



South African Maritime Safety Authority

Ref: SM6/5/2/1

Date: 12 August 2015

Marine Notice No. 14 of 2015

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 Notices listed in Annex 1 are cancelled

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.

12 August 2015

SM6/5/2/1

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Annex 1 - List of Marine Notices

Year	MN	Title	Validity
2000	29 of 2000	STCW '95: new format for certificates of qualification.	Valid
2001	06 of 2001	Guidance on the use of the cadet and rating training record (tasks) book.	Cancelled
2001	22 of 2001	Watchkeeping testimonial - for Engineering and Deck Cadets.	Cancelled
2001	23 of 2001	Exemption from the requirement to acquire sea service on vessels with propulsion power over 150 kW for the issue of a certificate as Marine Motorman Grade 3.	Cancelled
2001	24 of 2001	Minimum hours of rest for watchkeeping officers on South African fishing vessels.	Cancelled
2002	23 of 2002	The STCW “WHITE LIST”.	Cancelled
2003	09 of 2003	Signal examination for deck officers, chief mates and masters.	Cancelled
2003	16 of 2003	Level 3 assessment (oral examination) in basic engineering knowledge for a master of a fishing vessel of more than 25 GT but < 12.7 metres in registered length.	Cancelled
2004	06 of 2004	Fisherman and Marine Motorman examination candidates. Exemption from requirement to submit ancillary course certification.	Cancelled
2005	14 of 2005	STCW '95: Procedure, guidance and exemptions for the training and certification of ratings in the deck and engine room departments	Cancelled
2005	15 of 2005	STCW '95: Procedure, guidance and exemptions for the training and certification of officers in the deck and engineering departments	Cancelled
2005	17 of 2005	Sea service (experiential) training of deck cadets on accelerated training schemes	Cancelled
2005	22 of 2005	Conditional exemption for chief engineer officers and second engineer officers on fishing vessels of 2 000 kW or more propulsion power	Cancelled
2005	39 of 2005	Joint SAMSA and Transport Education and Training Authority (TETA) accreditation and approval processes	Valid
2006	19 of 2006	Fishermen Grade 3 certificates of competency examinations Sea-service requirements	Cancelled
2006	22 of 2006	Certification as Efficient Cook	Cancelled
2006	23 of 2006	GMDSS (GOC) Certificates of Competency	Valid
2007	23 of 2007	Guidance on level 3 Assessments (Deck)	Valid
2008	08 of 2008	Seafarer Certification: Undertaking in terms of STCW Regulation I/10 with foreign maritime administrations	Valid
2010	10 of 2010	SAMSA deck and engineer examiners and assessors	Valid

Year	MN	Title	Validity
2010	11 of 2010	Requirements for the conversion of South African Navy Engineer Officer Qualifications to STCW '78 as amended Certificates of Competency	Cancelled
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
2011	18 of 2011	Fitness for Duty and rest periods for watchkeeping personnel and those whose duties involve designated safety, security and prevention of pollution duties in accordance with the provisions of Section A-VIII/1 of the STCW Code	Cancelled
2011	21 of 2011	Alerting all SAMSA approved Medical Practitioners to pending changes to the Merchant Shipping (Eyesight and Medical Examination) Regulations, 2004	Cancelled
2011	24 of 2011	South African Seafarers Database	Cancelled
2012	07 of 2012	Memorandum of Understanding (MOU) between ICASA) and SAMSA	Valid
2012	11 of 2012	Draft Regulations relating to the 2010 Amendments to the STCW Convention	Cancelled
2012	16 of 2012	Draft Regulations relating to Safe Manning, Training and Certification of Seafarers – Notice of Planned Road Shows	Cancelled
2012	23 of 2012	Watchkeeping certificate requirements for Cadets on accelerated training programs and the difference between a cadet and an assistant Watchkeeper	Cancelled
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
2013	16 of 2013	Changes to form FOP-519 - issue of additional qualification	Cancelled
2013	17 of 2013	The transitional arrangements with respect to Ordinary Seafarer Deck/Engine Able Seafarer Deck and Able Seafarer Engine	Valid
2013	21 of 2013	Recognition of Sea Service Aboard Training Vessel SA Agulhas for fishing Cadets	Valid
2013	22 of 2013	Electronic Navigation Systems (ENS) and ECDIS Training	Cancelled
2013	23 of 2013	Period of Validity of Written Qualifications	Cancelled
2013	27 of 2013	Merchant Shipping Safe Manning, Training and Certification Regulations, 2013	Cancelled
2013	29 of 2013	Tanker Fire Fighting – Cancellation of Special Requirements	Cancelled
2013	31 of 2013	Height of Platform for Personal Survival Techniques Training	Valid
2013	32 of 2013	Training Record Books	Cancelled
2013	34 of 2013	Recognition of Foreign Seafarer Certificates of Competency and Proficiency (for revalidation purposes only) in terms of the STCW Convention	Cancelled
2013	37 of 2013	Removal of tonnage limitation	Cancelled

