

Commonwealth of Dominica**Office of the Maritime Administrator**

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

SUBJECT: Certification, Training and Rest Periods

REFERENCE: (a) Maritime Regulation Chapter 7, Merchant Seamen
(b) STCW Convention, 1978, as amended 1995, and the STCW Code
(c) CDP 300, Requirements For Merchant Marine Personnel Certification
(d) IMO Code for High Speed Craft
(e) IMO Resolution MSC.66(68) and MSC.67(68)

PURPOSE: This Circular advises all shipowners, operators, seafarers, agents and recognized organizations on the manner in which the Administration shall be applying the STCW Convention of 1978, as amended 1995, and the STCW Code.

APPLICATION: This Notice applies to all seafarers serving aboard Dominica flagged vessels.

REQUIREMENTS:**1.0 Implementation****1.1 Important Dates**

- .1 February 1997 - By "Tacit Acceptance," the 1995 amendments to the STCW Convention went into force.
- .2 1 August 1998 - All new seafarers entering the profession for the first time shall be trained and qualified under the revised STCW 95 standards.
- .3 1 January 1999 - The new training requirements entered into force for masters, officers, ratings and other personnel on passenger ships other than Ro-Ro passenger ships.
- .4 1 February 2002 - All training and certification shall be accomplished in accordance with the revised STCW 95 standards.

1.2 Grandfather Provision

Seafarers who have received their sea going training, or commenced sea-going service prior to 1 August 1998, may be documented under the requirements existing prior to the STCW 1995

amendments until 1 February 2002, subject to compliance with the new requirements which became effective 1 February 1997.

2.0 Certificates

2.1 Terminology

- .1 Certificates and Certification - Wherever the words "license", "licensed" or licensing are used in the Maritime Act and Regulations and thereunder, the reference shall be to "certificate", "certificated" or "certification" respectively.
- .2 Certificate(s) of Competency - Wherever the words "License" of an officer and "License of Competency" are used in the Maritime Act and Regulations and thereunder, the reference shall be to "Certificate(s) of Competency."
- .3 Seafarers - Seafarers means any and all members of the crew and officers other than the Master and pilots, employed or engaged in any capacity on board any vessel. Wherever the words "seaman" and "seamen" are used in the Dominica Maritime Law and Maritime Regulations the reference shall be to "seafarer" and "seafarers."
- .4 Crew - Means collectively the persons other than officers and Master, serving in any capacity on board a vessel.

2.2 Formats

Two forms of certificates will be issued:

- .1 an original certificate(or the renewal of a Dominica certificate) issued on the basis of review by the Deputy Maritime Administrator of sea time, approved training certificates and/or examination results, and
- .2 an endorsement certificate issued on the basis of an original equivalent certificate good to the expiration date of the original certificate.

3.0 Evidence of Training

3.1 National Certificates

National Certificates containing the relevant STCW 95 endorsements or training course certificates, acceptable to the Maritime Administrator (MARAD) will be considered evidence of completion of the training requirements for all certification.

3.2 On Board In-Service Training

The on board In-Service of candidates for certificates as "deck/navigational" or "engineer" watch officers must successfully complete a Dominica approved In-Service training program and must be closely supervised and monitored by a qualified and certified deck or engineer officer, as appropriate, aboard the ship on which the seagoing service is performed for at least six (6) months. Such training must be recorded in an approved training record book.

4.0 Standards of Competence

4.1 Certification

Both forms of certificates will specify the "Functions" the candidate has been qualified to perform and also the "Level of Responsibility."

4.2 Functions

Abilities are defined by these seven functions:

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

4.3 Levels of Responsibility

Three "levels of responsibility" are now being applied:

- .1 Management level - Master, Chief Mate, Chief Engineer, First Assistant Engineer;
- .2 Operational level - Second Mate, Third Mate, Second Assistant Engineer, Third Assistant Engineer, Mate, Assistant Engineer, Radio Operator; and
- .3 Support level - Ratings, capacities, other un-certificated crew members.

5.0 CDP 300 Requirements For Merchant Marine Personnel Certification

Interested parties are strongly urged to refer to the "Requirements For Merchant Marine Personnel Certification" (CDP 300) for additional details.

