



St.Maarten Island



Maritime Administration

**REQUIREMENTS FOR
SEAFARER CERTIFICATION
BY EXAMINATION**

*Under the provisions of the
St.Maarten Maritime Act 2010*

MARITIME ADMINISTRATION

NOTICE

This document is intended as a guide for ship-owners, ship managers and seafarers as to practices established by the Maritime Administrator. It is not intended to derogate from or substitute for any requirements of the St. Maarten Maritime Act 2010 or the Maritime Regulations.

This complimentary printing of the Requirements for Seafarer Certification by Examination will not be automatically supplemented, and therefore, may be **out of date**.

The link to the updated version of this publication may be found at www.msta-registry.com dedicated webpage.

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REQUIREMENTS FOR SEAFARER CERTIFICATION BY EXAMINATION

PURPOSE:

This publication provides guidance for vessel owners, managers, seafarers, Appointed Representatives (AR), and Recognized Organizations (RO) on the St. Maarten Maritime Administration requirements for eligibility for seafarers to take examinations for certification as required by the STCW Convention and Code for officers employed or having a commitment for employment on vessels that are registered to the SMMA-MSTA REGISTRY.

Reference should be made to the publication, *Requirements for Seafarer Certification* which contains additional information relevant to evaluation and approval of candidates for the issuance of certification by examination.

1.0 AUTHORITY

1.1 Issuance of Certificates, Documents and Examinations

Each Deputy Registrar of St. Maarten Maritime Administration is authorized to issue certificates and documents to all merchant marine personnel.

1.2 Establishment of Standards

The Administrator is authorized to establish such standards as are necessary and proper for certificating and up-grading of merchant marine personnel and for the maintenance of high standards in the St. Maarten Merchant Marine.

1.3 Compliance with the STCW Convention, 1978, as amended

The standards established pursuant to Item 1.2 above have been revised herein to comply fully with the provisions of the International Convention on Standards of Training, Certification and Watch keeping for Seafarers, 1978, as amended (hereinafter referred to as “STCW”). The term “as amended” can be construed to mean that all amendments up to the present are included.

1.4 Evaluation of Uncategorized Qualifications

In cases where a candidate for examination has acquired qualifications, service, experience and/or training that does not meet these specific requirements, but which, in the opinion of the candidate, is reasonably equivalent thereto, documentary evidence of such qualifications, etc., may be submitted to the Administrator for evaluation. The decision of the Administrator in all such cases shall be final

2.0 GENERAL

2.1 Definitions

For the purpose of these requirements, the following terms shall have the meanings hereby assigned to them:

- .1 *Approved* means approved by the Administrator in accordance with these regulations;
- .2 *Assistant engineer officers* means a person under training to become an engineer officer and designated as such by national law or regulations;
- .3 *Ballast Control Operator (BCO)* means the person assigned responsibility for the normal day-to-day control of trim, draught and stability;
- .4 *Barge Supervisor (BS)* means a person who may provide support to the offshore installation manager (OIM) in certain essential marine matters. The barge supervisor on some MOUs may be referred to as the stability section leader, barge engineer or barge master;
- .5 *Certificate of competence (CoC)* means a certificate issued and endorsed for masters, officers and GMDSS radio operators in accordance with the provisions of chapters II, III, IV or VII of this annex and entitling the lawful holder thereof to serve in the capacity and perform the functions involved at the level of responsibility specified therein;
- .6 *Certificate of Endorsement (CoE)* means a certificate issued for Masters, officers or GMDSS radio operators who hold an appropriate and valid CoC issued by a recognized maritime administration in accordance with regulation I/10 of STCW (Recognition of Certificates);
- .7 *Certificate of proficiency (CoP)* means a certificate, other than a CoC or CoE, issued to a seafarer, stating that the relevant requirements of training, competencies or seagoing service in the Convention have been met;
- .8 *Chief engineer officer* means the senior engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the vessel;
- .9 *Chief mate* means the officer next in rank to the master and upon whom the command of the vessel will fall in the event of the incapacity of the master;
- .10 *Deck officer* means an officer qualified in accordance with the provisions of regulation II/1, II/2, or II/3 of the Convention;
- .11 *Documentary evidence* means documentation, other than a CoC, CoE or CoP, used to establish that the relevant requirements of the Convention have been met;
- .12 *Engineer officer* means an officer qualified in accordance with the provisions of regulation III/1, III/2 or III/3 of the Convention;
- .13 *Function* means a group of tasks, duties and responsibilities, as specified in the STCW Code, necessary for vessel operation, safety of life at sea or protection of the marine environment;



- .14 *Maintenance supervisor*(MS) means the person assigned responsibility for the inspection, operation and testing, as required, of all machinery and equipment as specified by the owner of the MOU. The maintenance supervisor on some MOUs may also be referred to as the chief engineer, technical section leader or rig mechanic;
- .15 *Master* means the person having command of a vessel;
- .16 *Month* means a calendar month or 30 days made up of periods of less than one month;
- .17 *Officer* means a member of the crew, other than the master, designated as such by national law or regulations or, in the absence of such designation, by collective agreement or custom;
- .18 *Offshore installation manager*(OIM) means a competent person, certified in accordance with these recommendations, who has been appointed in writing by the company to manage the offshore activities of the MOU;
- .19 *Regulations* means regulations contained in the annex to the STCW Convention;
- .20 *Seagoing service* means service on board a vessel relevant to the issue or revalidation of a certificate or other qualification;
- .21 *Second engineer officer* means the engineer officer next in rank to the chief engineer officer and upon whom the responsibility for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the vessel will fall in the event of the incapacity of the chief engineer officer; and
- .22 *STCW Code* means the Seafarers' Training, Certification and Watchkeeping (STCW) Code as adopted by the 1995 and as amended in 2010;

2.2 Form of Application

2.2.1 SMMA-MSTA REGISTRY Form

Each application for an officer certificate by examination shall be submitted on SMMA-MSTA REGISTRY form provided by the Administrator, and shall be accompanied by all necessary proofs, other supporting data and fees prescribed in section 2.4 below in accordance with these requirements.

