



South African Maritime Safety Authority

Ref: SM6/5/2/1

Date 4 May 2016

Marine Notice No. 20 of 2016

Guidelines for assessment of application for Certificate of Competency, Proficiency or Qualifications

TO ALL SAMSA STAFF, SEAFARERS, HIGHER EDUCATION INSTITUTIONS, TRAINING PROVIDERS AND SHIP OWNERS

Marine Notice No 14 of 2015 is cancelled & Marine Notices listed in Annex 1 are cancelled or remain valid as indicated

Summary

This marine notice advises seafarers and examiners alike on the policies and procedures to be applied as regard the assessment and acceptance of sea service and other evidence submitted in support of applications for issue of Certificates of Competency, Proficiency or Qualification. The Marine Notice also seeks to combine relevant marine notices that relate to the assessment of seafarers.

Introduction

1. There are numerous Marine Notices relating to the Maritime Education and Training, some dating as far back as the year 2001.
2. This has made it difficult for candidates, training institutions, as well as SAMSA staff to keep track of the relevant Marine Notices and Marine Circulars.

Solution

3. All existing marine notices were reviewed, with the intention of consolidating information into a number of subject specific notices.
4. Annex 2 covers the policy applicable to the relevant Guidance on the issue of Certificates issued under the Merchant Shipping Act, 1951. In the event of changes to Annex 2, new marine notice will be issued to replace the document in its entirety.
5. Annex 1 lists all Marine Notices affected by this Marine Notice.

4 May 2016

SM6/5/2/1

Issued by and obtainable from:
The South African Maritime Safety Authority
146 Lunnon Road
Hillcrest, Pretoria

PO Box 13186
Hatfield 0028

Tel: +27 12 307 3006

Fax: +27 12 307 3086

E-mail: marinenotices@samsa.org.za

Web Site : www.samsa.org.za

Annex 1 - List of Marine Notices

	Year	MN	TITLE	Validity
1.	2000	29 of 2000	STCW '95: new format for certificates of qualification.	Valid
2.	2005	39 of 2005	Joint SAMSAs and Transport Education and Training Authority (TETA) accreditation and approval processes	Valid
3.	2006	23 of 2006	GMDSS (GOC) Certificates of Competency	Valid
4.	2007	23 of 2007	Guidance on level 3 Assessments (Deck)	Valid
5.	2008	08 of 2008	Seafarer Certification: Undertaking in terms of STCW Regulation I/10 with foreign maritime administrations	Valid
6.	2010	10 of 2010	SAMSA deck and engineer examiners and assessors	Valid
7.	2011	05 of 2011	Approval of Simulator Systems for use in maritime training institutions and programmes and the performance areas of Instructors involved in training and education using simulators, in accordance with Regulations 1/12 and 1/6 of the STCW Convention	Valid
8.	2012	07 of 2012	Memorandum of Understanding (MOU) between ICASA and SAMSAs	Valid
9.	2013	15 of 2013	Transitional arrangements for the Revalidation of Certificates of Competency and the Accreditation of Maritime Training Programs and Institutions following the 2010 Manila Amendments to the STCW Convention & Code	Valid
10.	2013	31 of 2013	Height of Platform for Personal Survival Techniques Training	Valid
11.	2014	18 of 2014	Approved Medical Practitioners	Cancelled
12.	2014	19 of 2014	Marine Motormen Grade 1 serving as 2nd Engineer on Harbour Craft with total propulsion power greater than 1500kW that require a Marine Motorman Higher Grade Certificate of Proficiency.	Cancelled
13.	2014	22 of 2014	Advanced tanker training – clarity on acceptable proof to complying with regulations for issue of endorsements	Valid
14.	2014	28 of 2014	SAMSA Accreditation of Courses and Training Programmes Conducted By Training Institutions for Certificates of Competency	Valid
15.	2014	31 of 2014	Theoretical Training for Master, Mate <200 GT, <500 GT.	Valid
16.	2014	33 of 2014	Accredited training institutions and Programs	Cancelled
17.	2014	34 of 2014	Recognition of Existing Seafarers for Electro – Technical Officers (ETO) Certificate of Competency (CoC)	Valid
18.	2015	08 of 2015	Compliance with STCW '78, as amended in 2010	Cancelled
19.	2015	09 of 2015	General Exemptions on Safe Manning for South African Ships	Valid
20.	2015	14 of 2016	Guidelines for assessment of application for Certificate of Competency, Proficiency or Qualifications	Cancelled

Annex 2 - Guidance on the issue of Certificates issued under the Merchant Shipping Act, 1951

1. Introduction & Background

The Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013 (the Regulations) were signed into law on 23rd July 2013 and repeal the 1999 Training and Certification regulations. The changes were preceded by the amendment of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (or STCW), 1978 (STCW Convention) in 2010, in Manila, Philippines.

Another consideration that was made was the fact that cabinet had decided to adopt The International Convention on Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel, 1995 (STCW-F Convention). The changes in the two conventions were large and as such, required that new regulations were drafted, incorporating these changes.

Subsequent to the new regulations being signed, a number of Marine Notices (MN) have been published to assist in the implementation thereof. This has resulted in more than 15 MN's, often leading to confusion. This MN intends to consolidate the previously issued notices.

Certain policy positions are articulated. These are clearly identified throughout the document.