6.0 Certification of Officers

6.1 Functions Required

6.1.1 Master and Deck/Navigation Officers

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

6.1.2 Engineer Officers

- .1 Marine Engineering
- .2 Electrical, Electronic and Control Engineering
- .3 Maintenance and Repair
- .4 Controlling the Operation of the Ship and Care for Persons on Board

6.1.3. Radio Officers - Radio communications

6.1.3.1 Alternative Certification

A candidate must first complete all functions described in either 6.1.1 or 6.1.2. Further functions may be added provided the candidate officer completes, as appropriate, additional relevant education and training and meets the standards of competence prescribed for the functions concerned.

6.2 New Requirements

6.2.1 Advanced Firefighting Training

Every candidate for a master or mate's certificate or an engineer officer certificate for service on vessels of over 750 KW propulsion power must submit proof of completion of an advanced marine firefighting course.

6.2.2 Radar Simulator Training

Applicants for a Master's certificate or mate's certificate must submit proof of completion of a marine radar simulator course approved by the MARAD.

6.2.3 GMDSS Certification

Every applicant for a Third Mate or Second Mate certificate must hold GMDSS Certification.

6.2.4 First Aid Training

Every applicant for a Second Mate/Third Mate's certificate on vessels over 500 gross tons; every applicant for a Master's/mate's certificate on vessels less than 500 gross tons; and every applicant for an engineer officer's certificate on vessels of over 750 KW propulsion power must have completed first aid training.*

6.2.5 Survival Craft/Rescue Boat Training

Every applicant for a Master's and all other deck/navigational officer certificates for vessels of all tonnages, and every applicant for engineer officer certificates on vessels of over 750 KW propulsion power, must complete survival craft/rescue boat training.*

6.2.6 ARPA Training

Every applicant for a Master's and all other deck/navigational officer certificates must complete "Automatic Radar Plotting Aids" (ARPA) training. *

7.0 Special Qualification Certificates (SQC's)

7.1 New Seafarers

Special Qualification Certificates issued after 1 August 1998 to seafarers who begin their sea going training and service on or after 1 August 1998, must comply with STCW 1995 requirements. The certificates will be inserted in the Dominica Training Record Book.

7.2 Date of Expiry

Masters', officers', and certain ratings' SQCs will be issued with dates of expiry.

7.2.2 Period of Validity

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

7.2.3. Ratings Forming Part of a Navigational Watch

7.3.1 New designation

The symbol "**II/4**" will appear after the designation "Able Seaman", "Ordinary Seaman", "Bosun", "GP-1" and "GP-2" to indicate that the seafarer's function at the Support level is that of a qualified rating forming part of a Navigational Watch in accordance with STCW Code Section II/4.

7.3.2 Ratings

A "General Purpose - 1" ("GP-1") certification will be issued to applicants who fulfill all the requirements for both "Able Seaman" and "Oiler/Motorman." This SQC was created for vessels having "GP-1" ratings on their Minimum Safe Manning Certificates.

A "General Purpose - 2" ("GP-2") certification will be issued to applicants who fulfill all requirements for "Ordinary Seaman" and "Oiler/Motorman", for assignment to vessels with a Minimum Safe Manning Certificate calling for "GP-2" ratings.

A "General Purpose Trainee ("GPT") certification will be issued to applicants who are 15 years old or older, without any seetime, and can meet the physical examination requirements for a Deck/Navigation Officer or Engineer Officer certificate of competence.

7.4 Ratings Forming Part of an Engine Room Watch

7.4.1 Designation

The symbol "**III/4**" will appear after the designation "Oiler/Motorman", "Fireman/Water Tender", "GP-1" and "GP-2" to indicate that the seafarer's function at the Support level is that of a qualified rating forming part of an Engine Room Watch in accordance with STCW Code Section III/4.

7.4.2 Ratings

The SQC ratings of "Oiler" and "Motorman" will be replaced by a single SQC called "Oiler/Motorman." In addition, new "GP-1", "GP-2" and "GPT" ratings are available.

* For Seafarers who have commenced their maritime training and/or sea service prior to 1 August 1998, these requirements do not become effective until 1 February 2002

** Rating will not be required to revalidate watchstanding and survival craft /rescue boat crewman qualification special qualification certificates.

