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# 1. Executive Summary

The Malta Ship Registry has launched the Seafarer Portal to facilitate the application, processing, vetting and issuance of Certificates of Competency, Certificates of Proficiency, Endorsements, Seaman's Books and Seaman Cards to seafarers who are eligible to hold any of the documents in terms of International and National legislation.

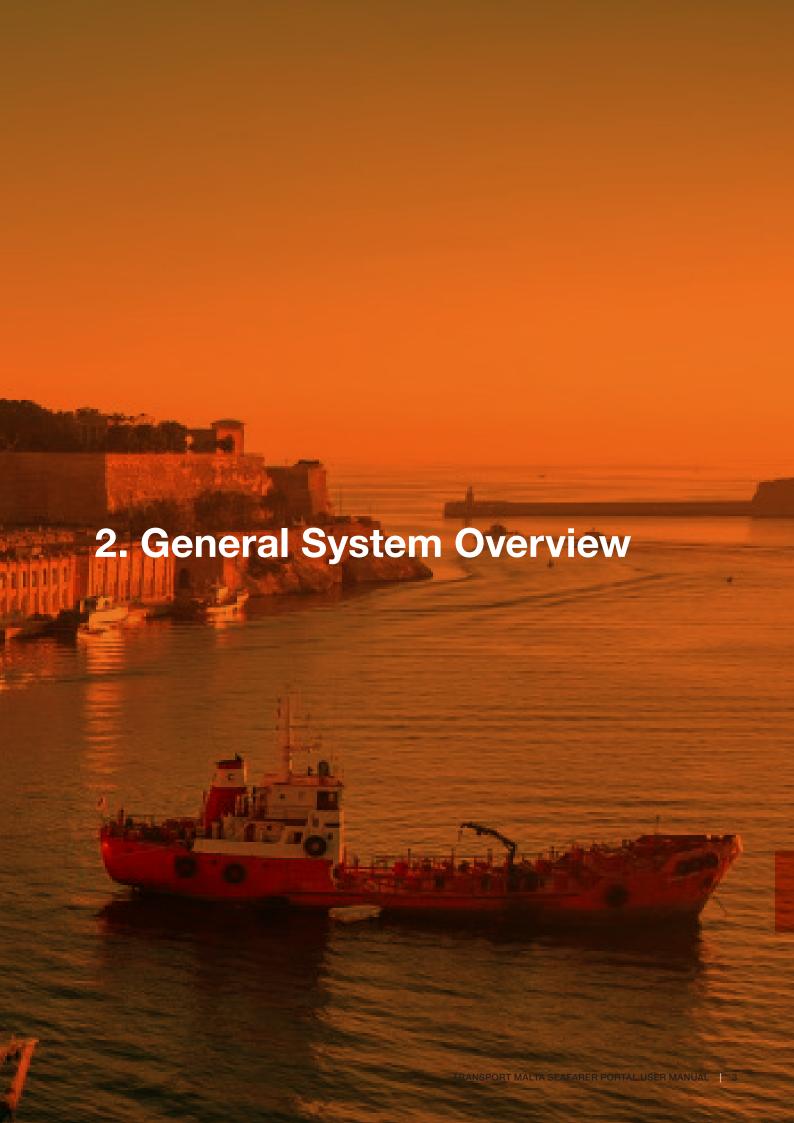
The Portal is to be used by Individual Seafarers, Local Representatives applying on behalf of Seafarers, and Companies (Manning/ Crewing/ Managers) to submit, create, pay and follow the status of applications. The Portal will also be the main tool used by the Seafarer Department Staff for vetting, processing and dispatching the received applications through the same portal.

Currently, certificate applications can be submitted via Email, Post, Courier or Personally Delivered to Transport Malta offices. This portal is a web-based solution aimed at replacing this manual system by providing a holistic approach for handling all certification currently falling within the remit of the Seafarer Department on a 24/7 basis. It is envisaged that the Portal will completely replace the current system of receiving applications, thus providing a one-stop-shop for handling all seafarer related applications, giving better visibility and control to the client and ultimately offering an overall professional experience to the user.

The purpose of this document is to provide an understanding of how the Seafarer Portal works, including how Users can log into the system, how to create applications, how to make payments, how to search for certificates and how to keep track of applications while these are being processed. This document also provides a comprehensive list of what certificates/documents are handled by the Seafarer Portal as well as the accompanying documentation required when applying for each certificate/document.

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## 2.1 Type of Users

The system differentiates between three User types:

- 1. Individual Applicant: Individuals who apply either on their own behalf or on behalf of another person/individual. These are individual persons that are not applying as an agency or a company;
- 2. Agency Users: agency representatives that pay on behalf of another company or individual seafarer(s);
- 3. Company Users: This includes certain Users who have a wider business relationship with the Directorate and thus have alternative financing arrangements.

## 2.1.1 User Signs in

The User workflow starts by the User signing in. In order to do this, the User would need to have an account in the system that can be granted through registration. In the case of Company Users, an account may be granted by an authorised person within the Seafarer Department who creates the User access in the system.

## 2.1.2 Individual Applicants and Agency Users Sign in and Registration

Prior to Logging in, Individual and Agency Users register through the Online Registration form. This is done by clicking on 'SIGN UP' on the Seafarer Portal Sign-in Page.

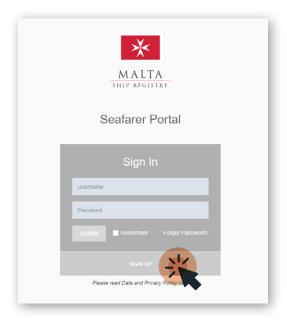


Figure 1: Seafarer Portal Sign In Page

The 'SIGN UP' button takes the User to the Registration Page where the User is invited to insert his/her personal information.

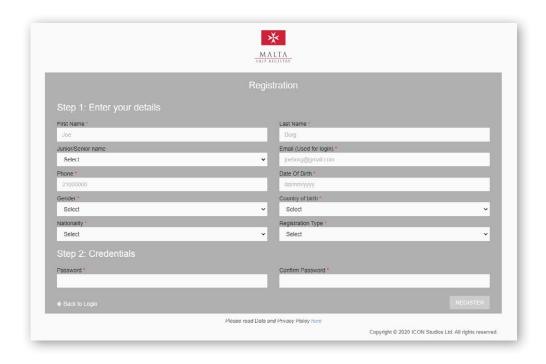


Figure 2: Seafarer Portal Registration Page

After entering the personal details, an email confirmation will be sent on the email account provided by the User in the Registration details. The email asks the User to confirm the registration.

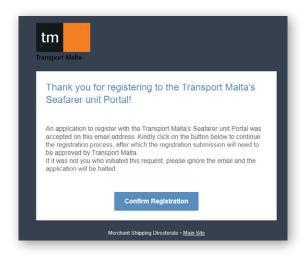


Figure 3: Email verification

By clicking on 'Confirm Registration' a webpage opens informing the User that he/she can now sign in. The User can then return to the Sign In page (as shown in Figure 1 above), enter his/her User and password and clicking on LOGIN.

