

Gibraltar Merchant Shipping (Safety, etc.)

1995-13

ADMINISTRATIVE INSTRUCTIONS UNDER THE MERCHANT SHIPPING (SAFETY ETC.) ORDINANCE 1993

**Subsidiary
2004/068**

This version is out of date

Regulations made under s. 3(5) of the Gibraltar Merchant Shipping (Safety etc.) Act, 1993.

ADMINISTRATIVE INSTRUCTIONS UNDER THE MERCHANT SHIPPING (SAFETY ETC.) ACT 1993

(LN. 2004/068)

29.7.2004

Amending enactments	Relevant current provisions	Commencement date
LN. 2006/107	Instructions & STCW – 1 to 14	5.10.2006
2020/372	Instructions & STCW – 1	29.10.2020

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- Administrative Instruction No. STCW-1 on Safe Manning
- Administrative Instruction No. STCW-2 on Watch Standards and Arrangements
- Administrative Instruction No. STCW-3 on Approval and Monitoring of Training Institutes
- Administrative Instruction No. STCW-4 on Recognition of Certificate & Issue of Gibraltar Endorsement
- Administrative Instruction No. STCW-5 on Issue of Appropriate Certificate
- Administrative Instruction No. STCW-6 on Tanker Training and Endorsement
- Administrative Instruction No. STCW-7 on Issue of Watch-rating Certificate
- Administrative Instruction No. STCW-8 on Issue of Able Seaman's Certificate
- Administrative Instruction No. STCW-9 on Ship's Cook Certificate
- Administrative Instruction No. STCW-10 on Cadets' Training Programme
- Administrative Instruction No. STCW-11 on Seafarers' Medical Fitness Certificate
- Administrative Instruction No. STCW-12 on Maintenance of Records and Registers
- Administrative Instruction No. STCW-13 on Issue of Seafarers' Discharge Book (record of Sea-service)
- Administrative Instruction No. STCW-14 on Certification for Operation of Domestic Vessels

ADMINISTRATIVE INSTRUCTION No. STCW-1

**ADMINISTRATIVE INSTRUCTION ON SAFE MANNING
DOCUMENT**

(Issued under Section 3 (5) of the Gibraltar Merchant Shipping (Safety etc.) Act 1993 and to be read in conjunction with the relevant provisions of the Gibraltar Merchant Shipping (Manning, Training and Certification for Seafarers) Regulations 2006.

1. Every Gibraltar registered ship engaged in international voyages and other Gibraltar ships of 500 gt and above will be required to be in possession of a Safe Manning Document issued by the Maritime Administrator in compliance with SOLAS 74 regulation V/14. IMO Assembly Resolution A.1047(27) on "Principles on Safe Manning" shall be used for further guidance. The ship shall not be allowed to proceed to sea unless it has a Safe Manning Document (SMD) and it is manned in accordance with such document as the minimum acceptable manning standard. Watch-keeping standards must be maintained in accordance with the provisions of Chapter VIII (regulation VIII and Code A-VIII) of STCW95 and minimum periods of rest must also be provided in accordance with Chapter VIII of STCW95 and ILO-180. Watch schedules shall be posted/displayed.

2. The company managing a Gibraltar registered ship to which this Administrative Instruction applies should apply to the Maritime Administrator for issue of an SMD in the form given at Annex A. The company shall provide particulars of the ship (type of ship, dimensions, tonnage, propulsion power in kW, degree of automation etc.), nature of trade, area of operation, and the minimum scale of manning with which the company wants to operate the vessel.

3. The Administration shall consider each application in the light of IMO Assembly Resolution A.1047(27) and when it is satisfied that the manning will meet the requirements for safe operation and protection of the marine environment, it shall issue a Safe Manning Document for the relevant ship in the form given at Annex B. Except for passenger ships, the SMD will be based on Unmanned Machinery Space operation and when UMS is not operative the ship shall carry at least one more duly qualified Engineer Officer (in addition to the SMD requirement). However, the Maritime Administrator in some cases may attach such conditions as considered necessary for the safe operation of a particular ship.

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4. An SMD shall be initially issued for a period of one year and renewed within this period when issuing a full term Safety Management Certificate (SMC) to harmonise future renewal every five years unless the ship undergoes such changes that may require a revision of the SMD. Companies should ensure that the existing SMD issued to their ships is renewed at the time of renewal of the SMC.

5. It shall be the responsibility of the company to ensure that the ship has at least one officer who has an appropriate certificate for the operation of the GMDSS Radio-communication equipment fitted on the ship (as appropriate for the area of operation) and that all Deck Officers have at least a Restricted Operator's Certificate in GMDSS. In the case of Masters and Chief Officers a General Operator's Certificate is required. Seafarers employed on the ship must be medically fit and duly qualified as required; and all officers shall have either appropriate certificates or an endorsement in recognition of an appropriate certificate issued by the Maritime Administrator relevant to the capacity of the officer, and the type, size, power and area of operation of the vessel or a certificate of competency (or a certificate of equivalent competency) issued by the UK-MCA. In exceptional circumstances a Dispensation may be issued in Compliance with Article VIII of STCW95.

6. A ship which has on board more than 100 persons and remains, at any stage of the voyage, more than 24 hours steaming distance from a safe haven with all medical facilities (including hospitalisation) shall be required to carry a duly qualified doctor. A ship with a manning of more than 6 persons engaged on voyages during which she may remain more than 72 hours at sea shall be required to have a dedicated cook and in all other cases one of the crew shall be designated as Seaman-cook.

7. For the purpose of employment of seafarers in a capacity (such as Electrical Engineer, Air-conditioning and Refrigeration Engineer) for which no specific training and certification requirements are given in the Convention, it shall be the duty of the company to ensure that the person has a generally acceptable qualification (degree or diploma) for the trade and has received Basic Training.

8. The company shall retain the option to employ additional seafarers (in addition to the number specified in the SMD) provided that:

- (a) appropriate accommodation is available;
- (b) sufficient life-saving appliances are available; and
- (c) safety familiarisation training is given.

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9. All persons employed on a Gibraltar registered ship must be duly signed on a Gibraltar Crew Agreement or a UK (non-federated) Crew Agreement. The company may sign the crew on an agreement in the format of the labour supplying country if such is the requirement in which case such agreement will form a part of the Gibraltar Crew Agreement. However, any term or condition that contradicts the basic principles of the Gibraltar Crew Agreement or that of ILO Convention No. 22 shall be considered void. The Agreement must contain provision for 4 weeks paid leave in a year with provision for payment in lieu proportionately for the period of service.

10. A copy of this Administrative Instruction shall be carried on every Gibraltar registered ship so that in any foreign port, the Administration of the Port State can be aware of the Flag State requirements applicable to the vessel in respect of manning.

TABLE 1
Guidance on Manning level (Deck Officers):

Trading Area	Size of Ship (GT)	Number of Officers to be carried - STCW'95 Regulation			
		Reg. II/2 Master	Reg. II/2 Chief Mate	Reg. II/1 ONW	Reg. II/3 ONW
Unlimited	10,000 or more	1	1	2	-
Unlimited	500 or more but less than 10,000	1	1	1	-
Unlimited	Less than 500	1	-	2(a)	-
Near-coastal or within 200 miles of a safe haven	3,000 or more	1	1	1	-
Near-coastal or within 200 miles of a safe haven	500 or more but less than 3,000	1	1	1(b)	-
Near-coastal or within 200 miles of a safe haven	Less than 500	-	-	-	2(c)

Key:

- (a) May be 1 if the Master keeps watch;
- (b) Need not be carried if the Master keeps watch;

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- (c) One of these II/3 certificates must have an endorsement for the capacity of Master.

Note - A Passenger Ship over 3,000 GT, or carrying 100 or more passengers shall have 3 Deck Officers other than the Master, so that the Master can spend more time on management of safety standards

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**TABLE 2
Guidance on Manning level (Engineer Officers):**

Trading Area	Propulsion Power (kW)	Number of Officers to be carried - STCW'95 Regulation				
		Reg. III/2 Ch. Engineer	Reg. III/2 Second Engineer	Reg. III/1 OEW	Reg. II/3 Ch. Engineer	Reg. II/3 Second Engineer
Unlimited	6,000 or more	1	1	1	-	-
Unlimited	3,000 or more, but less than 6,000	1	1	-	-	-
Unlimited	750 or more, but less than 3,000	-	-	1	1	-
Near-coastal or within 200 miles of a safe haven	6,000 or more	1	1	-	-	-
Near-coastal or within 200 miles of a safe haven	3,000 or more, but less than 6,000	1	-	1	-	-
Near-coastal or within 200 miles of a safe haven	750 or more, but less than 3,000	-	-	-	1	-

1. The above table is based on the vessel being on UMS operation. Vessels not having UMS notation or not on UMS mode of operation shall carry in addition one W/K Engineer Officer;
2. A Second Engineer Officer under Regulation III/3 shall be considered superior to a W/K Engineer Officer under III/1;
3. Vessels with propulsion power of less than 750 kW shall carry a person qualified / certified by an Administration for operation of Marine Engines;

- 4. Passenger Ships with propulsion power of 6,000 kW and above shall carry a dedicated Electrical Engineer;
- 5. On a Passenger Ship with propulsion power of 3,000 kW and above or carrying more than 100 passengers, the Chief Engineer should not be required to take routine watches so that he can concentrate more on the management of maintenance & safety standards.

Form No 1

APPLICATION FOR A SAFE MANNING DOCUMENT

The company shall assess its requirements and propose a scale of minimum safe manning for the vessel taking into consideration the principles and guidance given in IMO Resolution A.1047(27) and the Gibraltar Administrative Instruction on Safe Manning.

Name of the ship:.....	Type of ship: ¹
Call Sign:.....	IMO Number:.....
Length:.....	Gross Tonnage:.....
Total power (KW):.....	Number of propellers:.....
Year of build:.....	Certified accommodation for:.....
Certified LSA for:.....	Auto Pilot (steering): ² YES / NO
UMS: ² YES / NO	Bridge Control: ² YES / NO

Area of operation: Unlimited / Other (specify area below)²

 ...

Name & address of Company:

 ...

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¹(Types of Ships: 1. Passenger / Cruise; 2. Ro-ro Passenger; 3. High-speed Craft; 4. Dynamically-supported Craft; 5. Container / Dry Cargo Ship; 6. Bulk Carrier; 7. Tanker – Oil; 8. Tanker – Chemical; 9. Tanker – Gas; 10. Standby Vessel; 11. Offshore Supply Vessel; 12. Dredger / Survey Vessel; 13. Tug; 14. MOU / Jack-up Rig; 15. Submersible / Semi-submersible; 16. Yacht; 17. Other [please specify])

²(delete as appropriate)

Manning suggested by the Company:

Rank / Capacity:	Number:	Rank / Capacity:	Number:
Master:	1	Chief Engineer:	1
Chief Mate:		Second Engineer:	
OOW (Deck):		OOW (Engineer):	
Doctor:		Electrical Engineer:	
Nav. W / Rating:		E / R Watchrating:	
Cook:		Other:	

I declare that to the best of my knowledge, the particulars given by me on this form are complete and correct.

Signed:
.....

Date:.....

Name:
.....

Designation:.....

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The completed application form should be sent to:

**Registry of Ships
Watergate House
Casemates Square
Gibraltar
The Maritime Administrator
Tel.:(+350)47771/Fax:(+350)47770**



**GOVERNMENT OF GIBRALTAR *
SAFE MANNING DOCUMENT**

(Issued in compliance with Regulation V/14 of SOLAS 74 as amended, IMO Resolution A.1047(27) and the Gibraltar Administrative Instruction on Safe Manning)

Name of the ship:

Type of ship:

Port of Registry: GIBRALTAR

Year of build:

IMO Number:

GT:

Propulsion Power:

Expiry date:

Minimum Safe Manning:

Master:

Chief Engineer Officer:

Chief Mate:

Second Engineer Officer:

Nav. W/K Officer:
Officer:

W/K Engr.

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Nav. W/Rating:
Watchrating:

E/R

Cook or Seaman-Cook

Other:

Total:

SPECIAL CONDITIONS:

The ship must comply with the provisions of the Gibraltar Administrative Instruction on Safe Manning (a copy of which must be carried on board).

Issued at _____ on _____

Signature:
Designation: Government of Gibraltar Marine Surveyor

Seal

*- Gibraltar is an overseas territory of the United Kingdom

ADMINISTRATIVE INSTRUCTION No. STCW-2**ADMINISTRATIVE INSTRUCTION ON WATCH STANDARDS
AND ARRANGEMENTS**

(Issued under Section 3 (5) of the Gibraltar Merchant Shipping (Safety etc.) Act 1993 and to be read in conjunction with the relevant provisions of the Gibraltar Merchant Shipping (Manning, Training and Certification for Seafarers) Regulations 2006.

This Administrative Instruction sets out the watch-keeping arrangements and principles to be observed

**PART 1 –
CERTIFICATION**

1. The officer in charge of the navigational or deck watch shall be duly qualified in accordance with the provisions of chapter II or chapter VII of STCW 95 appropriate to the duties related to navigational or deck watchkeeping.
2. The officer in charge of the engineering watch shall be duly qualified in accordance with the provisions of chapter III or chapter VII of STCW 95 appropriate to the duties related to engineering watchkeeping.

**PART 2 –
VOYAGE PLANNING****General requirements**

3. The intended voyage shall be planned in advance, taking into consideration all pertinent information, and any course laid down shall be checked before the voyage commences.
4. The chief engineer officer shall, in consultation with the master, determine in advance the needs of the intended voyage, taking into consideration the requirements for fuel, water, lubricants, chemicals, expendable and other spare parts, tools, supplies and any other requirements.

Planning prior to each voyage

5. Prior to each voyage the master of every ship shall ensure that the intended route from the port of departure to the first port of call is planned using adequate and appropriate charts and other nautical publications necessary for the intended voyage, containing accurate, complete and up-to-date information regarding those navigational limitations and hazards which are of a permanent or predictable nature and which are relevant to the safe navigation of the ship.

Verification and display of planned route

6. When the route planning is verified taking into consideration all pertinent information, the planned route shall be clearly displayed on appropriate charts and shall be continuously available to the officer in charge of the watch, who shall verify each course to be followed prior to using it during the voyage.

Deviation from planned route

7. If a decision is made, during a voyage, to change the next port of call of the planned route, or if it is necessary for the ship to deviate substantially from the planned route for other reasons, then an amended route shall be planned prior to deviating substantially from the route originally planned.

PART 3 – WATCHKEEPING AT SEA

Principles applying to watchkeeping generally

8. Attention of companies, masters, chief engineer officers and watchkeeping personnel are drawn to the following principles, which shall be observed to ensure that safe watches are maintained at all times.

9. The master of every ship is bound to ensure that watchkeeping arrangements are adequate for maintaining a safe navigational watch. Under the master's general direction, the officers of the navigational watch are responsible for navigating the ship safely during their periods of duty, when they will be particularly concerned with avoiding collision and stranding.

10. The chief engineer officer of every ship is bound, in consultation with the master, to ensure that watchkeeping arrangements are adequate to maintain a safe engineering watch.

