



South African Maritime Safety Authority

Ref: SM6/5/2/1

Date: 19 August 2015

Marine Notice No. 15 of 2015

Amendments to OPS 517 – application for the endorsement of a foreign Certificate of Competency.

TO OWNERS, OPERATORS AND MASTERS OF SOUTH AFRICAN, FOREIGN CERTIFICATION HOLDERS, MANNING AGENCIES, REGISTRAR OF SEAFARERS, PRINCIPAL OFFICERS AND EXAMINERS

Summary

This Marine Notice updates the procedures to be followed by candidates when applying to have their Certificate of Competency to be recognised for serving on board a South African ship and the issue of the endorsement thereof. The process contained herein should be followed by the examiners when assessing the applications.

Introduction

1. Section 83 of the Merchant Shipping Act permits the employment of a holder of a foreign certificate of competency on a South African ship provided the holder is authorised by Regulations
2. The Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013, as amended (the Regulations) provides the principles for the South African Maritime Safety Authority (SAMSA) to follow when accepting a foreign certificate of competency.
3. Appended to this Marine Notice are the documents to be used by candidates when completing the application as well as by examiners in assessing the same. The following documents are attached; a. POP 517
 - b. FOP 517 – may be downloaded from www.samsa.org.za/Pages/All-Forms.aspx
4. Applications should be submitted in any SAMSA office where the process may be initiated. Applications initiated by employers may be sent via e-mail to exams@samsa.org.za and these applications will be dealt with by the Senior Examiner.

19 August 2015

SM6/5/2/1

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Appendix 1: GOP-517 – Recognition of a Foreign CoC and issuing of CRA and CeC

GUIDANCE NOTE
Recognition of a Foreign
CoC and issuing of CRA
of 4 and CeC

Document No. **GOP-517**
Revision No, Date **5 – 6.08.15**
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Compiled by
Chief Examiner

Approved by
Executive Head: Centre of Seafarers

OPERATIONS – SEAFARER CERTIFICATION

GUIDANCE NOTE

Application for Recognition of a Foreign CoC and issuing of CRA and CeC.

- (1) Individual applications to be submitted through a port office. All documentation to be original.

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- (2) Electronic submissions will only be accepted if initiated by an employer. Such applications should be sent to exams@samsa.org.za. The employer shall include a statement to the effect that all documentation has been checked against the original and found correct. Electronic applications will be assessed by the relevant senior examiner.
- (3) An applicant is to be referred to the relevant Marine Notice by the recipient of the application, to verify that the country of origin of the certificate for endorsement appears on the list of countries whose certificates are recognized by South Africa. No endorsement will be issued to a certificate issued by a country not on this list.
- (4) Application **FOP-517** is received by Surveyor Support Clerk (SSC) [in the event of an electronic submission, the relevant senior examiner shall initiate the process with the SSC]. The PO appoints an examiner to approve the application. The examiner checks and verifies all documentation submitted which must include at least the following:
- (5) A statement by the applicant, confirmed by or on behalf of another party to the STCW Convention, that his or her level of proficiency in English meets the relevant requirements of these regulations.
- (a) taking and passing an SAMSA English oral exam with a SAMSA surveyor/Examiner on board ship or in a port office
 - (b) holding a STCW CoC for which the examinations and teaching were conducted in English
 - (c) holding an advanced English language certificate issued by the British Council or an International Language Testing System (IELTS) test report showing overall band of at least 6
 - (d) holding a certificate of TOEFL (Test Of English as a Foreign Language) applicable for admission into US universities

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- (e) holding a Berlitz Language School level 2+ certificate endorsed by the company
 - (f) passing the Marlins test at an approved Marlins Test Centre plus the Marlins test of spoken English (TOSE) or written confirmation from your company that your spoken English is satisfactory for your job
- (6) A valid medical certificate issued by an approved medical practitioner or recognized by the party declaring that the medical fitness of the applicant complies with the medical standards set out in the Maritime Medical Standards Code.
- (7) Ancillary course certificates – Not generally required if information already included as part of applicants CoC.
- (8) A certified copy of the applicant’s valid original certificate of competency.
- (9) Two current passport-size colour photographs of the applicant. Photos shall meet the following requirements;
- (a) Be in sharp focus and clear
 - (b) Have a strong definition between face and background
 - (c) Be printed professionally on high quality paper
 - (d) Show the candidate looking directly at the camera
 - (e) Photo must be a close up of the candidates’ head and top of the shoulders.
 - (f) Have the following dimensions: Height = 45 mm, width = 35mm
- (10) Documentary evidence that he or she has attained the level of knowledge of the Republic’s Maritime Legislation as specified in the Code if the applicant is applying for recognition as

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master, chief mate, chief engineer officer or second engineer officer. The assessment for documentary evidence may be written through the Authority or an accredited institution.