In the end, both SAMSA employees and the candidates should have a better understanding of what is expected of candidates when applying to sit level 3 assessments (oral examination), revalidate Certificates of Competency (CoC), or to apply for Certificates of Proficiency (CoP).

2. Application for Level 3 Assessment

Applications for level 3 assessment should be made using the relevant OPS 500 forms. Candidates are expected to comply with all requirements set therein. Where conflict arises as to the requirements, the relevant Senior Examiner should be consulted, with his/her decision on the matter being taken as final. In turn, the Chief Examiner will ensure that relevant form(s) and the SAMSA Code are updated as required.

Application that are not Manila compliant will only be accepted up to 31st January 2015.

Level 3 assessment application forms are available on SAMSA's website.

Policy statement number 1

1. The requirements set out in the SAMSA Code matrix are to be equivalent to those set in the conventions to ensure competitiveness of South African seafarers in the international market.

2. Applications for Level 3 assessment that are not compliant with the STCW Manila amendments will only be accepted up to 31st December 2015. All Level 3 application thereafter shall be Manila compliant.

The following deviations are made to the policy as regards security training;

1. The minimum security training required for all certificates in STCW Regulation II/1, II/5, III/1, III/2, III/3, III/5, and III/6 is Designated Security Duties (STCW VI/6, A-VI/6-2).
 - a. This is based on the fact that all officers and ratings in this paragraph are generally expected to participate in watchkeeping duties. Additionally, when developing Safe Manning requirements, these individuals are expected to be able to assist in direct security duties, e.g. checking stores, supervising cargo work, participating in stowaway search, etc. which requires this level of security training;
2. Officers in STCW Regulation II/2 are required to have completed Ship Security Officer’s Course (STCW VI/5, A-VI/5);
 - a. They are the senior officers on board the ship. The Master have overall charge and command ought to be aware of all issues affecting the ship’s safety and security;
 - b. The SOLAS, the ISPS code and the Merchant Shipping (Maritime Security) Regulations, 2004 places security responsibilities on the Master; and
 - c. The Chief Mate, being the one to take over command from the Master in the absence/incapacity of the Master. The responsibilities of the Master are placed upon him/her.

2.1. Engineering Requirements

In the past, Mechanical Engineers were taken and trained to become Marine Engineers. This has often caused problems with subjects in their mechanical qualifications not matching those in the SAMSA Code. On the other hand, CPUT and DUT introduced full marine engineering programmes that have seen confusion amongst engineering examiners with the subject names and changes. To ensure that there is ease of interpretation to the engineering examinations, following to be taken as guidelines for taking applications in.

<p>Mechanical Engineer – University candidate (including Technikon)</p>	<ol style="list-style-type: none"> 1. Accept a Diploma/Degree in Mechanical Engineering as having met all educational requirement; and 2. Candidate to provide results of the marine subjects from an accredited training institution in line with the SAMSA code
<p>Mechanical Engineer – Technical Vocational Education and Training</p>	<ol style="list-style-type: none"> 1. Candidate to produce a Diploma in mechanical engineering with a statement of results. The candidate need to have passed with a 50% on all subjects; and 2. Candidate to provide results of the marine subjects from an accredited training institution in line with the SAMSA code

<p>Mechanical Engineer – incomplete qualification</p>	<ol style="list-style-type: none"> 1. Candidate to produce a list of subjects mechanical engineering with a 50% pass rate. The subjects need to be aligned with those in appendix 1 of this document. Should the subject not match, the candidate must provide proof that the subjects he has produced can be given RPL at a SAMSA accredited institution of higher education; and 2. Candidate to provide results of the marine subjects from an accredited training institution in line with the SAMSA code
<p>Marine Engineer – current</p>	<p>Current marine engineers who have done studies at CPUT or DUT shall provide complete subjects at required level for the specific year. This will be aimed at having an understanding of how the education system has evolved at both institutions. At the same time, SAMSA examiners will have a clear understanding of what to expect on a candidate’s results.</p>

Candidates and examiners shall bear in mind that the onus to provide acceptable educational reference lies within the candidate. The examiner’s responsibility is to assess information given by the candidate. Accredited institutions of higher learning are also encouraged to ensure that results they provide to the candidates matches, as far as is possible and true, the SAMSA Code requirements. Where the names of subjects vary, institutions should endeavour to provide explanatory notes to examiners to ensure smooth assessment of candidate’s information.

3. Assessment of Sea Service

Sea Service on various types of vessels is clarified as follows.

3.1. Training Ships

The table in appendix 2 describes how the sea service on board a training ship is to be accounted for and accumulated.

3.2. Trading and non-trading

The definition is;

“non-trading vessels” means pleasure vessels or vessels operated for commercial gain of less than 3000 GT not carrying more than 12 passengers engaged on seagoing voyages during which no cargo operations are conducted;

“Trading vessels” means any seagoing ship engaged on regular seagoing voyages, excluding –

(a) warships, naval auxiliaries;

- (b) *fishing vessels;*
- (c) *ships used solely for sport or recreation; and*
- (d) *sailing ships of traditional build”*

Based on the current definitions, certain individuals would fit into both trading and non-trading vessels. As such, this brings inconsistencies in how the principle of trading and non-trading is applied currently.

