

GUIDE LINES:

Procedures for the Recognition of Certificates of Competency – STCW 78/95

The coming in force, starting from 01 February 2002, of all arrangements of the 95 Amendments to STCW 78' Convention, renders mandatory for foreign seafarers who perform services on vessels who fly the Portuguese flag, to hold the recognition of their certificates of competency.

According to the established under regulation I/10 of the referred Convention, the process of recognition of certificates to foreign seafarers is subject to the celebration of a Protocol between Maritime Administrations (the one who recognises and the other who issues the certificate).

In Portugal the *Instituto Portuário e dos Transportes Marítimos* is the responsible entity for the compliance of the arrangements determined on STCW 78/95 Convention. The processes of recognition shall be addressed, directed and requested directly to I.P.T.M., for analysis and decision.

According to their level, certificates of competency can be issued for the performance of management or operational functions, for in the first case there's an obligation for demonstration of knowledge on basic principles of the Portuguese Maritime Legislation.

The procedure foreseen by *Instituto Portuário e dos Transportes Marítimos* for the process of **recognition of certificates at the operational level** is as follows:

- 1) Request by the seafarer or his representative (Application form, Check List) (all the documents must be legible and shall also be in English);
- 2) Documental analysis of the process;
- 3) All applications which the documents attached do not comply with the correct requirements will be returned to the company;
- 4) Issue of a Statement of Receipt of Application valid for 90 days, if the documentation is according to requirements;
- 5) Issue of the Endorsement, up to 90 days after the issue of the Statement referred on 4).

Recognition of GMDSS certificates:

- All deck officers in charge for the radiocommunications on board must have their GMDSS certificate recognised.
- a) If the original certificate of competency includes the radiocommunication function or the Reg. IV/2, it is not necessary to request a specific recognition for GMDSS; our endorsement of the certificate of competency also will include this function.
- b) If the original certificate of competency does not include the radiocommunication function or the Reg. IV/2, it is necessary to request a specific recognition for GMDSS.

The procedure foreseen by *Instituto Portuário e dos Transportes Marítimos* for the process of **recognition of GMDSS certificates** is as follows:

- 1) Request by the seafarer or his representative (Application form, Check List) (all the documents must be legible and shall also be in English);
Note: If it was not requested yet another recognition of certificate of competency, all the documents required on the check list must be sent. In the other cases, it must be only necessary to attach to the application form, the copy of the GMDSS certificate, 2 photos and the medical certificate if the certificate sent before had already expired.

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- 2) Documental analysis of the process;
- 3) All applications which the documents attached do not comply with the correct requirements will be returned to the company;
- 4) Issue of a Statement of Receipt of Application valid for 90 days, if the documentation is according to requirements;
- 5) Issue of the Endorsement, up to 90 days after the issue of the Statement referred on 4).

The procedure foreseen by *Instituto Portuário e dos Transportes Marítimos* for the process of **recognition of certificates at the management level** is as follows:

- 1) Request by the seafarer or his representative (Application form, Check List) (all the documents must be legible and shall also be in English);
- 2) Documental analysis of the process;
- 3) All applications which the documents attached do not comply with the correct requirements will be returned to the company;
- 4) Issue of a Statement of Receipt of Application valid for 90 days and a book on Portuguese Maritime Legislation numbered and personalised, if the documentation is according to requirements;
- 5) Achievement of an examination of knowledge on Portuguese Maritime Legislation, to be held on a date chosen by the seafarer or his representative, within the validity period of the Statement referred on 4);
- 6) Issue of a Diploma, when the examination is successfully concluded;
- 7) Issue of the Endorsement, upon the conclusion of the examination with success and up to 90 days after the issue of the Statement referred on 4);
- 8) The process of recognition will be cancelled to the seafarers who did not perform successfully the examination of knowledge on Portuguese Maritime Legislation within the validity period of the respective Statement of Receipt of Application.

Note: The Endorsements will be valid only after being duly signed and as soon as possible they must be plastic-coated.

Examination of knowledge on Portuguese Maritime Legislation:

The examination referred on paragraph 5) can be held at *Instituto Portuário e dos Transportes Marítimos* every working days, from 09.00 to 17.00 Hours, scheduled in due advance.

Alternatively, *Instituto Portuário e dos Transportes Marítimos* will be available to send a representative to a place previously established by the shipowner(s) in order to perform the mentioned examination, as soon as scheduled in due advance.

Travelling expenses (air plane tickets + transfers + hotel accommodation +meals) of IPTM's representative will be of the shipowner(s)'s responsibility, as well the additional fee per examination day.

The exam has 40 questions in English based on the book on Portuguese Maritime Legislation and one hour and half duration.

The answers can be of multiple-choice, True/False or complete the sentence.

The exam is classified from 0 to 20. The candidates which score 10 or more, will be fit in the exam.

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FEES TO APPLY – 2007 (Governmental decree nr. 130/2006, 14th February 2007)

- Statement of Receipt of Application.....	120,00 Euros
- Book on Portuguese Maritime Legislation.....	60,00 Euros
- Examination of Knowledge on Portuguese Maritime Legislation per candidate....	80,00 Euros
- Nomination of the inspector for the examination.....	180,00 Euros
- Endorsement.....	130,00 Euros

(According to the decree-law nr. 98/2001 issued the 28th March 2001, the amount of the fees to be applied shall be up-dated every year with reference to the inflation rate of the previous year published by the Statistic National Institute)