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Quality Management and Auditing Officer
Chief Examiner
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QUALITY MANAGEMENT SYSTEM

Guidance Note – Format and Wording of Certificates


for

CENTRE FOR SEAFARERS

Document Compiled by

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Distribution

Name	Means of Distribution
All SAMSA Staff	Internal Communications
All Training Institution	SAMSA Website

Revision History

Version	Date	Summary of Changes
1.0	23/12/2016	First Issue of the Guidance Note as a consequence of the review of POP-504

Document Review

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Introduction and Background

1. This Guidance Note is made in accordance with Regulation 85 of the Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013 as amended (the Regulations) as well as Regulation I/2 and Section A-I/2 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978 as amended. The guidance note seek to bring consistency in the wording and content of a certificates issued by SAMSA Accredited institutions to candidates who have attended such accredited courses.
2. This guidance is developed taking into account the format agreed by the IMO on the harmonised format of ancillary certificates providing documentary evidence leading to a certificate of competency or proficiency. The agreed format was developed and published IMO's circular STCW.7/Circ.15 (see annex). SAMSA has thus developed and amended relevant checklist(s) to bring consistency in the format and wording of certificates issued by SAMSA accredited institutions. This will ensure consistency of our documents and their acceptability by foreign administration as this will remove any ambiguities that may arise due to varying format and wording.

Scope

3. This Guidance note applies to the courses accredited by SAMSA in accordance with;
4. The STCW Convention
 - 4.1. Courses accredited in line with Chapters IV, V and VI
 - 4.2. Following courses in accordance with Chapters II and III
 - 4.2.1. High Voltage
 - 4.2.2. Electronic Chart Display and Information System (ECDIS)
 - 4.2.3. Electronic Navigation Systems (ENS)
 - 4.2.4. Communication(s)
 - 4.2.5. Bridge Resource Management
 - 4.2.6. Engine Room/Bridge Resource Management
 - 4.2.7. Human Element, Leadership and Management
5. The shore based IMDG Code course - IMDG General Awareness
6. Local Based Courses

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- 6.1. Safety Officer (Fishing)
 - 6.2. Familiarization (pre-sea safety Induction for Small Vessels)
 - 6.3. Pilot Training (National Ports Act, 2005, Sec 77)
 - 6.4. VTS Operator Course
 - 6.5. Radio Operator - Long Range Certificate
 - 6.6. Radio Operator - Short Range Certificate
7. All courses conducted by SAMSA shall adopt in relation to seafarers assessment and certification.

Format, Wording and Content of Certificates

8. All SAMSA accredited institutions are thus required to amend the format and wording of their certificates. Such amendments shall take into account the following;

- 9. The following titles shall not be used as headers of certificates
 - 9.1. Certificate of Competency, or
 - 9.2. Certificate of Proficiency

The above titles are reserved for use by SAMSA (as the administration) and may not be used as titles of certificates issued by institutions. Issuing of certificates so titled from an institution may mislead employers and administrations alike about the value of the certificates.

10. Effective on 01 September 2016, SAMSA accredited institutions should title their certificates as follows;

- 10.1. **“Certificate of Completion”** – for candidates who have successfully completed the course/training and associated assessments. A format is provided as a GOP-503.2a - SAMSA Accredited institution certificate
- 10.2. **“Statement of Results”** – for candidates who have failed to complete the course successfully in a letter format.

11. Change of dates required to be reflected on the certificate

11.1. Date of Issue – to remain as is currently the practice. This shall reflect the last day of the course. For re-issue of lost or destroyed certificate, this date should remain unchanged;

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11.2. Validity date – reflected as “Valid Until” on the certificate. This shall be reflected on all certificates for course which are valid for a period of 5 years. This date shall be 5 years from date of issue minus 1day,

11.3. Example of how the two dates above are to be reflected;

11.3.1. Date of Issue – 14 June 2016

11.3.2. Valid until – 13 June 2021 (or not Applicable)

12. Full names of the candidate and his or her identity number (passport number if a foreign national) shall always be reflected as they appear on the candidate’s identity document or passport. Where the candidate’s name is too long, i.e. more than 6 names (both given and family names combined), the institution may then reflect a limited number of names, and show all other Initials.

