



South African Maritime Safety Authority

Ref: SM6/5/2/1

Date: 7 October 2015

Marine Notice No. 21 of 2015

Establishment of IPSAM

TO SEAFARERS AND OTHER INTERESTED PARTIES

Summary

This marine notice consists of a report required by SAQA as per their requirements to recognize IPSAM as a professional body.

Introduction

The Institute of Professional South African Mariners (IPSAM) came into being by the publication in Government Gazette No 36688 of 23 July 2013, of the Merchant Shipping (Safe Manning, Training and Certification) Regulations 2013, as amended (the Regulations). Regulation 9A of the said regulations requires that SAMSA establish a professional body.

This will achieve a mechanism to register professional designations on the National Qualifications Framework, which will be issued by IPSAM. The basis for issuing designations will be the Regulations and the International Convention on Standards of Training, Certification and Watch keeping, 1978 as amended (STCW Convention).

SAQA Report

SAQA requires that a Report be completed when applying for recognition as a professional body.

Four draft documents are attached:

- Annex 1 – Report to SAQA;
- Annex 2 – The constitution on CPD;
- Annex 3 – Code of Ethics; and
- Annex 4 – Disciplinary procedures.

IPSAM invites interested parties to give comments and suggestions to the above mentioned documents. Comments, suggestions and enquiries are to be sent in writing to ipsam@samsa.org.za up until the 31st of November 2015.

7 October 2015

SM6/5/2/1

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Annex 1

**REPORT TO BE RECOGNISED AS A PROFESSIONAL BODY (PB) BY SAQA
COVER PAGE**

PLEASE NOTE:

- Check Annexure A to ensure that you have submitted all the required supporting documents.
- You need not attach the requested documents if they have been submitted to SAQA already.
- Complete Annexure B 'Professional Designation Details' for each designation.

Name of Professional Body

Institute of Professional South African Mariners (IPSAM)

1.1. Physical Address

No and Street	146 Lunnon Road
Suburb	Hillcrest
Town/City	Pretoria
Province	Gauteng
Postal Code	0083

1.2. Postal Address

Private Bag/ PO Box No	PO Box 13186
Suburb	Hillcrest
Town/City	Pretoria
Province	Gauteng
Postal Code	0028

1.3. Contact Person's Name

Zikhokhile L Sibiyi – IPSAM Azwimbavhi Mulaudzi – Chief Examiner

1.4. Contact Person's Telephone No

012 366 4767 012 266 4783

1.5. Contact Person's Facsimile No

1.6. Contact Person's E-Mail Address

zsibiyi@samsa.org.za amulaudzi@samsa.org.za

1.7. Web Address of Professional Body, if applicable

To be advised

1.8. Company Registration Number

Not applicable – IPSAM is part of the South African Maritime Safety Authority (SAMSA), an agency of the Department for Transport. SAMSA was founded by the South African Maritime Safety Authority Act, 1998.

1.9. Start-up Date of Professional Body

To be advised

1.10. Date of Approval by highest decision-making structure

To be advised

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1.11. Signature (Chief Examiner):

1. NAME OF BODY:

Institute of Professional South African Mariners (IPSAM)

2. BACKGROUND INFORMATION ON THE PROFESSIONAL BODY

State briefly what the PB is about, including the year in which the Body was established.

The Body came into being by the publication in Government Gazette No 36688 of 23 July 2013, of the Merchant Shipping (Safe Manning, Training and Certification) Regulations 2013. Regulations 9A of the said regulations requires that SAMSA establish a professional body upon which holders of certificates of competency listed in item 4.4 of this document shall be members.

The Chief Examiner's Office (SAMSA) currently ensures the competence of seafarers with a process leading to the issuing of Certificates of Competency to seafarers. The Institute of Professional South African Mariners, housed under SAMSA and operating in the Chief Examiner's Office, has been brought into being to formalise the Continued Professional Development of South African Mariners.

This will achieve a mechanism to register professional designations on the National Qualifications Framework, which will be issued by IPSAM on behalf of the Government of South Africa in accordance with the International Convention on Standards of Training, Certification and Watch keeping, 1978 as amended (STCW Convention), on the National Qualifications Framework.

2.1. The objectives of PB name are to:

The primary objectives of the Institute of Professional South African Mariners are to:

- 1. To promote the seafaring profession in South Africa in order for the mariners to get the recognition they deserve;*
- 2. To promote professionalism, professional accountability and conduct of the South African mariners;*
- 3. To ensure Continued Professional Development of the South African Mariners;*

2.2. Other Professional Bodies in this sector with the same scope of practice, if any

Nil – however, there will be areas of common interest with the Engineering Council of South Africa (ECSA) with regard to Marine Engineers who are members of the South African Institute of Marine Engineers & Naval Architects (SAIMENA - a Voluntary Association to ECSA). In this regard, IPSAM will seek to achieve an understanding with both ECSA and SAIMENA. Below are the organisations that seek to represent professional views of Mariners with whom SAMSA will work with;

- (a) SAIMENA*
- (b) Society of Master Mariners South Africa (SOMMSA)*

2.3. National Affiliations, if any

Affiliations will be sought from the two organisations listed in item 2.2 above

2.4. International Affiliations, if any

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IPSAM will seek affiliations to the following organisations internationally;

- (a) International Federation of Shipmasters' Associations – IFSMA*
- (b) The Nautical Institute; and*
- (c) The Institute of Marine Engineering, Science and Technology – IMarEST*

2.5. Involvement in Education and Training

State the following if applicable:

- Training providers accredited by the PB*
- Agreements with a Quality Council (QC) and/or training provider in the curriculum development of learning programmes*
- Quality Assurance Partner (QAP) and / or Development Quality Partner (DQP) status with the Quality Council for Trades and Occupations (QCTO)*
- Workplace training*

SAMSA is responsible to the Minister for Transport for the quality of Marine Education and Training. The Activities that we conduct in this respect are numerous but are categorised as follows;

- (a) International participation on international convention for training of Mariners (STCW Convention, MLC Convention, STCW-F Convention, Work in Fishing Convention, etc.)*
- (b) Participate in drafting of national regarding qualifications and employment of seafarers;*
- (c) Development of the syllabus for each qualifications (SAMSA Code)*
- (d) Accreditation of institution – both educational and training (see Marine Notice 33 of 2014)*
- (e) Examinations (level 3) of seafarers and issuing of certificate of competencies (See OPS 500 files and sample certificate)*
- (f) Accreditation of employer based experiential training (See Marine Notice 33 of 2014)*

3. EVALUATION AGAINST SAQA CRITERIA - PROFESSIONAL BODY

3.1. Legal Constitution

How is the PB constituted? Name the statute, charter or constitution by which the PB is established

The PB is established by Regulation 9A of the Merchant Shipping (Safe Manning, Training and Certification) Regulations 2013. In this regard, a draft Constitution, Code of Ethics and Disciplinary code have been developed for implementation.

See annex 1 – IPSAM Organogram, and annex 2 – SAMSA Organogram showing where IPSAM falls in.

3.2. Protection of the Public Interest

What systems and processes are in place through which the PB protects the public?

IPSAM members are to abide by the Code of Ethics provided by IPSAM. The Disciplinary Procedures contain a procedure which may be used by the Public to register complaints and appeal against decisions made by the Disciplinary Committee.

3.3. Membership Database

Does the PB have an electronic database with individual member details linked to designations, qualifications and CPD, as a minimum requirement?

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Yes, a database exist.

3.4. Continuing Professional Development (CPD)

- *What CPD activities must members complete to retain their designations?*
- *Show the points aligned to each activity outlined above.*
- *How does the PB capture/verify/monitor these?*

Please see Appendix 3: Constitution on Continuing Professional Development

3.5. Code of Conduct / Ethics

- *How does the PB ensure that members comply with the Code of Ethics?*
- *How the Code is made available to members of the public?*

When applying for membership, members will sign a clause stating that it is mandatory that they follow the Code of Ethics

The Code is made available via the IPSAM website.