## 2.1.3 Company User Sign in

In case of Company Users, the User would first need to have an account in the system which will be granted by an authorized person at the Seafarer Department who also creates User access within the system.

Following this, Seafarer Department Personnel will send an email invite to the User and the User will receive the email as shown in Figure 4 below.

When the User clicks on 'Get Started' he will be given the option to add his/her password and confirm it, upon which he/she will be re-directed to the account summary and can start the application process.

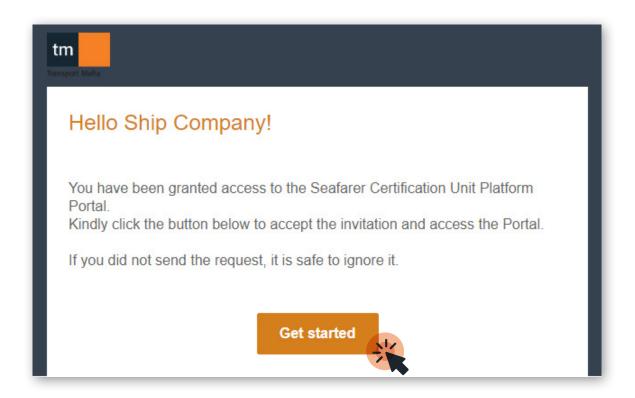
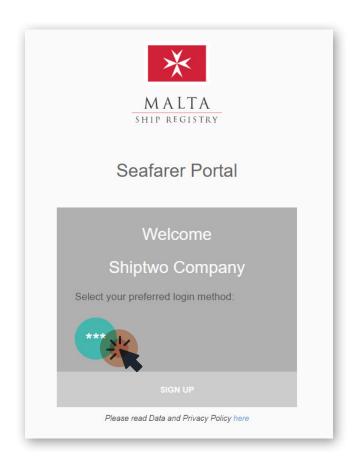


Figure 4: Receive email and click on "Get started"

The process of signing in and confirmation of password can be conducted by following the steps shown in Figures 5 and 6 below:



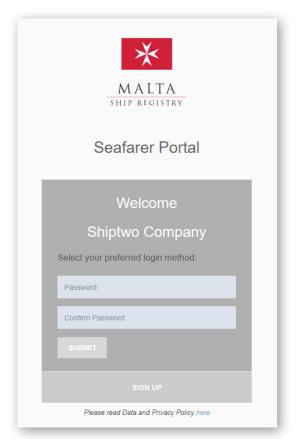


Figure 5: Click on the green button

Figure 6: Insert a new password and click on "Submit"

## 2.1.4 Account Summary: Individual and Agency Users

Upon login, the User lands on his/her Account Summary Page where multiple actions can be taken including viewing issued certificates, checking the certificates' history and status, and paying for any applications that are pending for payment.

#### Menu:

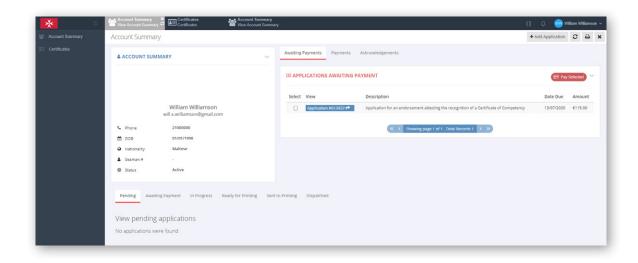


Figure 7: Account Summary Screen

- **Account Summary:** to the User's main action area, shows Account details for the User;
- Applications: Shows a list of all applications under the User's account, presented with the application number;
- Certificates: Takes the Users to a new screen where they can search and verify any issued certificates.

#### Top Task Bar:

- **Awaiting Payment**: Any unpaid applications will be shown here;
- Payments: Any paid applications as well as their invoice and pro-forma will be available here;
- Acknowledgements: Issued acknowledgements may be printed by User and temporarily used until the official endorsement certificate arrives by courier.

#### **Application Progress Section:**

Shows all applications from this User, sorted in the different stages as presented on the screen: Pending, Awaiting Payments, In Progress, Ready for Printing, Sent to Printing and Dispatched.

# 2.2 Application Process

## 2.2.1 User applies for a certificate

One of the core functionalities of the Portal is applying for a certificate. From his/her dashboard, the User can start his/her application process for a new certificate by clicking on the "Add Application" button (Figure 8).

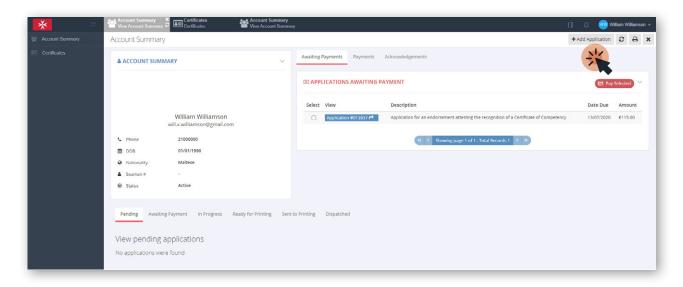


Figure 8: Account Summary Page for Individual Users. Click on 'Add Application' to start the application process

This opens a screen which prompts the User to select the certificate required from a drop-down list (A full list of applications available on the Seafarer Portal can be viewed in Annex A).

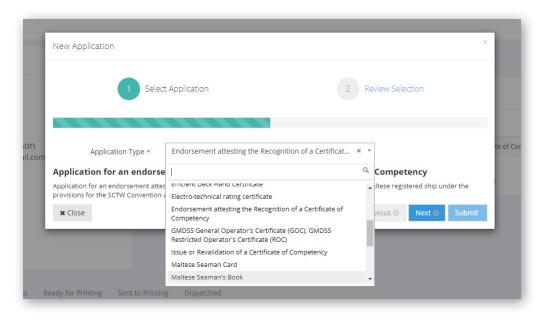


Figure 9: Application Creation Screen

Once the User selects the type of application required, the User is provided with the Data Privacy Protection policy. To continue to the next screen, the User needs to confirm that he/she has read and understood the Data Privacy Protection policy. Failing to do so will restrict the User from proceeding further with the application process.

Agreeing to the Data Privacy Protection Policy triggers an opening of a wizard which the User will follow to complete the application (Figure 10) starting by selecting whether the application type is New, a Reissue or a Revalidation (Figure 11).