Protection of marine environment

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11. The master, officers and ratings shall be aware of the serious effects of operational or accidental pollution of the marine environment and shall take all possible precautions to prevent such pollution, particularly within the framework of relevant international and port regulations

Part 3-1 Principles to be observed in keeping a navigational watch

12. The officer in charge of the navigational watch is the master's representative and is primarily responsible at all times for the safe navigation of the ship and for complying with the International Regulations for Preventing Collisions at Sea, 1972.

Look-out

13. A proper look-out shall be maintained at all times in compliance with rule 5 of the International Regulations for Preventing Collisions at Sea, 1972 and shall serve the purpose of :

- (1) maintaining a continuous state of vigilance by sight and hearing as well as by all other available means, with regard to any significant change in the operating environment ;
- (2) fully appraising the situation and the risk of collision, stranding and other dangers to navigation; and
- (3) detecting ships or aircraft in distress, shipwrecked persons, wrecks, debris and other hazards to safe navigation.

14. The look-out must be able to give full attention to the keeping of a proper look-out and no other duties shall be undertaken or assigned which could interfere with that task

15. The duties of the look-out and helmsperson are separate and the helmsperson shall not be considered to be the look-out while steering, except in small ships where an unobstructed all-round view is provided at the steering position and there is no impairment of night vision or other impediment to the keeping of a proper look-out. The officer in charge of the navigational watch may be the sole look-out in daylight provided that on each such occasion:

- (1) the situation has been carefully assessed and it has been established without doubt that it is safe to do so;

- (2) full account has been taken of all relevant factors, including, but not limited to :
 - state of weather,
 - visibility,
 - traffic density,
 - proximity of dangers to navigation, and
 - the attention necessary when navigating in or near traffic separation schemes; and
- (3) assistance is immediately available to be summoned to the bridge when any change in the situation so requires.

16. In determining that the composition of the navigational watch is adequate to ensure that a proper look-out can continuously be maintained, the master shall take into account all relevant factors, including those described in this Administrative Instruction as well as the following factors:

- (1) visibility, state of weather and sea ;
- (2) traffic density, and other activities occurring in the area in which the vessel is navigating ;
- (3) the attention necessary when navigating in or near traffic separation schemes or other routing measures ;
- (4) the additional workload caused by the nature of the ship's functions, immediate operating requirements and anticipated manoeuvres;
- (5) the fitness for duty of any crew members on call who are assigned as members of the watch;
- (6) knowledge of and confidence in the professional competence of the ship's officers and crew;
- (7) the experience of each officer of the navigational watch, and the familiarity of that officer with the ship's equipment, procedures and manoeuvring capabilities;
- (8) activities taking place on board the ship at any particular time, including radio-communication activities, and the availability of assistance to be summoned immediately to the bridge when necessary;

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- (9) the operational status of bridge instrumentation and controls, including alarm systems;
- (10) rudder and propeller control and ship manoeuvring characteristics;
- (11) the size of the ship and the field of vision available from the conning position;
- (12) the configuration of the bridge, to the extent such configuration might inhibit a member of the watch from detecting by sight or hearing any external development; and
- (13) any other relevant standard, procedure or guidance relating to watch-keeping arrangements and fitness for duty which has been adopted by the IMO.

Watch arrangements

17. When deciding the composition of the watch on the bridge, which may include appropriately qualified ratings, the following factors, inter-alia, shall be taken into account:

- (1) at no time shall the bridge be left unattended;
- (2) weather conditions, visibility and whether there is daylight or darkness;
- (3) proximity of navigational hazards which may make it necessary for the officer in charge of the watch to carry out additional navigational duties;
- (4) use and operational condition of navigational aids such as radar or electronic position-indicating devices and any other equipment affecting the safe navigation of the ship;
- (5) whether the ship is fitted with automatic steering;
- (6) whether there are radio duties to be performed;
- (7) unmanned machinery space (UMS) controls, alarms and indicators provided on the bridge, procedures for their use and limitations; and

- (8) any unusual demands on the navigational watch that may arise as a result of special operational circumstances.

Taking over the watch

18. The officer in charge of the navigational watch shall not hand over the watch to the relieving officer if there is reason to believe that the latter is not capable of carrying out the watchkeeping duties effectively, in which case the master shall be notified.

19. The relieving officers shall ensure that the members of the relieving watch are fully capable of performing their duties, particularly as regards their adjustment to night vision. Relieving officers shall not take over the watch until their vision is fully adjusted to the light conditions.

20. Prior to taking over the watch, relieving officers shall satisfy themselves as to the ship's estimated or true position and confirm its intended track, course and speed and UMS controls as appropriate and shall note any dangers to navigation expected to be encountered during their watch.

21. Relieving officers shall personally satisfy themselves regarding the:

- (1) standing orders and other special instructions of the master relating to navigation of the ship;
- (2) position course, speed and draught of the ship;
- (3) prevailing and predicted tides, currents, weather, visibility and the effect of these factors upon course and speed ;
- (4) procedures for the use of main engines to manoeuvre when the main engines are on bridge control ; and
- (5) the navigational situation, including but not limited to :
 - (a) the operational condition of all navigational and safety equipment being used or likely to be used during the watch,
 - (b) the errors of gyro and magnetic compasses,
 - (c) the presence and movement of ships in sight or known to be in the vicinity,

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- (d) the conditions and hazards likely to be encountered during the watch, and
- (e) the possible effects of heel, trim, water density and squat on under-keel clearance.

22. If at any time the officer in charge of the navigational watch is to be relieved when a manoeuvre or other action to avoid any hazard is taking place, the relief of that officer shall be deferred until such action has been completed.

Performing the navigational watch

23. The officer in charge of the navigational watch shall:

- (1) keep the watch on the bridge;
- (2) in no circumstances leave the bridge until properly relieved;
- (3) continue to be responsible for the safe navigation of the ship, despite the presence of the master on the bridge, until informed specifically that the master has assumed that responsibility and this is mutually understood ; and
- (4) notify the master when in any doubt as to what action to take in the interest of safety.

24. During the watch the course steered, position and speed shall be checked at sufficiently frequent intervals, using any available navigational aids necessary, to ensure that the ship follows the planned course.

25. The officer in charge of the navigational watch shall have full knowledge of the location and operation of all safety and navigational equipment on board the ship and shall be aware and take account of the operating limitations of such equipment.

26. The officer in charge of the navigational watch shall not be assigned or undertake any duties which would interfere with the safe navigation of the ship.

27. Officers of the navigational watch shall make the most effective use of all navigational equipment at their disposal.

28. When using radar, the officer in charge of the navigational watch shall bear in mind the necessity to comply at all times with the provisions on the

use of radar contained in the International Regulations for Preventing Collisions at Sea, in force.

29. In case of need, the officer in charge of the navigational watch shall not hesitate to use the helm, engines and sound signaling apparatus. However, timely notice of intended variations of engine speed shall be given where possible or effective use made of UMS engine controls provided on the bridge in accordance with the applicable procedures.

30. Officers of the navigational watch shall know the handling characteristics of their ship, including its stopping distances, and should appreciate that other ships may have different handling characteristics.

31. A proper record shall be kept during the watch of the movements and activities relating to the navigation of the ship.

32. It is of special importance that at all times the officer in charge of the navigational watch ensures that a proper look-out is maintained. In a ship with a separate chartroom the officer in charge of the navigational watch may visit the chartroom, when essential, for a short period for the necessary performance of navigational duties, but shall first ensure that it is safe to do so and that proper look-out is maintained.

33. Operational tests of shipboard navigational equipment shall be carried out at sea as frequently as practicable and as circumstances permit, in particular before hazardous conditions affecting navigation are expected. Whenever appropriate, these tests shall be recorded. Such tests shall also be carried out prior to port arrival and departure.

34. The officer in charge of the navigational watch shall make regular checks to ensure that:

- (1) the person steering the ship or the automatic pilot is steering the correct course;
- (2) the standard compass error is determined at least once a watch and, when possible, after any major alteration of course; the standard and gyro-compasses are frequently compared and repeaters are synchronized with their master compass;
- (3) the automatic pilot is tested manually at least once a watch;
- (4) the navigation and signal lights and other navigational equipment are functioning properly;

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- (5) the radio equipment is functioning properly in accordance with paragraph 86 of this Administrative Instruction; and
- (6) the UMS controls, alarms and indicators are functioning properly.

35. The officer in charge of the navigational watch shall bear in mind the necessity to comply at all times with the requirements in force of the International Convention for the Safety of Life at Sea (SOLAS), 1974. The officer of the navigational watch shall take into account:

- (1) the need to station a person to steer the ship and to put the steering into manual control in good time to allow any potentially hazardous situation to be dealt with in a safe manner; and
- (2) that with a ship under automatic steering it is highly dangerous to allow a situation to develop to the point where the officer in charge of the navigational watch is without assistance and has to break the continuity of the look-out in order to take emergency action.

36. Officers of the navigational watch shall be thoroughly familiar with the use of all electronic navigational aids carried, including their capabilities and limitations, and shall use each of these aids when appropriate and shall bear in mind that the echo-sounder is a valuable navigational aid.

37. The officer in charge of the navigational watch shall use the radar whenever restricted visibility is encountered or expected, and at all times in congested waters, having due regard to its limitations.

38. The officer in charge of the navigational watch shall ensure that range scales employed are changed at sufficiently frequent intervals so that echoes are detected as early as possible. It shall be borne in mind that small or poor echoes may escape detection.

39. Whenever radar is in use, the officer in charge of the navigational watch shall select an appropriate range scale and observe the display carefully, and shall ensure that plotting or systematic analysis is commenced in ample time.

40. The officer in charge of the navigational watch shall notify the master immediately:

- (1) if restricted visibility is encountered or expected;
- (2) if the traffic conditions or the movements of other ships are causing concern;
- (3) if difficulty is experienced in maintaining course ;
- (4) on failure to sight land, a navigation mark or to obtain soundings by the expected time;
- (5) if, unexpectedly, land or a navigation mark is sighted or a change in soundings occurs;
- (6) on breakdown of the engines, propulsion machinery remote control, steering gear or any essential navigational equipment, alarm or indicator;
- (7) if the radio equipment malfunctions;
- (8) in heavy weather, if in any doubt about the possibility of weather damage;
- (9) if the ship meets any hazard to navigation, such as ice or a derelict; and
- (10) in any other emergency or if in any doubt.

41. Despite the requirement to notify the master immediately in the foregoing circumstances, the officer in charge of the navigational watch shall in addition not hesitate to take immediate action for the safety of the ship, where circumstances so require.

42. The officer in charge of the navigational watch shall give watchkeeping personnel all appropriate instructions and information which will ensure the keeping of a safe watch, including a proper look-out.

Watchkeeping under different conditions and in different areas

Clear weather

43. The officer in charge of the navigational watch shall take frequent and accurate compass bearings of approaching ships as a means of early detection of risk of collision and bear in mind that such risk may sometimes exist even when an appreciable bearing change is evident, particularly when approaching a very large ship or a tow or when approaching a ship at close

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range. The officer in charge of the navigational watch shall also take early and positive action in compliance with the applicable International Regulations for Preventing Collisions at Sea, 1972 and subsequently check that such action is having the desired effect.

44. In clear weather, whenever possible, the officer in charge of the navigational watch shall carry out radar practice.

Restricted visibility

45. When restricted visibility is encountered or expected, the first responsibility of the officer in charge of the navigational watch is to comply with relevant rules of the International Regulations for Preventing Collisions at Sea, 1972 with particular regard to the sounding of fog signals, proceeding at a safe speed and having the engines ready for immediate manoeuvre. In addition, the officer in charge of the navigational watch shall:

- (1) inform the master;
- (2) post a proper look-out;
- (3) exhibit navigation lights; and
- (4) operate and use the radar.

In hours of darkness

46. The master and the officer in charge of the navigational watch, when arranging look-out duty, shall have due regard to the bridge equipment and navigational aids available for use, their limitations, procedures and safeguards implemented.

Coastal and congested waters

47. The largest scale chart on board, suitable for the area and corrected with the latest available information, shall be used. Fixes shall be taken at frequent intervals, and shall be carried out by more than one method whenever circumstances allow.

48. The officer in charge of the navigational watch shall positively identify all relevant navigation marks.

Navigation with pilot on board

49. Despite the duties and obligations of pilots, their presence on board does not relieve the master or officer in charge of the navigational watch from their duties and obligations for the safety of the ship. The master and the pilot shall exchange information regarding navigation procedures, local conditions and the ship's characteristics. The master and /or the officer in charge of the navigational watch shall co-operate closely with the pilot and maintain an accurate check on the ship's position and movement.

50. If in any doubt as to the pilot's actions or intentions, the officer in charge of the navigational watch shall seek clarification from the pilot and, if doubt still exists, shall notify the master immediately and take whatever action is necessary before the master arrives.

Ship at anchor

51. If the master considers it necessary, a continuous navigational watch shall be maintained at anchor. While at anchor, the officer in charge of the navigational watch shall:

- (1) determine and plot the ship's position on the appropriate chart as soon as practicable;
- (2) when circumstances permit, check at sufficiently frequent intervals whether the ship is remaining securely at anchor by taking bearings of fixed navigation marks or readily identifiable shore objects;
- (3) ensure that a proper look-out is maintained;
- (4) ensure that inspection rounds of the ship are made periodically;
- (5) observe meteorological and tidal conditions and the state of the sea;
- (6) notify the master and undertake all necessary measures if the ship drags anchor;
- (7) ensure that the state of readiness of the main engines and other machinery is in accordance with the master's instructions;
- (8) if visibility deteriorates, notify the master;

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- (9) ensure that the ship exhibits the appropriate lights and shapes and that appropriate sound signals are made in accordance with all applicable regulations ; and
- (10) take measures to protect the environment from pollution by the ship and comply with applicable pollution regulations.

Part 3-2- Principles to be observed in keeping an engineering watch**General provisions**

52. The term engineering watch as used in part 3-2, 4-2 and 4-4 of this Administrative Instruction means either a person or a group of personnel comprising the watch or a period of responsibility for an officer during which the physical presence in machinery spaces of that officer may or may not be required.

53. The officer in charge of the engineering watch is the chief engineer officer's representative and is primarily responsible, at all times, for the safe and efficient operation and upkeep of machinery affecting the safety of the ship and is responsible for the inspection, operation and testing as required, of all machinery and equipment under the responsibility of the engineering watch.

Watch arrangements

54. The composition of the engineering watch shall, at all times, be adequate to ensure the safe operation of all machinery affecting the operation of the ship, in either automated or manual mode, and be appropriate to the prevailing circumstances and conditions.

55. When deciding the composition of the engineering watch, which may include appropriately qualified ratings, the following criteria, inter alia, shall be taken into account :

- (1) the type of ship and the type and condition of the machinery ;
- (2) the adequate supervision, at all times, of machinery affecting the safe operation of the ship;
- (3) any special modes of operation dictated by conditions such as weather, ice, contaminated water, shallow water, emergency conditions, damage containment or pollution abatement;

- (4) the qualifications and experience of the engineering watch;
- (5) the safety of life, ship cargo and port, and protection of the environment;
- (6) the observance of international, national and local regulations;
and
- (7) maintaining the normal operations of the ship.

Taking over the watch

56. The officer in charge of the engineering watch shall not hand over the watch to the relieving officer if there is reason to believe that the latter is obviously not capable of carrying out the watchkeeping duties effectively, in which case the chief engineer officer shall be notified.

57. The relieving officer of the engineering watch shall ensure that the members of the relieving engineering watch are apparently fully capable of performing their duties effectively.