*** After 1 February 2002 only certificates and documents from IMO "Listed" nations will be accepted.

7.5 Tankerman Certification

7.5.1 General Requirements

The STCW 1978, as amended 1995, Regulation V/1 paras. 1 and 2, specifically requires the master, chief engineer, chief officer, and first assistant engineer aboard a tank vessel to have completed training courses appropriate to the type of tanker they are to serve board. It also requires officers and ratings who have duties and responsibilities in connection with cargo and cargo handling equipment to be similarly trained.

7.5.2 Firefighting

All personnel, including ratings, seeking Special Qualification Certificates as "Tankerman", (Oil, Chemical, Liquefied Gas, Crude Oil Washing/Inert Gas) must have completed an approved, shore based firefighting course appropriate to the certificate being sought.

7.5.3 Functions

The minimum ability required will be Cargo Handling and Stowage.

7.5.4 Certification Levels

For "Level of Responsibility", refer to section 4.3. All Tankerman SQCs will have the appropriately stated "Level."

7.5.5 Types of "Tankerman" Certification

Four (4) types of "Tankerman" certificates will be issued:

- .1 "Tankerman (Chemical)"
- .2 "Tankerman (Liquefied Gas)"
- .3 "Tankerman (Oil)"
- .4 "Tankerman (Crude Oil Washing/Inert Gas)"

7.5.6 Limitations Applying

In this section of the SQC, "Person in Charge" or "Person Assisting" will appear. Officers will receive "Person in Charge" at the Management or Operational level and ratings will receive "Person Assisting" at the Support level.

7.6 Advanced Firefighting

7.6.1 Mandatory minimum training in advanced firefighting

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

7.6.2 Officer Exemption

A separate Special Qualification Certificate for "Advanced Firefighting" is not required by this Administration for any certificated officer since advanced marine firefighting training is a prerequisite for certification effective 1 August 1998.

7.6.3 Certification Levels

SQCs for "Advanced Firefighting" will be offered at three levels of responsibility, "Management," "Operational" and "Support."

7.7 Fast Rescue Boats

7.7.1 Prerequisite

Applicants for this new certification must have previously received a "Proficient in Survival Craft/Rescue Boat Crewman" certification or possess a Liberian Deck Navigational Officer's Certificate of Competence.

7.7.2 Certification Levels

Certification will be issued in the three levels of responsibility, "Management", "Operational" and "Support". Applicants must have completed an approved training course in "Fast Rescue Boat" operations.

7.8 Medical First Aid Provider

7.8.1 Officer Exemption

A separate Special Qualification Certificate for "Medical First Aid Provider" is not required by this Administration for any certificated officer since First Aid Training is a prerequisite for certification effective 1 August 1998..

7.8.2 Certification Levels

SQCs for "Medical First Aid Provider" will be offered at three levels of responsibility, "Management," "Operational" and "Support."

7.9 Medical Care Person in Charge

7.9.1 Certification of Responsible Officer

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

7.9.2 Prerequisite

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

7.9.3 Certification Levels

Special Qualification Certificates will be issued at the "Management" and "Operational" levels of responsibility for "Medical Care Person in Charge."

7.9.4 Ship's Doctors

Since it is expected that such persons will be properly licensed and practicing physicians, that license shall substitute for this Special Qualification Certificate as documentary evidence that the holder has attended a course of training in medical first aid or in medical care, precluding any need or requirement for or issuance of this Special Qualification Certificate to any ship's doctor

or nurse practitioner. It shall be the responsibility of the shipowner or operator to verify the validity of any such licensing.

7.10 High Speed Craft

7.10.1 Certificate

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

7.10.2 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.

7.10.3 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.

7.11 Recertification

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

8.0 Training

8.1 Basic Training

8.1.1 Requirement

Applicants for an original Seafarers' Identification Document and training record books must show evidence of having received "basic training" in:

- .1 Personal survival techniques,
- .2 Fire prevention and fire fighting,
- .3 Elementary first aid, and
- .4 Personal safety and social responsibility.

8.1.2 Passenger Vessels

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

8.2 Familiarization Training

8.2.1 Requirement

All persons employed or engaged aboard a sea going vessel shall receive "Familiarization Training." This training shall be the responsibility of and be accomplished by the shipowner or operator in accordance with the guidelines in STCW 1995 Regulation VI/1, Code Section A-VI/1. It is the intent that the training be completed after a seafarer is assigned to a vessel and prior to the seafarer assuming routine duties aboard that vessel.