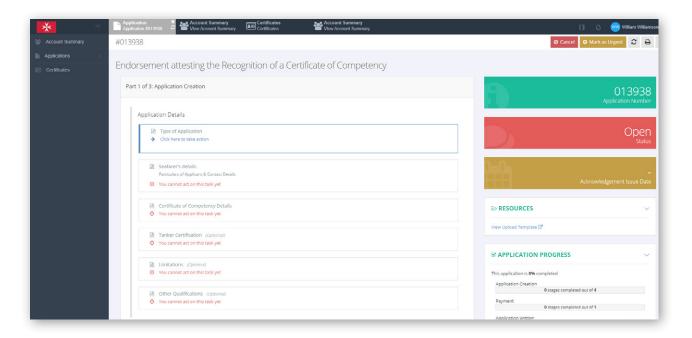


Figure 10: Application Process Wizard

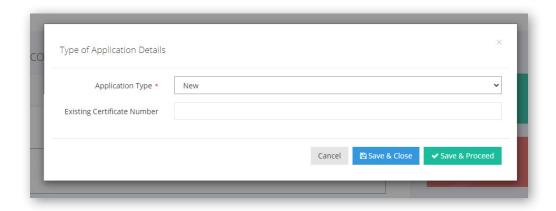


Figure 11: Select type of application: New / Reissue / Revalidation

Depending on the application type, the User can take different actions. According to the type of application selected, a different set of steps is generated. The User simply needs to follow the tasks generated by the portal.

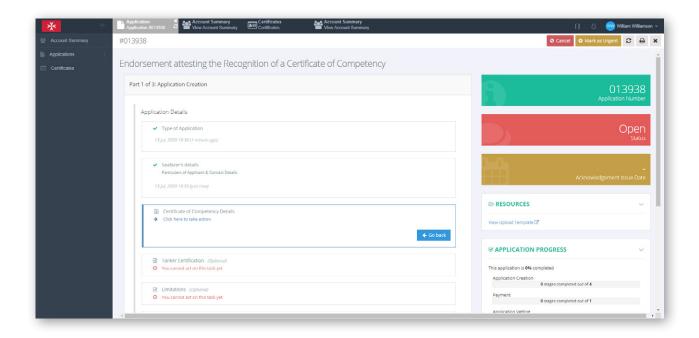


Figure 12: The completion of each task returns the User to the main application screen Each tab asks

While there are various actions and types of applications which the User can choose from, all actions required from the User can be grouped in the following categories:

- Populating Application Details: User adds details about themselves, or the seafarer they are applying on behalf of if they are not the same person and any additional details required for the particular certificate;
- Documents Upload: In this section, the User uploads any documents relevant to the certificate being applied for (the method for uploading documents is shown in Figure 13 below). The various Documents required per certificate as well as the format of the documents accepted by the Seafarer Portal are listed in detail under Annex A. It is to be noted that, as noted in Figure 13 below, in terms of Identification Documents and passports, the supported file types are .pdf, .jpg, .png, .doc, .docx. The maximum allowed file size (per file) is 10Mb and the maximum image resolution (per image) is 1500 x 1200;
- Delivery Details: User adds the certificate delivery details and indicates whether s/he wishes for the certificate to be picked up from Transport Malta offices or sent by post (Figure 14 below);
- Declaration by Applicant: The applicant agrees to the terms and conditions prior to submitting the application (Figure 15 below).

The User must complete a step in full before he/she is taken to the next step and prompted to 'take action'. Once all steps generated by the Wizard are complete, the User may proceed to payment.

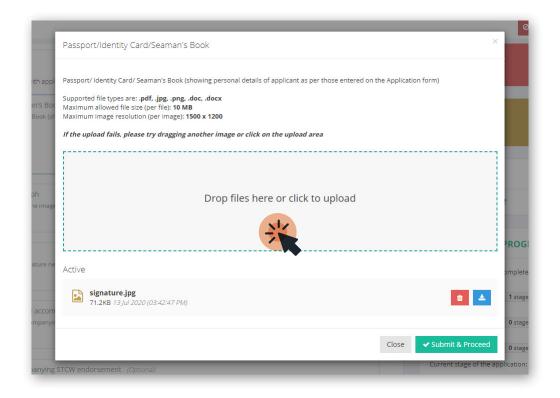


Figure 13: Users may upload documents by either dragging the required document onto the drop box or by clicking on the drop box to select the document from their saved items. Once the document is uploaded, the name of the document appears on the bottom left hand corner, thus confirming that the document has been uploaded.

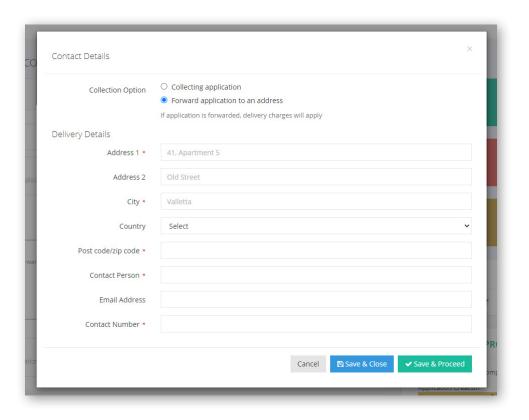


Figure 14: The User is asked to choose whether he/she will have the application personally picked up from Transport Malta offices, or whether he/she would like to have it sent by courier. If the second option is selected, the User is invited to include the delivery address.

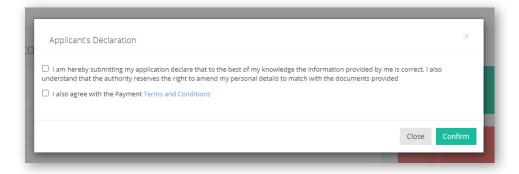


Figure 15: Declaration by Applicant

## 2.2.2 Track the Progress of Applications

At the bottom of the User's Profile Page, Users may see which Applications are Pending, Awaiting Payment, In Progress, Ready for Printing, Sent to Printing and Dispatched. As the application is processed, the User may follow the progress by clicking on each bar. In the caption below, two applications are pending payment. These can be paid by following the steps indicated in Chapter 3 below.

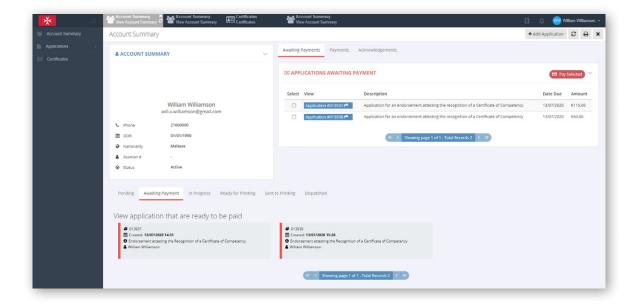


Figure 16: Track the progress of applications as they are being processed

## 2.2.3 In-System User Assistance

On the bottom right hand corner within the Application Screen, Users may view at which stage within the application creation process they are and return to the step they are currently performing by clicking on 'Go to Current Step'.