3.6. Unfair Exclusionary Practices:

What is the demographic profile of your membership in terms of:

- (a) *The four broad categories of race as defined in South African law (African, Coloured, Indian, White).*
- (b) *Gender*
- (c) *Disability*

Membership of IPSAM is open to all races and genders without discrimination. It is to be noted that membership is subject to candidates having met medical standards set out in the Merchant Shipping (Eyesight and Medical Examination) Regulations, 2004, as amended

3.7. Career Advice Information

How will the PB ensure that career advice related information is made available to SAQA?

Career information will be publicised through IPSAM's website and will be communicated to SAQA and all other stakeholders. Where necessary, pamphlets will be distributed to SAQA offices and any career expo's SAQA may hold.

4. EVALUATION AGAINST SAQA CRITERIA – DESIGNATION(S)

4.1. Rules for awarding the designation

Briefly outline the rules to award, revoke and suspend designations.

IPSAM Designations are awarded in compliance with the standards prescribed by the IMO and contained in the Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013.

They are revoked or suspended according to Annex 5: Disciplinary Procedures

4.2. Progression Pathway

Where there is more than one designation, list them in the order of progression.

- (a) *DECK DEPARTMENT - Professional Designation as (see Appendix???):*
 - a. *Deck Officer;*
 - b. *Chief Mate;*

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- c. *Master;*
 - d. *Master Special Grade – is a special designation which can be accessed by a Deck officer, Chief Mate, or Master*
- (b) *ENGINEERING DEPARTMENT – Professional Designation as (see Appendix???):*
- a. *Engineer Officer;*
 - b. *Second Engineer Officer;*
 - c. *Chief Engineer Officer;*
 - d. *Chief Engineer Officer Special Grade – is a designation which can be accessed by an Engineer Officer, Second Engineer officer, or Chief Engineer Officer*

4.3. Underlying Foreign Qualification(s)

If the underlying qualification is a foreign qualification, it must be evaluated by SAQA's Directorate for Foreign Qualifications Evaluation and Advisory Services (DFQEAS). Indicate whether the PB requires foreign qualifications to be evaluated and how this is made available to your applicants.

- (a) *DECK DEPARTMENT - Professional Designation as (see Appendix???):*
- a. *Deck Officer;*
 - i. *Current – Maritime Studies S1 & S2*
 - ii. *Future – Bachelor of Nautical Science (CPUT – 2017)*
 - iii. *Future – Diploma in Nautical Studies (DUT – 2016)*
 - b. *Chief Mate;*
 - i. *Current – National Diploma Maritime Studies*
 - ii. *Future – Bachelor of Nautical Science (CPUT – 2017)*
 - iii. *Future – Diploma in Nautical Studies (DUT – 2016)*
 - c. *Master;*
 - i. *Current – National Diploma Maritime Studies*
 - ii. *Future – Bachelor of Nautical Science (CPUT – 2017)*
 - iii. *Future – Diploma in Nautical Studies (DUT – 2016)*
 - d. *Master Special Grade.*
- (b) *ENGINEERING DEPARTMENT – Professional Designation as (see Appendix???):*
- a. *Engineer Officer;*
 - b. *Second Engineer Officer;*
 - c. *Chief Engineer Officer;*
 - d. *Chief Engineer Officer Special Grade.*

Provided as appendix???

Deck Officer and Engineer Officer are entry level qualifications. Each next higher designation requires that candidates hold the previous designation except for the deck items b. & c. which are not a requirement for designation in item d.

4.4. Designation Title(s): Designation title

- (a) *DECK DEPARTMENT - Professional Designation as*
- a. *Deck Officer;*
 - b. *Chief Mate (including Chief Mate < 3000 GT);*
 - c. *Master (including Master < 3000 GT)*
 - d. *Master Special Grade.*
- (b) *ENGINEERING DEPARTMENT – Professional Designation as*
- a. *Engineer Officer;*
 - b. *Second Engineer Officer;*
 - c. *Chief Engineer Officer;*
 - d. *Chief Engineer Officer Special Grade.*

Annex 1

For each designation title state-

Underlying Qualification(s)	
Experiential Learning and Practical Experience	
Board/ Admission Examination/Assessment	
Continuing Professional Development (CPD) Requirements	
Application of Recognition of Prior Learning (RPL)	

Deck Officer

Underlying Qualification(s)	Diploma in Maritime Studies (or Nautical Studies) covering the competencies covered in the SAMSA Code as well as the STCW Code
Experiential Learning and Practical Experience	Requirements set out in; (a) Regulation 28 of the Merchant Shipping (Safe Manning, Training and Certification) Regulations 2013; and (b) Regulation II/1 of the STCW Convention
Board/ Admission Examination/Assessment	Oral Examination
Continuing Professional Development (CPD) Requirements	As per; (a) Constitution on Continuing Professional Development, annex 1; and (b) In compliance with the STCW Convention, Regulation I/11, paragraph 3
Application of Recognition of Prior Learning (RPL)	As set out in Regulations

Chief Mate – (including Chief Mate < 3000 GT)

Underlying Qualification(s)	Diploma in Maritime Studies (or Nautical Studies) covering the competencies covered in the SAMSA Code as well as the STCW Code
Experiential Learning and Practical Experience	Requirements set out in; (a) The Merchant Shipping (Safe Manning, Training and Certification) Regulations; a. Chief Mate – Regulation 31 b. Chief Mate (< 3000 GT) – Regulation 29 (b) The STCW Convention; a. Chief Mate – Regulation II/2, paragraph 1 b. Chief Mate < 3000 GT – Regulation II/2, paragraph 3
Board/ Admission Examination/Assessment	Yes, Oral form of Examination
Continuing Professional Development (CPD) Requirements	As per; (a) Constitution on Continuing Professional Development, annex 1; and (b) In compliance with the STCW Convention, Regulation I/11, paragraph 3
Application of Recognition of Prior Learning (RPL)	In accordance with relevant alternatives in Regulations 29 and 31

Master

Annex 1

Underlying Qualification(s)	Diploma in Maritime Studies (or Nautical Studies) covering the competencies covered in the SAMSA Code as well as the STCW Code
Experiential Learning and Practical Experience	Requirements set out in; (a) The Merchant Shipping (Safe Manning, Training and Certification) Regulations; a. Master – Regulation 32 b. Master (< 3000 GT) – Regulation 30 (b) The STCW Convention; a. Master – Regulation II/2, paragraph 1 b. Master <3000 GT – Regulation II/2, paragraph 3
Board/ Admission Examination/Assessment	Yes, Oral form of Examination
Continuing Professional Development (CPD) Requirements	As per; (a) Constitution on Continuing Professional Development, annex 1; and (b) In compliance with the STCW Convention, Regulation I/11, paragraph 3
Application of Recognition of Prior Learning (RPL)	In accordance with relevant alternatives in Regulations 30 and 32

Master Special Grade

Underlying Qualification(s)	Diploma in Maritime Studies (or Nautical Studies) covering the competencies covered in the SAMSA Code
Experiential Learning and Practical Experience	Requirements set out in; (a) The Merchant Shipping (Safe Manning, Training and Certification) Regulations, Regulation 34
Board/ Admission Examination/Assessment	Yes, Oral form of Examination
Continuing Professional Development (CPD) Requirements	As per Constitution on Continuing Professional Development, annex 1
Application of Recognition of Prior Learning (RPL)	Not applicable,

Engineer Officer

Underlying Qualification(s)	Candidate is required to have the following academic qualifications; (a) National Diploma in Mechanical Engineering; and (b) Maritime subjects as required by the SAMSA Code
Experiential Learning and Practical Experience	Requirements set out in; (a) The Merchant Shipping (Safe Manning, Training and Certification) Regulations, Regulation 47; and (b) The STCW Convention Regulation III/1
Board/ Admission Examination/Assessment	Yes, Oral form of Examination
Continuing Professional Development (CPD) Requirements	As per; (a) Constitution on Continuing Professional Development, annex 1; and (b) In compliance with the STCW Convention, Regulation I/11, paragraph 3
Application of Recognition of Prior Learning (RPL)	In accordance with relevant alternatives in Regulations 30 and 32