58. Prior to taking over the engineering watch, relieving officers shall satisfy themselves regarding at least the following:

- (1) the standing orders and special instructions of the chief engineer officer relating to the operation of the ship's systems and machinery ;
- (2) the nature of all work being performed on machinery and systems, the personnel involved and potential hazards;
- (3) the level and, where applicable the condition of water or residues in bilges, ballast tanks, slop tanks, reserve tanks, fresh water tanks, sewage tanks and any special requirements for use or disposal of the contents thereof ;
- (4) the condition and level of fuel in the reserve tanks, settling tank, day tank and other fuel storage facilities;
- (5) any special requirements relating to sanitary system disposals;

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- (6) the condition and mode of operation of the various main and auxiliary systems, including the electrical power distribution system;
- (7) where applicable, the condition of monitoring and control console equipment, and which equipment is being operated manually;
- (8) where applicable, the condition and mode of operation of automatic boiler controls such as flame safeguard control systems, limit control systems, combustion control systems, fuel-supply control systems and other equipment related to the operation of steam boilers;
- (9) any potentially adverse conditions resulting from bad weather, ice, or contaminated or shallow water;
- (10) any special modes of operation dictated by equipment failure or adverse ship conditions;
- (11) the reports of engine-room ratings relating to their assigned duties;
- (12) the availability of fire-fighting appliances; and
- (13) the state of completion of the engine-room log.

Performing the engineering watch

59. The officer in charge of the engineering watch shall ensure that established watch-keeping arrangements are maintained and that, under direction, engine-room ratings, if forming part of the engineering watch, assist in the safe and efficient operation of the propulsion machinery and auxiliary equipment.

60. The officer in charge of the engineering watch shall continue to be responsible for machinery-space operations, despite the presence of the chief engineer officer in the machinery spaces, until specifically informed that the chief engineer officer has assumed that responsibility and this is mutually understood.

61. All members of the engineering watch shall be familiar with their assigned watch-keeping duties. In addition, every member shall, with respect to the ship they are serving in, have knowledge of :

- (1) the use of appropriate internal communication systems;
- (2) the escape routes from machinery spaces;
- (3) the engine-room alarm systems and be able to distinguish between the various safety alarms, with special reference to the fire;
- (4) the number, location and types of fire-fighting equipment and damage-control gear in the machinery spaces, together with their use and the various safety precautions to be observed.

62. Any machinery not functioning properly, expected to malfunction or requiring special service shall be noted along with any action already taken. Plans shall be made for any further action if required.

63. When the machinery spaces are in manned condition, the officer in charge of the engineering watch shall at all times be readily capable of operating the propulsion equipment in response to needs for changes in direction or speed.

64. When the machinery spaces are in the periodic unmanned condition, the designated duty officer in charge of the engineering watch shall be immediately available and on call to attend the machinery spaces.

65. All bridge orders shall be promptly executed. Changes in direction or speed of the main propulsion units shall be recorded, except where the Administration has determined that the size or characteristics of a particular ship make such recording impracticable. The officer in charge of the engineering watch shall ensure that the main propulsion unit controls, when in the manual mode of operation, are continuously attended under stand-by or manoeuvring conditions.

66. Due attention shall be paid to the ongoing maintenance and support of all machinery, including mechanical, electrical, electronic, hydraulic and pneumatic systems, their control apparatus and associated safety equipment, all accommodation service systems equipment and the recording of stores and spare gear usage.

67. The chief engineer officer shall ensure that the officer in charge of the engineering watch is informed of all preventive maintenance, damage control, or repair operations to be performed during the engineering watch. The officer in charge of the engineering watch shall be responsible for the isolation, bypassing and adjustment of all machinery under the responsibility

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of the engineering watch that is to be worked on, and shall record all work carried out.

68. When the engine-room is put in a stand-by condition, the officer in charge of the engineering watch shall ensure that all machinery and equipment which may be used during manoeuvring is in a state of immediate readiness and that an adequate reserve of power is available for steering gear and other requirements.

69. Officers in charge of an engineering watch shall not be assigned or undertake any duties which would interfere with their supervisory duties in respect of the main propulsion system and ancillary equipment. They shall keep the main propulsion plant and auxiliary systems under constant supervision until properly relieved, and shall periodically inspect the machinery in their charge. They shall also ensure that adequate rounds of the machinery and steering-gear spaces are made for the purpose of observing and reporting equipment malfunctions or breakdowns, performing or directing routine adjustments, required upkeep and any other necessary tasks.

70. Officers in charge of an engineering watch shall direct any other member of the engineering watch to inform them of potentially hazardous conditions which may adversely affect the machinery or jeopardize the safety of life or of the ship.

71. The officer in charge of the engineering watch shall ensure that the machinery space watch is supervised, and shall arrange for substitute personnel in the event of the incapacity of any engineering watch personnel. The engineering watch shall not leave the machinery spaces unsupervised in a manner that would prevent the manual operation of the engine-room plant or throttles.

72. The officer in charge of the engineering watch shall take the action necessary to contain the effects of damage resulting from equipment breakdown, fire, flooding, rupture, collision, stranding, or other cause.

73. Before going off duty, the officer in charge of the engineering watch shall ensure that all events related to the main and auxiliary machinery which have occurred during the engineering watch are suitably recorded.

74. The officer in charge of the engineering watch shall co-operate with any engineer in charge of maintenance work during all preventive maintenance, damage control or repairs. This shall include but not necessarily be limited to:

- (1) isolating and bypassing machinery to be worked on ;
- (2) adjusting the remaining plant to function adequately and safely during the maintenance period;
- (3) recording in the engine-room log or other suitable document, the equipment worked on and the personnel involved, and which safety steps have been taken and by whom, for the benefit of relieving officers and for record purposes; and
- (4) testing and putting into service, when necessary, the repaired machinery or equipment.

75. The officer in charge of the engineering watch shall ensure that any engine-room ratings who perform maintenance duties are available to assist in the manual operation of machinery in the event of automatic equipment failure.

76. The officer in charge of the engineering watch shall bear in mind that changes in speed resulting from machinery malfunction or any loss of steering may imperil the safety of the ship and life at sea. The bridge shall be immediately notified, in the event of fire, and of any impending action in machinery spaces that may cause reduction in the ship's speed, imminent steering failure, stoppage of the ship's propulsion system or any alteration in the generation of electric power or similar threat to safety. This notification, where possible, shall be accomplished before changes are made, in order to afford the bridge the maximum available time to take whatever action is possible to avoid a potential marine casualty.

77. The officer in charge of the engineering watch shall notify the chief engineer officer without delay:

- (1) when engine damage or a malfunction occurs which may be such as to endanger the safe operation of the ship ;
- (2) when any malfunction occurs which, it is believed, may cause damage or breakdown of propulsion machinery, auxiliary machinery or monitoring and governing systems; and
- (3) in any emergency or if in any doubt as to what decision or measures to take.

78. Despite the requirement to notify the chief engineer officer in the foregoing circumstances, the officer in charge of the engineering watch shall

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not hesitate to take immediate action for the safety of the ship, its machinery and crew where circumstances require.

79. The officer in charge of the engineering watch shall give watchkeeping personnel all appropriate instructions and information which will ensure the keeping of a safe engineering watch. Routine machinery upkeep, performed as incidental tasks as a part of keeping a safe watch, shall be set up as an integral part of the watch routine. Detailed repair maintenance involving repairs to electrical, mechanical, hydraulic, pneumatic or applicable electronic equipment throughout the ship shall be performed with the cognizance of the officer in charge of the engineering watch and chief engineer officer. These repairs shall be recorded.

Engineering watch-keeping under different conditions and in different areasRestricted visibility

80. The officer in charge of the engineering watch shall ensure that permanent air or steam pressure is available for sound signals and that at all times bridge orders relating to changes in speed or direction of operation are immediately implemented and, in addition, that auxiliary machinery used for manoeuvring is readily available.

Coastal and congested waters

81. The officer in charge of the engineering watch shall ensure that all machinery involved with the manoeuvring of the ship can immediately be placed in the manual mode of operation when notified that the ship is in congested waters. The officer in charge of the engineering watch shall also ensure that an adequate reserve of power is available for steering and other manoeuvring requirements. Emergency steering and other auxiliary equipment shall be ready for immediate operation.

Ship at anchor

82. At an unsheltered anchorage the chief engineer officer shall consult with the master whether or not to maintain the same engineering watch as when under way.

83. When a ship is at anchor in an open roadstead or any other virtually "at sea" condition, the engineer officer in charge of the engineering watch shall ensure that :

- (1) an efficient engineering watch is kept;
- (2) periodic inspection is made of all operating and stand-by machinery;
- (3) main and auxiliary machinery is maintained in a state of readiness in accordance with orders from the bridge ;
- (4) measures are taken to protect the environment from pollution by the ship, and that applicable pollution-prevention regulations are complied with ; and
- (5) all damage-control and fire-fighting systems are in readiness.

Part 3-3 – Principles to be observed in keeping a radio watch

General provisions

84. The attention of companies, masters and radio watchkeeping personnel is drawn to the following provisions to ensure that an adequate safety radio watch is maintained while a ship is at sea. In complying with this Administrative Instruction, account shall be taken of the Radio Regulations (ITU).

Watch arrangements

85. In deciding the arrangements for the radio watch, the master of every seagoing ship shall:

- (1) ensure that the radio watch is maintained in accordance with the relevant provisions of the Radio Regulations and the SOLAS Convention;
- (2) ensure that the primary duties for radio watchkeeping are not adversely affected by attending to radio traffic not relevant to the safe movement of the ship and safety of navigation; and
- (3) take into account the radio equipment fitted on board and its operational status.

Performing the radio watch

86. The radio operator performing radio watchkeeping duties shall:

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- (1) ensure that a watch is maintained on the frequencies specified in the Radio Regulations and the SOLAS Convention ; and
- (2) while on duty, regularly check the operation of the radio equipment and its sources of energy and report to the master any observed failure of this equipment.

87. The requirements of the Radio Regulations and the SOLAS Convention on keeping a radiotelegraph or radio log, as appropriate, shall be complied with.

88. The maintenance of radio records, in compliance with the requirements of the Radio Regulations and the SOLAS Convention, is the responsibility of the radio operator designated as having primary responsibility for radio communications during distress incidents. The following shall be recorded, together with the times at which they occur:

- (1) a summary of distress, urgency and safety radio-communications;
- (2) important incidents relating to the radio service;
- (3) where appropriate, the position of the ship at least once per day; and
- (4) a summary of the condition of the radio equipment, including its sources of energy.

89. The radio records shall be kept at the distress communications operating position, and shall be made available:

- (1) for inspection by the master; and
- (2) for inspection by any authorised official of the Administration and by any duly authorised officer exercising control under article X of the Convention.

**PART 4
WATCHKEEPING IN PORT****Principles applying to all watchkeeping****General**

90. On any ship safely moored or safely at anchor under normal circumstances in port, the master shall arrange for an appropriate and effective watch to be maintained for the purpose of safety. Special requirements may be necessary for special types of ships' propulsion systems or ancillary equipment and for ships carrying hazardous, dangerous, toxic or highly flammable materials or other special types of cargo.

Watch arrangements

91. Arrangements for keeping a deck watch when the ship is in port shall at all times be adequate to:

- (1) ensure the safety of life, of the ship, the port and the environment, and the safe operation of all machinery related to cargo operation;
- (2) observe international, national and local rules; and
- (3) maintain order and the normal routing of the ship.

92. The master shall decide the composition and duration of the deck watch depending on the conditions of mooring, type of the ship and character of duties.

93. If the master considers it necessary, a qualified deck officer shall be in charge of the deck watch.

94. The necessary equipment shall be so arranged as to provide for efficient watch-keeping.

95. The chief engineer officer, in consultation with the master, shall ensure that engineering watch-keeping arrangements are adequate to maintain a safe engineering watch while in port. When deciding the composition of the engineering watch, which may include appropriate engine-room ratings, the following points are among those to be taken into account:

- (1) on all ships of 3,000 KW propulsion power and over there shall always be an officer in charge of the engineering watch;
- (2) on ships of less than 3,000 KW propulsion power there may be, at the master's discretion and in consultation with the chief engineer officer, no officer in charge of the engineering watch; and

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- (3) officers, while in charge of an engineering watch, shall not be assigned or undertake any task or duty which would interfere with their supervisory duty in respect of the ship's machinery system.

Taking over the watch

96. Officers in charge of the deck or engineering watch shall not hand over the watch to the relieving officer if they have any reason to believe that the latter is obviously not capable of carrying out watchkeeping duties effectively, in which case the master or chief engineer shall be notified accordingly. Relieving officers of the deck or engineering watch shall ensure that all members of their watch are apparently fully capable of performing their duties effectively.

97. If, at the moment of handing over the deck or engineering watch, an important operation is being performed it shall be concluded by the officer being relieved, except when ordered otherwise by the master or chief engineer officer.

Part 4-1 – Taking over the deck watch

98. Prior to taking over the deck watch, the relieving officer shall be informed of the following by the officer in charge of the deck watch as to:

- (1) the depth of the water at the berth, the ship's draught, the level and time of high and low waters; the securing of the moorings, the arrangements of anchors and the scope of the anchor chain, and other mooring features important to the safety of the ship; the state of the main engines and their availability for emergency use;
- (2) all work to be performed on board the ship; the nature, amount and disposition of cargo loaded or remaining, and any residue on board after unloading the ship;
- (3) the level of water in bilges and ballast tanks ;
- (4) the signals or lights being exhibited or sounded ;
- (5) the number of crew members required to be on board and the presence of any other persons on board;

- (6) the state of fire-fighting appliances;
- (7) any special port regulations;
- (8) the master's standing and special orders ;
- (9) the lines of communication available between the ship and shore personnel, including port authorities, in the event of an emergency arising or assistance being required ;
- (10) any other circumstances of importance to the safety of the ship, its crew, cargo or protection of the environment from pollution; and
- (11) the procedures for notifying the appropriate authority of any environmental pollution resulting from ship activities.

99. Relieving officers, before assuming charge of the deck watch, shall verify that:

- (1) the securing of moorings and anchor chain is adequate ;
- (2) the appropriate signals or lights are properly exhibited or sounded ;
- (3) safety measures and fire protection regulations are being maintained;
- (4) they are aware of the nature of any hazardous or dangerous cargo being loaded or discharged and the appropriate action to be taken in the event of any spillage or fire ;
- (5) no external conditions or circumstances imperil the ship and that it does not imperil others.

Part 4-2 – Taking over the engineering watch

100. Prior to taking over the engineering watch, the relieving officer shall be informed by the officer in charge of the engineering watch as to:

- (1) the standing orders of the day, any special orders relating to the ship operations, maintenance functions, repairs to the ship's machinery or control equipment;

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- (2) the nature of all work being performed on machinery and systems on board ship, personnel involved and potential hazards;
- (3) the level and condition, where applicable, of water or residue in bilges, ballast tanks, slop tanks, sewage tanks, reserve tanks and special requirements for the use or disposal of the contents thereof ;
- (4) any special requirements relating to sanitary system disposals;
- (5) the condition and state of readiness of portable fire-extinguishing equipment and fixed fire-extinguishing installations and fire-detection systems;
- (6) authorized repair personnel on board engaged in engineering activities, their work locations and repair functions and other authorized persons on board and the required crew;
- (7) any port regulations pertaining to ship effluents, fire-fighting requirements and ship readiness, particularly during potential bad weather conditions;
- (8) the lines of communication available between the ship and shore personnel, including port authorities, in the event of an emergency arising or assistance being required;
- (9) any other circumstance of importance to the safety of the ship, its crew, cargo or the protection of the environment from pollution; and
- (10) the procedures for notifying the appropriate authority of environmental pollution resulting from engineering activities.