2.3 Form of Certificates

2.3.1 STCW Certificates

Each candidate for an officer certificate who qualifies under the provisions of STCW and successfully completes the appropriate examination will be issued a certificate on:

.1 *SMMA-MSTA REGISTRY Form*

This certificate states that the officer has been found duly qualified in accordance with the provisions of the STCW Convention, 1978, as amended, and in the format prescribed by STCW for those officers qualified to receive STCW certificates. For Non-STCW Certificates the STCW reference will not appear.



2.3.2 STCW Certificate Format

The STCW Certificate specifies the “functions” for which the officer is qualified and at which “level of responsibility” as follows:

.1 *Functions*

The abilities specified in the standards of competence are grouped as appropriate under the following seven functions:

- .1 Navigation
- .2 Cargo handling and stowage
- .3 Controlling the operation of the vessel and care for persons on board
- .4 Marine engineering
- .5 Electrical, electronic and control engineering
- .6 Maintenance and repair
- .7 Radio communications

.2 *Levels of Responsibility*

At the following levels of responsibility:

.1 Management level -

Master
 Chief Mate (First Officer)
 Chief Engineer
 First Assistant Engineer (Second Engineer Officer)

.2 Operational levels –

Second Mate (OICNW)
 Third Mate (OICNW)
 Second Assistant Engineer (OICEW; Third Engineer Officer)
 Third Assistant Engineer (OICEW; Fourth Engineer Officer)

2.3.3 Officer Qualifications for STCW Certification

- .1 Each Deck/Navigational Officer must qualify in functions 1, 2 and 3 (deck). A Deck/Navigational Officer may then qualify in the additional functions of 3 (engineer), 4, 5, 6, and 7.
- .2 Each engineer officer must qualify in functions 3 (engineer), 4, 5, and 6. An engineer officer may then qualify in the additional functions of 1, 2, and 3 (deck).

2.3.4 Non-STCW Certificates

The Non-STCW Certificate is issued to officers in the Offshore Oil Industry and does not specify “functions” for which the officer qualified as do the STCW Certificates. They do indicate “levels of responsibility” as follows:

.1 *Levels of Responsibility*

At the following levels of responsibility:

.1 Management level -

Oil Installation Manager (OIM)
Maintenance Supervisor (MS)

.2 Operational level –

Barge Supervisor (BS)
Ballast Control Operator (BCO)
Assistant Maintenance Supervisor (AMS)

2.4 Fees

2.4.1 Schedule

Any candidate for an examination must remit the required fee in accordance of the fee schedule
This fee is non-refundable and must be paid at the time of application.

2.4.2 Payment

Fees may be paid online by credit card or through Bank wire transfer to the bank of
ST.MAARTEN to the account of SMMA-MSTA Registry.

2.5 Fraud, Forgery, SMMA-MSTA Registry representation or Attempted Bribery

2.5.1 Any person who submits a fraudulent application for examination for an SMMA-MSTA REGISTRY-ST.MAARTEN Certificate, or who makes SMMA-MSTA Registry representations in or in connection with an application, or who attempts to bribe or subvert any person charged with the approval of applications and/or conduct of examinations, shall be denied his/her application and shall forfeit any application fees paid, and, in addition to any criminal penalties, shall be forbidden to reapply for a period of not less than two (2) years.

2.5.2 Each individual candidate who willfully misstates a material fact or offers forged, altered, fraudulent or fraudulently-obtained documentation of qualification in connection with an application for an examination for an ST.MAARTEN-SMMA-MSTA REGISTRY Certificate will in addition to any criminal penalties be subject to an administrative penalty of USD 500.00 and may be barred from holding any ST.MAARTEN-SMMA-MSTA REGISTRY Certificate, or Seafarer's Identification and Record Book (SIRB) for up to and including two (2) years.

2.5.3 Any ship-owner or agent who submits, on behalf of a candidate, an application for an examination for an ST.MAARTEN- SMMA-MSTA REGISTRY Certificate that contains a willful misstatement of fact or references a document which is forged, altered, fraudulent or fraudulently-obtained, the truth or genuineness of which is capable of being determined by the submitting party, will be subject to an administrative penalty of USD 500.00 for each such application. Further submissions from such source may be barred for up to and including two (2) years.

2.6 General Requirements for Examination Approval

2.6.1 Age

Candidates for officer's certificates by examination shall not be approved for any person who is under 18 years of age. Approvals for certification by examination for the grades of Chief Mate, First Assistant Engineer or higher shall not be issued to any person under 21 years of age. A candidate shall be required to submit satisfactory proof of age by means of a passport, birth certificate, certificate of naturalization or other acceptable proof of birth date.

2.6.2 Citizenship

A candidate for any examination may be of any nationality and need not be a citizen or resident of the St. Maarten.

2.6.3 Physical Examination

- .1 Every candidate for an examination shall be required to submit satisfactory evidence of a physical examination completed within the 24 months immediately preceding application. The report of examination shall establish that the candidate is in good physical condition and in possession of all body faculties necessary to fulfill the requirements of the seafaring profession.

The report and certificate of physical examination shall be completed on the official Physical Examination Report/Certificate or acceptable equivalent. The report, which must be signed by both the medical examiner and examinee, shall specifically indicate that the candidate was examined as to hearing; vision and general physical and mental condition and is fit for duty as a seafarer.