Year	MN	Title	Validity
2014	01 of 2014	Merchant Shipping (Safe Manning, Training and Certification) and (Eyesight and Medical Examination) amendment Regulations submitted to the Minister.	Cancelled
2014	18 of 2014	Approved Medical Practitioners	Valid
2014	22 of 2014	Advanced tanker training – clarity on acceptable proof to complying with regulations for issue of endorsements	Valid
2014	28 of 2014	SAMSA Accreditation of Courses and Training Programmes Conducted By Training Institutions for Certificates of Competency	Valid
2014	31 of 2014	Theoretical Training for Master, Mate <200 GT, <500 GT.	Valid
2014	32 of 2014	Recognition of Foreign Seafarer Certificates of Competency and Proficiency (for revalidation purposes only) in Terms of the STCW Convention	Cancelled
2014	33 of 2014	Accredited training institutions and Programs	Valid
2014	34 of 2014	Recognition of Existing Seafarers for Electro – Technical Officers (ETO) Certificate of Competency (CoC)	Valid
2015	08 of 2015	Compliance with STCW '78, as amended in 2010	Valid
2015	09 of 2015	General Exemptions on Safe Manning for South African Ships	Valid

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

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).

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.

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>	<p>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>
<p>Mechanical Engineer – Technical Vocational Education and Training</p>	<p>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>
<p>Mechanical Engineer – incomplete qualification</p>	<p>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</p>

	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
Marine Engineer – current	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.

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.

Assessment of Sea Service

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

Training Ships

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

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:

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.

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.

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.

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.

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. Effective 01 September 2015, the recognition of experience for all security training will be discontinued.

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.

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 Mate (<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.

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.

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.

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.

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

1 – Engineer Officer in charge of a watch. STCW Code A - III/1

Study Matrix required for the Engineer Officer Certificate of Competency as per the South African Maritime Qualifications Code.

SAMSA - CODE Subject	N Course Subject	S Course Subject
General Engineering Science / Applied Mechanics Module 1	N4 Fluid Mechanics N4 Mechanotechnics	Fluid Mechanics 2 Mechanics 1
Heat Engines/ Thermodynamics Module 1 & 2	N5 Power Machines	Thermodynamics 2
Drawings Module 1	N3 Engineering Drawings	Drawing 1
Applied Marine Science Module 1	N4 Mathematics	Mathematics 1
Electrotechnology Module 1 & 2	N4 Electrotechnics N3 Industrial Electronics	Electrotechnology 1
Naval Architecture Module 1 to 6	S subject required	Naval Architecture 1
Business Module 1 to 4	S subject required	Legal Knowledge 1(A) or Marine Law 1
Engineering Knowledge Module 1	S subject required	Marine Engineering Knowledge 1(A)

Note:

1. At CPUT the content of the course Marine Engineering Knowledge 1 has been divided into 4 subjects, namely:
 - a. Marine Engineering Knowledge (motor)
 - b. Marine Engineering Knowledge (general)
 - c. Maintenance Engineering 1
 - d. Shipbuilding Technology 1
2. At DUT the Marine Engineering Knowledge 1 course includes all four of the above subjects.