13. Type setting

13.1. The certificate, so far as is possible, shall be set to fit into a single A4 Page, the institutions can edit to the font and Font size to suit their brand;

13.2. When using colour text for the certificates, institution must consider the continued quality of the printout when faxed or copied (multiple times) in black and white, or colour; and

13.3. Institution should avoid using dark colours as background to their document. This diminishes the legibility of the document when copied in black and white or faxed and the dark background obstruct the printing. (advisory only)

14. Course titles, reference (STCW, MLC, etc.) shall be as per GOP-530.04 and the period of the course shall be reflected. No changes shall be permitted in the course naming convention.

15. Other statements on the certificates;

15.1. *...has successfully completed the course in...* shall be part of the certificate. No certificate must be issued for a candidate who has not passed or successfully completed the course. Institutions must provide alternative means as proof of attendance for those who do not meet the requirements to be issued successful certificate.

15.2. *...over a period of <<XYZ>> days...* shall be part of the certificate.

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15.3. *...in accordance with the provisions of **Section <number>** of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended and the South African Maritime Qualifications Code*

This statement shall be included for every course compliant with the STCW Convention, and may not be abbreviated. Alternatively the following statement shall be used for courses not in accordance with the local regulations or other courses;

a) *...in accordance with the provisions of **Regulation <number>** of the Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013, as amended and the South African Maritime Qualifications Code*

b) *...in accordance with the provisions of **Regulation 3.2, para 3** of the Maritime Labour Convention, 2006 and the South African Maritime Qualifications Code*

c) *...in accordance with the provisions of **Chapter 1.3** of the International Maritime Dangerous Goods Code and the South African Maritime Qualifications Code*

d) *...in accordance with the provisions of **Regulation 38** of the Maritime Occupational Safety Regulations, 1994 and the South African Maritime Qualifications Code*

15.4. *...this course has been approved by the South African Maritime Safety Authority on behalf of the government of South Africa.*

16. Other information must be in accordance with the latest amended checklist for accreditation.

Transitional Provisions

17. All accredited institutions are thus required to amend their certificates to reflect the changes mentioned above and the applicable changes. The changes shall take effect from 01 February 2017. For courses currently in the process of being accredited, the changes must be implemented immediately. To demonstrate compliance, the following shall take place;

17.1. Upon amending the certificates, institutions should send sample course certificate for each accredited course to institutions@samsa.org.za for review.

17.2. SAMSA (the Chief Examiner's Office) will assess each document and communicate approval in writing to each institution.

17.3. For this purpose, the relevant SAMSA office does not need to be informed, except where the accreditation is underway

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17.4. Relevant SAMSA office will be provided, by the Chief Examiner's office, with a copy of the approved certificates for their record.

18. Where the institution has pre-printed certificates, they may continue using the currently approved certificates until 01 July 2017. Whereupon all certificates must be in accordance with this guidance note. Institutions who are continuing with older certificates must inform SAMSA via e-mail to institutions@samsa.org.za

Use of SAMSA Logo

19. Accredited institutions may use the SAMSA Logo on their certificates, website and other documents relating to their accreditation. In accordance with the SAMSA Brand, following guidelines should, so far as is possible, be adhered to when using the SAMSA Logo;

Using the Logo on Certificates and other Documents

20. When using the SAMSA Logo on a certificate and/or documents relating to accreditation, the logo should be;

20.1. Placed on the bottom left hand corner of the document, except in the following circumstances;

20.1.1. Where the institutions logo is situated at the same place, in which case the Institutions logo should immediately follow the SAMSA Logo;

20.1.2. Where the Coat of Arms of the Republic are reflected, the SAMSA Logo should immediately follow the Coat of Arms;

20.2. The colour scheme of the logo should, so far as is possible, be as provided in this document below when printed.

Using the Logo on Websites and other electronic platforms

21. When using the SAMSA Logo on website, the logo should be;

21.1. Placed on the bottom or top of the website concerned using the picture provided below;

21.1.1. Where the institutions logo is situated at the same place, in which case the Institutions logo should immediately follow the SAMSA Logo;

21.1.2. Where the Coat of Arms of the Republic are reflected, the SAMSA Logo should immediately follow the Coat of Arms

21.2. The Logo should redirect to the SAMSA Website, at www.samsa.org.za

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Annex- SAMSA LOGO



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