- .2 **Revocations**
Willful concealment by a candidate of any medical history or mental or physical disability that might render the candidate unfit for service shall be cause for the immediate revocation of any certificate which may have already been issued.

2.6.4 Letter of Recommendation

Every candidate for an examination for a certificate shall be required to submit at least one letter of recommendation as to his or her character, sobriety, experience and competence. This letter shall be obtained from the candidate's most recent Master or employer.

2.6.5 Photograph

Every candidate for a Certificate shall submit one (1) passport-size photograph of themselves, taken within the twelve (12) months preceding the date of application. The photograph must show a facial front view of the candidate, and be 1¾" x 1¾" (45mm x 45mm) in size; the photographs may be black and white, but color is preferred.

2.6.6 Radar Simulator Training

Every candidate for an examination for a deck officer's certificate must submit proof of completion of a marine radar simulator course approved by or acceptable to the Administrator.

2.6.7 Automatic Radar Plotting Aids (ARPA) Training

Every candidate for an examination for a deck officer's certificate must provide proof of completion of an ARPA training course approved by or acceptable to the Administrator.

2.6.8 Electronic Chart Display and Information System (ECDIS)

Every candidate for an examination for a deck officer's certificate must provide proof of completion of an "ECDIS" training course approved by or acceptable to the Administrator.

2.6.9 GMDSS Certification

Every candidate for an examination for a deck officer's certificate must hold GMDSS certification or provide proof of completion of a GMDSS radio operator's course approved by or acceptable to the Administrator. This endorsement will be added to the CoC when issued.

2.6.10 Survival Craft/Rescue Boat Training (PSC or PSCRB)

Every candidate for an examination for an officer's certificate must provide proof of completion of a PSCRB training course approved by or acceptable to the Administrator. For offshore officers this may be a life boatman's or coxswain's course.

2.6.11 Advanced Firefighting

Every candidate for an examination for an officer's certificate must submit proof of completion of an advanced marine firefighting course approved by or acceptable to the Administrator.

2.6.12 Medical First Aid Training

Every candidate for an examination for an officer's certificate must submit proof of completion of a Medical First Aid Course approved by or acceptable to the Administrator.

2.6.13 Proof of experience

Every candidate for an examination for an officer's certificate must document the required sea service as specified in section 3.0 below, six (6) months of which must have been on a vessel registered to the ST.MAARTEN.

2.6.14 Upgrades to National Certificates

A candidate who is certificated by a foreign government whose certification system is acceptable to the Administrator and whose national certificate of competence bears the endorsement specified by STCW can upgrade to the next higher capacity of CoC by qualifying for such an upgrade and successful completion of an examination for that capacity.

.1 Experiences

To qualify for an examination for upgrade for an officer's certificate the candidate must provide proof of at least 12 months of experience in the capacity of their nationally issued CoC as directed in section 3.0 below, six (6) months of which must have been on a vessel registered to the ST.MAARTEN.

3.0 EXAMINATIONS FOR OFFICER CERTIFICATES

3.1 Persons Who are Eligible

A person who is not certificated or who desires to raise in grade any certificate presently held may apply to sit for an examination in the appropriate grade, provided such person is otherwise eligible in accordance with these requirements.

3.2 Requirements for Deck Officers

3.2.1 Third Mate (OICNW)

Eligibility for OICNW is defined in STCW, Regulation II/1 and will be issued by the Administrator as OCINW – Third Mate. Candidates for this examination must meet the below requirements. To become approved for an examination, the candidate:

- .1 Must be not less than 18 years of age.
- .2 Must have attained qualifying sea service of not less than 36 months in the deck department of foreign going trading vessels of 500 GT or more in the capacity of Trainee Seafarer, Seafarer, Quartermaster, Boatswain, Cadet or any similar capacity. Services performed in peripheral duties such as Radio Officer, Purser, Ship's Clerk, Cook, Steward, Mess man, Cabin boy, etc., are not acceptable as part of qualifying service. The decision of the Administrator as to qualifying sea time will be final.
- .3 Can, in lieu of .2 above, substitute education for sea time on a day for day basis as follows:
 - .1 50% of successful attendance at an approved Pre-Sea Course for deck ratings, General Purpose (GP) ratings or deck cadets, subject to a maximum of three (3) months of qualifying service.
 - .2 100% of successful attendance at an approved Pre-Sea Course for deck cadets.
 - .3 Time covered in attending the mandatory modular courses stipulated in this publication.
 - .4 Attendance at an approved Competency Course as stipulated in this publication.
 - .5 The total remission under all of the above shall not exceed 24 months.
- .4 Must show evidence of proficiency in steering vessel in open sea (in good and in adverse



weather conditions), coastal waters, while maneuvering, and under pilotage in the form of a certificate from the Master(s) of the vessel(s) on which such practice was performed; or a Certificate as „Rating Forming Part of a Navigation Watch“ issued by a National Maritime Administration with which the Administrator has an undertaking.