2 – Chief Engineer Officer < 1 500 kW (Port Operations)

Study Matrix required for the Chief Engineer Officer < 1500 kW (Port Operations) certificate of competency as per the South African Maritime Qualifications Code.

SAMSA - CODE Subject	N Course Subject	S Course Subject
General Engineering Science/ Applied Mechanics Module 1	N4 Engineering Science, N4 Mechanotechnics	Fluid Mechanics 2, Mechanics 1
Heat Engines/ Thermodynamics Module 1&2	N5 Power Machines	Thermodynamics 2
Drawings Module 1	N3 Engineering Drawings	Drawing 1
Applied Marine Science Module 1	N4 Mathematics	Mathematics 1
Electrotechnology Module 1&2	N4 Electrotechnics, N3 Industrial Electronics	Electrotechnology 1
Naval Architecture Module 1 to 6	S subject required	Naval Architecture 1
Business Module 1 to 4	S subject required	Legal Knowledge 1(A) or Marine Law 1
Engineering Knowledge Module 1	S subject required	Marine Engineering Knowledge 1 (A)

Note:

1. At CPUT the content of the course Marine Engineering Knowledge 1 has been divided into 4 subjects, namely:
 - a. Marine Engineering Knowledge (motor)
 - b. Marine Engineering Knowledge (general)
 - c. Maintenance Engineering 1
 - d. Shipbuilding Technology 1
2. At DUT the Marine Engineering Knowledge 1 course includes all four of the above subjects.

3 – Chief Engineer Officer unlimited (Port Operations)

Study Matrix for the Chief Engineer Officer (Port Operations) certificate of competency as per the South African Maritime Qualifications Code.

SAMSA - CODE Subject	N Course Subject	S Course Subject
General Engineering Science/ Applied Mechanics Module 1	N4 Engineering Science N4 Mechanotechnics	Fluid Mechanics 2 Mechanics 1
Heat Engines/ Thermodynamics Module 1&2	N5 Power Machines	Thermodynamics 2
Drawings Module 1	N3 Engineering Drawings	Drawing 1
Applied Marine Science Module 1	N4 Mathematics	Mathematics 1
Electrotechnology Module 1&2	N4 Electrotechnics N3 Industrial Electronics	Electrotechnology 1
Naval Architecture Module 1 to 6	S subject required	Naval Architecture 1
Business Module 1 to 4	S subject required	Legal Knowledge 1(A) or Marine Law 1
Engineering Knowledge Module 1	S subject required	Marine Engineering Knowledge 1 (A)

Note:

1. At CPUT the content of the course Marine Engineering Knowledge 2 has been divided into 4 subjects, namely:
 - a. Marine Engineering Knowledge (motor)
 - b. Marine Engineering Knowledge (general)
 - c. Maintenance Engineering 2
 - d. Internal Combustion Engines 2
2. At DUT the Marine Engineering Knowledge 2 course includes all four of the above subjects.

4 – Second engineer < 3 000 kW propulsion power. STCW Code A-III/3

Study Matrix for the Engineer Officer Certificate of Competency as per the South African Maritime Qualifications Code.

SAMSA - CODE Subject	N Course Subject	S Course Subject
General Engineering Science/ Applied Mechanics Module 1 to 2	N4 Engineering Science N4 Mechanotechnics N5 Mechanotechnics	Fluid Mechanics 2 Mechanics 1 Mechanics of Machines 2
Heat Engines/ Thermodynamics Module 1 to 3	N5 Power Machines	Thermodynamics 2
Drawings Module 1	N 3 Engineering Drawings	Drawing 1
Applied Marine Science Module 1	N4 Mathematics	Mathematics 1
Electrotechnology Module 1 to 2	N4 Electro technics	Electrotechnology 1
Naval Architecture Module 1 to 6, 7, 8,11 and 12	S subject required	Naval Architecture 1 Naval Architecture 2
Business Module 1 to 4 and 6	S subject required	Legal Knowledge 1(A) or Marine Law 1
Engineering Knowledge Module 1 and 2	S subject required	Marine Engineering Knowledge 1 Marine Engineering Knowledge 2 (A)

Note:

1. At CPUT the content of the course Marine Engineering Knowledge 2 has been divided into 3 subjects, namely
 - a. Marine Engineering Knowledge (motor)
 - b. Marine Engineering Knowledge (general)
 - c. Maintenance Engineering 2
 - d. Internal Combustion Engines 2
2. At DUT the Marine Engineering Knowledge 2 course includes all four of the above subjects.