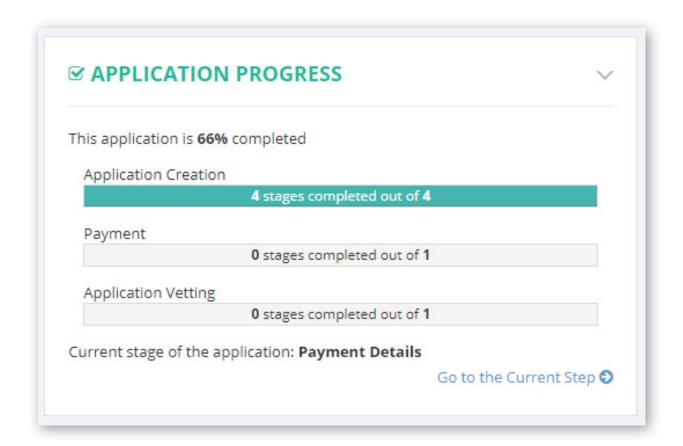
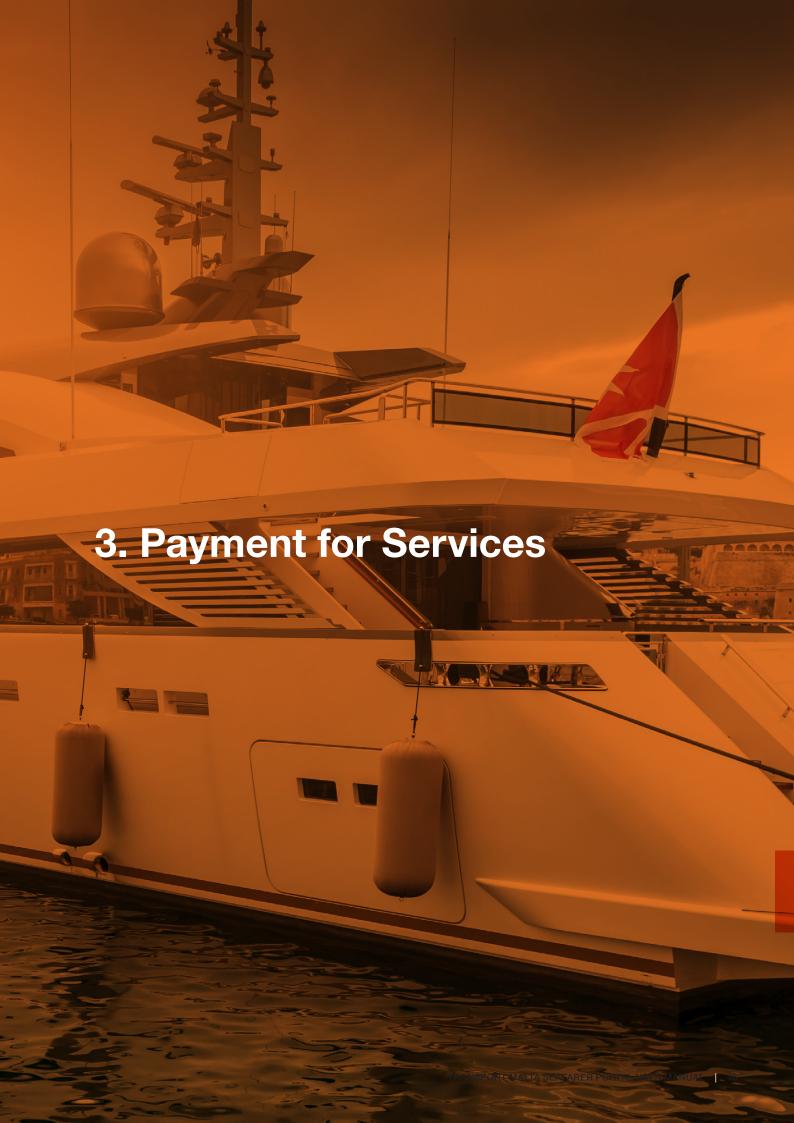


Figure 17: In-system User guide



## 3.1 Online Payment: paying with a card

Once a User completes the application process, he/she is re-directed to his account summary where he/she has an overview of the applications that are awaiting payment.

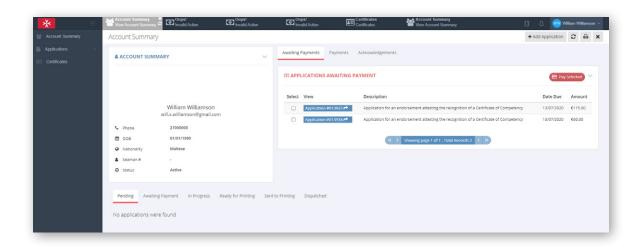


Figure 18: Awaiting Payments Screen

To pay for one or more certificates, the User needs to select them using the tick box next to the certificate and click on Pay Selected. This will take the User to a Payment gateway screen that shows a breakdown of the costs and the amount to be paid. This step also requires the User to provide card details in order to submit a secure payment using a card.

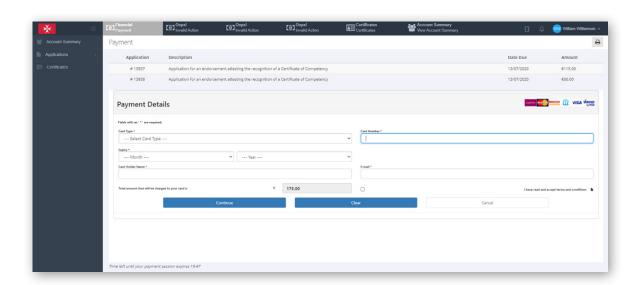


Figure 19: Review Payment before submitting

Once all details are added, the User can either click **Submit a secure Payment** or cancel the payment if amendments to the final bill are required.

A payment can be unsuccessful for any of the following reasons:

- 1. The payment session has expired at the bottom of the above screen, there is a *Time remaining* until session expires section. It is time-boxed to 20 minutes and if the User takes longer than that to finalise the payment, the operation will be aborted, and the user will need to re-enter the card details again. This time window is a safety measure to protect the user.
- 2. The User submits wrong card details in such case, there will be a notification in red, marking the fields where this error is generated from.
- 3. If none of this is applicable, please contact the support team (Contact details can be found in Section 5 of this document).

After the payment is completed a pro-forma invoice is generated. The pro-forma invoice will be explained in detail further on in this document.

## 3.2 Payments and related details

While the Awaiting Payments screen stores all pending Payments, the Payments section presents the User with all his/her payments, the pro-formas and the Invoices as attached by the payment administrator from the Seafarer Department Staff. These documents are printable and downloadable.

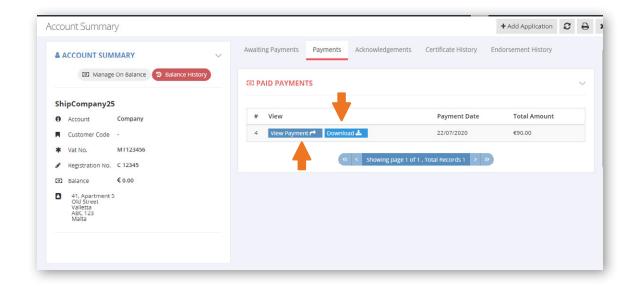


Figure 20: Payments section presents the User with all printable payments, the pro-formas and the Invoices

## 3.2.1 User Pays for the certificate

The system gives the User an option to pay for one or multiple applications at once. Clicking on the Payment step will take the User to the account summary, where he/she can tick one or more applications to pay for.