101. Relieving officers, before assuming charge of the engineering watch, shall satisfy themselves that they are fully informed by the officer being relieved, as outlined above, and:

- (1) be familiar with existing and potential sources of power, heat and lighting and their distribution;
- (2) know the availability and condition of the ship's fuel, lubricants and all water supplies; and

- (3) be ready to prepare the ship and its machinery, as far as is possible, for stand-by or emergency conditions as required.

Part 4-3 - Performing the deck watch

102. The officer in charge of the deck watch shall:

- (1) make rounds to inspect the ship at appropriate intervals;
- (2) pay particular attention to:
 - (a) The condition and securing of the gangway, anchor chain and moorings, especially at the turn of the tide and in berths with a large rise and fall, if necessary, taking measures to ensure that they are in normal working condition,
 - (b) the draught, under-keel clearance and the general state of the ship, to avoid dangerous listing or trim during cargo handling or ballasting,
 - (c) the weather and sea state,
 - (d) the observance of all regulations concerning safety and fire protection,
 - (e) the water level in bilges and tanks,
 - (f) all persons on board and their location, especially those in remote or enclosed spaces, and
 - (g) the exhibition and sounding, where appropriate, of lights and signals;
- (3) in bad weather, or on receiving a storm warning, take the necessary measures to protect the ship, persons on board and cargo;
- (4) take every precaution to prevent pollution of the environment by the ship;
- (5) in an emergency threatening the safety of the ship, raise the alarm, inform the master, take all possible measures to prevent any damage to the ship, its cargo and persons on board, and if,

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necessary, request assistance from the shore authorities or ships in the vicinity;

- (6) be aware of the ship's stability condition so that, in the event of fire, the shore fire-fighting authority may be advised of the approximate quantity of water that can be pumped on board without endangering the ship;
- (7) offer assistance to ships or persons in distress;
- (8) take necessary precautions to prevent accidents or damage when propellers are to be turned; and
- (9) enter in the appropriate log-book all important events affecting the ship.

Part 4-4 - Performing the engineering watch

103. Officers in charge of the engineering watch shall pay particular attention to:

- (1) the observance of all orders, special operating procedures and regulations concerning hazardous conditions and their prevention in all areas in their charge;
- (2) the instrumentation and control systems, monitoring of all power supplies, components and systems in operations;
- (3) the techniques, methods and procedures necessary to prevent violation of the pollution regulations of the local authorities; and
- (4) the state of the bilges.

104. Officers in charge of the engineering watch shall :

- (1) in emergencies, raise the alarm when in their opinion the situation so demands, and take all possible measures to prevent damage to the ship, persons on board and cargo;
- (2) be aware of the deck officer's needs relating to the equipment required in the loading or unloading of the cargo and the additional requirements of the ballast and other ship stability control systems;

- (3) make frequent rounds of inspection to determine possible equipment malfunction or failure, and take immediate remedial action to ensure the safety of the ship, of cargo operations, of the port and the environment;
- (4) ensure that the necessary precautions are taken, within their area of responsibility, to prevent accidents or damage to the various electrical, electronic, hydraulic, pneumatic and mechanical systems of the ship; and
- (5) ensure that all important events affecting the operation, adjustment or repair of the ship's machinery are satisfactorily recorded.

Part 4- 5 – Watch in port on ships carrying hazardous cargo

General

105. The master of every ship carrying cargo that is hazardous, whether explosive, flammable, toxic, health-threatening or environment-polluting, shall ensure that safe watchkeeping arrangements are maintained. On ships carrying hazardous cargo in bulk, this will be achieved by the ready availability on board of a duly qualified officer or officers, and ratings where appropriate, even when the ship is safely moored or safely at anchor in port.

106. On ships carrying hazardous cargo other than in bulk, the master shall take full account of the nature, quantity, packing and stowage of the hazardous cargo and of any special conditions on board, afloat and ashore.

ADMINISTRATIVE INSTRUCTION No. STCW- 3**ADMINISTRATIVE INSTRUCTION ON APPROVAL AND
MONITORING OF TRAINING INSTITUTES**

(Issued under Section 3 (5) of the Gibraltar Merchant Shipping (Safety etc.) Act 1993 and to be read in conjunction with the relevant provisions of the Gibraltar Merchant Shipping (Manning, Training and Certification for Seafarers) Regulations 2006.

In order to comply with the requirements of regulation I/6, I/7 and I/8 of the Convention and the Code annexed to it, the following procedures and guidance shall be followed:

Every training centre (school, academy, institute and in some cases a company) which intends to seek the approval of the Administration to provide any training within the scope of the Convention, will be required to submit its proposal covering the following points:

1. Name of training centre – with full visiting and mailing address including telephone, telefax and e-mail, if any;
2. Course title – also specify the regulation and section of the code it relates to;
3. Scope & objective – to explain the requirement as to who should do it and why;
4. Entry standards – such as any requirement of sea-service or any previous experience or any lower level training or certificate;
5. Duration of course – with break-down of time to be spent on each subject;
6. Theory/lecture part – quote Convention, Code, IMO model courses and other reference and lecture material;
7. Practical part – make reference to tools, equipment and machinery to be used including visits to ships and workshops;
8. Instructors and assessors – give details of their qualification and experience;

9. Physical facilities – such as class-room, swimming pool etc;
10. Technical facilities – such as lifeboat, davit, life raft, video etc;
11. Proposed intake – maximum number of trainees compatible to resources;
12. Mode of assessment – state how to be assessed – comprehensive test at the end of the course or continuous monitoring of performance;
13. Certificate – form of certificate to be issued; (Serial number to be used for quick reference; contact address to be used so that Administration and Companies can check authenticity).
14. Record Keeping – explain how it will be maintained – perhaps by courses / alphabetical etc.
15. Quality standards – develop documented procedure, have the same approved and monitored.

When the Administration is satisfied with the submission from the training centre, it shall arrange for a surveyor, examiner or assessor to witness the conduct of the course to ensure that the documented procedures have been complied with.

On the basis of the report of the assessor, the Maritime Administrator may issue a formal letter of approval authorizing the training centre to conduct a training course and issue certificates to the successful participants on behalf of the Administration. The approval letter may contain such conditions, which the Maritime Administrator may consider necessary. However, as far as practicable, efforts should be made to ensure that the same person does not act both as trainer as well as assessor. The training centre shall be required to inform the Maritime Administrator in advance of the schedule for each of the training courses so that the Maritime Administrator can arrange for random checks and inspections. However, the courses shall be monitored at intervals not exceeding 5 years as part of the quality standards system for submission of reports to IMO.

The specimen form of a Certificate of Approval/Authorization given to a training centre for conducting a training programme under STCW95 and to issue certificates thereof is given at Annex A and the specimen form of certificates to be issued by the training centre to successful participants is given at Annex B.

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Gibraltar Merchant Shipping (Safety, etc.)

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Annex A Form No 3

GOVERNMENT OF GIBRALTAR *

CERTIFICATE OF APPROVAL / AUTHORISATION FOR CONDUCT OF TRAINING PROGRAMMES UNDER STCW95

Name and address of the training centre:

Following successful assessment of the conduct of the training programme and satisfactory evaluation of your procedures in accordance with regulation I/6 of STCW95, approval is given, subject to the attached conditions, for you to conduct the following training programme and issue certificates to those who meet the standards of competence and other requirements specified in the Convention.

Title of the training programme:.....

Relevant regulation and Code of the Convention.....

The Certificate of approval is subject to the following conditions:

- 1. The standard of equipment, facilities, training and assessment shall be maintained at a level not lower than that witnessed and reported by the Administration surveyor;
2. All records and documents shall be maintained as stipulated in the relevant directive/administrative instruction;
3. The approval may be reviewed at any time by the Maritime Administrator but in any case at least once in every 5 years to comply with the requirements of regulation I/8 of STCW95;
4. The Maritime Administrator may, at his discretion, suspend or withdraw this approval if he deems it appropriate.

Gibraltar OFFICIAL Signature.....
SEAL Maritime Administrator
Date.....

* - Gibraltar is an overseas territory of the United Kingdom

Annex - B

Gibraltar Merchant Shipping (Safety, etc.)

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2004/068

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Crest/Seal/Monogram of
Approved Institute

Form No 4 the

Serial
No.

Name and address of training
centre:

.....
.....
.....

Fax: E-mail:

CERTIFICATE OF APPROVAL / AUTHORISATION FOR CONDUCT OF TRAINING PROGRAMMES UNDER STCW95

Title of the
Certificate:
This is to certify that:

D.O.B. CDC Passport
No.

Nationality: has successfully
completed the

above-mentioned training programme in accordance with STCW95
regulation

Code A and model
course

The seafarer has met the standard of competence and other requirements stipulated in the Convention.

This Certificate has been issued under the authority of the Government of Gibraltar.

Signature of the Seafarer

Issued on.....OFFICIAL
SEAL

Signature of the Issuing Officer

At.....

Name.....

ADMINISTRATIVE INSTRUCTION No. STCW- 4

ADMINISTRATIVE INSTRUCTION ON RECOGNITION OF
CERTIFICATES ISSUED ABROAD AND ISSUE OF A GIBRALTAR
ENDORSEMENT

(Issued under Section 3 (5) of the Gibraltar Merchant Shipping (Safety, etc.) Act 1993 and to be read in conjunction with the relevant provisions of the Gibraltar Merchant Shipping (Manning, Training and Certification for Seafarers) Regulations 2006.

1. Training documents and certificates other than the appropriate certificates for Officers issued by a party state, which are listed by the Organisation as having given full and complete effect to the provisions of the Convention, shall be considered recognised and acceptable for service on Gibraltar ships. These shall include certificates issued in respect of training and assessment referred to in regulations II/4, III/4, V and VI.
2. In order to serve in the capacity of a master or an officer on a Gibraltar ship, the seafarers must hold either an Appropriate Certificate or a Gibraltar endorsement issued by the Maritime Administrator to a recognised Appropriate Certificate or a Certificate of Competency [or a Certificate of Equivalent Competency (CEC)] issued by the UK-MCA.
3. Appropriate certificates for officers issued by a party state shall be recognised by Gibraltar for issue of a Gibraltar endorsement provided the following requirements are met:
 - (a) The party state must be one of those listed by the Organisation as having given full and complete effect to the provisions of the Convention (white list);
 - (b) The Maritime Administrator has confirmed that the Appropriate Certificates issued by the party state concerned are recognised by the Administration, failing which the Maritime Administrator shall ensure that:
 - i. It is verified and confirmed, through all necessary measures, which may include inspection of facilities and procedures, that the requirements concerning standards of competence, the issue and endorsement of certificates and record keeping are fully complied with;

ii. The requirement of sea-service, medical standards and those relating to training and assessment are no less onerous than those required for issue of appropriate certificates for equivalent grades in Gibraltar; and

iii. An undertaking is agreed with the party concerned that prompt notification will be given of any significant change in the arrangements for training and certification provided in compliance with the Convention.

4. All applications for Gibraltar endorsements must be made on the prescribed form by the company and submitted with the prescribed fees along with original documents and two passport size photographs giving full facial view (without hat/cap and dark glasses). Both photographs must be identical and they must bear sufficient resemblance to photographs appearing in other enclosed documents (such as the Appropriate Certificate or Discharge Book or Passport or other Identity document).

5. Photocopies of certificates sent by fax may be accepted provided they are accompanied by a declaration from the company that they have seen the original documents (by precise reference to the documents). In all such cases the authenticity of the certificates may be checked and confirmed from the Issuing Authority. For the purpose of revalidation, the original certificate / endorsement issued by Gibraltar must be returned to the Maritime Administrator.

6. No endorsement shall be issued for any capacity at management level (i.e. as master, chief engineer, chief mate or second engineer officer) unless the Maritime Administrator is satisfied that the officer is fully conversant with the relevant International Conventions in their up-to-date version and those aspects of maritime legislation and other related procedures in Gibraltar which affect Gibraltar-registered ships. Annex 1 sets out the titles of the Gibraltar Acts and Regulations which contain provisions with which an officer needs to be conversant. Annex 1 also contains a list of the legal instruments and administrative systems and procedures with which an officer at management level should be familiar. In order to comply with this requirement, the Maritime Administrator may require an officer to undertake a special training programme or to take a test or to acquire specific knowledge by way of sea-service on a Gibraltar ship in a capacity lower than the certificated capacity for a period of 3 months for which a "Letter of Authorisation" shall be issued by the Maritime Administrator.

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Gibraltar Merchant Shipping (Safety, etc.)

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**ADMINISTRATIVE INSTRUCTIONS UNDER THE MERCHANT
SHIPPING (SAFETY ETC.) ORDINANCE 1993**

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7. All applications for a Gibraltar endorsement must be accompanied by a declaration from the company to state that they are satisfied that the standard of English of the officer would allow him to conduct safety and emergency communication in English and that they are satisfied with the officer's knowledge of legal and administrative systems and procedures.
8. In exceptional circumstances where the Maritime Administrator requires more time to check the authenticity of any document produced to him, he may, at his discretion, issue a special dispensation or a provisional endorsement to the officer to serve on a Gibraltar ship in a capacity not higher than the certificated capacity for a period not exceeding 3 months.
9. For an Endorsement on an appropriate certificate for a capacity at management level the company must include a declaration setting out how the officer has achieved the required knowledge in respect of the maritime legislation of Gibraltar.
10. The Maritime Administrator may, at his discretion, refuse to issue an Endorsement or issue an Endorsement for a capacity lower than the certificated capacity without assigning any reason thereof.
11. Applications should be sent to the Maritime Administrator directly by the company or through their local (Gibraltar) representative. An endorsement will be given to the local representative for onward transmission to the company.