Second Engineer Officer

Annex 1

Underlying Qualification(s)	Candidate is required to have the following academic qualifications; (a) National Diploma in Mechanical Engineering; and (b) Maritime subjects as required by the SAMSA Code
Experiential Learning and Practical Experience	Requirements set out in; (a) The Merchant Shipping (Safe Manning, Training and Certification) Regulations, Regulation 50 (b) The STCW Convention Regulation III/2
Board/ Admission Examination/Assessment	Yes, Oral form of Examination
Continuing Professional Development (CPD) Requirements	As per; (a) Constitution on Continuing Professional Development, annex 1; and (b) In compliance with the STCW Convention, Regulation I/11, paragraph 3
Application of Recognition of Prior Learning (RPL)	In accordance with relevant alternatives in Regulations 50

Chief Engineer Officer

Underlying Qualification(s)	Candidate is required to have the following academic qualifications; (a) National Diploma in Mechanical Engineering; and (b) Maritime subjects as required by the SAMSA Code
Experiential Learning and Practical Experience	Requirements set out in; (a) The Merchant Shipping (Safe Manning, Training and Certification) Regulations, Regulation 51 (b) The STCW Convention Regulation III/2
Board/ Admission Examination/Assessment	Yes, Oral form of Examination
Continuing Professional Development (CPD) Requirements	As per; (a) Constitution on Continuing Professional Development, annex 1; and (b) In compliance with the STCW Convention, Regulation I/11, paragraph 3
Application of Recognition of Prior Learning (RPL)	In accordance with relevant alternatives in Regulations 51

Chief Engineer Special Grade

Underlying Qualification(s)	Candidate is required to have the following academic qualifications; (a) National Diploma in Mechanical Engineering; and (b) Maritime subjects as required by the SAMSA Code
Experiential Learning and Practical Experience	Requirements set out in; (a) The Merchant Shipping (Safe Manning, Training and Certification) Regulations, Regulation 54
Board/ Admission Examination/Assessment	Yes, Oral form of Examination
Continuing Professional Development (CPD) Requirements	As per; (a) Constitution on Continuing Professional Development, annex 1; and (b) In compliance with the STCW Convention, Regulation I/11, paragraph 3
Application of Recognition of Prior Learning (RPL)	In accordance with relevant alternatives in Regulations 55

Annexure A

Supporting Documents Check List

Annex 1

No	Documents	Tick	
1	Constitution or Statute		
2	Membership admission policy		
3	Any formal agreements with providers (Universities, Colleges, Private providers, etc.) and/or the Quality Councils (QCs) and/or workplaces	Providers	
		QCs	
		Workplaces	
4	Board / Executive members (Name, ID number & term of office) Include the Terms of reference for the Board and the various sub-committees		
5	Continuing Professional Development (CPD) Policy		
6	Designation awarding policy		
7	Disciplinary Policy Procedure (DP) and Appeals Policy Process (AP)	DPP	
		APP	
8	Latest audited financial statement		
9	Policy on foreign qualifications		
10	Proof of physical address		
11	Recognition of Prior Learning (RPL) Policy		
12	Report on members admitted in the last three years with reference to the demographics		
13	Organogram (Management and administrative staff)		
14	Registration with Companies and Intellectual Property Commission (CIPC) or the Department of Social Development (DSD)		
15	Tax certificate		
16	Transformation plan		
17	Agreement with other bodies, national and international	National	
		International	

Annex 1

Annexure B

Professional Designation Details

[Please note that the designation information provided underneath will be posted on the SAQA website as is]

Name of Professional Body	Institute of Professional South African Mariners
Designation Title	Deck Officer

Short Description:

A deck officer, also called “Officer in Charge of Navigational Watch”, is an officer with operational responsibilities regarding the keeping of a navigational and cargo watch on board a ship as well as maintenance under the Chief Officers supervision and responsible to the Master for his duties. General skill and abilities requirements are;

- 1) Navigation of the ship at Operational Level
 - a) Planning the passage of the ship;
 - b) Taking charge of navigation of the ship during the voyages
 - c) Avoidance of collisions and detection of dangers to navigation
 - d) Supervision of ratings forming part ,
 - e) Communications with other ships and shore;
 - f) Keeping a watch for ships in distress
 - g) Operating and monitoring all navigational equipment;
 - h) Keeping all onboard informed about progress of the voyage, including the master, Engine Room and Catering
- 2) Taking charge of cargo watch when in port – including:
 - a) Monitoring the loading of cargo in accordance cargo stowage plans;
 - b) Supervising the keeping of the gangway;
 - c) Ensuring the security of the ship;
 - d) Ensuring no damaged cargo is loaded with damages and noting any damages to the ship made during cargo operations
 - e) Monitoring the stability of the ship under the Chief Officer’s direction;
 - f) Ensuring the ship is prepared and ready for departure
- 3) Controlling the operation of the ship and care for persons on board at the operational level
 - a) Maintaining seaworthiness of the ship
 - b) Ensure prevention of pollution
 - c) Leadership and management
 - d) Legal compliance
 - e) Care and emergency duties – viz Fire Fighting, Medical First Aid, Personal Survival, Social responsibilities
- 4) Radiocommunications
 - a) Transmit and receive information using GMDSS subsystems and equipment and fulfilling the functional requirements of the GMDSS
 - b) Provide radio services in emergencies

Criteria for obtaining the Professional Designation

- 1) Academic component as described below
- 2) Experiential learning as per practical/workplace component below
- 3) Relevant occupational training (health, safety and security as appropriate)
- 4) Passed Level 3 Oral Examination

Academic Component

Diploma/Degree from a university accredited in accordance with the MS (SMTC) Regulations, 2013 and the STCW Convention.

Practical/Workplace Experience

Annex 1

The duration and a description of the requirements are laid down in the Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013. The candidate is required to provide proof of sea service in the deck department;

- a) Basic, no approved training programme – 36 months
- b) When on accredited training programme – 12 months
- c) RPL – as per relevant regulation in the Regulations for holders of certificates issued under the regulations

All training has to be recorded in accordance an approved training record book, the training also requires that candidates complete projects which are specific to the ship and approved by an on board training officer. The requirement for b) above is such that the experiential part is conducted in an approved structured manner meeting a set criteria.

Board Examination/Competency Assessment

Candidates are assessed at each point during their training, e.g. practical training (level 1) and at Higher Education institution (Level 2). The final assessment (level 3) is undertaken at SAMSA in the form of an oral examination. This assesses the candidates for competency taking into account theoretical training (education) and practical training. The candidate is assessed to ensure that he/she has achieved necessary level of theoretical knowledge, understanding and proficiency in conducting duties of the Deck Officer. The portfolio of documents titled "*POP-513 Level 3 Assessment and issue of CoC endorsement*" are used as guidance for the conduct of this examination. Additionally, copies of the following documents will be provided;

- 1) A copy of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978;
- 2) A training record book for Officers in Charge of Navigational Watch (Deck Officer)

Annex 1

Professional Designation Details

[Please note that the designation information provided underneath will be posted on the SAQA website as is]

Name of Professional Body	Institute of Professional South African Mariners
Designation Title	Chief Officer

Short Description:

A deck officer next in rank to the Master and upon whom the command of the ship fall in the event of incapacity of the Master. This officer has management responsibilities regarding Watchkeeping duties on board the ship and has to be ready to assume the responsibilities of the master at any time. The required competencies and proficiencies of the Chief Mate are;

- 1) Navigation of the ship at Management level
 - a) planning the passage of the ship;
 - b) Taking charge of navigation of the ship during the voyages
 - c) Determining of compass errors;
 - d) Coordinating of Search and Rescue operations;
 - e) Establishing watch arrangements schedule and procedures;
 - f) Forecast weather and oceanographic condition
 - g) Respond to navigational emergencies;
 - h) Manoeuvre the ship in all conditions;
 - i) Operate remote control of propulsion plant and engineering systems
- 2) Taking charge of cargo watch when in port – including:
 - a) Plan and ensure safe loading, stowage, securing, care during voyage and unloading of cargoes
 - b) Assess reported defects and damage to cargo spaces, hatch covers, tanks and take appropriate actions;
 - c) Carriage of dangerous goods
- 3) Controlling the operation of the ship and care for persons on board at the operational level
 - a) Control trim, stability and stress
 - b) Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and protection of the marine environment
 - c) Maintain safety and security of the ship's crew and passengers and the operational condition of life-saving, fire-fighting and other safety measures
 - d) Develop emergency and damage control plans and handle emergency situations
 - e) Leadership and management skills
 - f) Legal compliance
 - g) Organise and manage the provision of medical care onboard the ship
- 4) Radiocommunications
 - a) Transmit and receive information using GMDSS subsystems and equipment and fulfilling the functional requirements of the GMDSS
 - b) Provide radio services in emergencies

Criteria for obtaining the Professional Designation

1. Academic component as described below
2. Be designated as a Deck Officer or Officer in Charge of Navigational Watch
3. Experiential learning as per practical/workplace component below
4. Relevant occupational training (health, safety and security as appropriate)
5. Passed Level 3 Oral Examination

Academic Component

Diploma/Degree from a university accredited in accordance with the MS (SMTC) Regulations, 2013 and the STCW Convention.