Once the User clicks Pay Selected, and the User fills in the card details, he/she is re-directed to a screen where he/she can see his pro-forma. This pro-forma is also available in the Payments section for the User at any point.

#### 3.2.2 Pro-forma

The Pro-forma shows all the services paid for under the single payment.

Taking the below pro-forma as example, we can see that the user applied for a Certificate of Competency and for a Seaman's Book. The pro-forma has a unique number #13406 and shows all the certificates which have been paid under the single payment.

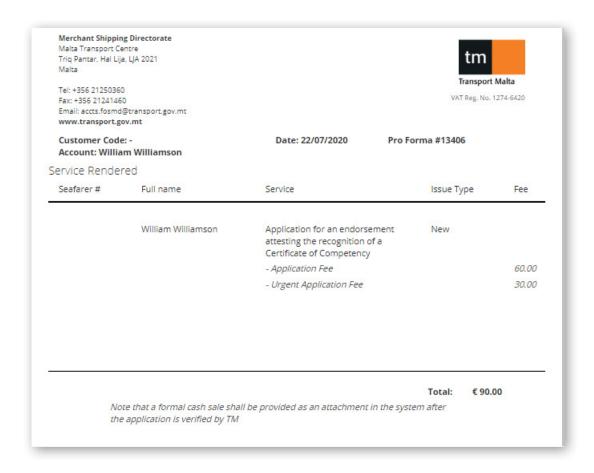
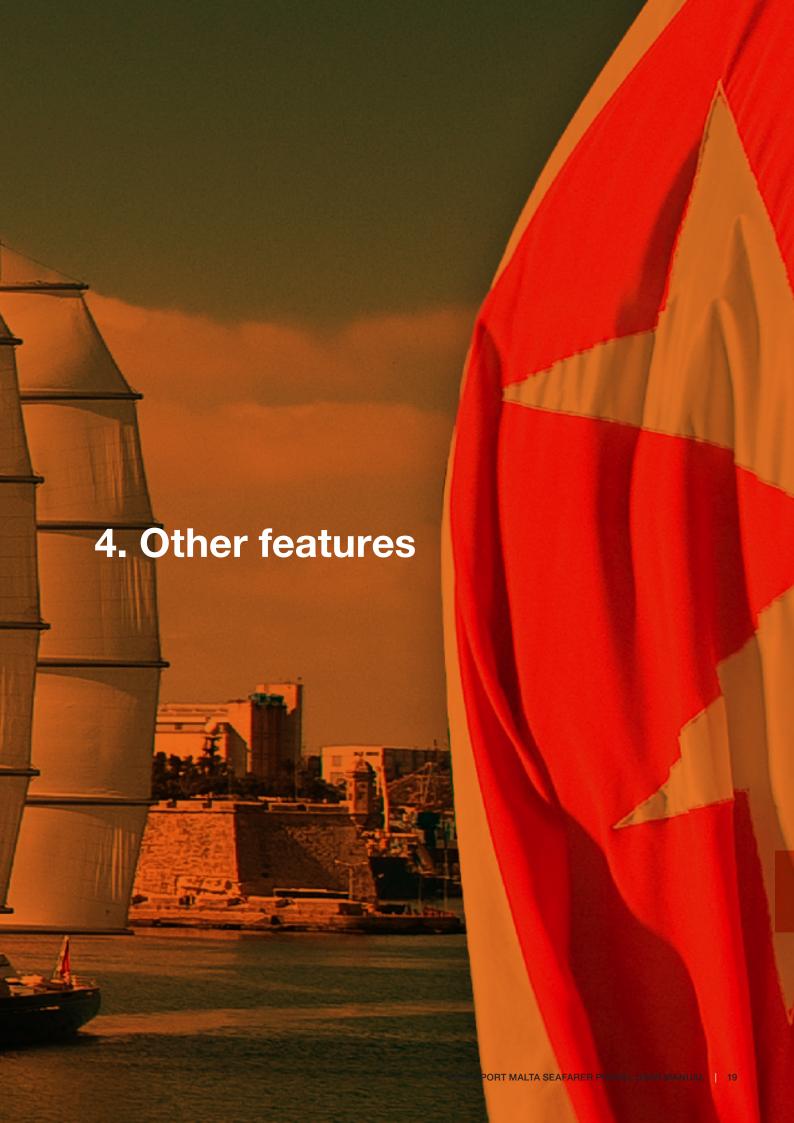


Figure 21: Sample Pro-Forma



## 4.1 Urgent Applications

Users may choose to mark their application as 'Urgent'. This highlights the application to the Seafarer Department staff and prompts them to prioritise the processing of the application over others. Extra charges will apply for this service as follows:

- a. if the service is triggered during normal hours and finished within one hour after normal hours a charge of €50 applies;
- b. if the service is triggered within one hour before normal hours and finished during normal hours a charge of €50 applies;
- c. otherwise, a charge of €50 per hour or part thereof applies subject to a minimum of three hours:
- d. if the service is given on any day between 2100 hours and 0700 hours, or at any time on Saturdays, Sundays and Public Holidays, the rate per hour or part thereof shall be of €100 subject to a minimum of three hours.

#### 4.2 Search and View Certificates

Users may search and view issued Certificates and check certificate history. This is done by clicking on 'Certificates' on the side bar and filling in the details relevant to the required certificate.



Figure 22: Certificate Search

#### 4.3 Notifications

Users will be notified of the progress of the application as it is being processed. The Notifications Tab on the top right corner of the Users' profile highlights any relevant progress.

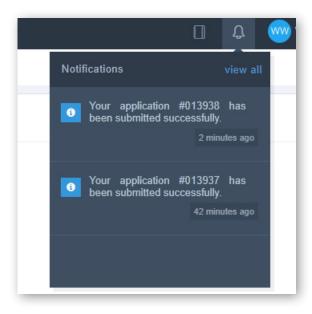


Figure 23: Notifications

#### 4.4 QR Code

For newly issued certificates, QR Codes are now available on Certification cards which, once scanned, would direct the user to a specific window on the Seafarer Portal. This allows users to independently confirm the validity of each certificate.

#### 4.5 Video Tutorials

For a more detailed explanation of the Seafarer Portal features and processes detailed in this User Manual, Users may access video tutorials available on the following links:

- How to register your account
- How to create an application
- How to upload supporting documents
- Delivery and Payments
- Account Summary Page: Features and Actions
- Portal Special Features

# 5. Assistance and Support

Should Users require any assistance while using the Seafarer Portal, they are invited to contact:

Email address: <a href="mailto:applica.stcw@transport.gov.mt">applica.stcw@transport.gov.mt</a>

Telephone number: +356 2291 4200

After office hours number: +356 9906 7197



# **List of Requirements**

It is important to note that each certificate/document requires a specific list of supporting documentation which are to be uploaded as part of the application process. These documents vary from passports, photos, signatures, qualification certificates etc. Certificates/documents will not be issued by the Seafarer Department if the documents uploaded do not meet the requirements of the certificate/document in question. It is to be noted that all documents presented to the Administration are subject to scrutiny and verification. Penalties in terms of the Merchant Shipping Act and other legislation will apply for the submission of fraudulent documentation.