Policy statement number 2

1. *In interpreting the definitions of “trading” or “non-trading” and the sea service submitted can be deemed to fall into either definition, the final test shall be whether the ship is used for commercial gain or not. If it is so, the examiner shall accept the sea service as “trading”.*
2. *Vessels over 1600GT but under 3000GT, such as the Smit Amandla, are therefore considered trading vessels.*

To this extent, no deviation on this policy without the approval of the relevant Senior Examiner and the Chief Examiner will be permitted. Sea Service on Type Specific vessels will be accepted as follows:

3.3. Super yachts and other Sport or Recreation vessels

As envisaged in Regulation 33 (Mining Operation and Non-trading vessel operation limitations) of the Regulations, the sea service obtained in these vessels count in full for a certificate of competency, endorsed Non-Trading..

In the case that the candidate intend obtaining a certificate of competency on unlimited vessels, the case has to be submitted to the relevant Senior Examiner for assessment and will be dealt with on a case by case basis. An application for such assessment should be in the following format;

1. A cover letter expressing why the sea service should be accepted as ‘trading’ sea service. The letter should be accompanied by the following;
 - a. A statement of sea service breakdown showing dates at steaming at sea, anchorage time, alongside and dry-dock time;
 - b. Watchkeeping certificates; and
 - c. Breakdown of activities that the vessel was engaged on during the period;
2. An assessment fee in line with determination of charges.

3.4. Non-cargo carrying vessels

These are commercially operated ships, main variance being that they are not normally carrying cargo from one port to another. The ships are of the following types;

1. Ocean going tugs – salvage vessels, Offshore Supply Vessel, and Anchor Handling vessels;
2. Working ships – Utility vessels, Survey/Research Ships, dredgers , Cable/Pipe laying vessels;
3. Offshore construction vessels.
4. SA Government ships compliant with the Merchant Shipping Act

Sea service on ships defined by points 1, 2 and 4 shall count in full for new certificates (taking into account 2/3 rule) and revalidation. The seafarer's record of sea service should be complemented by a statement from the Owner or the Master detailing days at sea, alongside, at anchor, and on workstation. Where this is not provided, the examiner will award only 1/3 of the service claimed. Relevant tonnage and power limitation will apply as per regulations.

In terms of Offshore Construction Vessels, for unlimited sea service, the sea service will count only when there is a statement of time spent whilst the vessel is underway, applying the 2/3 rule. In addition, time spent when on site to be evaluated on a case by case basis.

3.5. Interpretation of Near Coastal for <500GT certificates

To ensure consistency on the application of the Near-Coastal rule, it is necessary that clarity be made regarding “near-coastal voyages” on vessels trading outside the Republic. The definition of a near coastal voyage is:

“near-coastal voyage” means a voyage made by a ship of less than 500GT, exclusively within waters under South African jurisdiction or within adjoining waters under the jurisdiction of another Administration with which a near coastal voyage limit agreement has been entered into”

The definition of an unlimited voyage is:

“unlimited voyage” means a voyage other than one contemplated in the definitions of near-coastal voyage and port operations

The situation may then arise that a candidate has been sea service on board a vessel involved in coastal operations only, but on the coast of another country. This sea service may then erroneously be interpreted as unlimited.

Such service shall be taken as Near Coastal, unless a copy of the vessels certification is provided, demonstrating that the vessel is certified for unlimited voyages. Only in this instance will coastal service be interpreted as unlimited.

3.6. Exploration vessels

These are vessels defined in the regulations as “mining vessels”. The following types of vessels fit into this category;

1. Exploration category 1 – mining vessels, drill ships, Mobile Offshore Unit (MOU), Mobile Offshore Drilling Unit (MODU);

Vessels in this category are able to navigate on their own. Sea service shall be accounted for in the following manner.

- a. Vessels in this category are awarded full sea service towards the next engineering certificate of competency of relevant propulsion power.
- b. For the next deck certificate of competency of relevant tonnage;
 - i. The sea service count in full for a certificate limited to Mining Operations.
 - ii. For an unlimited sea service, the sea service will count only when there is a statement of time spent whilst the vessel is underway using the 2/3 rule.
 - iii. For ratings, both engineering and deck, the sea service count in full towards the next certificate and revalidation.

2. Exploration category 2 – FSO, FPSO, Oil Rig, Jack Up rig

Vessels on this category are generally not able to navigate on their own – should the vessel be able to navigate on its own, the Senior Examiner will assess on case by case. Sea service on these ships count as follows;

- a. Does not count toward the next certificate of competency in the deck department.
- b. For a next engineering certificate of competency, sea service counts in full where vessel is fitted with a means of propulsion to a maximum of 1/3 of the required sea service. If no means of propulsion, service only counts towards revalidation of certificate.

3.7. Revalidation – equivalent service

Following groups of employment is considered equivalent for the purpose of revalidation;

1. Shore based employment
 - a. Maritime lectures of courses relating to certificates as follows
 - i. Holders of Certificates of Competency – lecturing in courses relating to STCW II/1, II/2, II/3, IV/2, III/1, III/2, III/3, III/6 as appropriate
 - ii. Holders of ratings certificates – lecturing in courses relating to STCW II/4, II/5, III/4, III/5, III/7 as appropriate.
 - iii. Any lecturing which falls outside i. & ii. Above shall be submitted to the relevant senior examiner for approval.