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Form No 5

APPLICATION FOR GIBRALTAR STCW '95 ENDORSEMENT

NAME OF COMPANY:

ADDRESS OF (ISM)
COMPANY:

Name of Seafarer: First Name

Surname

Sex M / F Date of Birth:

Discharge Book / Passport No.:

Nationality:

CERTIFICATE OF COMPETENCY / CERTIFICATE OF EQUIVALENT COMPETENCY DETAILS:	
Party State which issued appropriate certificate:	
STCW '95 Regulation under which the Certificate is issued:	
Level:	Capacity -
Limitation (if any):	
Certificate No.:	Date of issue:
Date last revalidated:	Date of expiry:

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REQUIRED ATTACHMENTS WITH THIS FORM:	
<p>MASTER (£75.00) / CHIEF MATE (£50.00) - 1) 2x passport photographs; 2) Certified Copies of appropriate Certificate; 3) Record of sea-service (last 12 months); 4) Test of knowledge of English; 5) Test of knowledge of legal & administrative procedures; 6) Evidence of GMDSS qualification – General Operator’s Certificate (GOC) 7) Evidence of Medical Care training.</p>	<p>CHIEF ENGINEERING (£75.00) / 2ND ENG. (£50.00) - 1) 2x passport photographs; 2) Certified Copies of appropriate Certificate; 3) Record of sea-service (last 12 months); 4) Test of knowledge of English; 5) Test of knowledge of legal & administrative procedures.</p>
<p>OFFICER NAVIGATIONAL WATCH (£40.00) - 1) 2x passport photographs; 2) Certified Copies of appropriate Certificate; 3) Record of sea-service (last 12 months); 4) Test of knowledge of English; 5) Evidence of GMDSS qualification as a minimum, Restricted Operator’s Certificate (ROC).</p>	<p>OFFICER ENGINEERING WATCH (£40.00) - 1) 2x passport photographs; 2) Certified Copies of appropriate Certificate; 3) Record of sea-service (last 12 months); 4) Test of knowledge of English.</p>

Tanker Endorsement, if any (£20.00): Oil Chemical Gas
 (Attach evidence of specialised tanker training)

Signature of Company representative:

Name: ----- **Date:** -----

SIGNATURE OF THE SEAFARER:

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2004/068

This version is out of date

Form No 6



GOVERNMENT OF GIBRALTAR *

ENDORSEMENT ATTESTING THE RECOGNITION OF A CERTIFICATE UNDER THE PROVISIONS OF THE INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING FOR SEAFARERS 1978, AS AMENDED IN 1995

The Government of Gibraltar certifies that Certificate No issued to

..... by or on behalf of the Government of is duly recognised

in accordance with the provisions of regulation I/10 of the above Convention, as amended, and the lawful holder is authorised to perform the following functions at the levels specified, subject to any limitations indicated, until or until the date of expiry of any extension* of the validity of this endorsement as may be shown overleaf:

*Date of expiry of this endorsement, or extension, shall never exceed the expiry date of the original Certificate to which it applies.

FUNCTION	LEVEL	LIMITATIONS APPLYING (IF ANY)

The lawful holder of this endorsement may serve in the following capacity or capacities specified in the applicable safe manning requirements of the Government of Gibraltar:

CAPACITY	LIMITATIONS APPLYING (IF ANY)

Endorsement No Issued on



.....
Signature of duly authorised official

.....
Name of duly authorised official

-* Gibraltar is an overseas territory of the United Kingdom

FORM OF ENDORSEMENT FOR RECOGNITION OF A CERTIFICATE (Continued)

1995-13

Gibraltar Merchant Shipping (Safety, etc.)

ADMINISTRATIVE INSTRUCTIONS UNDER THE MERCHANT SHIPPING (SAFETY ETC.) ORDINANCE 1993

**Subsidiary
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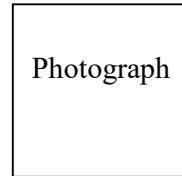
The original of this endorsement must be kept available in accordance with regulation I/2, paragraph 9, of the Convention while serving on a ship.

Date of birth of the holder of the certificate


Signature of the holder of the certificate

Photograph of the holder of the certificate

Official
Seal



Endorsement No Issued on

The validity of this endorsement, and associated Tanker Endorsement (where applicable), is hereby extended until	
.....
	<i>Signature of duly authorised official</i>
.....	<i>Name of duly authorised official</i>
Date of revalidation	

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FORM OF ENDORSEMENT FOR RECOGNITION OF A CERTIFICATE (*Continued*)

Annex 1

INTERNATIONAL CONVENTIONS, GIBRALTAR LEGISLATION

The validity of this endorsement, and associated Tanker Endorsement (where applicable), is hereby extended until

Official Seal <i>authorised official</i>	<i>Signature of duly</i>
<i>authorised official</i>	<i>Name of duly</i>
Date of revalidation		

AND UK LEGISLATION, AND ADMINISTRATIVE SYSTEMS AND PROCEDURES WITH WHICH AN OFFICER SERVING AT MANAGEMENT LEVEL NEEDS TO BE FAMILIAR

The following list is not intended to be an exclusive list of all conventions, Gibraltar and UK legislation, MSN/MGN notices which apply to Gibraltar ships and the basic administrative systems and procedures with which an officer at management level should be familiar. An officer should at least have knowledge of the relevant sections of the items listed below.

International Conventions:

1. Tonnage 69
2. Load-line 66
3. SOLAS 74
4. MARPOL 73/78
5. COLREG 72
6. SAR79
7. SALVAGE 89
8. STCW95

**ADMINISTRATIVE INSTRUCTIONS UNDER THE MERCHANT
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9. ILO Maritime Conventions numbers 22, 147, 164, 178 and 180

Knowledge and understanding of the following subjects and topics:

1. A basic understanding of the role of the Gibraltar Registry of Ships;
2. Certificate of Registry & other statutory certificates/ documents;
3. Knowledge of ISM & ISPS Code;
4. Crew documents to be checked while signing on;
5. Use of Official Log Book;
6. Master's duty to report accident/ casualty;
7. Crew Agreement; Role of master as company agent; Engagement and discharge; Procedure for closing an Article of Agreement;
8. Seaman left behind; failed to return or hospitalised;
9. Death of crew member or passenger;
10. Provision of Muster, Drill and Training on board;
11. Charts, Publications etc. to be carried on board.

Principal Gibraltar Laws (Acts):

1. Gibraltar Merchant Shipping (Registration) Act 1993.
2. Gibraltar Merchant Shipping (Safety etc.) Act 1993.

Gibraltar Regulations:

Gibraltar Merchant Shipping (Manning, Training and Certification for Seafarers) Regulations 2006.
Gibraltar Merchant Shipping (Port State Control) Regulations 2003
Gibraltar Merchant Shipping (Load Line) Regulations 2004.
Gibraltar Merchant Shipping (Survey, Certification and Safety) Regulations 2004.

UK Regulations (provisions of which apply to Gibraltar ships):

1. Crew Agreement, List of Crew and Discharge of Seamen: SI - 1991/ 2144
2. Repatriation: SI - 1979/ 97
3. Return of births and deaths: SI - 1979/ 1577
4. Official Log Book: SI - 1997/1511,1991/2145, 1985/1828, 1981/569.
5. Health and Safety at Work: SI - 2001/54, 1997/2962
6. Code of Safe Working Practices: SI - 1998/1838
7. Personal Protective Equipment: SI - 1999/2205
8. Entry into Dangerous Spaces: SI - 1988/1638

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9. Hatches & Lifting Plant: SI - 1988/1639
10. Reporting requirement for ships carrying dangerous or polluting goods:
SI - 1999/2121, 1995/2498
11. Musters, Training & Decision Support System: SI - 1999/2722

UK- MSN/ MGN:

1. MSN-1057: Crew Agreement, List of Crew & Discharge of Seamen
2. MSN-1175: Rescue & Salvage
3. MSN-1252: Standard Marine Navigational Vocabulary
4. MSN-1551: Merchant Ship Position Reporting
5. MSN-1732: Registration of EPIRB
6. MSN-1741: Reporting requirements for ships carrying dangerous goods
or pollutants;
7. MSN-1379: Accommodation Inspection
8. MSN-1725: Port State Control
9. MGN-30: Manoeuvring information on ships
10. MGN-36: Document of Compliance for packaged dangerous goods
11. MGN-51: Radio (GMDSS) Log book
12. MGN-61: Food hygiene
13. MGN-71: Musters, drills, onboard training & decision support system
14. MGN-88: EC Directive 94/33: Health and Safety at Work and
Employment of Young Persons
15. MGN-90: EC Directive 90/269: Manual Handling Operations
16. MGN-123: Certificates of Discharge
17. MGN-133: Electronic Charts
18. MGN-148: Approval of Crew Agreement
19. MGN-150: Guidance on EPIRB Registration
20. MGN-153: Mandatory Ship Reporting System
21. MGN-161: SAR; Helicopter Hi-Line Technique
22. MGN-166: Guidelines for Voyage Planning
23. MGN-175: Health & Safety.

Seafarers should bear in mind that there may be newer versions of MSN/ MGN replacing any of those listed above. The title/subject and the present number should assist in identifying replacement notices.

The Administration can advise, if necessary, where to apply for the purchase of copies of any laws, regulations or notices.

ADMINISTRATIVE INSTRUCTION No. STCW- 5**ADMINISTRATIVE INSTRUCTION ON ISSUE OF APPROPRIATE
CERTIFICATES**

(Issued under Section 3 (5) of the Gibraltar Merchant Shipping (Safety etc.) Act 1993 and to be read in conjunction with the relevant provisions of the Gibraltar Merchant Shipping (Manning, Training and Certification for Seafarers) Regulations 2006.

1. Appropriate certificates for the capacities of master, deck and engineer officers under regulations II/1, II/2, II/3, III/1, III/2, and III/3 of the Convention may be issued to those seafarers who meet the requirements of the regulations corresponding to these capacities as stipulated in relevant Gibraltar regulations. Candidates will be required to provide satisfactory proof of having obtained/achieved the requirements outlined in paragraph 3 of regulations I/9 of the Convention.
2. With regard to education, training and assessment in respect of syllabuses contained in Code A-II and A-III, only certificates issued by training institutes approved by the Maritime Administrator (in consultation with the Chief Examiner of the UK-MCA) shall be accepted as meeting the relevant requirement.
3. Training institutes may be approved for the purpose of this Directive provided they meet the following criteria:
 - the training institutes must be located in a party state which is listed by the Organisation as having given full and complete effect to the provisions of the Convention and whose appropriate Certificates are recognised by Gibraltar;
 - the training institute is duly approved and authorised by the Administration (of the country of location) to conduct similar training and assessment;
 - the Maritime Administrator has inspected and is satisfied in respect of equipment, facilities, study materials, course content, mode of teaching, qualification/experience of the instructor and examiners, record keeping and the general standard of training and certification maintained by the institute;

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- the institutes operate under a quality system certified and monitored by an international organisation or the national standards institutes.
4. Annex – I provides the specimen of certificate to be issued by the Maritime Administrator to an approved institute;
 5. Annex – II provides the table showing training requirements for various level of certification
 6. Annex – III provides the form in which the training institute will provide a certificate to a successful candidate;
 7. Annex – IV provides the form in which the Maritime Administrator shall issue an “Appropriate Certificate” to a seafarer (officer).

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**ADMINISTRATIVE INSTRUCTIONS UNDER THE MERCHANT
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Annex I
Form No 7

GOVERNMENT OF GIBRALTAR *

**CERTIFICATE OF APPROVAL/AUTHORISATION FOR CONDUCT OF
EDUCATION, TRAINING & ASSESSMENT UNDER REGULATIONS II
& III OF STCW 95**

Name and address of the training centre:

Following successful assessment of the conduct of the training programme and satisfactory evaluation of your procedures in accordance with regulation I/6 of STCW95, approval is given, subject to the attached conditions, for you to conduct the following training programme and issue certificates to those who meet the standards of competence and other requirements specified in the Convention.

Name/ Title of the training programme:

Relevant regulation and Code of the Convention

This Certificate of approval is subject to the following conditions:

1. The standard of equipment, facilities, training and assessment shall be maintained at a level not lower than that observed and reported by the attending surveyor;
2. All records and documents shall be maintained as stipulated in the relevant directive;

* - Gibraltar is an overseas territory of the United Kingdom

3. The training institute shall ensure that applicants for training and assessment have already successfully completed / met the requirements relating to Basic / Initial / Workshop training, sea-service, record of

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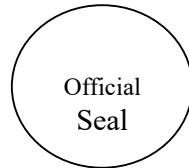
shipboard training and short ancillary training programmes as required under regulation VI (also given in Annex II) for respective class / grade of Appropriate Certificates.

4. This approval may be reviewed at any time by the Maritime Administrator but in any case at least once in every 5 years to comply with the requirements of regulation I/8 of STCW95.

5. The Maritime Administrator may, at his discretion, suspend or withdraw this approval if he deems it appropriate.

Gibraltar

Date



Signature

Maritime Administrator

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Master	X																							
Chief Mate	X																							
Chief OOW (Nav.)	X																							
Chief Engr.	X																							
Second Engr.	X																							
OOW (Engr.)	X																							
Nav. OOW	X																							
Nav. (Engr.)	X																							
E/R W/R	X																							
Able Seaman	X																							
Ship's Cook	X																							

Annex II - Training requirements for Certification at various levels

* (Cooking & Hygiene Certificate)

Form No 8 ANNEX III

Serial No.-----

Name and address of institute:

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TRAINING CERTIFICATE

Details of Course: Reg-----Code -----

--

IMO model course -----relating to the capacity of -----

--Limitation, if any -----level -----range of functions.

Details of additional training, if any -----

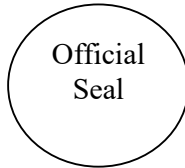
--

This is to certify that Mr.-----

--DOB -----CDC/Passport No. -----Nationality-----

---has successfully completed the training programmes mentioned above.

Signature of Seafarer-----



Principal/Director date -----

Head of the Department.....



Form No 9

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GOVERNMENT OF GIBRALTAR *

APPROPRIATE CERTIFICATE (INCORPORATING ENDORSEMENT) ISSUED UNDER THE PROVISIONS OF THE INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING FOR SEAFARERS 1978, AS AMENDED IN 1995

The Government of Gibraltar certifies that has been found duly qualified in accordance with the provisions of regulation..... of the above Convention, as amended, and has been found competent to perform the following functions at the levels specified, subject to any limitations indicated, until or until the date of expiry of any extension of the validity of this certificate as may be shown overleaf:

Table with 3 columns: FUNCTION, LEVEL, LIMITATIONS APPLYING (IF ANY)

The lawful holder of this certificate may serve in the following capacity or capacities specified in the applicable safe manning requirements of the State of Gibraltar:

Table with 2 columns: CAPACITY, LIMITATIONS APPLYING (IF ANY)

Tanker Endorsements: The holder of this Certificate has been found duly qualified in accordance with the provisions of regulation V/1 of STCW95 for service in tankers carrying: Oil / Liquefied Gases / Chemicals*

*delete as required

APPROPRIATE CERTIFICATE (INCORPORATING ENDORSEMENT) (Continued)

Certificate No Issued on

Signature of duly authorised official

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.....
Name of duly authorised official

The original of this endorsement must be kept available in accordance with regulation I/2, paragraph 9, of the Convention while serving on a ship.

Date of birth of the holder of the certificate

Signature of the holder of the certificate.....

Photograph of the holder of certificate



*- Gibraltar is an overseas territory of the United Kingdom

APPROPRIATE CERTIFICATE (INCORPORATING ENDORSEMENT) *(Continued)*

Certificate No Issued on

The validity of this endorsement, and associated Tanker Endorsement (where applicable), is hereby extended until.....



official

.....
Signature of duly authorised

.....
Name of duly authorised official

Date of revalidation

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**Subsidiary
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This version is out of date

The validity of this endorsement, and associated Tanker Endorsement (where applicable), is hereby extended until.....

Official
Seal

.....
*Signature of duly authorised
official*

.....
Name of duly authorised official

Date of revalidation

ADMINISTRATIVE INSTRUCTION No. STCW- 6**ADMINISTRATIVE INSTRUCTION ON ISSUE OF TANKER
TRAINING CERTIFICATES AND ENDORSEMENTS**

(Issued under Section 3 (5) of the Gibraltar Merchant Shipping (Safety etc.) Act 1993 and to be read in conjunction with the relevant provisions of the Gibraltar Merchant Shipping (Manning, Training and Certification for Seafarers) Regulations 2006.