- .5 Must provide evidence of Bridge Watch keeping for a period of at least six (6) months under the guidance of a qualified officer of the watch. Where a seafarer is unable to produce such a certificate, he/she may be permitted to sit for the examinations. However, after passing the examinations, and so that the seafarer may get the requisite bridge watch keeping experience, he/she must produce a letter from an operator of an ST.MAARTEN vessel(s) that appoints him/her as full-time Assistant Deck Watch Officer (Cadet) in the deck department for a minimum period of six (6) months on trading vessels of 500 GT or more. The CoC will be issued after such service is completed.
- .6 Must provide a Training Record Book (International Ship-owners Federation (ISF) type or approved equivalent) that is complete in all respects.
- .7 Must provide evidence of completion of all necessary approved mandatory modular courses, which include:
 - Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSCRB)
 - Medical First Aid (MFA)
 - Advanced Fire Fighting (AFF)
 - Radar Observer
 - Automated Radar Plotting Aid (ARPA)
 - Electronic Chart Display and Information System (ECDIS)
 - Global Maritime Distress Safety System General Operator Certificate (GMDSS GOC)
 - Security Awareness Training
 - Bridge Resource Management (Bridge Team Management)
- .8 Must demonstrate a good command of spoken and written English.
- .9 Must present a Medical Fitness and Eyesight Certificate from an approved medical examiner where the examination was performed within the two (2) years prior to the date of the application.
- .10 Must present a Continuous Discharge Certificate (CDC) (or Seafarer Identification Record Book) that has been validated by the National Maritime Administration issuing the book as proof of sea service.
- .11 Must present a valid passport as proof of identity and nationality.
- .12 Must provide proof of successful completion at an approved CoC course conducted by an approved Training Establishment. **Note:** All mandatory modular courses must be taken before admission to the approved CoC course. They must not be taken concurrently with the CoC course.
- .13 Special considerations will be given to Indian seafarers holding an NWKO (NCV) CoC issued by the Directorate General of Shipping (DGS), India. NWKO (NCV) is



an acronym for Navigational Watch Keeping Officer (Near Coastal Voyages). NCV covers direct passages between any of the BIMMS countries which are Bangladesh, India, Maldives, Myanmar and Sri Lanka. These seafarers already have at least three (3) years of approved service in the Deck Department on NCV vessels of 500 GT and upwards, have undergone all the necessary modular courses, including GMDSS GOC, four (4) month CoC course and written and oral examinations. They may not have undergone the ARPA or ECDIS courses as NCV vessels are below 3000 GT which is the threshold limit for fitting ARPA on vessels or service may have been on vessels not equipped with ECDIS units.

Eligibility: Example i.e. Holders of Indian CoCs as NWKO (NCV) meet all of the eligibility criteria and may appear for the Officer in Charge of a Navigational Watch (OICNW) Third Mate examination. The candidate must provide evidence of having received ARPA, Bridge Resource Management (BRM), security awareness, and ECDIS training.

Application: Holders of such a CoC should apply with the following documents:

- CoC as NWKO (NCV)
- ARPA course certificate
- ECDIS course certificate
- Bridge Resource Management (BRM)
- Security awareness training
- Medical Fitness and Eyesight Certificate
- CDC
- Passport
- Passport-size photo of front of face, showing both ears, clear spectacles if normally worn, without glare glasses or cap.
- Proof of sea service, if any, after issue of the CoC as NWKO (NCV)

An operator of an ST.MAARTEN vessel must, if willing to engage the officer on one of their vessels, verify the authenticity of the CoC, ARPA and ECDIS certificates and CDC from the issuing authority and forward the application to the Administrator along with the verification certificate from the authority that issued the CoC and a letter stating that they are willing to offer three (3) months service as Assistant Watchkeeper and subsequent employment to the officer after he/she obtains the CoC.

Further sea service: After passing the examinations and serving as an Assistant Watchkeeper on international voyages on a trading vessel of 500 GT or more for a period of three (3) months, the seafarer will be issued an ST.MAARTEN-SMMA-MSTA

REGISTRY CoC as Third Mate. 3.2.2 Second Mate (Officer of the Watch (OOW)

– Navigation)

While holding an ST.MAARTEN Certificate as Third Mate, or a foreign certificate in equivalent grade, a candidate for this examination must provide evidence of at least one (1) year of service as a Navigational Watch Officer and possess all of the required training for Third Mate in paragraph mentioned above.

3.2.3 Chief Mate

While holding an ST.MAARTEN Certificate as Second Mate, or a foreign certificate in equivalent grade a candidate for this examination must provide evidence of:

- .1 at least one (1) year of service as Second Mate; or
- .2 at least two (2) years of service as Third Mate; or
- .3 a combination of sea time equaling 1 year of service counting half of the sea time as Third Mate, and
- .4 all of the required training for Third Mate in paragraph 3.2.1.7 above.

3.2.4 Master

While holding an ST.MAARTEN Certificate as Chief Mate or a foreign certificate in equivalent grade a candidate for this examination must provide evidence of:

- .1 at least one (1) year of service as Chief Mate; or
- .2 a combination of sea time equaling one (1) year of service counting half of the sea time as Second Mate. At least six (6) months must be in the grade of Chief Mate, and
- .3 all of the required training for Third Mate in paragraph 3.2.1.7 above.

3.2.5 Yacht Master

.1 Master (Yacht) – 350GT/Mate (Yacht) – 500GT

Candidates must first complete an approved one-week course. The examination will then be administered by a third party who is approved by the Administrator to offer the course and examination on their behalf. All candidates must first be approved by the Administrator to take the examination. Candidates may take the course without prior approval but cannot take the examination until approved as qualified to do so.

Candidates for this examination, in addition to the requirements in 2.6 above, except for 2.6.9, must be in possession of a valid CoC for a yacht master limited to vessels of not more than 200GT. This certificate will be considered to be an upgrade to that CoC.