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Practical/Workplace Experience

The duration and a description of the requirements are laid down in the Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013. The candidate is required to provide proof of 12 months sea service in the deck department as officer in charge of navigational watch. Candidates may also enter at this level provided they have other acceptable qualifications in accordance with the regulations.

Board Examination/Competency Assessment

Having met all requirements set above, the candidates are assessed at assessment (level 3) at SAMSA in the form of an oral examination. This assesses the candidates for competency and proficiency taking into account theoretical training (education) and practical experience. The candidate is assessed to ensure that he/she has achieved necessary level of theoretical knowledge, understanding and proficiency in conducting duties of the Chief Officer. The portfolio of documents titled "*POP-513 Level 3 Assessment and issue of CoC endorsement*" are used as guidance for the conduct of this examination.

Annex 1

Professional Designation Details

[Please note that the designation information provided underneath will be posted on the SAQA website as is]

Name of Professional Body	Institute of Professional South African Mariners
Designation Title	Master

Short Description:

A deck officer any person (other than a pilot) having charge or command of such ship. The Master have overall responsibilities of the ships operation including the safe and efficient of that ship. The required competencies and proficiencies of the Master are as per Chief Mate, with following additional responsibilities by law;

- 1) Master is the owner's representative and employer of all officers and crew and:
 - a) May enter into contracts on behalf of owners;
 - b) Can settle claims against the ship-owner;
 - c) Can Make a general average sacrifices in appropriate circumstances;
 - d) Shall impose discipline on board the ship;
 - e) Maintain records of births and death occurring on the ship

Criteria for obtaining the Professional Designation

1. Academic component as described below
2. Be designated as a Deck Officer (Officer in Charge of Navigational Watch) or Chief Officer
3. Experiential learning as per practical/workplace component below
4. Relevant occupational training (health, safety and security as appropriate)
5. Passed Level 3 Oral Examination

Academic Component

Diploma/Degree from a university accredited in accordance with the MS (SMTC) Regulations, 2013 and the STCW Convention.

Practical/Workplace Experience

The duration and a description of the requirements are laid down in the Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013. The candidate is required to provide proof of;

- 1) 36 months sea service in the deck department as officer in charge of navigational watch; or
- 2) 24 moths sea service if candidate has served a minimum of 12 months as Chief Mate

Board Examination/Competency Assessment

Having met all requirements set above, the candidates are assessed at assessment (level 3) at SAMSA in the form of an oral examination. This assesses the candidates for competency and proficiency taking into account theoretical training (education) and practical experience. The candidate is assessed to ensure that he/she has achieved necessary level of theoretical knowledge, understanding and proficiency in conducting duties of the Master. The portfolio of documents titled "*POP-513 Level 3 Assessment and issue of CoC endorsement*" are used as guidance for the conduct of this examination.

Annex 1

Professional Designation Details

[Please note that the designation information provided underneath will be posted on the SAQA website as is]

Name of Professional Body	Institute of Professional South African Mariners
Designation Title	Master Special Grade

Short Description:

A non-shipboard designation, but an advance on any of the following deck designation;

- a. *Deck Officer;*
- b. *Chief Mate (including Chief Mate < 3000 GT);*
- c. *Master (including Master < 3000 GT)*

It is a specialist programme for seafarers, especially those who wish to work ashore in specific fields

Criteria for obtaining the Professional Designation

1. Be designated with any Deck Designation above
2. Completed approved training and meet the SAMSA Code standards
3. Conduct and write a research on a specific matter in nautical matters and presenting the same to a team of examiners appointed by IPSAM (SAMSA)

Academic Component

Candidate shall meet all academic requirements of a Master's Designation.

Practical/Workplace Experience

Sufficient sea service required for the Master's qualification or at least 4 years of shore based marine experience.

Board Examination/Competency Assessment

- Candidate must present their research to a team of examiners to their satisfaction, the criteria for this is;
1. The subject matter is approved based on the proposal by the candidate before presentation;
 2. The research report will be assessed based on the following;
 - a. Current theory and practice;
 - b. Relevant legal requirements;
 - c. Methodology on how information was gathered;
 - d. The writer's conclusions – the criteria is whether or not the candidate has proposed new ideas or advanced existing ones;
 3. A presentation to accompany the report.
- Upon completion and awarding of designation, the report becomes public property and will be published on IPSAM's website together with its presentation.

Annex 1

Professional Designation Details

[Please note that the designation information provided underneath will be posted on the SAQA website as is]

Name of Professional Body	Institute of Professional South African Mariners
Designation Title	Engineer Officer

Short Description:

An Engineer Officer, also called “Officer in Charge of Engineering Watch”, is an officer with operational responsibilities regarding the keeping of an Engineering watch on board a ship as well as maintenance under the Second Engineer’s supervision and responsible to the Chief Engineer for his duties. General skill and abilities requirements are;

1. Marine Engineering at Operational Level
 - a. Maintain a safe engineering watch
 - b. Operate main and auxiliary machinery and associated systems
 - c. Operate fuel, lubrication, ballast and other pumping systems and associated control systems
2. Electrical, Electronic and Control Engineering at the Operational Level
 - a. Operate electrical, electronic and control systems
 - b. Maintenance and repair of electrical and electronic equipment
3. Maintenance and repair at operational level
 - a. Appropriate use of hand tools, machine tools and Measuring instruments for fabrication and repair onboard
 - b. Maintenance and repair of shipboard machinery and equipment
4. Controlling the operation of the ship and care for persons on board at the operational level
 - a. Ensure compliance with pollution prevention requirements
 - b. Maintain seaworthiness of the ship
 - c. Prevent, control and fight fires on board
 - d. Operate lifesaving appliances
 - e. Apply medical first aid onboard ship
 - f. Monitor compliance with legislative requirements
 - g. Application of leadership and team working skills
 - h. Contribute to safety of personnel and ship

Criteria for obtaining the Professional Designation

1. Academic component as described below
2. Experiential learning as per practical/workplace component below
3. Relevant occupational training (health, safety and security as appropriate)
4. Passed Level 3 Oral Examination

Academic Component

There are numerous academic programmes leading to the qualification, viz;

1. CPUT
 - a. Current - Engineering: Mechanical: Marine Engineering
 - b. Future – Bachelor of Marine Engineering (B Mar Eng)
2. DUT
 - a. National Diploma: Mechanical Engineering (Marine)
 - b. Marine Engineering – Non Diploma (for candidates with Mechanical Engineering subjects/qualification)

Both Universities of Technology offer courses for candidates with Mechanical Engineering who wish to be Marine Engineers.

Annex 1

Practical/Workplace Experience

The duration and a description of the requirements are laid down in the Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013. The candidate is required to provide proof of sea service in the deck department;

- a) Basic, no approved training programme – 36 months
- b) When on accredited training programme – 12 months
- c) RPL – as per relevant regulation in the Regulations for holders of certificates issued under the regulations

All training has to be recorded in accordance an approved training record book, the training also requires that candidates complete projects which are specific to the ship and approved by an on board training officer. The requirement for b) above is such that the experiential part is conducted in an approved structured manner meeting a set criteria.