Certificate of Tanker Familiarisation

In accordance with Reg. V/1.1 of the Convention, the Maritime Administrator may, at his discretion, issue a "Certificate of Tanker Familiarisation Training" to a seafarer who can produce evidence of completing fire fighting training of a higher standard than that specified in Basic Training, and who has:

1. At least 3 months sea-service on tankers; or
2. An approved tanker familiarisation course covering at least the syllabus given in section A-V/1 paragraph 1 to 7 and Advanced Fire-fighting training (A-VI/3).

The Maritime Administrator may then issue a certificate in form Annex – TFT.

Tanker Endorsement

In accordance with Reg. V/1.2 of the Convention, the Maritime Administrator may, at his discretion, issue a "Tanker Endorsement", as a separate document, to a seafarer who can produce evidence of:

1. Meeting the requirements for a "Certificate of Tanker Familiarisation ";
and
2. At least 3 months sea-service (in addition to any sea-service performed for Familiarisation training) on the type of tanker for which the endorsement is required;
and

3. Having successfully completed an approved specialised tanker training programme, which at least covered the subjects set out in:

- (a) For oil tankers, section A-V/1 paragraphs 8-14 of the Code
- (b) For chemical tankers, section A-V/1 paragraphs 15 to 21 of the Code
- (c) For liquefied gas tankers, section A-V/1 paragraphs 22 to 34 of the Code.

The Maritime Administrator may then issue an endorsement in form Annex – TE.

Annex – TFT

Form No 10



GOVERNMENT OF GIBRALTAR *

Certificate of Tanker Familiarisation Training

This is to certify that _____

Date of Birth: _____ Discharge Book/ Passport Number*:

has met the requirements of Regulation V/1.1 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended in 1995 by completing:

1. Fire fighting training of a standard higher than that specified in Basic Training;

and

2. At least 3 months sea-service on tankers*; or Official Seal
An approved tanker familiarisation course*

* delete as appropriate

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This version is out of date

Signature of Seafarer: _____

Issued in Gibraltar on _____

By _____

Official Seal

* - Gibraltar is an overseas territory of the United Kingdom

Annex – TE

Form No 11



GOVERNMENT OF GIBRALTAR *

Tanker Endorsement

This is to certify
that _____

Date of Birth: _____ Discharge Book /
Passport Number *: _____

Holding Certificate No. _____ Issued by or on behalf of _____

the Government of _____ has met the requirements
of Regulation V/1.2 of the International Convention on Standards of Training,
Certification and Watchkeeping for Seafarers 1978, as amended in 1995, for service in
tankers carrying:

Oil / Liquefied Gases / Chemicals*

** Delete as required*

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Subsidiary
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This version is out of date

Tanker Endorsement
No.:

Issued on:

Valid until:



.....
Signature of duly authorised Official

.....
Name of duly authorised Official

Signature of the holder of the
endorsement

The original of this endorsement must be kept to hand in accordance with regulation I/2, paragraph 9, of the Convention while serving on a ship.

* - Gibraltar is an overseas territory of the United Kingdom

ADMINISTRATIVE INSTRUCTION No. STCW-7

ADMINISTRATIVE INSTRUCTION ON WATCH-RATING CERTIFICATES

(Issued under Section 3(5) of the Gibraltar Merchant Shipping (Safety etc.) Act 1993 and to be read in conjunction with the relevant provisions of the Gibraltar Merchant Shipping (Manning, Training and Certification for Seafarers) Regulations 2006.

The Maritime Administrator may issue a Watch-rating Certificate to a rating forming part of navigational watch or an engine-room watch provided the seafarer can produce evidence of :

In the case of a Navigational Watchrating :

- a) being more than 16 years of age ;
- b) having completed Basic Training ;
- c) having performed at least 6 months sea-service on duties associated with navigational watchkeeping under the supervision of a certificated deck officer ; and

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- d) being assessed on a check-list (Annex - IA) covering the syllabus contained in Code A-II/4 and found competent and certified by the Company Superintendent or the Master of the vessel.

In the case of an Engineroom Watchrating :

- a) being more than 16 years of age ;
 b) having completed Basic Training ;
 c) having performed at least 6 months sea-service on duties associated with engineroom watchkeeping under the supervision of a certificated engineer officer ; and
 d) being assessed on a check-list (Annex-IIA) covering the syllabus contained in Code A-III/4 and found competent and certified by the Company Superintendent or the Chief Engineer Officer of the ship.

The Maritime Administrator may issue a certificate in form Annex – IB, in the case of a Navigational Watchrating and in form Annex – IIB in the case of an Engineroom Watchrating.

 Annex - IA
 Form No 12

Form of Assessment of a seafarer for issue of a Navigational Watch-Rating Certificate

Name of Company: _____

Contact Details: Tel: _____ Fax: _____ E-Mail: _____

Name of Ship*: _____ GT: _____ kW: _____

Name of Seafarer: _____

Date of Birth: _____ Discharge Book/ Passport Number**: _____

*Last or present vessel **Delete as required

The following check-list is to be used to assess the competence of the seafarer:

1. Has he undertaken the following Basic Training and produced evidence to this effect in original?

***Yes *** No

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- | | | |
|--|--------------------------|--------------------------|
| a. Personal Survival Techniques: | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Fire prevention and Fire-fighting; | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Elementary First-Aid; | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Personal Safety & Social responsibility. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has he undertaken Familiarisation Training? | | |
| a. General layout of the ship & escape route; | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Emergency escape from Engine-room & other locations; | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Location of emergency equipment; | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Muster list duties & functions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Steered ship using both Gyro and Magnetic compasses? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Steered ship complying with helm orders in English? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Changed steering over from automatic pilot to hand steering and vice versa? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Shown ability to keep a proper look-out by sight and hearing? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Shown knowledge of information required to maintain a safe watch? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Shown ability to report to the Officer of the Watch in approximate degrees and points the position of a light, sound or object? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Understood shipboard terms, definitions and navigational vocabulary? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Shown familiarity with internal communication and alarm systems? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Shown ability to understand orders and communicate clearly with the Officer of the Watch in matters relating to watchkeeping duties? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Shown ability to display flag signals as advised by OOW? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Shown ability to relieve, maintain and hand-over a watch following accepted practices and procedures? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Shown knowledge of man overboard signal and release of buoy, use of pyrotechnic signals carried on board? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Shown knowledge of the use of EPIRB and SART? | <input type="checkbox"/> | <input type="checkbox"/> |

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16. Shown knowledge of the avoidance of false- distress alerts and actions to be taken to remedy an accidental activation?

17. Shown awareness of environmental protection and knowledge of procedures to be followed?

***Please write 'Y' or 'N' as appropriate

Name of Assessor Signature Designation Date Stamp

**Annex – IB
Form No 13**

Serial No.....



GOVERNMENT OF GIBRALTAR *

Navigational Watch-Rating Certificate

This is to certify that _____

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Date of Birth: _____ Discharge Book/ Passport Number**: _____

**Delete as required

has successfully passed the competency test for the function of Navigation at Support level as outlined in Code A-II/4 and met other requirements of Regulation II/4 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended in 1995 (STCW95).

CAPACITY	LIMITATIONS APPLYING
Rating forming part of a navigational watch	None

Signature of Seafarer: _____

Issued in Gibraltar on _____

By _____

(STAMP)

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Annex – IIA

Form No 14

Form of Assessment of a seafarer for issue of an Engine-Room Watch-Rating Certificate

Name of Company: _____

Name of Ship*: _____ GT: _____ kW: _____

Name of Seafarer: _____

Date of Birth: _____ Discharge Book/ Passport Number**: _____

*Last or present vessel

**Delete as required

The following check-list is to be used to assess the competence of the seafarer:

1. Has he undertaken the following Basic Training and produced evidence to this effect in original

	***Yes	***No
a. Personal Survival Techniques:	<input type="checkbox"/>	<input type="checkbox"/>
b. Fire prevention and Fire-fighting;	<input type="checkbox"/>	<input type="checkbox"/>
c. Elementary First-Aid;	<input type="checkbox"/>	<input type="checkbox"/>
d. Personal Safety & Social responsibility.	<input type="checkbox"/>	<input type="checkbox"/>

2. Has he undertaken Familiarisation Training?

- a. General layout of the ship & escape route;
- b. Emergency escape from Engine-room;
- c. Location of emergency equipment;
- d. Muster list duties & functions.

3. Does he have adequate knowledge of machinery & equipment and the terms used in machinery spaces?

- a. Main Engine
- b. Boilers
- c. Generators
- d. Pumps

4. Does he have the ability to understand orders and communicate with the Officer of the watch in matters relating to watchkeeping?

5. Is he conversant with the use of internal communication?

6. Is he familiar with Safe Working Practices?

7. Does he have sufficient knowledge of ER alarm systems, ability to distinguish various alarms with special reference to fire extinguishing gas alarm?

8. Does he have basic knowledge of safe operation of boilers, importance of correct water level and steam pressure?

9. Does he have the ability to read and note temperature, pressure, r.p.m., etc. as required?

10. Does he understand monitoring over-board discharges?

11. Does he have the ability to carry out routine checks and lubrication as necessary?

12. Does he understand various emergencies in the Engine-room?

13. Does he have knowledge of hand-over / relief procedure?

14. Does he have an awareness of environmental protection and knowledge of procedures to be followed?

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Name of Assessor
Stamp

Signature

Designation

Date

Annex – IIB

Form No 15

Serial No.....



GOVERNMENT OF GIBRALTAR *

Engine-Room Watch-Rating Certificate

This is to certify that _____

Date of Birth: _____ Discharge Book/ Passport Number**:

****Delete as required**

has successfully passed the competency test for the function of Engine-Room at Support level as outlined in Code A-III/4 and met other requirements of Regulation III/4 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended in 1995 (STCW95).

CAPACITY	LIMITATIONS APPLYING
----------	-------------------------

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Rating forming part of a watch in a manned engine-room or designated to perform duties in a periodically unmanned engine-room	None
---	------

Signature of Seafarer: _____

Issued in Gibraltar on _____

By _____

(STAMP)

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ADMINISTRATIVE INSTRUCTION No. STCW-8

**ADMINISTRATIVE INSTRUCTION ON ABLE SEAMAN
CERTIFICATES**

(Issued under Section 3 (5) of the Gibraltar Merchant Shipping (Safety etc.) Act 1993 and to be read in conjunction with the relevant provisions of the Gibraltar Merchant Shipping (Manning, Training, Certification and Related Seafarers' Matters) Gibraltar Regulations 2002)

The Maritime Administrator may, at his discretion, issue a seafarer with a "Certificate of Qualification as an Able Seaman" (under the relevant ILO Convention of 1946) provided the seafarer can produce satisfactory evidence of having:

1. Attained the age of 18 years;
2. Undertaken basic training as referred to in STCW95 (comprising of Personal Survival Training, Fire prevention and Fire-fighting, Elementary First-Aid and Personal Safety and Social responsibility);
3. Performed at least 24 months sea-service on sea-going ships of 100 GT and above;
4. Obtained a Navigational Watchrating Certificate as referred to in Regulation II/4 of the Convention;
5. Passed the proficiency examination known as the Efficient Deck Hand (EDH) or obtained Vocational Qualification (S/NVQ) in Marine Vessel Operation – Level 2. (The EDH syllabus is given in Annex B and the form of a certificate in Annex C);
6. Obtained a Certificate of Proficiency in Survival Craft and Rescue Boat (CPSC & RB) as referred to in regulation VI/2 of the Convention;
7. A valid Certificate of Medical Fitness.

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Application in the prescribed form at Annex A together with fees and supporting documents should be sent to the Maritime Administrator, Registry of Ships, Duke of Kent House, Cathedral Square, Gibraltar.

The Certificate of Qualification as an Able Seaman shall be issued in the form at Annex D.

Annex-A
Form No 16

**APPLICATION FOR CERTIFICATE OF QUALIFICATION AS
ABLE SEAMAN**

Name of
Seafarer:

Date of Birth: Place of Birth:

Nationality: Passport / CDC:

Particulars of Basic Training:

.....

Particulars of Nav. W/ Rating Certificate:

.....

Particulars of CPSC & RB:

.....

Particulars of RDH

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Qualification:

Evidence of sea-service:

Signature of Seafarer
Date & Place

Annex-B

SYLLABUS FOR EFFICIENT DECK HAND (QUALIFYING EXAMINATION FOR CERTIFICATION AS ABLE SEAMAN)

1. Knowledge of survival craft and techniques, fire prevention and fire-fighting, elementary first-aid and environmental awareness will be covered in Basic Training which the seafarer will have already undertaken;
2. Knowledge of Bridge Watchkeeping duties (as required at support level) including steering, will be covered in the process of certification as a Navigational Watchrating;
3. Meaning of common nautical terms;
4. Common knots, bends, hitches and splices;
5. Care, use and storage of ropes and wires including mooring and berthing operation;
6. Use and operation of Winch, Capstan and Windlass;
7. Rigging a derrick;
8. Rigging Pilot ladder, gangway and accommodation ladder;
9. Slinging of stages and bosun's chair;

- 10. Securing for bad weather;
- 11. Knowledge of the importance of enclosed spaces, watertight and weathertight arrangement, opening and closing of hatches, openings on the shell, bow and stern;
- 12. Safe working practices including knowledge of safety signs, protective clothing equipment, working aloft and outboard, enclosed spaces, permit to work.

Annex-C
Form No 17

Name and address of Training Institute with Tel / Fax / E-mail }

EFFICIENT DECK HAND CERTIFICATE (Qualifying exam for AB)

This is to certify that: -----

Date of Birth: ----- Place of Birth: -----

Nationality: ----- Passport / CDC: -----

has successfully completed a course and passed the examination as an Efficient Deck Hand

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Signature of the
seafarer

.....

.....
Name & signature of the Training
Provider

.....
Official Stamp & date

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Annex-D
Form 18



**GOVERNMENT OF GIBRALTAR *
REGISTRY OF SHIPS**

Fax: +350 47770; e-mail: shipregistry@gibnynex.gi

CERTIFICATE OF QUALIFICATION AS AN ABLE SEAMAN

This is to certify
that:

.....

Date of
Birth:

.....

Place of
Birth:

.....

Nationality:

.....

Passport /
CDC:

.....

has successfully completed and met all the requirements relating to the issue of this certificate.

This certificate is in compliance with the Certification of Able Seamen Convention, 1946 (No. 74) of the International Labour Organisation and incorporates the Navigational Watchrating qualification of STCW95.

Signature of Seafarer: _____

Issued at Gibraltar on _____

By _____

Gibraltar Merchant Shipping (Safety, etc.)

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ADMINISTRATIVE INSTRUCTION No. STCW-9**ADMINISTRATIVE INSTRUCTION ON ISSUE OF SHIP'S COOK
CERTIFICATE**

(Issued under Section 3 (5) of the Gibraltar Merchant Shipping (Safety etc.) Act 1993 and to be read in conjunction with the relevant provisions of the Gibraltar Merchant Shipping (Manning, Training, Certification and Related Seafarers' Matters) Regulations 2002)

The Maritime Administrator may, at his discretion, issue a ship's cook certificate, in the form contained in the Annex to this Administrative Instruction, under the relevant ILO Convention of 1946, as amended, upon the applicant producing evidence that:

1. The person is at least 18 years old;
2. The person has completed at least 12 months sea-service;
3. The person holds a Certificate of Food Hygiene and cooking approved by the Director or a similar authority in a Party State. Such training should, as a minimum, cover:
 - Cleanliness, health and hygiene
 - Knowledge of balanced and healthy diet
 - Ability to make bread, soup-broth and continental / oriental dishes
4. The person has completed the following Basic Training as required by Reg. VI/1 (STCW95):
 - (a) .Personal Survival Techniques;
 - (b) .Fire prevention and Fire-fighting;
 - (c) Elementary First-Aid;
 - (d) Personal Safety & Social responsibility.
5. The person holds a valid Certificate of Medical Fitness.