In order for an applicant to be approved for this ST.MAARTEN examination the following requirements must be met:

1. The applicant must possess a CoC for 200GT Master - Yachts (or greater);
2. The applicant must have completed three (3) years' service on vessels > 15 meters, one (1) year (one (1) year = 365 days) of which must be aboard a vessel > 200 tons in the grade of Master or Mate (i.e. OICNW, OOW, Chief Mate, etc.);
3. The applicant must have completed the following courses:
 - STCW Basic Safety Training (all four (4) parts)
 - Master of Yachts 200 Tons – Unlimited Oceans
 - OOW Navigation and Radar
 - General Ships Knowledge
 - Advanced Sea Survival for Yachtsmen
 - Advanced Firefighting
 - Medical First Aid
 - ARPA



- Security Awareness Training
- Bridge Resource Management
- ECDIS (40-hour course)**

.2 Master (Yacht) – Unlimited

Candidates must first complete an approved course. The examination will then be administered by a third party who is approved by the Administrator to offer the course and examination on their behalf. All candidates must first be approved by the Administrator to take the examination. Candidates may take the course without prior approval but cannot take the examination until approved as qualified to do so.

Candidates for this examination, in addition to the requirements in 2.6 above, except for 2.6.9, must be in possession of a valid CoC as outlined in 3.2.5.2.1 below. This certificate will be considered to be an upgrade to that CoC.

In order for an applicant to be approved for this ST.MAARTEN-SMMA-MSTA REGISTRY examination the following requirements must be met:

1. The applicant must possess a valid STCW CoC for either: a.) STCW II/2 Master - Yachts <3000 GT (or greater), or b.) STCW II/2 Master – Vessels <3000 GT (or greater)
2. The applicant must have completed one (1) year of sea service (within the last five (5) Years) as follows:
 1. Holders of a *yacht*CoC must show service aboard a vessel > 500GT **in the grade of Master**, 270 days of which must be actual sea service. (one (1) year = 365days)
 2. Holders of a *merchant vessel*CoC must show service aboard a vessel > 500GT **in the grade of Master**, 180 days of which must be actual sea service; or be qualified to sit for STCW Master (Unlimited) examination. (one (1) year = 365 days)
- 3 The applicant must have completed the following courses:
 - STCW BASIC SAFETY TRAINING (refresher)
 - ADVANCED FIREFIGHTING COURSE
 - ADVANCED METEOROLOGY COURSE
 - ADVANCED NAVIGATION COURSE
 - ADVANCED SHIP HANDLING
 - ADVANCED STABILITY COURSE
 - ARPA
 - BRIDGE RESOURCE MANAGEMENT
 - CELESTIAL NAVIGATION
 - ELECTRONIC CHART DISPLAY AND INFORMATION SYSTEM (ECDIS) - 40hr course**
 - HUMAN ELEMENT LEADERSHIP AND MANAGEMENT (HELM)
 - MEDICAL FIRST AID
 - MARINE PROPULSION FOR THE DECK OFFICER COURSE

- SECURITY AWARENESS

4. The applicant must have had an approved physical examination within the last two (2) years
5. Identity document (passport)
6. Passport size photo
3. The applicant must have had an approved physical examination within the last two (2) years;
4. The applicant must have an ID document (passport); and
5. A passport size photo; and
6. An ST.MAARTEN-SMMA-MSTA REGISTRY SIRB

3.2.6 Certificated Service

Where certificated service is required in establishing eligibility, such service must have been completed while holding a current and valid ocean-going certificate.

3.2.7 Ocean-Going

For the purposes of 3.2 above, the term “ocean-going” shall mean without limitation or restriction as to trading area, tonnage or type of vessel.

3.2.8 Tonnage

Certificates issued pursuant to 3.2 above shall be valid for service on vessels of any gross tonnage.

3.3 Service Requirements for Mobile Offshore Unit (MOU) Deck Officer Examinations

Note: MOU certification permits service aboard any offshore unit that is not considered to be a drillship underway, non-self-propelled support barge, and non-self-propelled floating load facility. MOU certification is not valid for service on board vessels.

3.3.1 Ballast Control Operator

Candidates for this examination must provide evidence of:

- .1 One (1) calendar year of service on MOUs that includes at least thirty (30) days of service as a trainee under the supervision of a Ballast Control Operator; or
- .2 Hold a degree as Bachelor of Science from a recognized school of technology and have at least thirty (30) days of service as a trainee under the supervision of a Ballast Control Operator; and
- .3 Completed the fire-fighting training requirement as per sub-paragraph 2.6.11; and
- .4 Completed a stability course for Barge Supervisor or Ballast Control Operator; and
- .5 Completed a survival suit training course; and
- .6 Complete a survival craft training course (PSCRB in accordance with sub-paragraph 2.6.10, life boatman or coxswain).

3.3.2 Barge Supervisor – Candidates for this examination must provide evidence of:

- .1 Two (2) calendar years of service on MOUs as roustabout, derrick man, driller, barge engineer, tool pusher, rig superintendent or equivalent; or
- .2 One (1) year service as a certificated Ballast Control Officer; or
- .3 Hold a degree as Bachelor of Science from a recognized school of technology and have 12 months of actual service on MOUs as a roustabout or in another capacity listed above in .1; and
- .4 Completed the firefighting requirement per sub-paragraph 2.6.11; and
- .5 Completed a stability course for Barge Supervisor or Ballast Control Operator; and
- .6 Completed a survival suit training course; and
- .7 Completed a survival craft training course (PSCRB in accordance with sub-paragraph 2.6.10, life boatman, or coxswain).