Board Examination/Competency Assessment

Candidates are assessed at each point during their training, e.g. practical training (level 1) and at Higher Education institution (Level 2). The final assessment (level 3) is undertaken at SAMSA in the form of an oral examination. This assesses the candidates for competency taking into account theoretical training (education) and practical training. The candidate is assessed to ensure that he/she has achieved necessary level of theoretical knowledge, understanding and proficiency in conducting duties as an Engineer Officer. The portfolio of documents titled "*POP-513 Level 3 Assessment and issue of CoC endorsement*" are used as guidance for the conduct of this examination. Additionally, copies of the following documents will be provided;

- 1) A copy of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978;
- 2) A training record book for Officers in Charge of Engineering Watch (Engineer Officer)

Annex 1

Professional Designation Details

[Please note that the designation information provided underneath will be posted on the SAQA website as is]

Name of Professional Body	Institute of Professional South African Mariners
Designation Title	Second Engineer Officer

Short Description:

The engineer officer next in rank to the chief engineer officer and upon whom responsibility for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship will fall in the event of the incapacity of the chief engineer officer. The required competencies and proficiencies of the Second Engineer are;

- 1) Marine Engineering at Management Level;
 - a) Manage the operation of the propulsion plant machinery
 - b) Plan and schedule operations
 - c) Operation, surveillance, performance assessment and maintaining safety of propulsion plant and auxiliary machinery
 - d) Manage fuel, lubrication and ballast operations
- 2) Electrical, electronic and control engineering at Management Level
 - a) Manage operation of electrical and electronic control equipment\
 - b) Manage troubleshooting, restoration of electrical and electronic control equipment to operating condition
- 3) Maintenance and repair at the management level
 - a) Manage safe and effective maintenance and repair procedures
 - b) Detect and identify the cause of machinery malfunctions and correct faults
 - c) Ensure safe working practices
- 4) Controlling the operation of the ship and care for persons on board at the management level
 - a) Control trim, stability and stress
 - b) Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and protection of the marine environment
 - c) Maintain safety and security of the vessel, crew and passengers and the operational condition of life-saving, fire-fighting and other safety systems
 - d) Develop emergency and damage control plans and handle emergency situations
 - e) Use leadership and managerial skills

Criteria for obtaining the Professional Designation

1. Academic component as described below
2. Be designated as a Deck Officer (Officer in Charge of Engineering Watch)
3. Experiential learning as per practical/workplace component below
4. Relevant occupational training (health, safety and security as appropriate)
5. Passed Level 3 Oral Examination

Academic Component

There are numerous academic programmes leading to the qualification, viz;

1. CPUT
 - a. Current - Engineering: Mechanical: Marine Engineering
 - b. Future – Bachelor of Marine Engineering (B Mar Eng)
2. DUT
 - a. National Diploma: Mechanical Engineering (Marine)

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b. Marine Engineering – Non Diploma (for candidates with Mechanical Engineering subjects/qualification)

Both Universities of Technology offer courses for candidates with Mechanical Engineering who wish to be Marine Engineers.

Practical/Workplace Experience

The duration and a description of the requirements are laid down in the Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013. The candidate is required to provide proof of 12 months sea service in the engine department as officer in charge of engineering watch. Candidates may also enter at this level provided they have other acceptable qualifications in accordance with the regulations.

Board Examination/Competency Assessment

Having met all requirements set above, the candidates are assessed at assessment (level 3) at SAMSA in the form of an oral examination. This assesses the candidates for competency and proficiency taking into account theoretical training (education) and practical experience. The candidate is assessed to ensure that he/she has achieved necessary level of theoretical knowledge, understanding and proficiency in conducting duties of the Second Engineer. The portfolio of documents titled "*POP-513 Level 3 Assessment and issue of CoC endorsement*" are used as guidance for the conduct of this examination.

Annex 1

Professional Designation Details

[Please note that the designation information provided underneath will be posted on the SAQA website as is]

Name of Professional Body	Institute of Professional South African Mariners
Designation Title	Chief Engineer Officer

Short Description:

The most senior engineer officer with responsibility for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations. The required competencies and proficiencies of the Chief Engineer are as per Second Engineer with the Chief Engineer having overall responsibility for the functioning of all engineering systems and maintenance of the ship.

Criteria for obtaining the Professional Designation

1. Academic component as described below
2. Be designated as a Deck Officer (Officer in Charge of Engineering Watch) or Second Engineer
3. Experiential learning as per practical/workplace component below
4. Relevant occupational training (health, safety and security as appropriate)
5. Passed Level 3 Oral Examination

Academic Component

There are numerous academic programmes leading to the qualification, viz;

1. CPUT
 - a. Current - Engineering: Mechanical: Marine Engineering
 - b. Future – Bachelor of Marine Engineering (B Mar Eng)
2. DUT
 - a. National Diploma: Mechanical Engineering (Marine)
 - b. Marine Engineering – Non Diploma (for candidates with Mechanical Engineering subjects/qualification)

Both Universities of Technology offer courses for candidates with Mechanical Engineering who wish to be Marine Engineers.

Practical/Workplace Experience

The duration and a description of the requirements are laid down in the Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013. The candidate is required to provide proof of

1. 12 months sea service in the engine department as officer in charge of engineering watch; or
2. 36 months sea service whilst serving as second engineer

Candidates may also enter at this level provided they have other acceptable qualifications in accordance with the regulations.

Board Examination/Competency Assessment

Having met all requirements set above, the candidates are assessed at assessment (level 3) at SAMSA in the form of an oral examination. This assesses the candidates for competency and proficiency taking into account theoretical training (education) and practical experience. The candidate is assessed to ensure that he/she has achieved necessary level of theoretical knowledge, understanding and

Annex 1

proficiency in conducting duties of the Chief Engineer. The portfolio of documents titled “POP-513 Level 3 Assessment and issue of CoC endorsement” are used as guidance for the conduct of this examination.

Professional Designation Details

[Please note that the designation information provided underneath will be posted on the SAQA website as is]

Name of Professional Body	Institute of Professional South African Mariners
Designation Title	Chief Engineer Special Grade

Short Description:

When any engineer officer studies further in the Maritime field.

Criteria for obtaining the Professional Designation

1. Be designated with any Engineer Designation above
2. Completed approved training and meet the SAMSA Code standards
3. Conduct and write a research on a specific matter in marine engineering and presenting the same to a team of examiners appointed by IPSAM (SAMSA)

Academic Component

According to the SAMSA Code.

Practical/Workplace Experience

Minimum requirements as per Engineer Officer

Board Examination/Competency Assessment

Candidate must present their research to a team of examiners to their satisfaction, the criteria for this is;

4. The subject matter is approved based on the proposal by the candidate before presentation;
5. The research report will be assessed based on the following;
 - a. Current theory and practice;
 - b. Relevant legal requirements;
 - c. Methodology on how information was gathered;
 - d. The writer’s conclusions – the criteria is whether or not the candidate has proposed new ideas or advanced existing ones;
6. A presentation to accompany the report.

Upon completion and awarding of designation, the report becomes public property and will be published on IPSAM’s website together with its presentation.

Annex 1

Criteria for retaining the professional designation

In order to ensure the currency of professional knowledge and to retain the Professional Designation, the professional must comply with the following minimum requirements

Continuing Professional Development (CPD)

See Annex 1: Constitution on Continuing Professional Development

Code of Conduct

See Annex 4: Code of Ethics

Membership Fees

Still to be determined to cover administrative costs.

Professional designation progression pathway

List from the lowest to the highest

NAVIGATION DEPARTMENT:	ENGINEERING DEPARTMENT
1) Deck Officer;	1) Engineer Officer;
2) Chief Mate;	2) Second Engineer Officer;
3) Master;	3) Chief Engineer Officer;
4) Master Special Grade.	4) Chief Engineer Special Grade

For more information on this Professional Designation, please visit our website at

To be advised

Institute of Professional South African Mariners

**CONSTITUTION ON
CONTINUING
PROFESSIONAL DEVELOPMENT**

C O N T E N T S

SECTION 1 DEFINITIONS

SECTION 2 BACKGROUND

SECTION 3 CPD SYSTEM OBJECTIVE

SECTION 4 ADMINISTRATION

SECTION 5 CATEGORIES OF MEMBERSHIP

SECTION 6 CPD REQUIREMENTS

SECTION 7 CATAGORIES OF ACTIVITIES FOR CPD CREDITS

SECTION 8 POSSIBLE EXEMPTIONS FROM CPD REQUIREMENTS

**SECTION 9 ROLE OF ACCREDITED TRAINING INSTITUTIONS AND
VOLUNTARY ASSOCIATIONS**

SECTION 10 APPROVAL OF PROVIDERS OF CPD ACTIVITIES

SECTION 11 PROCESS OF RENEWAL OF REGISTRATION

SECTION 12 NON COMPLIANCE

SECTION 13 AUDIT

SECTION 1

DEFINITIONS

“ASSOCIATE MEMBER(S)” means Deck and engineer officers holding limited or fishing Certificates of Competency, persons in marine related support industries, and retired deck and engineer officers holding expired Certificates of Competency

“BODY OF KNOWLEDGE” (found on IPSAM website) is made up of a set of concepts, information, terms and activities or publications linked with the maritime industry, which will be shared by members on the IPSAM website. IPSAM will go through these posts and either accept what is of value or reject what is irrelevant.

