

MSS	Code of Practice <i>Merchant Shipping Secretariat</i>	<i>Document No</i>	<i>Issue - 02</i>
		<i>Date of 1st Issue</i>	<i>2015-05-13</i>
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This Code has been drawn to incorporate the requirements of the Merchant Shipping (Standards of Training, Certification and WatchKeeping for Seafarers) Regulations, 2016, as amended

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Management Representative

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Director General of Merchant Shipping



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Chapter – I

MSS	Code of Practice <i>Merchant Shipping Secretariat</i>	<i>Document No</i>	<i>Issue - 02</i>
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Definitions

Regulation – Regulations in the Merchant Shipping (Standards of Training, Certification and Watch keeping for Seafarers) Regulations as amended

1. Revalidation of Certificates – COC Deck

Every Certificate of Competency (COC) who is serving at sea and in order to continue to qualify for seagoing service, be required to establish continued professional competence in accordance with regulation 26(1)

1.1 Eligibility Criteria

- a) Shall be a holder of a Certificate of Competency issued under the STCW'78 as amended;
- b) Seafarers shall produce the following in order to establish continued professional competence:
 - i. Confirmation of the medical fitness in accordance with the Schedule II of the Merchant Shipping (Standards of training, Certification and Watch keeping for Seafarers) as amended¹;
 - ii. Professional competence as required under regulation 26(1): or
 - iii. In the case of regulation 26(1)(b)², a letter issued by the employer stating functions performed.

¹Foreign students may obtain valid medical fitness certificates and eye sight test certificates by approved medical practitioners of Sri Lankan Administration

² The following list of occupations will be favourably considered by the DGMS. It is not exhaustive and applications from certificate holders engaged in other occupations may also be considered. Applications for revalidation may be made by certificate holders who have been engaged in such occupations for at **least 30 months in the preceding five years.**

- Examiners, Govt. Surveyors, Assistant Govt. Ship Surveyors and Port State Controllers attached to Maritime Administrations
- All other categories (Pilot, Mooring Masters, DPA's, Classification Society Surveyors, Lectures of AMTI's conducting lectures/ trainings appropriate to the certificate held to and candidates who are managing vessels which IMO conventions are applicable) shall:
 - i. Produce a proof document indicating the method of updating competency level relevant to the certificate to be revalidated.
 - ii. An Assignment shall be provided by the administration regarding conventional updates.
 - iii. Refresher and updating of basic and advanced short courses

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1.2 Revalidation Process (COC's);

- a) Application submission shall be made online by clicking ‘CDC/COC/SID requests’ on the Merchant Shipping web site home page and making the payment online through the URL “220.247.240.153/MSS/” and successful applicants are notified for the required documents for revalidation.
- b) Candidate shall visit the MSS with the original documents mentioned below: Documentary proof of sea service or functions considered equivalent to sea service as required by regulation 26(1)
 - i. Current certificate of competency;
 - ii. Refresher and updating of basic course certificates³;
 - iii. Refresher and updating of advanced course certificates⁴;
 - iv. A Valid medical certificate issued by an approved medical practitioner (with an expiry date at least 6 months ahead from the date of submission)
 - v. Valid GMDSS (GOC or ROC) with an expiry date at least 6 months ahead from the date of submission);
 - vi. Approved ECDIS training Certificate. (Seafarers who have not completed approved ECDIS training programme shall be endorsed as “This certificate is not valid for service on ships fitted with ECDIS”
- c) All the documents/certificates will be verified and scanned by the subject officer at the examination division.
- d) If the required documents are submitted correctly, the COC will be revalidated and the applicant will be able to collect the revalidated COC within two weeks.
- e) If the application for revalidation of a certificate is made within 6 months before the date of expiry of the certificate, the certificate may be revalidated until the fifth anniversary from the date of validity, if the application is made before the above specified time frame, the certificate will be revalidated for five years from the immediate date of disengagement and for the applicants who are not falling under above two categories will be revalidated for five years from the current expiry date of the certificate.

Note: Note: Sea service must be supported by discharge book entries and passport entries or pay slips, including sea service testimonials. Testimonials must be signed by the master, chief engineer or another responsible company representative.

³ Provide documentary evidence that they have completed the STCW Code Table A-VI/1-1, A-VI/1-2, or combine course of basic training.

⁴ provide documentary evidence that they have completed the STCW Code Table, A-VI/2-1, A-VI/3 and A-VI/4-1 or A-VI/4-2, A-VI/2-2 (if required)

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2. Refresher & Updating Course –COC Deck (In Accordance with Regulation 26)

Every deck officer holding a certificate issued or recognized under Reg. 9. (1) to (11) who intends to return to sea after a period ashore, in order to continue to qualify for seagoing service, be required to update professional competence in accordance with Regulation 26(1)(d).