- b. Maritime administration employees
 - c. Surveyors – representing classification societies, P & I Clubs, special representations to salvage, salvage masters
 - d. Harbour and Dock Masters
 - e. Shipping related Superintendents and management positions
 - f. Service and repair personnel to ships
2. For the equivalent sea service stated in 1. above, the following requirements applies
- a. 2 years in any of the positions stated above
 - b. Full ancillary courses to be completed as applicable
 - c. SSO/DSD – continued professional competence to be demonstrated. Where persons were employed in positions above and were involved in security related work, e.g. approval and inspections of ships as related to ISPS, ISPS related training, CSO, or others, they may apply to the Senior Examiner Deck for exemptions.
 - d. Letter of employment with full description of duties and responsibilities in terms of equivalent service
 - e. If employment is not listed above, service will be accepted on assessment by the relevant Senior Examiner
3. For those who are employed in sea going service on ships which are in different categories other than those which a person is qualified to work on. The following criteria is applicable in accepting the sea service;
- a. In the deck department
 - i. Coastal or harbour pilots
 - ii. Port operations service
 - iii. Large sports or recreation vessels of appropriate tonnage
 - iv. Vessels <500 GT, but \geq 100 GT whilst holding an unlimited CoC;
 - v. Vessels < 100 GT, but \geq 25 GT whilst holding a <500 GT CoC
 - vi. Decked vessels \geq 9m whilst holding a <200 GT CoC
 - b. In the engineering department, Sea service on other vessels be taken in full;

4. The following requirements applies in the case of service stated in 3. above;
 - a. 2 years' service required
 - b. Refresher ancillary courses to be completed
 - c. ENS at Management/operational level as appropriate, and ECDIS courses, except in the case of iii above.
5. For sea service performed on vessels engaged in exploration as defined in the previous section, the following requirements are applicable for revalidations
 - a. Sea service count in full
 - b. Refresher courses to be completed
 - c. Radar/ARPA management and ECDIS full courses to re-attend if unable to produce Bridge watchkeeping statement/certificate. Not required if 6 months service as trading vessel.

4. Ancillary Course

The following guidance applies to seafarers as well as training institutions regarding attendance of various courses;

1. Candidates attending, for the first time, Advanced Fire Fighting must have successfully completed the Fire Prevention and Fire Fighting course
2. Candidates attending, for the first time, Medical Care must have successfully completed the Medical First Aid course
3. Seafarers holding valid certificates of proficiency in Advanced Fire Fighting and Medical Care do not need to re-attend courses for Fire Prevention and Fire Fighting and/or Medical First Aid.
4. Revalidation of Certificates of Proficiency may be achieved in the following manner;
 - a. Seafarers having 3 months service in the previous 12 months may attend refresher training provided their certificate has not been expired for longer than 6 months, thereafter they must attend a full course
 - b. Candidates having no sea service in the preceding 5 years, may complete refresher training provided their current certificates remains valid. Should their certificates be expired, a full course shall be completed successfully.
5. Where a candidate is required to attend a Fire Prevention and Fire Fighting and/or Medical First Aid course, but has successfully completed training in Advanced Fire Fighting and Medical Care courses respectively. The candidate shall be deemed to have met the requirements.

6. For Basic Training COP only, Elementary first aid is a requirement. This may be replaced by Medical First aid for those seafarers so required to have Medical First Aid for their Certificates, e.g. officers.
7. For revalidation purposes, the requirements for the following training may be met by having continued professional competence only, thus no need to attend refresher training;
 - a. STCW Chapter II & III
 - i. ENS (Operational & Management)
 - ii. ECDIS Generic Training
 - b. All STCW Chapter V training
 - c. The following STCW Chapter VI training
 - i. Designated Security Duties;
 - ii. Ship Security Officer;
 - iii. Fast Rescue Craft

5. New Courses required under the new Regulations

There are a number of new courses which came into force at the amendments of STCW Convention and the Regulations. Their application vary to our seafarers;

1. ECDIS requirements are addressed in Regulation 3(7) of the Regulations. In applying the regulations, the following to be taken into account;
 - a. Any course attended prior 23 July 2013 is acceptable if it clearly states the following on the certificates;
 - i. Uses the words “successfully completed” or “completed successfully”
 - ii. Is completed less than 5 years from date of application;
 - iii. If completed more than 5 years ago, candidate has at least 12 Months sea service on ships equipped with ECDIS – candidate to provide relevant proof (in a form of a letter from the Owner/Master);
 - iv. The certificate include the relevant STCW reference or the IMO Model course for ECDIS training;
 - b. Courses completed on or after 23 July 2013,

- i. shall be attended at a SAMSA accredited training institution if candidate is applying for a next certificate of competence;
 - ii. in the case of revalidation of Certificate of Competence, the course shall be conducted at a SAMSA accredited training institutions or in a country where SAMSA recognises the foreign certificates – the institution has to be approved by that administration
2. High Voltage course – reference only on the SAMSA Code and OPS 500. Following applies in relation to this course for Engineer Officers qualified in terms of STCW III/1, III/2 and III/3.
 - a. Any course attended prior 23 July 2013 is acceptable if it clearly states the following on the certificates;
 - i. Uses the words “successfully completed” or “completed successfully”
 - ii. Is completed less than 5 years from date of application;
 - iii. If completed more than 5 years ago, candidate has at least 12 Months sea service on ships of 750 kW propulsion power or more;
 - b. Courses completed on or after 23 July 2013,
 - i. shall be attended at a SAMSA accredited training institution if candidate is applying for a next certificate of competence;
 - ii. in the case of revalidation of Certificate of Competence, the course shall be conducted at a SAMSA accredited training institutions or in a country where SAMSA recognises the foreign certificates – the institution has to be approved by that administration
3. Human Element, Leadership and Management (HELM);
 - a. Sufficient elements are currently embedded within existing training courses. Candidates having started training after 1.1.2012 will be considered as having met the HELM training requirement. .
 - b. For existing seafarers holding certificates of competence or proficiency, recognition of prior learning will be applied as per statement below.

