the required fee in accordance with the schedule in Annex 5. Should secure delivery of documents by courier service be required, a fixed fee of U.S. \$5 per document must also be remitted with the application. See Annex 5 for full description of this service.

12.2 Payment

.I **AMERICAN EXPRESS, VISA OR MASTERCARD**

Please complete the credit card authorization form on the last page and follow the instructions on the form.

.II **CHECK OR BANK DRAFT**

Checks must be in U.S. dollars and drawn on a bank located in the United States, payable to:
“LISCR, LLC-Maritime Account VA”

.III **BANK (WIRE) TRANSFER**

Please refer to our website for further payment instructions www.liscr.com

<http://www.liscr.com/liscr/Home/Newpaymentinstructions>

(Please provide Payer’s name, Official number and Invoice number)
(Amount must be remitted in U.S. Dollars)

Remember that your bank will charge transfer fees. Only the net amount received into the account will be credited toward payment of seafarer documents. Please identify yourself by agent name and number to ensure that the name and registration number of the Liberian entity for which payment is being made, and, where available, the invoice number in respect in which you are making payment, are clearly stated on the payment.

Drawdown Accounts - Drawdown accounts (DDA) shall be established within three months of starting use of SEA. Payments to the DDA may be made through any of the means described above.

Mailing to us - The use of courier services is recommended. When not applying in person, the application(s) with payment should be sent by courier instead of regular mail.

Mailing from us - Agents are strongly urged to enclose, with applications, an additional \$5 per book application and \$5 per officer license application for return courier delivery. Special qualification certificates will be couriered along with I.D. Books at no additional charge. **All Work Orders are subject to a \$45.00 minimum charge for courier.**