- (11) Every endorsement issued under regulation 98(3) of the Merchant shipping (Safe Manning, Training and Certification) Regulations 2013 shall be a separate document and shall state, with reference to these regulations and the STCW Convention, the capacity in which the holder is entitled to serve.
- (12) A certified copy of the applicants GMDSS (For deck department only). A letter of Authority to operate a radio installation onboard a South African ship.
- (13) The prescribed fee must be paid and a receipt issued.
- (14) In the case of individual applicants, no interim is issued. In the case of employer initiated applications, a Confirmation of Receipt of Application (CRA), is issued.
- (15) If the application is rejected for any reason, the applicant is to be advised in writing and the interim endorsement, if issued, withdrawn.
- (16) Approved applications are sent to the Registrar of Seafarers who will follow the procedure for the issue of an endorsement.
- (17) The Registrar of Seafarers must refer to the issuing authority for verification of authenticity before issuing the endorsement. Candidates shall be issued with certificates as follows;
 - (a) Engineer Officers – Certificate of Equivalent Competence as in accordance with Chapter III of the STCW Convention;
 - (b) Deck Officers – certificates of equivalent competence as follows;

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i. In accordance with Chapter II of the STCW Convention; and ii.

In accordance with Chapter IV of the STCW Convention

**Appendix 2: FOP 517 – Application for a Certificate of Equivalent
Competency**

APPLICATION FOR A CERTIFICATE OF EQUIVALENT COMPETENCY

Port

Rotation No

Application Date



A. Personal Particulars of Applicant

Revision No/ Date	Title	Reference
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Ver. 1.0 - 06.08.2015	Application for Certificate of Equivalent Compency	FOP-517
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Full Names of Candidate

Date of Birth _____ PP Number _____

Nationality _____ Eye Colour _____

Height _____ Hair Colour _____

Tel/Mobile No _____ e-mail _____

Permanent Address

B. Particulars of Foreign Certificate

Nationality of Certificate

Issuing Authority

Certificate held

Certificate No. _____ Date of Issue _____

Endorsements - Special Ships
(Yes/No)

I declare that the information supplied above is true and correct.

Signature of Candidate

C. Payment (for office use only)

Fee Received		Receipt No		Date	
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Signature of person receiving fee

Full Names of Candidate

D. Supporting documents for Deck Department – Merchant Vessels

Supporting Documents	
Proof of Identity - Passport or equivalent	<input type="checkbox"/>

Passport sized photos (x 2) - or Electronic Passport Type Photographs	<input data-bbox="1358 315 1393 398" type="checkbox"/>
Medical Certificate	<input data-bbox="1358 553 1393 636" type="checkbox"/>
Certificate of Competency	<input data-bbox="1358 788 1393 871" type="checkbox"/>
GMDSS Certificate	<input data-bbox="1358 1023 1393 1106" type="checkbox"/>
Proof of proficiency in the English Language	<input data-bbox="1358 1258 1393 1341" type="checkbox"/>
Passing the Law Exams (only applicable in the case of 2nd Engineer, Chief Engineer, Chief Mate and Master)	<input data-bbox="1358 1494 1393 1576" type="checkbox"/>
Ancillary Courses (if applicable)	<input data-bbox="1358 1729 1393 1812" type="checkbox"/>
Prescribed fee (proof of payment to be attached - application by company will be invoiced accordingly)	<input data-bbox="1358 1964 1393 2047" type="checkbox"/>

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E. Endorsements - Special Ships

Revision No/ Date	Title	Reference
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Ver. 1.0 - 06.08.2015	Application for Certificate of Equivalent Compency	FOP-517
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Applications that includes endorsements below shall be so refelcted in the Certificate of Competency of the Applicant.

Basic Training for Oil and Chemical Tanker Cargo Operations (STCW A-V/1-1-1)	<input type="checkbox"/>
Advanced Training for Oil Tanker Cargo Operations (STCW A-V/1-1-2)	<input type="checkbox"/>
Advanced Training for Chemical Tanker Cargo Operations (STCW A-V/1-1-3)	<input type="checkbox"/>
Basic Training for Oil and Chemical Tanker Cargo Operations (STCW A-V/1-1-1)	<input type="checkbox"/>
Advanced Training for Oil Tanker Cargo Operations (STCW A-V/1-1-2)	<input type="checkbox"/>
Basic Training for Gas Tanker Cargo Operations (STCW A-V/1-2-1)	<input type="checkbox"/>
Advanced Training for Gas Tanker Cargo Operations (STCW A-V/1-2-2)	<input type="checkbox"/>
Competence in Crisis Management and Human Behaviour (STCW A-V/2-Para 3)	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

I hereby confirm that I have checked the application as submitted and found it suitable, pending verifications of the Certificate of Competency by the Registrar of Seafarers

Full Names of Examiner

Signature of Examiner

Date