8.2.2 Certification

The training shall be documented in the TRB, in by a shipboard log entry or other acceptable written verification available for review by proper authorities and ISM Code auditors.

8.3 On-Board Training and Instructions

8.3.1 On-board training in the use of the ship's life-saving appliances, including survival craft equipment, shall be given as soon as possible but not later than two weeks after a crew member joins the ship. However, if the crew member is on a regularly scheduled rotating assignment to the ship, such training shall be given not later than two weeks after the time of first joining the ship.

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

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

8.3.4 Documentation

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

8.4 RO-RO Passenger Vessels

8.4.1 Requirements

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

- .1 Crowd management as specified in section A-V/2, paragraph 1 of the STCW Code;
- .2 Vessel familiarization as specified in section A-V/2, paragraph 2 of the STCW Code;
- .3 Safety for personnel providing direct service to passengers in passenger spaces as specified in section A-V/2, paragraph 3 of the STCW Code;

- .4 Passenger safety, cargo safety and hull integrity for masters, chief mates, chief engineer officers, second engineer officers and any person assigned immediate responsibility for embarking and disembarking passengers, loading, discharging or securing cargo, or closing hull openings as specified in section A-V/2, paragraph 4 of the STCW Code; and
- .5 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 an emergency situation as specified in section A-V/2, paragraph 5 of the STCW Code

This training shall be the responsibility of and be accomplished by the shipowner or operator in accordance with the guidelines in STCW 1995, Regulation V/2, section A-V/2.

8.4.2 Documentation

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

8.5 Passenger Vessels

8.5.1 Requirements

Masters, officers, ratings and other personnel designated on muster lists to assist passengers in emergency situations aboard passenger vessels, other than ro-ro passenger vessels, engaged on international voyages shall receive, prior to being assigned shipboard duties, 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/3, paragraph 1 of the STCW Code;
- .2 Vessel familiarization for masters officers and other personnel assigned specific duties and responsibilities as specified in section A-V/3, paragraph 2 of the STCW Code;
- .3 Safety for personnel providing direct service to passengers in passenger spaces as specified in section A-V/3, 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 section A-V/3, paragraph 4 of the STCW Code; and
- .5 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/5, paragraph 5 of the STCW Code.

This training shall be the responsibility of and accomplished by the shipowner or operator in accordance with the guidelines in STCW 1995, Regulation V/3, section A-V/3.

8.5.2 Documentation

The shipowner/operator shall ensure that documentary evidence of the training which has been completed is issued for every person found qualified under the provisions of this Regulation V/3 and is available for review by proper authorities and ISM Code auditors.

9.0 Rest Periods

9.1 Hours of Rest

9.1.1 Minimum Number

All persons who are assigned duty as officer in charge of a watch or as a rating forming part of a watch shall be provided with a minimum of ten (10) hours of rest in every 24 hour period.

9.1.2 Number of Rest Periods per 24 Hour Period

Such hours of rest may be divided into no more than two periods, one of which shall be at least six (6) hours in length.

9.2 Exceptions

9.2.1 Drills or Emergencies

The above requirements for rest periods need not be maintained in case of an emergency or drills.

9.2.2 Overriding Operational Conditions *

Notwithstanding the provisions of 9.1.1 and 9.1.2 above, during overriding operational conditions the minimum period of ten (10) hours may be reduced to not less than six (6) consecutive hours; provided that, any such reduction shall not extend beyond two (2) days, and not less than seventy (70) hours of rest shall be provided in each seven (7) day period.

9.3 Schedules

Watch schedules shall be conspicuously posted where they are easily accessible to all watchstanders on board the ship, nautical inspectors and port State authorities.

9.4 Records

The Master shall cause the recordation of the hours of work and/or rest periods of each navigational and engine room watchstander. Such record shall be available for inspection by marine inspectors designated by the Office of the Deputy Commissioner.

* "Overriding operational condition" in this context means essential shipboard work which cannot be delayed for safety reasons and which could not reasonably have been anticipated at the commencement of the voyage.