3.3.3 Offshore Installation Manager

Candidates for this examination must provide evidence of:

- .1 Four (4) calendar years of service on MOUs as roustabout, derrickman, driller, barge engineer, toolpusher, rig superintendent or equal, **at least** two (2) years of which have been in a supervisory capacity such as driller, barge engineer, tool pusher or rig superintendent; or
- .2 One (1) year of service as a certificated Barge Supervisor; or
- .3 Hold a degree as Bachelor of Science from a recognized school of technology and have two (2) years of service on drill units, one (1) year of which was in a supervisory capacity in a position listed above; and
- .3 Completed the fire-fighting training requirement as per sub-paragraph 2.6.11; and
- .4 Completed a stability course for Offshore Installation manager; and
- .5 Completed a survival suit training course; and
- .6 Complete a survival craft training course (STCW PSCRB in accordance with sub-paragraph 2.6.10, life boatman or coxswain); and
- .7 Complete blowout prevention and well control training program for the driller or toolpusher position.

3.3.4 Service Time

While the Administrator does **not** require a 12-hour workday, **calendar** year service is acceptable for MOU certificates if the candidate has worked thirty (30) days on and thirty (30) days off (or equivalent) **and** a 12-hour day.



3.4 Service Requirements for Engineer Officer Steam and Motor Examinations

3.4.1 All Grades – Motor

A certificate issued pursuant to section 3.4 may be limited as to power rating of main propulsion machinery. Service shall have been aboard motor vessels of over 3000 kW propulsion power. At least one (1) year of the total service required shall have been within five (5) years preceding the date of application. At least six (6) months of the total service required shall at some time have been served on motor driven vessels with the allowance provided in sub-paragraph 3.6.1. The certificated service required in sub-paragraphs 3.6.3, 3.6.4, and 3.6.5 must have been served while holding a motor certificate.

3.4.2 All Grades – Engineering Officer

All candidates for Engineering Officer Examinations must provide evidence of having completed training in:

- .1 Security Awareness Training
- .2 Engine Resource Management
- .3 High voltage systems - if none can be provided, the certificate will be limited to vessels not equipped with high voltage systems (1000 kW or more).

3.4.3 Third Assistant Engineer (OICEW; Fourth Engineer Officer)

Eligibility for Officer in Charge of an Engineering Watch (OICEW) is defined in the STCW Code, Regulation III/1, which will be issued by the Administrator as Third Assistant Engineer for original first time engineering officers. Candidates must qualify for the examination as outlined below.

To be nominated the candidate:

- .1 Must be not less than 18 years of age.
- .2 Must have attained qualifying sea service of not less 36 months in the engine department of foreign going trading vessels of 750 kW or more in the capacity of any Engine rating Electrician, Electro Technician officer, Electro Technical Ratings.
- .3 Can, in lieu of .2 above, substitute training on a day for day basis for sea time as follows:
 - .1 At 50% of attendance at an approved Pre-Sea Course for engine ratings or General Purpose (GP) ratings, subject to a maximum remission of 3 months of qualifying service.
 - .2 100% of successful attendance at an approved Pre-Sea Course for engine cadets.
 - .3 Time spent attending mandatory modular courses stipulated in these Guidelines.
 - .4 Time spent attending for attendance at an approved Competency Course stipulated in these Guidelines.
 - .5 The total remission under all of the above shall not exceed 24 months.



4. Must produce a Certificate as Rating Forming Part of an Engineering Watch issued by a Country with which the Administrator has an undertaking.
5. Must provide evidence of engine room watch keeping for a period of at least six (6) months under the guidance of a certificated officer of the watch. Where a seafarer is unable to produce such a certificate, he/she may be permitted to sit for the examinations provided that he/she produces a letter from an operator of an ST.MAARTEN flagged vessel that they would appoint him/her as full-time Assistant Watch keeper in the engine department, after he/she passes the examination, for a minimum period of six (6) months on trading ships of 750 KW or more, so that the seafarer may get the requisite engine room watchkeeping experience. The CoC will be granted only after such service is completed.
6. Must provide a Training Record Book (International Shipowners Federation (ISF) type or approved equivalent) that is complete in all respects. This requirement is applicable to all new entrants after the promulgation of these Guidelines.
7. Must provide evidence of completion of all necessary approved mandatory modular courses, which include:
 - .1 Proficiency in Survival Craft and Rescue Boats, other than Fast Rescue Boats (PSCRB)
 - .2 Medical First Aid (MFA)
 - .3 Advanced Fire Fighting (AFF)
 - .4 Engine Resource Management
 - .5 Security awareness training
 - .6 Training in high voltage systems***
8. Must demonstrate a good command of spoken and written English.
9. Must present a Medical Fitness and Eyesight Certificate from an approved medical examiner.

*** The CoC for Candidates who do not have experience or training in high voltage systems will be limited so as not to be valid for vessels with high voltage systems. High voltage is considered to be systems over 1000 kW power.

10. Must present a Continuous Discharge Certificate (CDC) (or Seafarer Identification Record Book) as proof of sea service.
11. Must present a passport as proof of identity and nationality.
12. Must provide proof of successful attendance at a CoC course conducted by an approved Training Establishment. **Note:** Mandatory Modular courses must be taken before admission to the CoC course. They must not be taken concurrently with the CoC course.
14. Must present, where applicable, proof that he/she has been issued with a CoC that is granted by other national maritime administrations with whom the Administrator has an undertaking, as Officer in Charge of an Engineering Watch with applying limitations as provided in Appendix C.

3.4.4 Second Assistant Engineer (OICEW; Third Engineer Officer)

A candidate for this examination, in addition to the requirements in 3.4.1 above must provide evidence of at least one (1) year of service as an engineering watch officer while holding an SMMA-MSTA REGISTRY-ST.MAARTEN Certificate as Third Assistant Engineer or a foreign certificate in equivalent grade.