Policy Statement no 3

Both deck and engineering holders of Certificates of Competency will attain recognition of prior learning and as such, no need to attend a HELM course.

4. Bridge and Engine Room Resource Management (BERM)

- a. Elements on BERM have always been covered during educational phase of the seafarers training. No additional training required for existing seafarers and those having started training after 1.1.2012
 - b. In the future, to be added to the CPUT/DUT mainstream courses.
5. Ship Security Officers, Designated Security Duties and Security Awareness training to be applicable and accepted in line with the Regulations. The applications policy is as follows;

Policy Statement no 4

Sea service will be accepted indiscriminate of the department which the sea service is attained.

In all the above courses, there is no need to re-attend the courses if the candidate can prove Continued Professional Development. This can mainly only achieved by having relevant sea service except in the case of security related training.

South African Certificates will not reflect, positively or negatively, the fact that a candidate has attended courses which fall within Chapter II, Chapter III & Chapter VII on the certificates as these form part of the requirements for education, training and assessment. These courses include, ENS, ECDIS, HELM, BRM & ERM.

6. Endorsement to fishing CoC's

Regulation 60 of the Merchant Shipping (Training and Certification) Regulations, 1999 allowed holders of fishing CoC's to obtain endorsements to the certificates for coastal qualifications. With the incoming of the new regulations in 2013, holders of these endorsements also need to revalidate/convert them in line with the new certification regime.

Regulation 60 endorsements were intended to allow holders of a Fishing CoC to work on a number of type specific vessels in South African waters only.

The holders of Regulation 60 endorsements may apply to convert to STCW certificates as follows:

1. Master (coastal), convert to Master (<500GT Near Coastal)
2. Mate (coastal), convert to Mater (<500GT Near Coastal)
3. Skipper (coastal), convert to Master (<200GT Near Coastal)
4. Skipper (port operations), convert to Skipper (<200GT Port Operations)

To revalidate/convert the endorsement, the following is applicable;

1. Conversion to full STCW CoC
 - a. Candidates having met the full requirements of the code as evidenced by successful attendance at an accredited institution
 - i. Completed half the qualifying sea service applicable to the equivalent certificate.

ii. Level 3 Assessment

- b. Candidates not holding documentary proof of successful attendance at an accredited institution, having written Naval Architecture and Ship Masters Business at SAMSA/DOT.
 - i. Completed half the qualifying sea service applicable to the equivalent certificate.
 - ii. Complete approved training and meet the standard of competence specified in the Code.
 - iii. Level 3 Assessment
2. Conversion to an Endorsed STCW CoC
 - a. Candidates not meeting the requirements for conversion to full STCW CoC must apply for conversion once the new Manila compliant certification is available. The certificate, under Limitations, will list the vessels that may be served on as per the current regulation 60 endorsement.
3. Regulation 60 endorsement applications shall continue to be accepted until 31st December 2015. No Regulation 60 endorsement applications will be accepted after this date.

7. Rating Conversion

1. Able Seafarer (Deck) and Able Seafarer (Fishing) may apply for direct conversion to Able seafarer (Port Operations) with no additional requirements.
2. GR4 WK to Able seafarer (Fishing)
 - 2.1. May apply for conversion to Able Seafarer (Fishing) once Able Seafarer course completion certificate provided.
3. Able Seafarer (Fishing) as OS on any other vessels.
 - 3.1. Port Ops vessels: May be utilised in this position while holding AB (Fishing)
 - 3.2. Other Vessels: Candidate shall apply for an OS certificate.

8. Documentary evidence – Proof of Pass

All applications requires documentary proof of pass for the certificate of which the candidate is applying for. For certificate of proficiency and/or qualification, the candidate shall produce a relevant course certificate from a SAMSA accredited training provider. These will clearly indicate the relevant certificate to be issued, even when used as supporting information to the certificate of competency.

For a certificate of Competency, proof of pass should be in the relevant format used by the accredited training institution. This should clearly indicate a list of subject the candidate has completed at the institution with the obtained final mark indicated. The proof of pass is valid indefinitely. However, from time to time, SAMSA may determine that additional education/training must be undertaken by those who attended training before a certain date.

9. Documentary evidence – W/K testimonial and certificate

For assessments where there is required a watchkeeping (w/k) testimonial and/or certificate. Documentary proof signed by the Master, Chief Engineer or the Owner's Representative as may be applicable on case by case basis. The watchkeeping testimonial and certificate should be in the format in appendix 3a and 3b

respectively. Candidates may produce other documents which provides equivalent information in a manner that may be understood by the examiners.

In the case for watchkeeping testimonials, candidates, masters, Chief Engineers, and employers must note that the watchkeeping time shall be provided on the last six months sea service. Testimonials on earlier ships will not be accounted for when calculating watchkeeping experience.

All applications by an officer for the next higher certificates must be accompanied by a watchkeeping certificate. Watchkeeping time must be at least equivalent to a third of the sea service claimed from any given ship, viz;

1. 8 hour watches for deck officers; or
2. 8 hour watches or 1 duty day every 3 days for engineer officers.