2.1 Eligibility Criteria

- a) Shall be a holder of a Certificate of Competency issued under the STCW'78 as amended;
- b) Confirmation of the medical fitness in accordance with the Schedule II of the Merchant Shipping (Standards of training, Certification and Watch keeping for Seafarers) Regulations as amended⁵;
- c) Shall have 12 months of approved seagoing service within last 10 years

2.2 Course, examination & assessment process

- a) The application for a letter of eligibility (LOE) shall be made through an Approved Maritime Training Institute (AMTI) where the candidate is expecting to enrol to follow the relevant preparatory course. The AMTI shall ensure that the candidate is complying with the enrolment criteria as mentioned in the Code of Practice.
- b) Approved Maritime Training Institutes (AMTI) able to conduct the respective refresher and updating training programmes for eligible seafarers. The course content and the duration, to achieve the minimum standards of competence shall be as per the DGMS approved core syllabus and detailed syllabi.
- c) The AMTI shall comply with the Regulations, orders and guidelines published by the DGMS.
- d) The AMTI shall conduct final assessments as specified in the approved training programme for candidate who had fulfilled the relevant requirement at the end of training programme.
- e) DGMS may verify the documentation including the results of final assessments during the random and annual audits.

⁵Foreign students may obtain valid medical fitness certificates and eye sight test certificates by approved medical practitioners of the Sri Lankan Administration

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2.3 Deck Department

- i. Duration of the Operational Level course shall be at least 10 days;
 - ii. Duration of the Management Level course shall be at least 10 days;
- a) An examination and assessment shall be conducted by the training institute at the end of the **operational level** training programme as detailed below. The scope of the examination will be, to cover the course outline stipulated with reference to this certificate.

Topic	Examination	Pass marks
1. Plan and conduct a passage and determine position	Written & Practical	60%
2. Maintain a safe navigational watch		
3. Respond to emergencies	Written	
4. Respond to a distress signal at sea		
5. Manoeuvre the ship		
6. Monitor the loading stowage, securing, care during the voyage and the unloading of cargoes		
7. Inspect and report defects and damage to cargo spaces, hatch covers and ballast tanks		
8. Ensure compliance with pollution prevention requirements		
9. Maintain seaworthiness of the ship		
10. Monitor compliance with legislative requirements		
11. BRM, leadership & teamwork		
12. Amendments to international Conventions, Code & guide lines		
13. Amendments to local legislations & latest M notices		
14. Innovations, updates & changes to marine industry		
15. Case studies which include minimum of three different topics		
16. Piracy & armed robbery updates		
17. Bridge practical session with ECDIS familiarization		

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- b) An examination and assessment will be conducted by the training institute at the end of the management level training programme and the scope of the examination will be, to cover the course outline stipulated with reference to this certificate.

Topic	Examination	Pass marks
1. Plan a voyage and conduct navigation	Written	60%
2. Coordinate search and rescue		
3. Establish watchkeeping arrangements and procedures		
4. Bridge resource management, leadership & teamwork		
5. Forecast weather and oceanographic conditions		
6. Respond to navigational emergencies		
7. Manoeuvre and handle a ship in all conditions		
8. Plan and ensure safe loading stowage, securing, care during the voyage and unloading of cargoes		
9. Carriage of dangerous goods		
10. Control trim, stability and stress		
11. Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and the protection of the marine environment		
12. Compliance with the changes of international and local legislation and marine updates relevant to safety, security, pollution prevention & admiralty law		
13. Bridge simulator exercises	Practical	

- c) To be eligible to sit for the final examination candidates shall have 100% of class room attendance.
- d) The AMTI shall maintain the records of attendance and produce to the examiner for verification.

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2.4 Refresher and Updating Process

- a) Application submission shall be made online by clicking ‘CDC/COC/SID requests’ on the Merchant Shipping web site home page and the payment is to be made online through the URL “220.247.240.153/MSS/” and successful applicants are notified for the required documents for revalidation.
- b) Applicant shall visit the MSS with the original documents mentioned in the required document list.
- c) Documentary proof for sea service requirement as 2.1(c) above.
- d) All the documents/certificates will be verified and scanned by the subject officer at the examination division.
- e) Required verification of documents should be as follows;
 - i. Sea service testimonials for 12 months during last 10 years
 - ii. Current certificate of competency;
 - iii. Refresher and updating course certificate
 - iv. Proficiency in basic Training (STCW Reg. VI/1)
 - v. Proficiency in Survival Craft and Rescue Boats other than fast rescue boats (STCW Reg.VI/2 Para 1), Proficiency in Fast Rescue Boats (if applicable) (STCW Reg. VI/2 Para 2)
 - vi. Proficiency in advanced Fire Fighting (STCW Reg.VI/3)
 - vii. Proficiency in Medical First Aid (STCW Reg. VI/4 Para 1), Medical care (STCW Reg. VI/4 Para 2) for management level
 - viii. Revalidated General Operator’s Certificate (GMDSS) (STCW Reg. IV/2)
 - ix. A Valid medical certificate issued by an approved medical practitioner
 - x. Approved ECDIS (training (STCW Sec. A-II/1) – Seafarers who have not completed approved ECDIS training programme shall be endorsed as “not valid for service on ship’s fitted with ECDIS
- f) If the application and relevant documents are submitted correctly, new COC will be issued for period of 5 year from the course end date as specified in the refresher and updating certificate.
- g) The applicant will be able to collect the revalidated COC within two weeks from the submission of complete required documents.