5 – Second engineer officer. STCW Code A-III/2

Study Matrix for the Engineer Officer Certificate of Competency as per the South African Maritime Qualifications Code.

SAMSA - CODE Subject	N Course Subject	S Course Subject
General Engineering Science/Applied Mechanics Module 1 to 3	N4 Engineering Science, N4 Mechanotechnics, N5 Mechanotechnics, N5 Strength of Materials and Structures N5 Fluid Mechanics	Fluid Mechanics 2 Mechanics 1 Mechanics of Machines Strength of Materials 2 Fluid Mechanics 2
Electronics		Industrial Electronics 2
Heat Engines/ Thermodynamics Module 1 to 5	N5 Power Machines	Thermodynamics 2
Drawings Module 1	N 3 Engineering Drawings	Engineering Drawing 1
Applied Marine Science Module 1 and 3	N4 Mathematics	Mathematics 1
Electrotechnology Module 1 to 3	N4 Electro technics N5 Electro technics N3 Industrial Electronics	Electrotechnology 1 Electrotechnology 2
Naval Architecture Module 1 to 6, 7, 8, 11 and 12	S subject required	Naval Architecture 1 Naval Architecture 2
Business Module 1 to 4 and 6	S subject required	Legal Knowledge 1(A and B) or Marine Law 2
Engineering Knowledge Module 1 to 2	S subject required	Marine Engineering Knowledge 1, Marine Engineering Knowledge 2 (A)

Note:

1. At CPUT the content of the course Marine Engineering Knowledge 2 has been divided into 3 subjects, namely:
 - a. Marine Engineering Knowledge (motor)
 - b. Marine Engineering Knowledge (general)
 - c. Maintenance Engineering 2
 - d. Internal Combustion Engines 2
2. At DUT the Marine Engineering Knowledge 2 course includes all four of the above subjects.

6 – Chief engineer officer < 3000 kW propulsion power. Section A-III/3

Study Matrix for the Engineer Officer Certificate of Competency as per the South African Maritime Qualifications Code.

SAMSA - CODE Subject	N Course Subject	S Course Subject
General Engineering Science/ Applied Mechanics Module 1 to 3	N4 Engineering Science N4 Mechanotechnics N5 Mechanotechnics N5 Strength of Materials and Structures N5 Fluid Mechanics	Fluid Mechanics 2 Mechanics 1 Mechanics of Machines 2 Strength of Materials 2 Fluid Mechanics 2
Electronics		Industrial Electronics 2
Heat Engines/ Thermodynamics Module 1 to 5	N5 Power Machines	Thermodynamics 2
Drawings Module 1	N 3 Engineering Drawings	Drawing 1
Applied Marine Science Module 1 and 3	N4 Mathematics	Mathematics 1
Electrotechnology Module 1 to 3	N4 Electro technics N5 Electro technics N3 Industrial Electronics	Electrotechnology 1 Electrotechnology 2
Naval Architecture Module 1 to 6, 7, 8,11 and 12	S subject required	Naval Architecture 1 Naval Architecture 2
Business Module 1 to 4 and 6 to 7	S subject required	Legal Knowledge 1(A and B) or Marine Law 2
Engineering Knowledge Module 1 to 3	S subject required	Marine Engineering Knowledge 1 and 2 Marine Engineering Knowledge 3 (A)

Note:

- 1 At CPUT the content of the course Marine Engineering Knowledge 3 has been divided into 4 subjects, namely:
 - a. Marine Engineering Knowledge (motor)
 - b. Marine Engineering Knowledge (general)
 - c. Internal Combustion Engines 3
 - d. Steamplant 3
- 2 At DUT the Marine Engineering Knowledge 3 course includes all four of the above subjects.