3.4.5 First Assistant Engineer (Second Engineer Officer)

A candidate for this examination in addition to the requirements in sub-paragraph 3.4.1 above must provide evidence of, while holding an SMMA-MSTA REGISTRY-ST.MAARTEN Certificate as Second Assistant Engineer, or a foreign certificate in equivalent grade:

- .1 at least one (1) year of service as Second Assistant Engineer; or
- .2 at least two (2) years of service as Third Assistant Engineer; or
- .3 a combination of service equal to one (1) year counting Third Assistant Engineer time as half.

3.4.6 Chief Engineer

A candidate for this examination in addition to the requirements in sub-paragraph 3.4.1 above must provide evidence of, while holding an ST.MAARTEN Certificate as First Assistant Engineer, or a foreign certificate in equivalent grade:

- .1 at least one (1) year of service as First Assistant Engineer; or
- .2 a combination of service equal to one (1) year counting Second Assistant Engineer time at half and at least six (6) month having served as First Assistant Engineer

3.4.7 All Grades - Steam

Candidates for steam endorsements must provide evidence of at least one (1) year of sea service required within the five (5) years preceding the date of application. The candidate must also provide evidence of sea service on steam vessels in a comparable capacity and for at least six (6) months, with the allowance provided in sub-paragraph 3.6.1. The certificated service required in sub-paragraphs 3.6.3, 3.6.4, and 3.6.5. must have been served while holding a steam certificate.



3.4.8 Steam and Motor Certificates

A candidate who meets the requirements for examination for steam and motor certificates may be examined in both categories, and if successful will be issued a certificate for service in both categories.

3.4.9 Propulsion Power Validity

Certificates issued pursuant to section 3.4 shall be valid for service on vessels of any power rating.

3.5 Service Requirements for Mobile Offshore Unit (MOU) Engineer Officer Examination

3.5.1 Assistant Maintenance Supervisor

Candidates for this examination must provide evidence of:

- .1 Two (2) calendar years of service on MOUs as roustabout or above; one (1) year of which has been as a mechanic, electrician, motorman, subsea engineer or equivalent; or
- .2 Three (3) years of service in the machinist trade engaged in the construction or repair of diesel engines, together with one (1) year of service in the capacity of mechanic, motorman, oiler or equivalent; or
- .3 Hold a degree as Bachelor of Science in Marine Engineering, Mechanical Engineering, or Electrical Engineering, **together with** six (6) months of service in the capacity of mechanic, electrician, motorman, subsea engineer or equivalent.

3.5.2 Maintenance Supervisor

- .1 Four (4) calendar years of service on MOUs as roustabout or in a capacity above, at least two (2) years of which have been as a mechanic, electrician, motorman, subsea engineer or equivalent; or
- .2 Two (2) years of service as a certificated Assistant Maintenance Supervisor.

3.5.3 Firefighting

Candidates for MOU engineer certificates must complete the firefighting training requirement as per sub-paragraph 2.6.11.

3.5.4 Service Time

While the Administrator does **not** require a 12-hour workday, **calendar** year service is acceptable for MOU certificates if the candidate has worked 30 days on and 30 days off (or equivalent) **and** a 12-hour day.

3.6 Additional Examination Requirements

3.6.1 Proof of Experience

.1 Acceptable Documentation

A candidate for certificate by examination, in addition to complying with the general requirements of section 2.6, shall submit satisfactory proof of sea service and experience covering at least the period required for eligibility to sit that examination. Seafarer's books, certificates of service, forms of discharge and other documents certifying the amount and character of experience, and identifying the vessels on which served, shall be examined as to their authenticity and any indication of unauthorized alteration or other invalidity shall render such documents unacceptable.

Normally, proof of sea service can be satisfactorily established by providing a copy of the candidate's official Seafarer's (discharge) book. For certification of service aboard ST.MAARTEN flagged vessels, the candidate must provide a copy of the candidate's ST.MAARTEN SIRB, or a certificate of service in accordance with ST.MAARTEN Maritime Regulation

.2 Graduation Certificates

A candidate claiming graduation from a recognized naval, nautical, marine engineering or radio school in lieu of sea service shall be required to submit a certified copy or other facsimile of the candidate's certificate of graduation or of course completion, and a certified translation into English if such certificate is in a foreign language.

3.6.2 Evidence of Foreign Certificate

A candidate who holds a foreign certificate and who is applying for examination for an ST.MAARTEN Certificate in a higher grade is required to submit with the application satisfactory proof of foreign Certificate. Such proof may be an official duplicate or a certified photostatic copy. Candidates should not send originals of any seafarer documentation.

3.6.3 Surrender of Old Certificate

A successful candidate for examination in a higher grade than the ST.MAARTEN Certificate presently held shall surrender the old ST.MAARTEN Certificate to the Administrator upon issuance of the new certificate.

3.6.4 English Language Proficiency

All examinations will be administered in the English language. Candidates may use language translators while taking the examination.



3.7 Application Procedure

3.7.1 How to Apply

Every candidate for examination for an officer certificate shall submit a properly completed application (see section 2.6) and shall indicate where and when they would like to take the examination.

3.7.2 Days and Places of Examination

Examinations can be taken at selected SMMA-MSTA REGISTRY-ST.MAARTEN branch offices or at an examination center that is approved by the Administrator. Examinations shall normally be conducted on weekdays commencing at 0900 hours local time and terminating at 1700 each day. However, a candidate is required to conform to the office hours of the individual facility where these differ from the Normal examination.

Subject Matter of Examinations

3.8.1 Guideline Publications

Specimen examination questions for each certificate grade are available on the ST.MAARTEN official website at www.register-iri.com. Each Guideline publication includes examination subjects for each certificate grade in accordance with the STCW Code requirements, sample questions, a list of materials that will be available for use by the candidate in the examination room, and a study bibliography.