“CPD” means CONTINUING PROFESSIONAL DEVELOPMENT refers to the process of tracking and documenting the skills, knowledge and experience that one gains both formally and informally as they work, beyond any initial training. It's a record of what they experience, learn and then apply

“DEFERMENT” means the action or fact of putting something off to a later time; postponement. In this case, postponement of CPD.

“FULL MEMBER(S)” means Deck and Engineer officer(s) presently holding a valid unlimited certificate of competency and special grade certificate holders

“DISCIPLINARY COMMITTEE” This committee deals with audits, investigating and legal parts of IPSAM.

“IPSAM” Institute of Professional South African Mariners is the professional body responsible for regulating the practice of registering professional mariners in South Africa

“IPSAM OFFICER” primary person responsible for coordinating and running the IPSAM project

“MEMBER(S)” means SA mariner(s) who have/has registered with IPSAM

“MEMBERSHIP COMMITTEE” This committee deals with the membership section of IPSAM

“MS (SMTC) REGULATIONS” means the Merchant Shipping (Safe Manning, Training and Certification) Regulations 2013

“SAMSA” means the South African Maritime Safety Authority

“STCW CONVENTION” means the International Convention on Standards of Training, Certification and Watchkeeping 1978 as amended, provides basic requirements on training, certification and watchkeeping for seafarers on an international level.

“THE ACT” means the National Qualifications Framework Act, Act 67 of 2008

SECTION 2

BACKGROUND

IPSAM is professional a body responsible for regulating the practice of professional South African mariners who are members. Members are required by the **IPSAM Code of Ethics** to practice strictly within their area of competence and to maintain and enhance this competence. They therefore have the responsibility to keep abreast of developments and knowledge in their areas of expertise in order to maintain their competence. In addition to this, they should strive to contribute to the advancement of the **body of knowledge** within which they practice, and to the profession in general.

IPSAM shall ensure the quality in the professional development of personnel in the maritime industry. **IPSAM** does this by establishing and maintaining standards of practice and professional ethics, knowledge and skills of SA mariners who are members of **IPSAM**.

This is achieved through the introduction of CPD to South African mariners. With regards to **IPSAM** it can be defined as the maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities. These are necessary for the execution of professional and technical duties throughout a person's seagoing career.

IPSAM's definition pertains to the maritime environment and is flexible enough to be relevant to all members at all stages of their seagoing careers. **IPSAM's** point of departure is to assist with the creation of a culture of CPD for the South African seagoing profession. The emphasis for meeting CPD requirements is not on the acquisition of credits for the attendance of academic courses alone, but has been spread over three categories of activities, which will contribute to meeting the minimum CPD credits needed for renewal of registration. The categories are fully described in Section 7.

SECTION 3

THE CPD SYSTEM OBJECTIVE

CPD is introduced for all full members in order to:

- ensure that they maintain their competence throughout their period of membership.
- be the acceptable means for renewal of membership for **IPSAM**

SECTION 4

ADMINISTRATION

The CPD system is administered by IPSAM in terms of its obligation under The Act. IPSAM is charged by the Government in terms of the National Qualifications Framework Act, Act 67 of 2008 (hereinafter referred to as “the Act”) to maintain a database of all members.

However, the responsibility to provide CPD activities according to maritime criteria and guidelines is outsourced to accredited training institutions and other approved providers.

IPSAM shall ensure that recognition of CPD points is carried out in a fair, equitable and responsible manner by applying the rules laid down in this policy and the Code of Ethics.

SECTION 5

CATEGORIES OF MEMBERSHIP

Full Membership Categories

- Deck and engineer officers (as in the MS (SMTC) Regulations) presently holding valid unlimited certificates of competency and special grade certificate holders.

<u>Deck Department</u>	<u>Engineering Department</u>
Deck officer	Engineer officer
Chief Mate	Second Engineer officer
Master	Chief Engineer officer
Master Special Grade	Chief Engineer officer Special Grade

Figure 1: Membership categories

- Non-members awarded a new unlimited Certificate of Competency or revalidating an unlimited Certificate of Competency
- Members revalidating an unlimited Certificate of Competency

Associate Membership Categories

- Deck and engineer officers holding limited or fishing Certificates of Competency.
- Persons in marine related support industries.
- Retired deck and engineer officers holding expired Certificates of Competency.

Membership Fees

- The above fee shall be published on the IPSAM website from time to time.

SECTION 6

CPD REQUIREMENTS

After the initial registration, CPD will run in 5-year cycles, during which every registered person will be required to accumulate at least 50 credits in order to retain registration. In any one year, the registered person will be required to accumulate a minimum of 5 and a maximum of 15 credits. Additional credits amounting to the maximum of 3 earned in any one year may be carried over to the subsequent years of the five year cycle. Details of the different categories of CPD activities are given in Section 7.

¹With the exception of persons covered by possible exemptions (Section 8) and the membership categories for which this constitution applies (Section 5), all members will be required to record their CPD activities each time they complete each activity:

- either manually on form XXX with attached proof (e.g. certificate of completion, letter of attendance etc.) and by mailing it to IPSAM, , or
- electronically upload on the IPSAM website, not later than 30 (thirty) days after completion of a CPD activity.

The number of credits accumulated in respect of each category of CPD activity during the specific annual cycle will be electronically recorded. Members may access their personal records on the IPSAM website or can request a copy from IPSAM. In view of the possibility for audit, members should keep verifiable evidence of all their CPD activities for at least five years.

Each member will have their own cycle, the start date of which is their original date of full membership, i.e. not as an associate. This date can be obtained from the IPSAM website.

SECTION 7

CATEGORIES OF ACTIVITIES FOR CPD CREDITS

CPD credits must be obtained in at least two of the three categories listed below, with at least 16 credits per five year cycle from Category 1. The maximum credits, which may be accumulated annually in each category are also indicated.

¹ *Training institutions may submit proof of participation/completion of CPD activity to IPSAM on behalf of the member.*
IPSAM Continuing Development Policy June 2015

Institute of Professional South African Mariners

CATEGORY	ACTIVITIES	ACTIVITY	TIME	MAX CR/Yr
1	<i>Developmental Activities</i>			
	<ul style="list-style-type: none"> • Attended Courses • Ancillary courses 	2credits/course		4
	<ul style="list-style-type: none"> • Refresher courses 	1credit/course		3
	<ul style="list-style-type: none"> • Large group workshops or Short courses² 	Points allocated by IPSAM		4
	<ul style="list-style-type: none"> • Lectures 		1credit/20 hours	5
2	Work-based Activities			
	<ul style="list-style-type: none"> • Sea service 		1credit/ 30 days	4
	<ul style="list-style-type: none"> • Relevant service³ 		1 credit/year	
3	Individual Activities			
	<ul style="list-style-type: none"> • Membership of voluntary association 			1
	<ul style="list-style-type: none"> • Other activities: <ul style="list-style-type: none"> • Part-time lecturing or Supervision of students undertaking studies 		Credit/ Semester	2
	<ul style="list-style-type: none"> • Participation in statutory, professional, institutional, technical or non-technical committees or task groups 	Points allocated by IPSAM		3
	<ul style="list-style-type: none"> • Evaluation of educational programmes at Universities and Universities of Technology (Technikons) for accreditation purposes 	1credit/ 1programme		2
	<ul style="list-style-type: none"> • Evaluation of educational qualifications as requirements for IPSAM's Membership Committee 		Credit/10 hours	3
	<ul style="list-style-type: none"> • Evaluation of applications for registration for IPSAM's Membership Committee 			
<ul style="list-style-type: none"> • Relevant additional qualifications⁴ 	3 credits/ qualification		3	

Figure 2: CPD categories

The requirements for CPD shall be as flexible as possible in order for this policy to meet the needs of all members. IPSAM expects that when members are deciding on the contents and value of their CPD activity, they will ensure a balance in their CPD activities between the following three categories.