7 – Chief engineer officer. Section A-III/2

Study Matrix for the Engineer Officer Certificate of Competency as per the South African Maritime Qualifications Code.

SAMSA - CODE Subject	N Course Subject	S Course Subject
General Engineering Science/ Applied Mechanics Module 1 to 3	N4 Engineering Science N4 Mechanotechnics N5 Mechanotechnics N5 Strength of Materials and Structures N5 Fluid Mechanics	Fluid Mechanics 2 Mechanics 1 Mechanics of Machines 2 Strength of Materials 2 Fluid Mechanics 2
Electronics		Industrial Electronics 2
Heat Engines/ Thermodynamics Module 1 to 5	N5 Power Machines	Thermodynamics 2
Drawings Module 1	N 3 Engineering Drawings	Drawing 1
Applied Marine Science Module 1 and 3	N4 Mathematics	Mathematics 1
Electrotechnology Module 1 to 3	N4 Electro technics N5 Electro technics N3 Industrial Electronics	Electrotechnology 1 Electrotechnology 2
Naval Architecture Module 1 to 6, 7, 8,11 and 12	S subject required	Naval Architecture 1 Naval Architecture 2
Business Module 1 to 4 and 6 to 7	S subject required	Legal Knowledge 1(A and B) or Marine Law 2
Engineering Knowledge Module 1 to 3	S subject required	Marine Engineering Knowledge 1 and 2 Marine Engineering Knowledge 3 (A)

Note:

1. At CPUT the content of the course Marine Engineering Knowledge 3 has been divided into 4 subjects, namely:
 - a. Marine Engineering Knowledge (motor)
 - b. Marine Engineering Knowledge (general)
 - c. Internal Combustion Engines 3
 - d. Steamplant 3
2. At DUT the Marine Engineering Knowledge 3 course includes all four of the above subjects.

8 – Electro Technical Rating

Study Matrix required for the Electro Technical Rating Certificate of Proficiency as per the South African Maritime Qualifications Code.

SAMSA - CODE Subject	N Course Subject	S Course Subject
Electronics Module 1	S subject required	Electronics 1
Industrial Electronics Module 2	S subject required	Industrial Electronics 2
Control Systems Module 2	S subject required	Control Systems 2
Electrical Machines Module 2	S subject required	Electrical Machines 2

9 – Electro Technical Officer

Study Matrix required for the Electro Technical Officer Certificate of Competency as per the South African Maritime Qualifications Code.

SAMSA - CODE Subject	N Course	Subject
Electronics Module 2	S subject required	Electronics 2
Network Systems Module 2	S subject required	Network Systems 2
Power Electronics Module 3	S subject required	Power Electronics 3
Electrical Machines Module 3	S subject required	Electrical Machines 3
Process Instrumentation Module 2	S subject required	Process Instrumentation 2
Electrical Protection Module 3	S subject required	Electrical Protection 3

10 - Marine Motorman Grade 2

Study Matrix required for the Engineer Officer Certificate of Competency as per the South African Maritime Qualifications Code.

SAMSA - CODE Subject	N Course Subject	S Course Subject
Naval Architecture Module 1	S subject required	Naval Architecture 1
Emergency Procedures Module 1	S subject required	Emergency Procedures 1
Personnel Management and Ship Business Module 1 to 3	S subject required	Personnel Management and Ship Business 1
Engineering Knowledge Module 1	S subject required	Engineering Knowledge 1

NOTE:

All examinations are to be oral with a continuous assessment for the course.

11 – Marine Motorman Grade 1

Study Matrix required for the Engineer Officer Certificate of Competency as per the South African Maritime Qualifications Code.