Annex A provides an outline of all certificates/documents which the applicants may apply for, using the Seafarer Portal, a list of documentation required with each application, as well as the format of the documents accepted by the Seafarer Portal.

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# **Able Seafarer Deck/Engine Certificate**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 18 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Documentary evidence of approved seagoing service

Evidence should be in the form of a discharge certificate/seaman's book/official declaration from employing company.

Seafarers applying for Able Seafarer Deck shall while qualified to serve as a rating forming part of a navigational watch, have approved seagoing service in the deck department of

- 1. not less than 18 months. or
- 2. not less than 12 months and have successfully completed a TM approved training programme. In the latter case, a completion certificate shall be submitted.

Seafarers applying for Able Seafarer Engine shall while qualified to serve as a rating forming part of an engineering watch, have approved seagoing service in the engine department of

- 1. not less than 12 months. or
- 2. not less than 6 months and have successfully completed a TM approved training programme. In the latter case, a completion certificate shall be submitted.
- Deck/engine watch rating certificate
- Valid certificate of proficiency in survival craft and rescue boats other than fast rescue boats Applicable for seafarers applying for an Able Seafarer Deck certificate.
- Valid Basic Safety Training certificate

Certificate must be in terms of Regulation VI/1 of the STCW Convention.

Course completion certificate/letter

Certificate/letter must be issued by a maritime training centre which is approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

Not applicable for re-validation of certificate.

Declaration by Master/Chief Engineer attesting the seagoing service as claimed in the application process (deck/engine)

# VHF - Short Range Certificate

#### Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 16 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Course completion certificate/letter

Certificate/letter must be issued by a maritime training centre which is approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

Not applicable for re-validation of certificate.

Declaration by seafarer

A witness, who should be a Registrar of Maltese Ships, or a Commissioner of Oaths, or an Advocate or Notary Public in Malta or any other person acceptable to the Registrar General of Shipping and Seaman, shall sign this declaration.

A template of such declaration is available in the resources section (right hand side of the application form).

# Seaman's Book

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 16 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid Basic Safety Training certificate

Certificate must be in terms of Regulation VI/1 of the STCW Convention.

A statement by the master or employer evidencing engagement on a Malta flagged vessel.

# **Seaman Card**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be Maltese Citizens and have at least 16 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid Basic Safety Training certificate

Certificate must be in terms of Regulation VI/1 of the STCW Convention.

# **Certificates of Competency**

#### OFFICER IN CHARGE OF A NAVIGATIONAL WATCH UNLIMITED

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 18 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Medical fitness certificate

Including an eyesight test (ILO/IMO) issued not more than 6 months before date of application.

Documentary evidence of approved seagoing service

Evidence should be in the form of a discharge certificate/seaman's book/official declaration from employing company.

Seafarers applying for a new certificate shall have approved seagoing service of not less than 12 months as part of a TM approved training programme which includes onboard training and is documented in an approved training record book, or otherwise have approved seagoing service of not less than 36 months.

Seafarers seeking to revalidate a certificate shall have approved seagoing service while performing appropriate functions

- 1. for a period of at least 12 months in total during the preceding 5 years or
- 2. 3 months in total during the preceding 6 months immediately prior to revalidating or
- 3. for a period of not less than 3 months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which it is valid or
- 4. having performed functions considered to be equivalent to the seagoing service required
- Documentary evidence of valid related compulsory training including refresher
  - » Personal Survival Techniques;
  - » Fire Fighting and Fire Prevention;
  - » Elementary First Aid;
  - » Personal Safety and Social Responsibility;
  - Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats;
  - Advanced Fire Fighting;
  - Medical First Aid:
  - Radar and ARPA (operational level);
  - GMDSS General Operator's Certificate (GOC);
  - Efficient Deck Hand; and
  - Electronic Chart Display and Information Systems (ECDIS). A limitation would apply if this certificate is not presented.

- Examination results of the following subjects
  - » Signals;
  - Mathematics;
  - Physics;
  - Meteorology;
  - Celestial and Principles Navigation:
  - General Ship Knowledge/Cargo handling and Stowage;
  - Navigation:
  - Stability and Operations; and
  - Orals.

Not applicable for re-validation of certificate

Completed Training record book

Not applicable if holding not less than 36 months of approved seagoing service. Not applicable for re-validation of certificate.

Tanker certificates (if applicable)

#### OFFICER IN CHARGE OF A NAVIGATIONAL WATCH ON YACHTS LESS THAN 3000 GT

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 18 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Medical fitness certificate

Including an eyesight test (ILO/IMO) issued not more than 6 months before date of application.

Documentary evidence of approved seagoing service

Evidence should be in the form of a discharge certificate/seaman's book/official declaration from employing company.

Seafarers applying for a new certificate shall have approved seagoing service of not less than 12 months as part of a TM approved training programme which includes onboard training and is documented in an approved training record book, or otherwise have approved seagoing service of not less than 36 months.

Seafarers seeking to revalidate a certificate shall have approved seagoing service while performing appropriate functions

- for a period of at least 12 months in total during the preceding 5 years or 1.
- 2. 3 months in total during the preceding 6 months immediately prior to revalidating or

- 3. 7. for a period of not less than 3 months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which it is valid or
- having performed functions considered to be equivalent to the seagoing service 4. required above.
- Documentary evidence of valid related compulsory training including refresher
  - » Personal Survival Techniques;
  - » Fire Fighting and Fire Prevention;
  - » Elementary First Aid:
  - » Personal Safety and Social Responsibility;
  - » Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats;
  - Advanced Fire Fighting;
  - Medical First Aid;
  - Radar and ARPA (operational level);
  - GMDSS General Operator's Certificate (GOC);
  - Leadership and Teamwork;
  - » Efficient Deck Hand; and
  - Electronic Chart Display and Information Systems (ECDIS). A limitation would apply if this certificate is not presented.
- Examination results of the following subjects
  - » Stability;
  - » Yacht Construction;
  - » Passage Planning;
  - » Meteorology;
  - » Celestial Navigation;
  - » Bridge Watchkeeping;
  - » Maritime Law;
  - Orals.

Not applicable for re-validation of certificate.

Completed Training record book

Not applicable if holding not less than 36 months of approved seagoing service. Not applicable for re-validation of certificate.

#### CHIEF MATE UNLIMITED

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Medical fitness certificate

Including an eyesight test (ILO/IMO) issued not more than 6 months before date of application.

Documentary evidence of approved seagoing service

Evidence should be in the form of a discharge certificate/seaman's book/official declaration from employing company.

Seafarers applying for a new certificate shall have approved seagoing service of not less than 12 months in the capacity as officer in charge of a navigational watch.