There following exceptions applies in the case of officers producing a watchkeeping certificate;

1. A holder of a certificate of Competency as Chief Mate < 3000 GT or Chief Mate, when serving on board a ship of 500 GT as Chief Mate, need not submit a watchkeeping certificate for the next certificate; and
2. A holder of a certificate of Competency as Second Engineer < 3000 kW or Second Engineer, when serving on board a ship of 750 kW as Second Engineer, need not submit a watchkeeping certificate.

In both cases above, proof of sea service provided shall clearly indicate the rank which the candidate has served.

10. Accelerated training programmes – training record books

Appendix 4 lists all training record books acceptable as part of accelerated training programmes. Any employer or organisation which submit an accelerated training programme shall submit a training record book(s) as part of an application. In the case where a training record book from appendix 4 is used, this shall be clearly stated in the application.

Application for accreditation shall include guidelines for training officers, Officers, and Masters on the assessment to signing off tasks on the training record books. Such guidelines should include assessment of projects (including detecting plagiarism and copying), and tasks.

When assessing the training record books and relevant assignment(s), the examiners will look at the completeness of the tasks and projects. In each case, the following criteria will be applied;

1. Activities (tasks) shall be completed right through (90%) for each type of a ship where the candidate has served. Tasks specific for ship types may be discounted if the candidate did not serve on a specific ship type; and
2. Projects submitted by candidates shall, so far as is practicable, be original. Where candidates are required to produce diagrams, these shall be hand drawn (copies of ship's drawing is not accepted) and supported by any such proof of tracing or studying the layout.

Appendix 1 - Engineering Subjects

The requirements are as per the SAMSA Code Matrix found on the [SAMSA website](#).

Appendix 2 – sea service on board Training Ships

Certificates	Deck department		Engineers	
	New Certificate	Revalidation	New certificate	Revalidation
Ratings	<p>Ordinary seafarers & Able Seafarers</p> <p>1) A maximum of $\frac{1}{3}$ of the required sea service can be accrued onboard the ship whilst on the accelerated training programme whilst the ship is alongside for the duration claimed as sea service;</p> <p>2) Where the vessel has not regularly proceeded to sea, a $\frac{2}{3}$ rule will apply.</p> <p>3) Where the vessel regularly proceed to sea¹, full sea service shall be awarded.</p>	<p>Ordinary seafarers & Able Seafarers</p> <p>1) Sea service counts in full</p>	<p>Ordinary seafarers & Able Seafarers</p> <p>1) A maximum of $\frac{1}{3}$ of the required sea service can be accrued onboard the ship whilst on the accelerated training programme whilst the ship is alongside for the duration claimed as sea service;</p> <p>2) Where the vessel has not regularly proceeded to sea, a $\frac{2}{3}$ rule will apply.</p> <p>3) Where the vessel regularly proceed to sea, full sea service shall be awarded.</p>	<p>Ordinary seafarers & Able Seafarers</p> <p>1) Sea service counts in full</p>
Cadets²	<p>1) Full sea service acceptable to a maximum of $\frac{1}{3}$ of the required sea service whilst en-route. A $\frac{2}{3}$ rule will be applied in calculating the sea service</p>	<p>Not applicable</p>	<p>1) Full sea service acceptable to a maximum of $\frac{1}{3}$ of the required sea service whilst en-route. A $\frac{2}{3}$ rule will be applied in calculating the sea service</p>	<p>Not applicable</p>

¹ For the training ship, regularly proceeding to sea means that the vessel has spent more than 66% of the sea service being claimed en route, at sea.

² In the case of the certificates of competence, a full breakdown is to be provided by the Master of Chief Engineer with watchkeeping testimonials.

Certificates	Deck department		Engineers	
	New Certificate	Revalidation	New certificate	Revalidation
	2) In the case were the vessel is extensively alongside, a maximum of two months is permitted 3) Dry-dock sea service counts in full as prescribed in the regulations, to a maximum of six months		2) In the case were the vessel is extensively alongside, a maximum of two months is permitted 3) Dry-dock sea service counts in full as prescribed in the regulations, to a maximum of six months	
Officers³	1) Sea service will be calculated using the $\frac{2}{3}$ rule as envisaged in the regulations. 2) A maximum of $\frac{1}{3}$ of the required sea service towards next certificates is allowed when the vessel is alongside. 3) No limit in sea service allocated to the ship	Full sea service acceptable	1) Sea service will be calculated using the $\frac{2}{3}$ rule as envisaged in the regulations. 2) A maximum of $\frac{1}{3}$ of the required sea service towards next certificates is allowed when the vessel is alongside. 3) No limit in sea service allocated to the ship	Full sea service
Training officers	Full sea service accrues to the training officers for next certificate whilst signed on as a training officers, up to a maximum of $\frac{1}{3}$ of the required sea service is permissible.	Full sea service acceptable	Full sea service accrues to the training officers for next certificate whilst signed on as a training officers, up to a maximum of $\frac{1}{3}$ of the required sea service is permissible.	Full sea service acceptable

³ In the case of the certificates of competence, a full breakdown is to be provided by the Master of Chief Engineer with watchkeeping certificates.