² IPSAM decides how much credits the activity is worth (if it is worth any), putting the significance of the activity to the member's profession into consideration. It is the member's responsibility to find this out before participating in the activity because it might not be worth any credits.

³ Relevant service as accepted by SAMS for revalidation of Certificate of Competency & Certificate of Proficiency.

⁴ Qualifications that are not maritime qualifications but play a role in the maritime industry i.e. Business Administration, Project Management etc. IPSAM decides whether a certain relevant qualification deserves credits.

Institute of Professional South African Mariners

Category 1: Developmental Activities

Attendance of structured educational/developmental meetings will be credited according to **Figure 2**. The maximum number of credits that may be accumulated annually are listed in **Figure 2**.

- Ancillary courses
- Refresher courses
- Large group workshops or Short courses
- Lectures

Category 2: Work – Based Activities

A different formula is used to calculate credits in this category. Since seafarers also remain current by performing their day-to-day seafaring responsibilities, a weighting of one credit for every 30 days of seafaring related work (including management) is awarded for this category. With seafarers working ashore, relevant service as accepted by SAMSA is awarded one credit for every 30 days of service.

In addition, the mentoring of cadets in the workplace will be recognized as CPD with a maximum of one credit for mentoring per year.

Category 3: Individual Activities

Membership of an IPSAM recognized voluntary association (e.g. SAIMENA, SOMMSA, and NI) will result in a maximum of 1 credit per annum.

Other activities include and will be credited as follows:

- Part-time lecturing to students
- Supervision of students undertaking studies
- Participation in statutory, professional, institutional, technical or non-technical committees or task groups
- Evaluation of educational programmes at Universities and Universities of Technology (Technikons) for accreditation purposes
- Evaluation of educational qualifications for IPSAM's Membership Committee
- Evaluation of applications (registration for membership) for IPSAM's Membership Committee
- Relevant additional qualifications

A maximum of 16 credits per 5 year cycle may be accumulated under this category

SECTION 8

POSSIBLE EXEMPTIONS FROM CPD REQUIREMENTS

Members Undertaking Studies

Members who are undertaking full or part time studies are not exempt from the CPD requirements. However, CPD credits may be claimed as indicated in Section 7.

Members Abroad

Members who are practicing abroad should meet the same requirements as those in South Africa and will not be granted deferment. However, documentary proof of compliance with CPD requirements in any particular country, where such requirements apply, will be accepted for CPD purposes in South Africa. In the absence of such proof of compliance with CPD requirements, documentation on activities attended outside South Africa will have to be submitted to IPSAM for evaluation and, if approved, the member will qualify for the specified CPD credits.

Deferment

Members may apply for deferment of CPD and IPSAM will review such applications individually. If reasons given are acceptable to IPSAM, deferment may be granted. Members experiencing physical disability, illness or other extenuating circumstances as reviewed and approved by IPSAM may be exempt. Supporting documentation must be furnished.

SECTION 9

ROLE OF RECOGNISED VOLUNTARY ASSOCIATIONS AND ACCREDITED TERTIARY EDUCATIONAL INSTITUTIONS

In South Africa the accredited training institutions render an invaluable service in offering a wide range of courses that can be used by mariners to maintain and improve their competence.

Voluntary associations will get members involved in accomplishing the goals set to boost the maritime industry. This will be implemented by completing some of the CPD Activities in Category 3, found in Section 7 of this policy.

IPSAM recommends that mariners should where possible as part of their activities, identify CPD activities which meet their needs. CPD activities are described in Section 7.

SECTION 10

APPROVAL OF PROVIDERS OF CPD ACTIVITIES

The South African Maritime Safety Authority (SAMSA) has accredited training institutions to run courses, which will be acknowledged for obtaining CPD credits. IPSAM regards these bodies as capable of ensuring that all their courses, refresher courses, workshops etc. would be of adequate standard. These activities are those described in Category 1, Section 7.

Members who intend participating in an activity provided by other bodies should ensure that the activity is accredited (if not by any accrediting authority, then by IPSAM⁵) so that the credits awarded will be recognized by IPSAM⁶.

In approving a Category 1 CPD activity, providers of CPD activities shall ensure that the following aspects are covered:

- The activity should serve to maintain or enhance the knowledge, skills and competence of all those who participate in it.
- The activity should meet an educational and developmental need and provide an effective learning experience for the participants.
- The depth and breadth of the subject matter covered must be appropriate with sufficient time for discussion.
- The subject covered should provide a balanced view and should not be unduly promotional.
- The presenters should have proven practical and academic experience and be good communicators.
- Evaluation forms for obtaining feedback from participants on the activity must be provided for rating of the relevance, quality and effectiveness of the activity.

⁵ IPSAM will advise whether or not an activity which is not accredited will gain a member credits. The onus is on the member or facilitator to find this out from IPSAM before conducting or attending.

⁶ IPSAM will advise whether it recognizes or not an activity accredited by authorities other than SAMSA.
IPSAM Continuing Development Policy

SECTION 11

PROCESS OF RENEWAL OF REGISTRATION

A member shall apply for the renewal of his/her membership with IPSAM “at least three months prior to the prescribed expiry date of his/her membership”. The Membership Committee determines the conditions for renewal of membership. The decision to make use of Continuing Professional Development (CPD) as a mechanism to determine renewal of membership, gives IPSAM the opportunity to comply with the IPSAM Code of Ethics.

All members will be required to apply for renewal of membership on the prescribed form. This renewal of membership every five years will be an administrative process for those who meet the CPD requirements.

However, those members who are identified administratively as having not met the requirements, will be advised accordingly that their deficient CPD record will be referred to the Disciplinary Committee for decision. Possible actions that may be taken by IPSAM are given in Section 12.

SECTION 12

NON-COMPLIANCE

In the event of a member not complying with the requirements of the CPD system, IPSAM may impose any one or more of the following conditions:

- Require the member to follow an approved remedial programme of continuing professional development within a period prescribed by IPSAM.
- A Member will forfeit their Professional status and may apply for Associate Membership.

SECTION 13

AUDIT

IPSAM will conduct random audits of up to 10% of the CPD records of all members in the different categories of activities annually.

If selected for audit, members might be required to send, within four weeks of initial notification:-

- verification of their CPD activities in the form of a certificate;
- list of results;
- record of attendance;
- receipt of course payment; or
- a written verification from the recognized accredited training institution which presented the developmental activity.

Where the CPD activity was presented by any other provider, proof of attendance must be submitted.

The audit of CPD submissions will be done by IPSAM's Disciplinary Committee to ensure that the principle of peer group evaluation and judgment is maintained.

Members being audited will be advised of the outcome. Where nonconformities are found, the Disciplinary Committee will verify those records and documentations for decision. Possible actions that may be taken by IPSAM are given in Section 12.

***The Institute for Professional South African
Mariners***

A GUIDE TO IPSAM'S DISCIPLINARY PROCEDURES.

1. INTRODUCTION:

The *Institute of Professional South African Mariners (IPSAM)* is a professional body established in terms of the National Qualifications Framework Act, (Act 67 of 2008)

IPSAM's role, in partnership with the State and the maritime profession is to promote an appropriate level of education and training in the maritime profession to facilitate full recognition of professionalism, both locally and abroad. IPSAM enjoys full autonomy although it is accountable to the State, the profession and the public for the fair and transparent administration of its business in the pursuit of its goals.

IPSAM will investigate any complaint, charge or allegation that has been brought against a member when it has reasonable grounds to suspect that that member has committed an act of misconduct. This process is not intended to account for or replace civil or criminal litigation.

2. MEMBER

A "member" is a person registered with IPSAM. This member may be referred to as a "respondent". A respondent means a member whose conduct is the subject of an inquiry.