Seafarers seeking to revalidate a certificate shall have approved seagoing service while performing appropriate functions

- 1. for a period of at least 12 months in total during the preceding 5 years or
- 2. 3 months in total during the preceding 6 months immediately prior to revalidating or
- 3. for a period of not less than 3 months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which it is valid or
- 4. having performed functions considered to be equivalent to the seagoing service required above.
- Documentary evidence of valid related compulsory training including refresher
  - Personal Survival Techniques:
  - Fire Fighting and Fire Prevention;
  - Elementary First Aid;
  - Personal Safety and Social Responsibility;
  - Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats;
  - Advanced Fire Fighting;
  - Medical Care:
  - Radar and ARPA (management level);
  - GMDSS General Operator's Certificate (GOC):
  - Electronic Chart Display and Information Systems (ECDIS). A limitation would apply if this certificate is not presented; and
  - Officer in Charge of a Navigational Watch certificate.
- Examination results of the following subjects
  - Signals:
  - Meteorology;
  - » Business and Law;
  - » Cargo and Port Operations;
  - » Engineering Knowledge and Control Systems;
  - Navigation:
  - Stability and Structure; and
  - Orals.

Not applicable for re-validation of certificate.

Tanker certificates (if applicable)

#### MASTER UNLIMITED

#### Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Medical fitness certificate

Including an eyesight test (ILO/IMO) issued not more than 6 months before date of application.

Documentary evidence of approved seagoing service

Evidence should be in the form of a discharge certificate/seaman's book/official declaration from employing company.

Seafarers applying for a new certificate shall have approved seagoing service of not less than 36 months; however, this period may be reduced to not less than 24 months if not less than 12 months of such seagoing service has been served as chief mate.

Seafarers seeking to revalidate a certificate shall have approved seagoing service while performing appropriate functions:

- 1. for a period of at least 12 months in total during the preceding 5 years or
- 2. 3 months in total during the preceding 6 months immediately prior to revalidating or
- 3. for a period of not less than 3 months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which it is valid or
- 4. having performed functions considered to be equivalent to the seagoing service required above.
- Documentary evidence of valid related compulsory training including refresher
  - » Personal Survival Techniques:
  - » Fire Fighting and Fire Prevention;
  - » Elementary First Aid;
  - » Personal Safety and Social Responsibility;
  - Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats;
  - Advanced Fire Fighting;
  - Medical Care;
  - » Radar and ARPA (management level);
  - GMDSS General Operator's Certificate (GOC):
  - Electronic Chart Display and Information Systems (ECDIS). A limitation would apply if this certificate is not presented; and
  - » Chief Mate certificate.
- Examination results of the following subjects
  - Orals.

Not applicable for re-validation of certificate.

Tanker certificates (if applicable)

#### MASTER ON YACHTS LESS THAN 500 GT

#### Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Medical fitness certificate

Including an eyesight test (ILO/IMO) issued not more than 6 months before date of application.

Documentary evidence of approved seagoing service

Evidence should be in the form of a discharge certificate/seaman's book/official declaration from employing company.

Seafarers applying for a new certificate shall have approved seagoing service on vessels not less than 24 m in length or 80 GT whilst holding a certificate of competency as Officer in Charge of a Navigational Watch on yachts less than 3000 GT.

Seafarers seeking to revalidate a certificate shall have approved seagoing service while performing appropriate functions:

- 1. for a period of at least 12 months in total during the preceding 5 years or
- 2. months in total during the preceding 6 months immediately prior to revalidating or
- 3. for a period of not less than 3 months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which it is valid or
- having performed functions considered to be equivalent to the seagoing service 4. required above.

- Documentary evidence of valid related compulsory training including refresher
  - » Personal Survival Techniques;
  - » Fire Fighting and Fire Prevention;
  - » Elementary First Aid;
  - » Personal Safety and Social Responsibility;
  - Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats;
  - Advanced Fire Fighting;
  - Medical First Aid;
  - Medical Care;
  - Radar and ARPA (management level);
  - GMDSS General Operator's Certificate (GOC);
  - Use of leadership and managerial skills;
  - Electronic Chart Display and Information Systems (ECDIS). A limitation would apply if this certificate is not presented; and
  - » Certificate of competency as Officer in Charge of a Navigational Watch on yachts less than 3000 GT or higher.
- Examination results of the following subject
  - » Orals.

# GMDSS General Operator's Certificate (GOC) / **Restricted Operator's Certificate (ROC)**

#### Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 18 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid course completion certificate/letter

Certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

Medical fitness certificate

Including an eyesight test (ILO/IMO) issued not more than 6 months before date of application.

Documentary evidence of continued professional competence

Applicable when applying for an advanced certificate.

- 1. Approved seagoing service, performing functions appropriate to the certificate held, for a period of at least:
  - 12 months in total during the preceding 5 years, or
  - 3 months in total during the preceding 6 months immediately prior to revalidating; or
- 2. Having performed functions considered to be equivalent to the seagoing service required in paragraph above; or
- 3. Having completed approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than 3 months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which it is valid.

#### Declaration by seafarer

A witness, who should be a Registrar of Maltese Ships, or a Commissioner of Oaths, or an Advocate or Notary Public in Malta or any other person acceptable to the Registrar General of Shipping and Seaman, shall sign this declaration.

A template of such declaration is available in the resources section (right hand side of the application form).

### **Endorsement of a Certificate of Competency**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Certificate of competency and accompanying endorsement

Certificate must be in accordance with the provisions of the STCW Convention.

GMDSS certificate and accompanying endorsement (if applicable)

Certificate must be in accordance with the provisions of the STCW Convention.

Tanker certificate and accompanying endorsement (if applicable)

Certificate must be in accordance with Regulation IV/2 of the STCW Convention.

Verification of authenticity for endorsement (if applicable)

Submitting a verification of authenticity from the issuing Administration may expedite the reviewing process.

#### **Electro-Technical Rating Certificate**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 18 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid Basic Safety Training certificate

Certificate must be in terms of Regulation VI/1 of the STCW Convention.

- Documentary evidence of approved seagoing service
  - Completed approved seagoing service including not less than 12 months training and experience, including a completed training record book; or
  - Completed approved training including submit a course completion certificate and have an approved period of seagoing service which shall not be less than 6 months.

#### **Efficient Deck Hand**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 17 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid Basic Safety Training certificate

Certificate must be in terms of Regulation VI/1 of the STCW Convention.

- Documentary evidence of approved seagoing service
  - Seafarers applying for this certificate shall have approved seagoing service of not less than 12 months.
- Valid course completion certificate/letter

Completion certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

Navigational Watch Rating Certificate or Steering Certificate

### **Deck/Engine Rating Certificate**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 16 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid Basic Safety Training certificate

Certificate must be in terms of Regulation VI/1 of the STCW Convention.

- Documentary evidence of approved seagoing service
  - Seafarers applying for this certificate shall have approved seagoing service of not less than 6 months and completed an approved training record book; or
  - Have approved seagoing service of not less than 2 months and successfully completed an approved training programme. In this case, a completion certificate should be submitted.