Appendix 3a and 3b- W/K Testimonial and Certificate

See next pages



Republic of South Africa
South African Maritime Safety Authority
 Merchant Shipping Act, 1951 (Act No. 57 of 1951)
 Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013
Watchkeeping Testimonial
for Deck and Engineering Cadets



This is to certify that

Family		
First (s)		
Identification/Passport Number		
Discharge book number		
Discipline	Deck	Engineer

has served on

Name of ship			
Official No.			
Gross tonnage			
Type and power of main propulsion machinery			
Nature of voyages	Unlimited	Near-coastal	Restricted

Date signed on	
Date signed off	
Approved Sea Service (Office Use)	

	The Deck Cadet above has performed bridge watchkeeping duties under the supervision of a deck officer for the sea service period stated above, in accordance with the requirements of the Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013, as amended.
	The Engineering Cadet above has performed watchkeeping duties under the supervision of an engineer officer for the sea service period stated above, in accordance with the requirements of the Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013, as amended.

Issued on _____ day of _____ 20

 Signature
 (Master or Chief Engineer)

 Print

 Ship's Stamp



Republic of South Africa
South African Maritime Safety Authority
 Merchant Shipping Act, 1951 (Act No. 57 of 1951)
 Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013
Certificate of Watchkeeping Service



Part 1

This is to certify that _____ has served
 On *S.S./M.V _____ from _____
 To _____ in the capacity of _____ watch-keeping officer under my command.
 During this period the above-named officer was in full charge of a watch for not less than _____
 hours out of every 24 hours whilst the vessel was at sea on _____ voyages.
 In addition he has regularly carried out other duties in connection with the routine and maintenance of the ship. Bridge watches
 were doubled during the following periods and at no other times _____
 During these periods the above-named officer served as the _____ junior/senior _____ of two bridge-keeping officers.
 During the periods of engagement the above-named officer –
 *(a) was granted no leave of absence;
 *(b) was granted leave of absence as follows: _____
 which *period(s) was/were deducted from his total leave entitlement

 Signature of Master

 Date

Part 2

During the period _____
 The vessel was in the final stages of construction and the above-named officer served on board.

 *Signature of Master/Company Superintendent

 Date

CERTIFICATE OF SERVICE AND CONDUCT

This is to certify that _____ Has served as _____
 on S.S./M.V _____ under my command for the period stated. His conduct
 during the period has been _____

 His ability has been

 His sobriety has been

SHIP'S STAMP

 Master's Name & Signature

 Date



Republic of South Africa
South African Maritime Safety Authority
 Merchant Shipping Act, 1951 (Act No. 57 of 1951)
 Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013
Certificate of Watchkeeping Service



Part 1

This is to certify that _____ has served
 On *S.S./M.V _____ from _____
 To _____ in the capacity of _____ watch-keeping officer under my supervision. During
 this period the above-named officer was in full charge of a watch for not less than _____ (or UMS Duties)
 hours out of every 24 hours whilst the vessel was at sea on _____ voyages. AND/OR. During this period, the above
 named officer was in full charge of UMS duties every _____ days, out of every three days. In addition he has
 regularly carried out other duties in connection with the routine and maintenance of the ship. Engine watches were doubled
 during the following periods and at no other times _____
 During these periods the above-named officer served as the _____ junior/senior _____ of two engine watchkeeping officers.
 During the periods of engagement the above-named officer –
 *(a) was granted no leave of absence;
 *(b) was granted leave of absence as follows: _____
 which *period(s) was/were deducted from his total leave entitlement

 Signature of Chief Engineer

 Date

Part 2

During the period _____
 The vessel was in the final stages of construction and the above-named officer served on board.

 *Signature of Chief Engineer/Company Superintendent

 Date

CERTIFICATE OF SERVICE AND CONDUCT

This is to certify that _____ has served as _____
 on S.S./M.V _____ under my supervision for the period stated. His conduct
 during the period has been _____

 His ability has been

 His sobriety has been

SHIP'S STAMP

 Master's Name & Signature

 Date

Appendix 4 – list of approved Training Record Books

The following training record books are approved for use of SAMSA Accredited Accelerated training programmes;

1. International Shipping Federation's
 - a. On board training record book for Officers in Charge of Engineering Watch (Engine Cadets)
 - b. On board training record book for Officers in Charge of Navigational Watch (Deck Cadets)
 - c. On board training record book for Ratings Forming part of a Navigational Watch (Ordinary Seafarer Deck) and Ratings Qualifying as Able Seafarer Deck
 - d. On board training record book for Ratings Forming part of a an Engineering Watch (Ordinary Seafarer Engine) and Ratings Qualifying as Able Seafarer Engine
2. South African Maritime Safety Authority (in conjunction with Irvin & Johnson LTD)
 - a. On board training record book for Deck Ratings – Ordinary Seafarer & Able Seafarer Deck (Fishing) in the South African Fishing Industry

Appendix 6 – 2/3 rule explained

A candidate applying for a certificate of Competency is required to provide proof of sea service as required by the Regulations. Sea service is accepted as provided by the candidate. However, the candidate is required to declare nature of service the ship was engaged on. Specific to this appendix is to declare ships that are not regularly proceeding to sea. Regulation 82(1) states that

“Service performed on ships not regularly proceeding to sea shall count in full towards qualifying service for a deck officer certificate if the time actually spent at sea equals or exceeds two-thirds of the total period of the candidate's service on the ship. If the time actually spent at sea is less than two thirds, then one and a half times the time actually spent at sea shall count towards qualifying service.”