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Form No 19



GOVERNMENT OF GIBRALTAR *

Certificate of Qualification as a Ship's Cook

This is to certify that _____

Date of Birth: _____ Discharge Book/ Passport Number**:

**Delete as required

has met criteria to the satisfaction of the Administration and in line with relevant ILO Convention of 1946, as amended to include basic safety training of STCW95 to serve as a Ship's Cook.

Signature of Seafarer: _____

Issued at Gibraltar on _____

By _____

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ADMINISTRATIVE INSTRUCTION No. STCW-10

ADMINISTRATIVE INSTRUCTION ON CADET TRAINING
PROGRAMME

(Issued under Section 3 (5) of the Gibraltar Merchant Shipping (Safety etc.) Act 1993 and to be read in conjunction with the relevant provisions of the Gibraltar Merchant Shipping (Manning, Training and Certification for Seafarers) Regulations 2006.

In order to be eligible to undertake training and assessment leading to an appropriate certificate under regulation II/1 or III/1 of the Convention, it will be necessary to meet the following requirements:

Deck Cadet *: Candidates must be under 20 years of age at the commencement of training; be medically fit; and hold a GCSE at a Grade not lower than 'C' in English, Mathematics and Science/Physics or equivalent. They will be required to undergo an initial training of 3 months in an approved institute that will also include Basic Training (A-VI/1 of STCW95).

They will then have to complete a minimum period of 18 months sea-service (of which at least 6 months must be spent on Navigational Watchkeeping duties under the supervision of certificated officers) as a Deck Cadet during which time the IMO or UK-MNTB/ ISF specified Training Record Book shall be maintained.

The final phase of training shall comprise a minimum period of 6 months in an approved institute when the Cadet will undertake short ancillary training required under regulation VI and complete the required education, training and assessment under regulation II/1 of STCW95 before an Appropriate Certificate may be issued for the capacity of Officer in Charge of a Navigational Watch.

* **Deck Ratings** may, however, undertake education, training and assessment for an appropriate certificate under regulation II/1 of STCW95 after completing 3 years' service in the deck department (of which at least 6 months of the last 12 months must be spent on Navigational Watch-keeping duties on the Bridge under supervision of a certificated deck officer). The rating shall be required to maintain the ISF specified Training Record Book.

Engineer Cadet: Candidates must be under 25 years of age at the commencement of training; be medically fit; and hold a GCSE at a Grade not lower than 'C' in English, Mathematics and Science/Physics or

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equivalent. They will be required to undertake an approved initial workshop training of 18 months followed by Basic Training as required under A-VI/1 of STCW95. If a Candidate holds 'A' levels in Physics and Mathematics or a Diploma in Engineering then the period of shore-based Workshop training may be reduced by 6 months, and in the case of a Degree in Engineering by 12 months.

The second phase of training will be shipboard training (sea-service) for a minimum period of 9 months as a Cadet Engineer or Assistant Engineer under supervision of certificated engineer officers during which time the IMO or UK-MNTB/ ISF specified Training Record Book shall be maintained.

The third and final phase of training shall comprise a minimum period of 9 months in an approved institute where the candidate will undertake short ancillary training required under regulation VI and complete the required education, training and assessment under regulation III/1 of STCW95 before an Appropriate Certificate may be issued for the capacity of Officer in charge of an Engineering Watch in a manned engine-room or designated duty engineer in a periodically unmanned engine-room

Appropriate Certificate (Certificate of Competency) as Officer in charge of a Navigational Watch (Navigational Watchkeeping Officer) under regulation II/1 of STCW95.



Oral Examination: For STCW Reg. II/1 Certification.



College course (about 6 months): To successfully complete the STCW syllabus A-II/1 (may be part of HND) relating to Navigational Watch-keeping Officer. The course will also include short Ancillary courses on:

1. CPSC&RB
2. Advanced Fire-fighting
3. Medical First-Aid
4. GMDSS (GOC)
5. ENS & ECDIS

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Sea-service: At least 18 months as Deck Cadet of which 6 months (of the last 12 months) on Navigational Bridge associated with Watchkeeping duties under supervision of a certificated Deck Officer while maintaining IMO or MNTB Cadet Record Book



Basic Training:

1. Personal Survival Techniques
2. Fire prevention & Fire-fighting
3. Elementary First-Aid
4. Personal Safety & Social Responsibilities



Certificate of Medical Fitness.

Appropriate Certificate (Certificate of Competency) as Officer in charge of an Engineering Watch (Watchkeeping Engineer Officer) under regulation III/1.



Oral Examination: For Watchkeeping Engineer Officer



College course (of about 6 months): To successfully complete syllabus contained in A-III/1 (may be part of an HND programme) during which the seafarer will also complete short Ancillary courses in -

1. CPSC&RB
2. Advanced Fire-fighting
3. Medical First-Aid



Sea-service: Minimum 9 months as Assistant Engineer while maintaining Record of Training in IMO/ MNTB/ ISF training record book.



Basic Training :

1. Personal Survival Techniques
2. Fire prevention & Fire-fighting
3. Elementary First-Aid
4. Personal Safety & Social Responsibility



Workshop Training (About 18 months)* : Mechanical & Electrical



Medical Fitness

Duration of Workshop (Mechanical and Electrical) training

The total period of training leading to Watchkeeping Engineer Officer's certification is 30 months as per the Convention. This includes mandatory Workshop training, 6 months' shipboard training as Assistant Engineer and 6 months college course leading to final certification.

The period of Workshop training shall be 18 months if the entry qualification is GCSE ("O" level) in English, Mathematics, Physics and Information Technology (at Grade-C).

However, any science based higher qualification should reduce this period of Workshop training:

For a candidate holding "A" level in Mathematics, Physics and IT or OND/HND in Mechanical/ Power/ Electrical Engineering reduce by 6 months i.e. 12 months Workshop training;

For the holder of a Degree in Mechanical/ Power/ Electrical Engineering reduce by 9 months i.e. 9 months Workshop training;

For the holder of a Degree in Naval Architecture reduce by 12 months i.e. 6 months' Workshop training.

Apprenticeship in Marine Engineering (Workshop Training)
As part of Code A-III/1 of STCW95 requirement

1. **Safety at work** – Health & Safety regulations and requirements – Use of Safety Helmet, Safety Boots, Torch etc., Working at heights, Working in enclosed spaces, use of gas detector etc. - **1 week**
2. **Familiarisation with tools and equipment** – Those used on board and also those used in shipyards; - **1 week**
3. **Welding shop** – Flame cutting, All types of welding (including overhead welding), brazing, etc. - **3 weeks**
4. **Steel fabrication** – Heavy fabrication work, fabrication tubes, chimneys, tank making, ducting, repairs to ship's structures etc. - **5 weeks**
5. **Boiler work** – Repairs to various types of boilers – Exhaust boilers, Cochran boiler, Composite boiler etc. - **3 weeks**
6. **Machine shop** – All types of metal turning, milling, boring, shaping, thread cutting, slotting etc. - **10 weeks**
7. **Drawing office** – Drawing various parts of marine machinery and plans for alterations and repairs to ship's structures; - **2 weeks**
8. **Fitting shop** – Repairing, fitting of ship's auxiliaries, overhauling of pumps, valves, air compressors etc. - **9 weeks**
9. **Plumbing and carpentry** – Essential repair of leakage, use of repair kit, bending and joints in pipes, cutting and shaping wood etc. - **2 weeks**
10. **Diesel shop** – Maintenance, repair and assembly of diesel engines, calibration, testing of fuel injection equipment, alignment and testing of marine diesel engines. - **10 weeks**
11. **Electric/ Electronic** – Wiring of ship, repairing of overhead crane, galley equipment, different types of starters, installation of various types of electric/ electronic fittings, repairing of electronic gadgets,

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repairing of all types of AC/ DC motors and generators including armature windings. - **10 weeks**

12. Ship repairs – Work on board ships, Repairing main and auxiliary engines, Turbo generators, Turbines, Pumps, Valves etc. - **15 weeks**

13. Fire detection and extinction – Shipboard fire detection system, repair and maintenance of Sprinkler and CO2 system. - **2 weeks**

14. Air-conditioning and refrigeration – Repair and maintenance of shipboard air-conditioning and refrigeration system. - **2 weeks**

15. Deck machinery – Repair and maintenance of windlass, winch (steam, electrical, hydraulic, electro-hydraulic and pneumatic), Steering gear etc - **3 weeks**

The workshop training should be of 78 weeks (18 months) duration. However, the period of training may be reduced depending on the background of the individual apprentice.

The number of weeks shown against various task groups reflect the importance and intensity of training required. However, the approved workshop or shipyard may follow a flexible approach to achieve the ultimate goal.

ADMINISTRATIVE INSTRUCTION No. STCW-11**ADMINISTRATIVE INSTRUCTION ON SEAFARER'S MEDICAL
FITNESS CERTIFICATE**

(Issued under Section 3 (5) of the Gibraltar Merchant Shipping (Safety etc.) Act 1993 and to be read in conjunction with the relevant provisions of the Gibraltar Merchant Shipping (Manning, Training and Certification for Seafarers) Regulations 2006.

For the purpose of the requirements of Regulation 1/9 of the international Convention on standards of Training, Certification and Watchkeeping for Seafarers 1978 as amended in 1995 (STCW 95) in respect of standards of medical fitness for service on Gibraltar ships, the provisions of the following international documents shall apply;

1. ILO Convention No. 73 of 1946 on Medical Examination (Seafarers)
2. ILO Convention No. 147 of 1976 on Merchant Shipping (Minimum Standards)

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3. ILO/WHO/D.2/1997 “Guidance for conducting Pre-sea and Periodic Medical Fitness Examination for Seafarers”

The Maritime Administrator shall be the person responsible for determining whether a certificate of medical fitness for a seafarer on a Gibraltar ship has been validly issued. The Maritime Administrator may refer a Certificate of Medical Fitness issued to a seafarer on a Gibraltar registered ship to the Chief Medical Officer of the Government of Gibraltar for a medical opinion and the decision of the Chief Medical Officer shall be final.

The Maritime Administrator shall, in consultation with the Chief Medical Officer, publish from time to time a list of medical practitioners authorised to issue a Seafarer’s Certificate of Medical Fitness in respect of seafarers who choose to have a medical examination in Gibraltar.

The Maritime Administrator may accept a Seafarer’s Certificate of Medical Fitness issued by the Administration of the seafarer’s nationality provided it is issued in compliance with relevant IMO and ILO instruments.

The form to be used for the issue of a Seafarer’s Certificate of Medical Fitness is contained in the Annex to this Administrative Instruction.

Annex
Form No 20

GOVERNMENT OF GIBRALTAR *

CERTIFICATE OF MEDICAL FITNESS OF A SEAFARER

Name of the Seafarer-----
--

Date of birth-----CDC/passport No.-----
--

Nationality-----has been medically examined in compliance with IMO/ILO/WHO guidelines and found to be medically fit for service on merchant Ships. However, the seafarer and the employer should take note of the following caution/conditions:

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Signature of the Seafarer-----

Date of Issue -----

Signature-----

OFFICIAL
SEAL

Place of Issue

Name of the authorised doctor

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ADMINISTRATIVE INSTRUCTION No. STCW-12

ADMINISTRATIVE INSTRUCTION ON MAINTENANCE OF
RECORDS AND REGISTERS

(Issued under Section 3 (5) of the Gibraltar Merchant Shipping (Safety etc.) Act 1993 and to be read in conjunction with the relevant provisions of the Gibraltar Merchant Shipping (Manning, Training and Certification for Seafarers) Regulations 2006.

In order to comply with the requirements of Regulation I/9 (paragraph 4) of the International Convention on Standards of Training Certification and Watchkeeping for Seafarers 1978 as amended in 1995 (STCW95), records and registers shall be maintained of all certificates and endorsements for masters, officers and, as appropriate ratings, which are issued, have expired or have been revalidated, suspended, cancelled or reported lost or destroyed and of dispensations issued.

Information on the status of certificates, endorsements and dispensations shall be made available to other parties, companies and training institutes which request verification of the authenticity and validity of the documents produced to them for recognition under Regulation I/10 for employment or for pursuing training leading to higher certificates.

A database shall be maintained by the Administration in the form attached as an annex to this Administrative Instruction, which mirrors Annex 4 of STCW. 7/Circ, 1 as recommended by the International Maritime Organization under the title "Development of data for certificate registration" to provide all information listed therein.

Every company managing a Gibraltar seagoing ship shall ensure that documentation and data relevant to all seafarers employed on its ships are maintained and readily accessible, and include without being limited to, documentation and data on their experience, training, medical fitness and competency in assigned duties. Such information shall be readily made available to the Administration and training institutions, when requested.

Every training institute which has been approved by an administration to conduct training courses within the scope of the Convention, shall maintain a record of training provided to each seafarer and any certificate issued to him/her. Each certificate shall contain a serial or identity number for convenience in the tracking and shall also contain the contact details of the training institute in the form of telex/fax number or e-mail. The training

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institute shall provide all information relating to training and certification to Administration and the companies.

Annex

**DEVELOPMENT OF A DATABASE FOR CERTIFICATE
REGISTRATION**

1. In implementing the requirement in paragraph 4.1 of regulation I/9 of the revised STCW Convention for the maintenance of a register of certificates and endorsements, a standard database is not necessary provided that all the relevant information is recorded and available.

2. The following items of information should be recorded and available either on paper or electronically in accordance with regulation I/9, as a minimum:

Status of certificate :

Valid
Suspended
Cancelled
Reported lost
Destroyed

With a record of changes to status to be kept, including dates of changes.

Certificate details:

Seafarer's name
Date of birth
Nationality
Sex
Preferably a photograph
Relevant document number
Date of issue
Date of expiry
Last revalidation date
Details of dispensation(s)

Competency details:

STCW competency standard (e.g. regulation II/1)
Capacity Function
Level of responsibility
Endorsements
Limitations

Medical details:

Date of issue of latest medical certificate relating to the issue or revalidation of the appropriate certificate.

ADMINISTRATIVE INSTRUCTION No. STCW-13

**ADMINISTRATIVE INSTRUCTION ON THE ISSUE OF A
SEAFARER'S DISCHARGE BOOK**

(Issued under Section 3 (5) of the Gibraltar Merchant Shipping (Safety etc.) Act 1993 and to be read in conjunction with the relevant provisions of the Gibraltar Merchant Shipping (Manning, Training and Certification for Seafarers) Regulations 2006.