SAMSA - CODE Subject	N Course Subject	S Course Subject
Naval Architecture Module 1 to 4	S subject required	Naval Architecture 1
Emergency Procedures Module 1 & 2	S subject required	Emergency Procedures 2
Personnel Management and Ship Business Module 1 to 4	S subject required	Personnel Management and Ship Business 1
Engineering Knowledge Module 3	S subject required	Engineering Knowledge 1

NOTE:

All examinations are to be oral with a continuous assessment for the course.

* Only for fishing candidates

12 – Marine Motorman Higher Grade

Study Matrix required for the Engineer Officer Certificate of Competency as per the South African Maritime Qualifications Code.

SAMSA - CODE Subject	N Course Subject	S Course Subject
Naval Architecture Module 1 to 4	S subject required	Naval Architecture 1
Emergency Procedures Module 1 & 2	S subject required	Emergency Procedures 2
Personnel Management and Ship Business Module 1 to 4	S subject required	Personnel Management and Ship Business 1
Engineering Knowledge Module 3	S subject required	Engineering Knowledge 1

NOTE:

All examinations are to be written, followed by an oral at SAMSA.

13 – Second Engineer (Fishing) and Chief Engineer (Fishing)

Study Matrix required for the Engineer Officer Certificate of Competency as per the South African Maritime Qualifications Code.

SAMSA - CODE Subject	N Course Subject	S Course Subject
Naval Architecture Module 1 to 6	S subject required	Naval Architecture 1
Electrotechnology Module 1 & 2	S subject required	Electrotechnology 1
Applied Marine Science Module 1	S subject required	Mathematics 1
Engineering Drawing Module 1	S subject required	Engineering Drawing 1
General Engineering Science/ Applied Mechanics	S subject required	Applied Mechanics 1
Heat Engines/ Thermodynamics	S subject required	Thermodynamics 1
Fishing safety 1 & 2	S subject required	Fishing Safety
Emergency Procedures Module 1 & 2	S subject required	Emergency Procedures 2
Personnel Management and Ship Business Module 1 to 4	S subject required	Personnel Management and Ship Business 1
Marine Engineering Knowledge Module 3	S subject required	Marine Engineering Knowledge 1

Note:

1. At CPUT the content of the course Marine Engineering Knowledge 1 has been divided into 4 subjects, namely
 - a. Marine Engineering Knowledge (motor)
 - b. Marine Engineering Knowledge (general)
 - c. Maintenance Engineering 1
 - d. Shipbuilding Technology 1
2. At DUT the Marine Engineering Knowledge 1 course includes all four of the above subjects.

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

(Saamgestel uit die lysie van bemanning en amptelike skeepsberaamte)				en afskrif van verslag van karakter, indien deur die seeman verting				
No.	* Name of ship and official number and gross tonnage * Naam van skip en amptelike nommer en bruto tonnage	Date and place of Departure and place of Discharge		Rank or rating Rang of	Description of voyage or nature of employment Besrywing van aard van diens	Copy of report of character Afskrif van verslag van karakter		Signature of (1) *master/owner and of (2) proper officer and official stamp Handtekening van (1) *gassgoewer/steraar; en van (2) bevoegde beampte en amptelike stempel
		* Engagement * Indiensneming	Discharge Ontslag			For ability Vir bekwaamheid	For general conduct Vir algemene gedrag	
	CAPE CORAL TOWN	01/03/05	03/09/2005	3/0	17	VG	VG	(1) [Signature]

Figure 1: sample discharge book entry. The dates as shown have to 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...”

$$\frac{2}{3} \text{ service} = \text{Whole Period} \times \frac{2}{3}$$

$$\frac{2}{3} \text{ service} = 187 \text{ days} \times \frac{2}{3}$$

$$\frac{2}{3} \text{ service} = 124.6667 \text{ (124 days – 4 months days)} - \text{Rounded down to the nearest whole number.}$$

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.

$$\text{Qualifying Service} = \text{Total Sea Days} \times 1.5$$

$$\text{Qualifying Service} = 52 \text{ days} \times 1.5$$

$$\text{Qualifying Service} = 78 \text{ days}$$

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.

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).

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