



# GUIDANCE NOTICE

## National Standard for Commercial Vessels – Certificate of Competency

### Qualifying Sea Service

#### Sea service assessment

Sea service will be assessed using the National Standard for Commercial Vessels Part D, Crew Competencies. A copy of this document is available on AMSA's website.

Sea service requirements for NSCV Part D, near coastal (NC) certificates of competency are detailed in the standard and in Industry Guidance Notices for each certificate. These documents are available on AMSA's website.

A sea service assessment is valid for 12 months.

#### Task books

An applicant must submit the completed and approved task book with the record of sea service to be eligible for a reduction in the sea service requirements.

For more information on task books see Industry Guidance Notice – Task Books (AMSA 727).

#### Calculation of qualifying sea service

- (1) Qualifying sea service is measured in days spent performing the tasks appropriate to the class of certificate to which it applies.
- (2) **At least half** of the required sea service must be within 5 years before the application.
- (3) Qualifying sea service is calculated in days. A **day** is a minimum of 7.5 hours.
- (4) The hours for calculating one **day** can be accumulated over more than one day; (i.e. 3.5hrs performed on one day can be carried over to the next day until the person has a total of 7.5hrs to make one day of sea service).
- (5) A portion of sea service may be accrued in the following circumstances:
  - For a **deck certificate** – up to 15 per cent, on a vessel that is not underway, while the applicant is performing duties in a deck capacity or refitting work.
  - For an **engineering certificate** – up to 33 per cent, on a vessel that is not underway and while the applicant is performing engine related duties or refitting.

All other sea service must be accrued while the vessel is underway.

- (6) A vessel is **underway** when it is:
  - operating; or
  - not tied to a jetty; or
  - at anchor with a person on anchor watch; or
  - being manoeuvred to free it from being aground.
- (7) Additional sea service (**10 days**) is credited for each **full 20 days** accrued on extended voyages:
  - An extended voyage is a voyage:
    - of more than 24 hours duration;
    - including periods underway in a watch keeping capacity or undertaking deck duties in both day and night;
    - when fatigue is managed in accordance with the STCW Convention.
- (8) For a person living on a vessel, sea service may be counted **only** while the person is carrying out relevant navigational or engineering work.

#### Recording sea service

##### Area of operation

The primary operational area for a voyage is to be recorded. If a voyage includes transiting through areas of operation e.g. sheltered water to operate in open water, the area of operation is recorded as open water.

Areas of operation must be recorded using the following operational area codes:

- FG** Foreign going (overseas voyages)
- A** Unlimited domestic operations
- A600** Domestic operations within 600nm
- B** Offshore operations within 200nm
- I** Inshore operations, being laterally along the coast from the base or regular port of departure and within 15nm of the coast or sheltered waters
- D** Partially smooth water operations
- E** Smooth water operations
- SH** Ashore
- O** Other

## Type of operation

Types of operation must be recorded using the following type of operation codes:

<b>C</b>	Commercial (Passenger, Trading, Fishing, Rescue)
<b>R</b>	Recreational
<b>M</b>	Military

## Duties performed

A number of certificates of competency require a portion of qualifying sea service to be obtained while performing specific duties; for this reason it is important for applicants to accurately record the duties being performed on board.

Duties performed must be recorded using the following codes:

<b>AE</b>	Assistant to Engineer
<b>AED</b>	Assistant to Engine Driver
<b>CE</b>	Chief engineer
<b>SE</b>	Second engineer
<b>EW</b>	Engineer Watch Keeper
<b>GPH/E</b>	General Purpose Hand (Engineering)
<b>GPH/D</b>	General Purpose Hand (Deck)
<b>GPH/DE</b>	General Purpose Hand (Deck and Engineering)
<b>NW</b>	In charge of navigational watch
<b>MUS</b>	Master under supervision
<b>M</b>	Master
<b>M/E</b>	Master / Engine Driver

## Other details to be recorded

An applicant must record the following details about each vessel where they are claiming qualifying sea service:

- Vessel name;
- Vessel identification number;
- Vessel length;
- Propulsion system – outboard or inboard engine/s;
- Number of engines;
- Propulsion power (kilowatts);
- Start and finish date of voyage, entries may include multiple voyages if:
  - on the same vessel;
  - in the same area of operation; and undertaking the same duties;
  - It is recommended that entries cover no longer than a 3 month time span
- Number of days at sea;
- Average hours worked each day;
- Extended voyages;
- Days operating outside of daylight hours;
- Certificate/s of competency held.

Some certificates of competency have prerequisite requirements for qualifying sea service. For example, a Mate <80m NC or Master <24m NC is required before you can calculate sea service for a Master <35m NC. See the guidance notices on each certificate for more information.