The categories in which a person may register to acquire a professional designation are:

- 2.1 Deck Officers & Deck Officer Special Grade;
- 2.2 Engineer Officers & Engineer Officer Special Grade;

3. A COMPLAINANT

A complainant is any natural or juristic person lodging a complaint against a member.

4. HOW IS A COMPLAINT LODGED

A complaint is lodged by a complainant through an affidavit/affirmation, which is available on IPSAM's website.

The affidavit/affirmation must include detailed allegations brought against the member and any documentation to corroborate those allegations.

5. MISCONDUCT

The professional conduct of a member is informed by the Code of Ethics obtainable from the website or a hard copy from IPSAM's offices. The following are deemed not to be misconduct.

- 5.1 Purely commercial/contractual disputes not pertaining to the provisions of mandate, for example where a complainant wants to be refunded payments made to the respondent.
- 5.2 IPSAM cannot investigate the conduct of non-members.

6. THE COMPLAINANT AFFIDAVIT/AFFIRMATION

- 6.1 Name, gender, occupation, physical address and telephone number of the Complainant.
- 6.2 Name, gender, occupation, membership number, address of the place of residence (if known to the Complainant) and telephone number of the respondent.
- 6.3 To the extent possible, describe the alleged misconduct with reference to the Code of Ethics for members obtainable from IPSAM's website.
- 6.4 **To the extent possible**, supplementary documents/evidence such as letters of appointment, copies of certificates of competency, and any other documentation supporting the complaint against the Respondent.

7. WHERE DO I SEND A COMPLAINT?

Address your complaint to: IPSAM through the following methods:

- E-mail: ipsam@samsa.org.za
- Fax: XXXXXXXXXXX; or
- Mail/ hand-delivery:

A written acknowledgement of receipt will be sent to you, however if no acknowledgement of receipt is received within seven (7) days of lodging a complaint, please contact IPSAM on the following number (012) 3662600

8. PROCESS FOR HANDLING A COMPLAINT

A copy of the complaint will be sent to the Respondent with an invitation to comment thereto. The complaint will be laid before IPSAM's Disciplinary Committee (DC) and a member of the committee will be appointed to assess the complaint. Should it be necessary to gather expert evidence, IPSAM may appoint an expert to assist with the investigation of the complaint and to present a written report to IPSAM.

Annex 4

Correspondence/information will be exchanged between all parties involved to get a comprehensive understanding of the issue. Interviews may be conducted with Respondents/Complainants/Witnesses as deemed necessary.

9. CONDUCTING OF AN INVESTIGATION

The investigation is directed towards the professional conduct of the member. It is not a legal process intended to recover damages on behalf of any party or to enforce specific performance by the Respondent, i.e. to oblige the Respondent to perform a specific act. Investigations may take several months to conclude, given the nature of the process.

10. THE DISCIPLINARY COMMITTEE

IPSAM has a standing Disciplinary Committee (DC) consisting of not less than four experienced Members and at least one Legal Adviser. The DC will consider all complaints lodged, direct the investigation thereof to ensure consideration of all relevant facts and will resolve as per 11 below.

11. FINDINGS OF THE DC

If the DC finds:

- 11.1 No prima facie evidence of misconduct – The decision means that no transgression of the Code of Ethics was found.
- 11.2 Where the DC find the member of misconduct, they may categorize their findings into
 - 11.2.1 Minor misconduct – where a member is found to have contravened the Code of Ethics. However, the misconduct was not as a result of his/her own will and doing;
 - 11.2.2 Misconduct – where a member is found to have contravened the code of ethics. The contravention was as a result of own will and doing as well as non-compliance with applicable laws (as applicable at the time and place of occurrence of misconduct);
 - 11.2.3 Major misconduct – where a member is found to have contravened the code of ethics. The contravention is a result of gross negligence, intention to do harm or damage to life or property, and intentional non-compliance with applicable laws
- 11.3 The DC, upon making findings, may impose sanctions against the member. In the case where the sanctions are to be imposed, the DC may call the member concerned to make representations before imposing such sanctions. Depending on the nature of a contravention, the committee may impose the sanction as described in part 13 of this procedure.

12. THE COMPLAINANT'S ROLE DURING THE PROCESS

The Complainant may be required to consult with IPSAM's Legal Advisor responsible for presenting the case to the disciplinary committee, and to testify at the disciplinary hearing. IPSAM will endeavour not to put witnesses to any unnecessary inconvenience during this process.

The Complainant will thereafter be advised of the outcome of the investigation and disciplinary hearing, if any.

13. SANCTION IMPOSED

If the Member charged is found guilty of misconduct, or if he or she admits that he or she is guilty of the charge, the Disciplinary Committee may impose one or more of the following sanctions—

- 13.1 Caution or reprimand the Member;
- 13.2 the member must attend a peer review council appointed by the Membership Committee upon recommendation from the DC
- 13.3 Impose on him or her a fine not exceeding the amount calculated according to the ratio for one year imprisonment determined in terms of the Adjustment of Fines Act, 1991 (Act No. 101 of 1991 as amended); or
- 13.4 suspend the registration of the Member concerned for a period not exceeding two years; or
- 13.5 Cancel the membership of the Member concerned and remove his or her name from the IPSAM register. Their professional designation will also not be renewed.
- 13.6 Make recommendation to the authority to invite the Minister of Transport to convene a Marine Court of Enquiry as set out in the Merchant Shipping Act, Act 57 of 1951

14. APPEAL

A member found guilty of misconduct may appeal to the DC of IPSAM within 30 days from the day he or she is sanctioned, and if that appeal is dismissed, within 30 days, appeal to the membership committee to set up a review panel to hear his/her appeal or review the decision of the DC

15. PUBLICATION OF FINDINGS AND SANCTION

The findings of a Disciplinary Committee and sanctions imposed must be published on the IPSAM website within 30 days of the sanction being imposed on the Respondent.

The Institute for Professional South African Mariners

CODE OF ETHICS FOR IPSAM MEMBERS

Preamble

Mariners are an important and learned profession that requires a high standard of scientific education, together with specialised training, development and experience. Mariners are expected to show the highest standards of professional conduct, displaying honesty, integrity, impartiality and fairness towards all persons connected with their work. They must also be dedicated to safety of life and property at sea and the protection of the marine environment. Mariners must perform their duties with utmost adherence to the highest principles of ethical conduct. Ethics are generally understood to deal with moral duty, obligation and a set of governing principles or values that are used to judge the appropriateness of conduct or behaviour. This Code addresses the required behaviour of all Full and Associate Members and provides the requisite ethical guidelines.

Applicability

It is the duty of each and every Member to comply with the provisions made by the Institute of Professional South African Mariners (**IPSAM**) in terms of this Code of Ethics.

The Code of Ethics addresses several areas in the working life of Mariners, including;

- a) Relations with colleagues, clients, employers and society in general
- b) Environmental and social obligations
- c) Maintenance and development of professional conduct and standards
- d) Enforcement of procedures and disciplinary action.

Code of Ethics

Members of the IPSAM shall comply with the following Code of Ethics:

1. Respect the rule of law.
2. Promote the Maritime profession through personal leadership and example and endeavour to advance its standing in society.
3. Be faithful to employers, colleagues and members of the public.

4. At all times address ethnicity and gender with dignity and respect in a non-discriminatory manner.
5. At all times avoid deceptive acts and conduct or practice that deceives the public.
6. Shall not disclose confidential information concerning the business affairs or technical processes of any present or former client or employer.
7. Shall only express opinions, make statements or give evidence with fairness and honesty and only on the basis of adequate knowledge.
8. Accept responsibility for professional activities arising out of their actions.
9. When serving as expert witnesses, express an opinion only when it is founded upon adequate knowledge of all facts, based on a background of competence and honest conviction.
10. Shall not use confidential information as a means of making personal gain.
11. Admit their own errors and refrain from distorting or altering the facts to justify mistakes or decisions or for any other reason whatsoever.
12. Avoid using any association to disguise unethical acts.

Patterns of Behaviour

IPSAM requires from all its members that when conducting any professional activity they always:

- i) Try to the best of their ability, courage, enthusiasm and dedication to obtain a superior achievement.
- ii) Promote and respect diversity.

Conclusion

Mariners accepting membership of IPSAM agree to comply with the provisions of this Code of Ethics.