A seafarer may be issued with a Gibraltar Discharge Book if s/he has not been issued with such a document by his/ her own national Administration or when the issuing Administration does not allow recording of service performed on non-national ships. The seafarer will be required to meet the following requirements:

1. be between 18 and 55 years of age;
2. be medically fit;
3. be the holder of a Basic Training Certificate;
4. produce evidence of being or to be employed on a Gibraltar registered ship;
5. have the relevant qualification/ certificate, if required, for the intended capacity;
6. produce as proof of nationality and date of birth, a copy of a passport provided a responsible person to the satisfaction of the Maritime Administrator, such as the master of the vessel, has certified it as a true copy.

Applications in the form prescribed at the Annex to this Administrative Instruction and the prescribed fees should be sent to the Maritime Administrator. Three copies of passport size photographs with full frontal/ facial view (with no hats/ caps or dark glasses) should be sent with the

application. All copies of the photographs shall be identical and should bear sufficient resemblance with the picture appearing in the passport.

Masters of ships and the Company under whose management the ships operate may take note of the fact that the period of sea-service (with no remark on quality of service or conduct) performed by the seafarer, whether on a Gibraltar registered ship or not, may be duly recorded in the Discharge Book. Such entries should contain the Name of the ship, Port of Registry, IMO Number, GT, Power in kW, Capacity, Date and Place of engagement and the Date and Place of discharge.

Seafarers should bear in mind that a separate testimonial from the company or the ship (master/ chief engineer) may be necessary to provide further evidence of requirements for taking higher courses or examinations. Such testimonial should also include details of the type of ship, such as, tanker (oil/ chemical/ gas) or passenger ship or ro-ro passenger ship or High-Speed Craft etc. and the nature of duties performed on such ships.

The entries in the Discharge Book and testimonials should be stamped with the official seal of the ship or the company.

Details of training during sea-service performed by Cadets (Deck or Engineering) must also be recorded in the Cadet Record Book of IMO or ISF or UK-MNTB. Details of training specially that associated with Bridge Watchkeeping duties performed by Deck Rating desirous of taking Deck Officer's examination must be recorded in the ISF Training Record Book.

A Discharge Book issued by the Maritime Administrator shall contain in the first part the details of the seafarer such as the Name, Sex, Date and place of birth, Height in centimetres, Nationality, Identification mark, Passport No., Date of issue of the Passport; and in the second part there will be provision to enter particulars of the ship, capacity in which served and the period of service.

Annex – A
Form No 21

APPLICATION FOR DISCHARGE BOOK

Name of Applicant:.....
Sex.....

Date of birth..... Place of birth.....

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Height (in cm.)..... Nationality.....

Identification Mark
.....

Passport No..... Date of issue:.....

Details of Basic Training:
.....
.....
.....

Details of Medical Fitness:.....
Any medical condition.....

Company providing employment
.....

Name of Gibraltar ship on which employed or to be employed.....

Capacity in which employed or to be employed.....

Details of other qualification/ certificate/ experience.....
.....
.....

Signature of the Applicant Date and
Place

Applications duly filled in along with supporting documents and the prescribed fees and photographs (as required by Administrative Instruction 13) should be sent to the Maritime Administrator, Registry of Ships, Watergate House, 2/8 Casemates Square, Gibraltar.

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ADMINISTRATIVE INSTRUCTION No. STCW-14

QUALIFICATION / CERTIFICATION REQUIRED FOR OPERATION OF A DOMESTIC VESSEL

(Issued under section 3(5) of the Gibraltar Merchant Shipping (Safety etc.) Act 1993 and Regulation 37(1) of the Gibraltar Merchant Shipping (Manning, Training and Certification for Seafarers) Regulations 2006.

The provisions of the International Convention on Standards of Training, Certification and Watch-keeping for Seafarers 1978 as amended apply to sea-going vessels insofar as they relate to the Deck Department i.e. the provision of regulation II of the Convention. The provisions of regulation III (Engine Department) of the Convention apply to those vessels that have a propulsion power of 750 kW and above.

The purpose of this Administrative Instruction is to specify the training and certification requirements for the operation of commercially-operated non deep sea-going vessels and in respect of Engineering qualifications, for vessels which are commercially operated with propulsion power of less than 750 kW that may be engaged in domestic or international voyages.

Boat-master's Certificate: Every person who intends to take charge of a vessel operated commercially within Gibraltar waters must hold this qualification. The qualification is also a requirement for operating vessels over 12 metres in length owned or operated by a Government Department or any Agency or Authority under it within Gibraltar waters.

Marine Engine Operator's Certificate: Every person who intends to take charge of the operation of machinery on a vessel operated commercially with propulsion power of less than 750 kW must hold this qualification.

Annex 1

BOATMASTER'S CERTIFICATE

(This Certificate is required in order to operate a passenger vessel and other vessels under 500 gt within Gibraltar waters)

A. REQUIREMENTS FOR OBTAINING A BOATMASTER'S CERTIFICATE

In order to obtain a Boat-master's Certificate, the Applicant must:

- be 21 years of age;
- have completed sufficient service (to the satisfaction of the Maritime Administrator), preferably on the type of vessel which the prospective certificate holder will be entitled to command;
- have a valid Medical Fitness Certificate;
- produce documentary evidence that the following additional qualifications, or equivalent, have been achieved:
 - Basic Training (4 elements as outlined in STCW '95 A-VI/1.2);
 - Small Vessels' Navigation and Radar Course;
 - GMDSS (ROC);Successfully completed an approved 2-day course (the Maritime Administrator may exempt a candidate from this requirement where an applicant has additional experience);
- have passed the Practical and the Oral Examination conducted by the Maritime Administrator.

B. PRACTICAL TEST

(This test should take place on a vessel of a type for which the applicant is requesting a certificate)

BOAT HANDLING:

Berthing and unberthing;
Coming to and weighing anchor;
Making fast to and leaving a buoy;
Boat manoeuvring in confined waters;
Turning short round;
Knowledge and effect of transverse thrust;
Steering a compass course and taking a rough bearing;
Practical demonstration on the use of VHF;

C. ORAL EXAMINATION

(1) EMERGENCY SITUATIONS

Recovery of man overboard;
Loss of Engines;
Loss of Steering ability;
Action to take in the event of a Collision;

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Grounding;
 Accident to Crew Member or Passenger;
 Use of Extinguishing Appliances;
 Use of Life-Saving Appliances;
 Search and Rescue techniques in bad weather or reduced visibility;
 Choosing an appropriate area for Beaching or shelter in bad weather;

(2) REGULATIONS FOR PREVENTING COLLISIONS AT SEA

A practical knowledge of the Rules of the Road;
 A full knowledge of the regulations;
 Keeping a good Lookout;

(3) LOCAL KNOWLEDGE AND REGULATIONS

Local Signal and Traffic Regulations;
 Local Marks – to include buoyage, lights, leading lights and marks;
 Boundaries of Gibraltar waters and areas of operation;
 Local Dangers to Navigation – minimum and maximum depths over banks etc., obstructions, currents and abnormal tidal streams;
 Local Safe Landing places in differing weather conditions;
 A general knowledge of the Times and Heights of Spring Tides;
 Safe passage in and out of Harbour;
 Any other item of Local Knowledge which the examiner may deem to be necessary;
 A thorough knowledge of the regulations and bye-laws;
 Means and procedures for communication with owners/operators, Port Authority and other SAR organization.

(4) SEAMANSHIP

Common Nautical terms;
 Interaction with Other vessels;

(5) CHARTWORK

The meaning of Common Chart Symbols;
 The use of Tidal Diamonds;
 Position Fixing;
 Courses to steer allowing for Current and Leeway;
 Familiarity with the use of Parallel Rules, Dividers, Compasses, etc.

(6) LIFE-SAVING AND FIRE-FIGHTING APPLIANCES

A knowledge of the Statutory requirements and appreciation of the fact that the person in charge of a vessel must be satisfied that the Life-saving and Fire-fighting appliances are properly maintained;
 Use and deployment of Inflatable Liferrafts and Inflatable or Rescue Boats;
 Inflatable Liferaft and Boat Servicing requirements;

Hydrostatic Release Units;
Maintenance and care of Buoyant Apparatus.

(7) DISTRESS SIGNALS

A knowledge of the contents of Annex IV of the Collision Regulations and the Operation of the Signals Equipment required to be carried;
Coastguard response to Distress Signals.

(8) LEGAL RESPONSIBILITIES TOWARDS PASSENGERS AND CREW

Safe Access;
Safe Working Practices;
Safety Survey Certificate, and the law regarding it.

(9) WEATHER

Sources of Information;
Local Conditions and Effects;
Signs of Approaching Bad Weather.

(10) ENGINEERING KNOWLEDGE

Basic knowledge of day to day Engine and Battery Checks;
The requirement for Servicing and Routine Maintenance of Propulsion and Auxiliary Machinery.

(11) PUBLICATIONS

Port and Local Notices to Mariners;
Admiralty Notices to Mariners;
Merchant Shipping Notices (as applicable);
Gibraltar Acts and Regulations (as applicable);
Administrative Instructions.

(12) POLLUTION REGULATIONS

A general appreciation of the Regulations applicable to the Prevention of Pollution, concerning Oil and Garbage.

(13) RADAR AND NAVIGATIONAL AIDS

Knowledge of the use of Radar, Echo Sounder and any other Position-Finding Device on board the vessel.

(14) BASIC KNOWLEDGE OF VESSEL CONSTRUCTION AND STABILITY

General knowledge of Ship Construction and of Plans available onboard the vessel, where these are carried;
Maintaining Watertight sub-division;

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Main and Emergency Bilge Pumping Arrangements;
General Pumping Arrangements;
Outline knowledge of the effect on stability of Loading, Discharging,
Weight Distribution and Slack Tanks;
Outline knowledge of Freeboard and Trim;
The use of Stability and Hydrostatic Data, where provided.

(15) HOURS OF WORK

Knowledge of the regulations on Hours of Work.

(16) DOCUMENTS REQUIRED

Knowledge of statutory documents.

**ADDITIONAL REQUIREMENTS FOR PASSENGER
BOATMASTER'S CERTIFICATE****(17) PASSENGER MANAGEMENT**

Safety Announcements (M.1386);
Disposition of Passengers and Crew to ensure Stability and Trim;
Passenger Numbers and Reporting Systems (M.1408);
Knowledge of other relevant M. Notices.

(18) PASSENGER MUSTER AND EMERGENCY DRILL

Knowledge of methods of Orderly Evacuation following any
Emergency, having regard to the size of the vessel concerned and its
operational area.

**(19) SAFETY MANAGEMENT CODE FOR DOMESTIC
PASSENGER SHIPS**

Knowledge of all elements of the Safety Management Code for
Domestic Passenger Vessels of Class III to VI(A).

**(20) DOCUMENTATION AND CERTIFICATES TO BE CARRIED
ON BOARD**

Certificates required, including Safety Survey Certificate, Gibraltar
Passenger Certificate, Safety Management Code for Domestic
Passenger Ships of Class III to VI(A), Crew Qualification
requirements.

**EQUIVALENT QUALIFICATIONS AND ADDITIONAL
REQUIREMENTS**

The Maritime Administrator shall determine whether a licence issued by an authority outside Gibraltar can be accepted as an equivalent to a Gibraltar Boat-master's certificate and whether any additional qualification or test of local knowledge is required.

Where an applicant holds a valid Pilotage Exemption Certificate for Gibraltar Waters, s/he will be exempted from the Local Knowledge part of the Oral Examination.

The Master of a High Speed Vessel (one capable of a fully laden speed of 25 knots or above) should possess a type rating certificate issued by the vessel's manufacturer or the Company training manager.

APPROVED COURSE

The Administration may authorize a school/ college/ institute to run a 2-day preparatory course. Day one of such course shall consist of classroom lectures to cover the theory part and day two shall concentrate on practical demonstration on a boat.

FEES

A fee of £70.00 shall be charged by the Administration for the Examination and this shall be reduced to £50.00 where an applicant only needs to be examined on local knowledge. A further fee of £30.00 shall be charged for the issue of a certificate to a successful candidate.

Annex 2

MARINE ENGINE OPERATOR'S CERTIFICATE

**(APPLICABLE FOR OPERATION OF MARINE DIESEL ENGINES
OF LESS THAN 750kW FOR DOMESTIC AND INTERNATIONAL
VOYAGES)**

REQUIREMENTS FOR OBTAINING A MARINE ENGINE OPERATOR'S CERTIFICATE

A. In order to obtain a Marine Engine Operator's Certificate, the applicant must:

- be 21 years of age;
- have a valid Medical Fitness Certificate;

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- have sufficient experience (to the satisfaction of the Maritime Administrator) of main machinery and auxiliary equipment likely to be found on vessels under 750kW;
- have successfully completed the following courses:
 - Basic Training (4 elements as outlined in A-VI/1.2 of STCW95);
 - Completed a 2-day approved course (the Maritime Administrator may exempt a candidate from this requirement in the case of a person with additional experience); and
- have passed the Oral Examination (conducted by the Marine Administration).

B. ORAL EXAMINATION

The Applicant must demonstrate an adequate knowledge of and familiarity with the following:

- (1) routine associated with Handing Over / Taking Over a period of Duty;
- (2) machinery space Fire-Fighting Arrangements;
- (3) safety precautions to be observed during a period of Duty, and immediate action in the event of Fire or serious accident;
- (4) preparing Main Machinery, Steering System and Auxiliary Equipment for sea; testing Plant and Equipment; the reasons for this preparation and testing;
- (5) routine pumping operations of Fuel Oil and Fresh Water;
- (6) Bilge Pumping operations, Main and Emergency;
- (7) precautions to be observed to prevent Environmental Pollution (Oil and Garbage);

- (8) knowledge of Electrical Power Supplies (Alternators, Generators and Batteries);
- (9) immediate action necessary in the case of an Electric Shock;
- (10) location and rectification of Common Faults in Main Machinery, Steering Systems, and Auxiliary Equipment;
- (11) voyage requirements, including Bunkers, Lubricants, Water, Expendables etc.
- (12) the necessity for Routine Maintenance;
- (13) the necessity to maintain Records of Machinery and Performance, and be able to interpret the information with regard to common defects;
- (14) the consequences of sailing with certain items of Machinery inoperative, and the risks involved in doing so;
- (15) the Engine Operator's responsibilities and duties concerning Bunkering Operations;
- (16) the principles of ensuring Safe Entry into Tanks and other Enclosed Spaces, and the safe systems of work which must be applied when occupying these spaces;
- (17) the precautions to be taken to reduce the possibility of Machinery Space fires;
- (18) the precautions to be taken when carrying out hot work;
- (19) the process of reversing a marine diesel engine;
- (20) Use of Reduction Gear;
- (21) Use of Shaft Generator;
- (22) Health and Safety requirements.

C. EQUIVALENT QUALIFICATIONS

The Maritime Administrator shall determine whether a certificate issued by an authority outside Gibraltar can be accepted as an equivalent to a Gibraltar

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Marine Engine Operator's certificate and whether any test of local knowledge is required.

If the Applicant is applying to serve on a Domestic Passenger Vessel of Class III to VI(A), a knowledge of the Safety Management Code for Domestic Passenger Vessels of Class III to VI(A) will be required.

D. APPROVED COURSE

The Administration may authorise any school/ college/ institute to run a preparatory course covering the syllabus. Such course shall be of minimum 2 days duration - day one concentrating on the class room lectures covering the principles and theory; and day two concentrating on practical demonstration, in a marine workshop.

E. FEES

A fee of £70.00 will be charged for the examination and a further £30.00 for the issue of a certificate to successful candidate.