## Calculating propulsion power

**Propulsion power** of a multi screw or multi propulsion vessel less than 35m operating in the Exclusive Economic Zone (EEZ) is determined as follows:

### On a multi screw or multi propulsion vessel:

- The largest value of maximum continuous rated power of the vessel's main propulsion machinery, for the propulsion of the vessel by one screw, as recorded on the vessel's certificate of survey or certificate of operation.

**For any other vessel (ie single screw or longer than 35m or operating beyond the EEZ), the propulsion power is determined as follows:**

- The total maximum continuous rated output power of all the vessel's main propulsion machinery as recorded on the vessel's certificate of survey or certificate of operation.

## Evidence of qualifying sea service

Evidence of qualifying sea service may be provided in the following ways:

- a declaration;
- an approved sea service log book or task book;
- a letter from the operator, owner, master or chief engineer of a vessel detailing the sea service accrued by the applicant.

## International sea service

An applicant submitting sea service gained on international vessels or voyages, must submit appropriate evidence of sea service, the vessel's identification and details.

This information may be supported by evidence including the following:

- vessel logs;
- details of the area of operation, class of waters and minimum distance from mainland or island shore line;
- specifications of engine room and equipment and vessel length.

Evidence such as photographs, brochures and an authorised letter from the owner, master or chief engineer (on the vessel's company letterhead), will also help substantiate the sea service application.

## Recognition of other types of service

The national regulator / marine safety agency may recognise other qualifying sea service in capacities or trades not identified under NSCV, Part D – Crew Competencies.

In such cases, the national regulator will recognise qualifying sea service according to its equivalence to Part D including the:

- duration and frequency of voyages;
- kind of duties performed and their duration and frequency;
- level of responsibility during the service; and
- the relevance of the service to the certificate of competency applied for.

## Discounting service

If the national regulator considers that a period of qualifying sea service completed is not relevant to the certificate being applied for, the national regulator may not accept all or part of the service as qualifying sea service.

## Tools for recording sea service

A sea service calculation tool is available on AMSA's website.

Pages for recording sea service may also be printed out on AMSA form 771 Record of Sea Service as an alternative to a log book and submitted with the Application for a Sea Service Assessment Form (AMSA form 560).

## Sea service requirements for renewal or other renewal (revalidation) of a certificate of competency

Sea service requirements for renewal and other renewal (revalidation) of NSCV Part D, NC certificates of competency are contained in Marine Order 505 and in Industry Guidance Notices for each certificate. These are available on AMSA's website.

## Lodging a sea service assessment application

Applications for sea service assessment may be lodged separately or as part of the application for a certificate of competency or renewal or revalidation of a certificate of competency.

### Applications may be lodged in person or by mail.

- lodged in person, **originals must be presented**;
- lodged by mail, **certified true copies of the originals must be provided.** (See *Certified Copies*.)

### **Do not send original documents through the mail.**

Seafarers submitting an application for assessment of sea service need to be aware that a person is guilty of an offence under section 137.1 of the *Criminal Code Act 1995* if the person gives false or misleading information,

or omits any information without which is misleading, to a Commonwealth entity, or to a person who is exercising powers or performing functions under a law of the Commonwealth, or where the information is given in compliance or purported compliance with a law of the Commonwealth.

## Certified copies

A certified copy is a copy of an original document (not a copy of a copy) that has been certified as a true and correct copy by a person who is authorised to witness a statutory declaration (see list below).

Certified copies can be obtained by presenting the original document together with a photocopy of that document to an authorised person for them to sight and certify.

Persons who are authorised to witness statutory declarations (under the *Commonwealth Statutory Declarations Act 1959*) include:

- Accountant (Chartered or Certified)
- Clerk of a Court
- Commissioner for Affidavits
- Commissioner for Declarations
- Dentist
- Justice of the Peace
- Legal Practitioner
- Magistrate
- Medical Practitioners
- Nurse
- Pharmacists
- Police Officer
- Post Office Manager
- Sheriff or Sheriff's Officer
- Teacher
- Veterinary Surgeon

## More information

Industry Guidance Notices containing more information on registered training organisation locations, Certificates of Competency, Sea Service requirements and task books, can be obtained from the Australian Maritime Safety Authority website at [www.amsa.gov.au](http://www.amsa.gov.au) and from state and territory marine safety agencies.

Note:

- If there is an inconsistency between this document and previously issued documents in relation to the subject matter, this document supersedes advice conveyed in previous documents dealing with these matters.
- Previous documents found to be in conflict with this document (or parts thereof) will be updated or withdrawn at the earliest convenient opportunity.