3.8.2 List of Examination Guidelines (for the below is available on www.msta-registry.com)

- Deck Officer
- Deck Officer - Yachts
- Engineer Officer
- MOU Officer

3.9 Conduct of Examinations

3.9.1 Authorized Tables, Publications and Equipment

- .1 No candidate for examination shall be allowed to have on their person or in their possession, nor is there to be present in the examination space, any equipment, material, books, notes or other literature except as provided for the candidate by the examination facility, except as outlined below.
- .2 Candidates may use an English-foreign language translator or dictionary, which may be taken into the examination space **provided** such dictionary is also first inspected for unauthorized notes and loose papers. Electronic language translators must also be examined by the proctor.
- .3 A candidate may also provide and utilize their own Rude star finder and non-programmable calculator. Navigational calculators are not allowed.
- .4 Certain portions of the refresher examinations for certificate renewal are open book. Candidates may avail themselves of materials provided at the test center for that portion of the examination only.



3.9.2 Unauthorized Persons and Communication Forbidden

No unauthorized persons shall be permitted to enter the examination space, and no candidate for a Certificate shall be permitted to communicate in any manner with any unauthorized person(s) during the taking of an examination. The candidate shall not be given any assistance by a proctor in the answering of examination questions.

3.9.3 Personal Conduct

Each candidate for a certificate shall conform to the particular requirements of the examination facility and shall always maintain absolute silence during the conduct of examinations. Each candidate is required to take care not to mark or otherwise abuse provided publications, Work Materials etc.

In answering the examination questions, each candidate must show and label all work. Answers are to be neatly marked on the answer sheets provided. Computations and scratch-work shall be attached to the answer sheets to which they apply and must not be taken from the examination room.

3.9.4 Penalty

Any candidate who receives unauthorized assistance, makes use of any unauthorized material, or is in any other way does not comply with the foregoing during the examination will be disqualified from proceeding further and shall forfeit all fees paid. Candidates failing under these circumstances will not be eligible for re-examination for a period of six (6) months.

3.9.5 Failure to Complete Examination

Any candidate who commences an examination but who fails to complete it within the prescribed period, or who otherwise fails to finish all required tests, shall not be entitled to a refund of any examination fees paid by him except when the failure to complete the examination is the responsibility of the administering authority.

3.10 Re-examinations

3.10.1 Passing Grade

The passing grade for all examinations is 70%.

3.10.2 Waiting Period

A candidate may be re-examined in no more than two (2) sections. If more than two (2) sections are failed, the candidate must retake the entire examination. A candidate who does not pass the examination may not be re-examined earlier than 30 days from notification of failure and may not be re-examined more than twice in 12 months (for fees, see section 14.0 of the fee schedule on the website).

3.10.3 Reviewing Examination Papers

Upon request to the Administrator by a candidate who has not passed, the scoring of an examination will be reviewed. The score awarded after a review shall be final.



ANNEX 2 – STCW EQUIVALENT ENDORSEMENT CERTIFICATES

Will be issued to certificate holders from major maritime nations whose educational system and examinations are found acceptable. National certificates from the following countries are currently recognized under the provisions of the STCW Convention, 1978, as amended, for STCW endorsement certification based on those countries which have been placed on the International Maritime Organization's "Report" of acceptable countries. This is a dynamic report which will be revised as countries are added to this list or, in special circumstances, deleted from this list.

Antigua and Barbuda	Fiji	Malaysia	Samoa
Argentina	Finland	Malta	Saudi Arabia
Australia	France	Marshall islands	Singapore
Azerbaijan	Georgia	Mauritius	Slovak Republic
Bahamas	Germany	Mexico	Slovenia
Bahrain	Ghana	Micronesia (Federated States of)	Solomon Islands
Bangladesh	Greece	Morocco	South Africa
Barbados	Honduras	Mozambique	Spain
Belgium	Hong Kong	Myanmar	Sri Lanka
Belize	Hungary	Netherlands***	Sweden
Brazil	Iceland	New Zealand****	Switzerland
Bulgaria	India	Nigeria	Thailand
Canada	Indonesia	Norway	Tonga
Cape Verde	Ireland	Oman	Turkey
Chile	Israel	Pakistan	Ukraine
China*	Italy	Panama	United Arab Emirates
Columbia	Jamaica	Papua New Guinea	United Kingdom*****
Croatia	Japan	Peru	United States
Cyprus	Jordan	Philippines	Uruguay
Czech Republic	Kiribati	Poland	Vanuatu
Denmark**	Latvia	Portugal	Venezuela
Dominica	Lebanon	Qatar	Vietnam
Ecuador	Liberia	Republic of Korea	
Egypt	Lithuania	Romania	
Estonia	Luxembourg	Russian Federation	

* Includes: Hong Kong,, China (Associate Member to the IMO)

** Includes: Faeroe Islands (Associate Member to the IMO)

*** Includes: Aruba, St.Maarten & Saint.Martin

**** Includes: The Cook Islands

***** Includes: Isle of Man ,Bermuda ,Cayman Islands ,Gibraltar

A candidate with a national STCW certificate will not be required to document sea service, nautical training or physical examination, provided the national STCW certificate is issued within one (1) year of application for an ST.MAARTEN endorsement. If the national STCW certificate is valid, but is not issued within one (1) year of application for an ST.MAARTEN endorsement, the candidate must submit a physical examination taken within one (1) year of application for the ST.MAARTEN endorsement and document one (1) year of sea service within the last five (5) years.

Equivalent endorsement certificates issued under the provisions of the STCW Convention, 1978, as amended, will be issued for the unexpired term of the national certificate which has been recognized.



ANNEX 1 – EXAMINATION FLOWCHART