To ensure compliance with the above provision, the candidate working on such a ship shall provide the following information;

1. Proof of sea service – seafarers’ discharge book;
2. Watchkeeping certificate (if applicable);
3. A letter from the master/owner detailing
 - a. The nature of voyages or work the ship was engaged in;
 - b. The period(s) where the ship was at sea on passage and at anchor;
 - c. Area of operation for the ship; and
 - d. The period which the ship under construction or refit;

Candidates and Examiners are reminded that time spent on the ship in dry-dock may be awarded in full provided it does not exceed 6 months of the required qualifying period.

Calculating sea service on “ships not regularly proceeding to sea”

An example below shows how to present sea service on “ships not regularly proceeding to sea” and calculate the same. A separate spreadsheet is provided to calculate using Microsoft Excel.

Step 1 – complete the relevant sea service page on the application form directly from the discharge book



Figure 1: sample discharge book entry. The dates as shown have to be entered into the application form as entered into the discharge book.

D. Sea Service

Particulars of sea service should be taken from the seaman's discharge book, certificates of Discharge, or any form that provides the required details which can be verified by the examiner

Name of Ship	Type of Ship	Gross Tonnage	Type of Operations	Rank	Date		Actual Period		Assessed Period For Office use Only		Watch keeping
					From	To	Months	Days	Months	Days	
Non Such Ship	Service	5 924	Unlimited	D/O	01/03/05	03/09/05					

Figure 2: dates from the discharge book entered into the application form.

Note that, should this ship be proceeding to sea, the candidate would be able to claim a sea service amounting to 187 days (6 months 7 days). Because the ship spends extended periods whilst awaiting service calls to go to sea for specific work, the candidate cannot claim the whole period.

Step 2 – calculate the minimum sea going days required to claim full sea service.

At this stage, we are looking to determine “... if the time actually spent at sea equals or exceeds two-thirds of the total period...”

$$\frac{2}{3} \text{ (Total Period) } = \text{Wh (Actual Period) } \quad 3$$

$$\frac{2}{3} \text{ (Total Period) } = 187 \text{ (Actual Period) } \quad 3$$

$$\frac{2}{3} \text{ (Total Period) } = 124.6667 (124 \text{ (Actual Period) } - 4 \text{ (Hours) } \text{ (Actual Period) } - \text{Rounded}$$

down to the nearest

whole number.

In the example above, if in the additional information supplied the candidate provides service

equivalent to 124 days, then he/she may claim the full service.

Step 3 – calculate the period the candidate spent at sea.

The candidate should provide an additional page of information specific to this period when he/she was signed onboard. The example below provide the most basic minimum information required to appropriately assess this sea service appropriately. Owners/Masters may provide information in any format so long as it provides the following information;

1. Date of departure (from berth/anchor) – the time starts the moment the pre-departure preparations starts, e.g. a departure at 01:00 on 29/12/2020 with preparations starting @ 22:00 on 28/12/2020 counts as a full day on 28/12/2020.
2. Date of arrival (alongside, anchorage, or work area)
3. Statement as regard the work done by the vessel during such period.

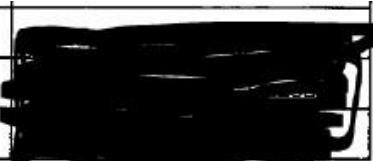
10-Mar-05	04-Apr-05	26	
05-Apr-05	26-Apr-05	22	
31-Aug-05	03-Sep-05	4	

Figure 3: a statement covering the time the ship referred to above was at sea with the work which she engaged in. the letter should be in the company's letterhead and/or be stamped with the ship's stamp

As can be seen from above, the candidate was at sea for a period of 52 days. Therefore, the candidate cannot claim 187 days on the sea service. If the candidate had 124 days, then he/she may claim the full sea service. In this case, we continue to the next step.

Step 4 – calculate the sea service that qualifies towards a CoC

The qualifying sea service that the candidate is established using the following rule. *“If the time actually spent at sea is less than two thirds, then one and a half times the time actually spent at sea shall count towards qualifying service.”*

Generally, this sea service shall not exceed the maximum period the candidate was on the ship the period in question.

$$a_i \quad i =$$

$$a \quad a \quad Da \quad 1.5$$

$$a_i \quad i =$$

$$52 \frac{a}{i} = 1.5$$

$$\frac{a}{i} = \frac{1.5}{52}$$

$$\frac{a}{i} = \frac{1.5}{52} = 78 \frac{a}{i}$$

Thus the candidate only achieved 78 days⁴ (2 months 18 days) qualifying service in the period. The candidate can thus enter the relevant sea service on the column immediately after the date of signing off. The sea service provided herein will be entered by the examiner in the “Assessed period” and should be the same as that entered by the candidate.

D. Sea Service

Particulars of sea service should be taken from the seaman’s discharge book, certificates of Discharge, or any form that provides the required details which can be verified by the examiner

Name of Ship	Type of Ship	Gross Tonnage	Type of Operations	Rank	Date		Actual Period		Assessed Period For Office use Only		Watch keeping
					From	To	Months	Days	Months	Days	
Non Such Ship	Service	5 924	Unlimited	D/O	01/03/05	03/09/05	2	18			

Figure 4: Sea Service line as should be entered into the sea service assessment page by candidate.

Where applicable, the candidate should provide relevant watchkeeping certificates for each line item entered in the relevant table

⁴ Note that, if the candidate had 124 days, the most sea service he would receive will be up to a maximum of 186 days (124 x 1.5).