### **Proficiency in Survival Craft and Rescue Boats** other than Fast Rescue Boats

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 18 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid course completion certificate/letter

Certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

Not applicable if holding not less than 12 months approved seagoing service. Not applicable for re-validation of certificate.

- Documentary evidence of approved seagoing service
  - » Seafarers applying for this certificate shall have approved seagoing service of not less than
  - » Have attended an approved training course and have approved seagoing service of not less than 6 months.
- Documentary evidence of TM approved refresher training

#### **Proficiency in Fast Rescue Boats**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 18 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid course completion certificate/letter

Certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

Not applicable for re-validation of certificate.

- Valid certificate of proficiency in survival craft and rescue boats other than fast rescue boat
- Documentary evidence of TM approved refresher training

#### **Medical Care and Medical First Aid Certificates**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 16 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid course completion certificate/letter

Certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

## **Basic Safety Training Certificate**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 16 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid course completion certificate/letter

Certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

Documentary evidence of TM approved refresher training

## **Advanced Fire Fighting Certificate**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 16 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid course completion certificate/letter

Certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

Documentary evidence of TM approved refresher training

# **Ship Security Officer, Security Awareness Training and Designated Security Duties Certificates**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 16 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid course completion certificate/letter

Certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

Documentary evidence of approved seagoing service

Applicable for Ship Security Officer certificate

Seafarers applying for this certificate shall have approved seagoing service of not less than 12 months.

#### **Basic and Advanced Training on Ship subject to IGF Code Certificates**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 16 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid course completion certificate/letter

Certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

Documentary evidence of approved seagoing service

Applicable for an advanced certificate

- Seafarers applying for this certificate shall have approved seagoing service of not less than 1 month on board ships subject to the IGF Code.
- Valid basic training on ships subject to the IGF Code certificate of proficiency

Applicable when applying for an advanced certificate.

Documentary evidence of TM approved refresher training

#### **Basic and Advanced Training on Ships operating** in Polar Waters

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 16 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid course completion certificate/letter

Certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

Documentary evidence of approved seagoing service

Applicable for an advanced certificate

- Seafarers applying for this certificate shall have approved seagoing service of not less than 2 months in the deck department at management level or while performing watchkeeping duties at the operational level, within polar waters.
- Valid basic training on ships operating in Polar Waters certificate of proficiency

Applicable when applying for an advanced certificate.

Documentary evidence of TM approved refresher training

#### Basic and Advanced Oil and Chemical Tanker **Certificates**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 16 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid course completion certificate/letter

Certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

Valid basic training for oil and chemical tanker cargo operations certificate

Applicable when applying for an advanced certificate.

Documentary evidence of approved seagoing service

Applicable for an advanced certificate.

- » Seafarers applying for an advanced oil certificate shall have approved seagoing service of not less than 3 months on board oil tankers.
- Seafarers applying for an advanced chemical certificate shall have approved seagoing service of not less than 3 months on board chemical tankers.
- Documentary evidence of approved seagoing service

Applicable for revalidation of certificate.

Seafarers shall have approved seagoing service, performing duties appropriate to the tanker certificate for a period of at least 3 months in total during the preceding 5 years.

#### **Basic and Advanced Gas Tanker Certificates**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 16 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid course completion certificate/letter

Certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

Valid basic training for gas tanker cargo operations certificate

Applicable when applying for an advanced certificate.

Documentary evidence of approved seagoing service

Applicable for an advanced certificate

- Seafarers applying for an advanced gas certificate shall have approved seagoing service of not less than 3 months on board liquefied gas tankers.
- Documentary evidence of approved seagoing service

Applicable for revalidation of certificate

Seafarers shall have approved seagoing service, performing duties appropriate to the tanker certificate for a period of at least 3 months in total during the preceding 5 years.

# **Recreational Skipper**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 18 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid course completion certificate/letter

Certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

- Valid VHF-Short Range Certificate or a valid GMDSS GOC/ROC
- Medical fitness certificate

Including an eyesight test (ILO/IMO) issued not more than six months before date of application.

Valid Maltese nautical licence or an international recognised equivalent

Licence must be held for a minimum of 12 months.

Documentary evidence of TM approved refresher training

Applicable for re-validation of certificate. Certificate is valid for 10 years.

#### Master on Yachts/Workboats

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 18 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid course completion certificate/letter

Master on yachts course completion certificate/letter and Master on Workboats module, if applicable. Certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

- Documentary evidence of approved seagoing service
  - Master on yachts less than 200 GT and up to 60 Nm from safe haven (non-tidal waters): shall have approved seagoing service of not less than 800 Nm of which 30 hours shall be carried out during night time;
  - Master on yachts less than 200 GT and up to 150 Nm from safe haven: shall have approved seagoing service of not less than 2500 Nm of which 100 hours shall be carried out during night time;
  - Master on yachts less than 200 GT unlimited: shall have approved seagoing service of not less than 2500 Nm of which 100 hours shall be carried out during night time, whilst holding a Master on Yachts certificate restricted to 150 Nm from safe haven.

The same seagoing service requirements are applicable for revalidation of certificates.

Valid and an officially recognised licence to skipper a vessel

Applicable for the 60 Nm and the 150 Nm certificates.

Valid Master on Yachts limited up to 150 Nm from safe haven

Applicable for the unlimited certificate.

Valid VHF-Short Range Certificate or a valid GMDSS GOC/ROC

Applicable for the 60 Nm and the 150 Nm certificates. Valid GMDSS GOC is required for the unlimited certificate.

Medical fitness certificate

Including an eyesight test (ILO/IMO) issued not more than 6 months before date of application.

Valid Basic Safety Training certificate

Certificate must be in terms of Regulation VI/1 of the STCW Convention.

#### **Accredited Engine Course**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 18 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

Valid course completion certificate/letter

Certificate/letter must be issued by a maritime training centre approved by the Merchant Shipping Directorate of the Authority for Transport in Malta.

Valid Basic Safety Training certificate

Certificate must be in terms of Regulation VI/1 of the STCW Convention.

Medical fitness certificate

Including an eyesight test (ILO/IMO) issued not more than six months before date of application.

Documentary evidence of TM approved refresher training

Applicable for re-validation of certificate. Certificate is valid for 10 years.

## **Yachting Record Book**

Identification document

Passport/identity card/seaman's book showing personal details of seafarer supporting data entered in the application process. Seafarers must be at least 16 years of age.

Colour photograph of seafarer

The image must show a full face, without dark eyewear and with a white background.

Signature of seafarer

The signature must be written with black ink and on a white background.

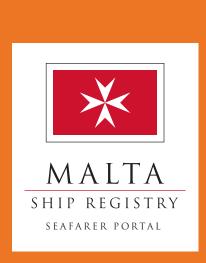
Any supporting qualifications to be in included in the record book

Optional









#### transport.gov.mt