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3. Revalidation of Certificates - COC Engine/Electro Technical Officers

(In Accordance with Regulation 26 of The Merchant Shipping Standards of Training, Certification and Watch Keeping for Seafarers)

Every(COC's) Certificate of Competency holders (under regulation 11 and 12 of the Merchant Shipping Standards of training, Certification and Watch keeping for Seafarers)who is serving at sea andin order to continue to qualify for seagoing service, be required to establish continued professional competence in accordance with regulation 26(1) (a) or (b) or (c) or (d) of (e) of the Merchant Shipping Standards of training, Certification and Watch keeping for Seafarers

3.1 Eligibility Criteria

- a) Shall be a holder of a Certificate of Competency issued under the STCW'78 as amended;
- b) Seafarers shall fulfil the following criteria in order to establish continued professional competence:
 - i. Confirmation of the medical fitness in accordance with schedule II **of the Merchant Shipping Standards of training, Certification and Watch Keeping for Seafarers as amended⁶**;
 - ii. Professional competence as required **under regulation 26(1) (a) or (c) or (d) of (e)of the Merchant Shipping Standards of Training, Certification and Watch Keeping for Seafarers, or**
 - iii. Having performed functions considered to be equivalent to the seagoing service required under regulation 26(b)⁷**of the Merchant Shipping Standards of Training, Certification and Watch Keeping for Seafarers,**

⁶ Foreign students may obtain valid medical fitness certificates and eye sight test certificates by approved medical practitioners of the Sri Lankan Administration

⁷ The following list of occupations will be favourably considered by the DGMS. It is not exhaustive and applications from certificate holders engaged in other occupations may also be considered. Applications for revalidation may be made by certificate holders who have been engaged in such occupations for at **least 30 months in the preceding five years.**

- Examiners, Govt. Surveyors and Port State Controllers attached to Maritime Administrations
- Technical/Marine Superintendent, Managing V/L's which IMO conventions are applicable, Maritime college lecturers who have been lecturing the subjects in level of their COC's or one grade lower category.
- All other categories (Technical/Marine Superintendent, Marine Surveyors and candidates who Managing V/L's which IMO conventions are applicable) shall:
 - i. Produce a proof document indicating the method of updating competency level relevant to the certificate to be revalidated.
 - ii. An Assignment shall be provided by the administration regarding conventional updates.
 - iii. Refresher and updating of basic and advanced short courses

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3.2 Revalidation Process (COC's);

- a) Application submission shall be made online through the **Merchant Shipping web site home page CDC/COC/SID requests and online payment or using the URL “220.247.240.153/MSS/”** and successful applicants are notified for the required documents for revalidation.
- b) Candidate shall visit to the MSS with the original documents mentioned in the required document list.
- c) Documentary proof for sea service requirement as Regulation 26(1)(a) or (b) or (c) or (d) or (e) of the Merchant Shipping Standards of Training, Certification and Watch Keeping for Seafarers
 - i. Current certificate of competency;
 - ii. Refresher and updating of basic course certificates⁸;
 - iii. Refresher and updating of advanced course certificates⁹;
 - iv. A Valid medical certificate issued by an approved medical practitioner (minimum of 6 months required from the submission date)
 - v. Approved course on high voltage (over 1000V) systems. Seafarers who have not completed approved high voltage systems training programme shall be endorsed as “not valid for service on ship’s fitted with High Voltage (over 1000V) systems”;
- d) All the documents/certificates will be verified and scanned by the subject officer at the examination division.
- e) If you submit the application and relevant documents correctly, the COC will be revalidated and candidate able to collect the revalidated COC within a two weeks period.
- f) If the application for revalidation of a certificate is made within 6 months before expiry of the certificate, the certificate may be revalidated until the fifth anniversary of the date of validity, if the application is made before the above specified time frame, the certificate will be revalidated for five years from the immediate date of disengagement and for the applicants who are not falling under above two categories will be revalidated for five years from the current expiry date of the certificate.

Note: Sea service must be supported by discharge book entries and passport entries or pay slips, including sea service testimonials. Testimonials must be signed by the master, chief engineer or another responsible company representative.

⁸ provide documentary evidence that they have completed the STCW Code Table A-VI/1-1, A-VI/1-2, or combine course of basic training.

⁹ provide documentary evidence that they have completed the STCW Code Table, A-VI/2-1, A-VI/3 and A-VI/4, A-VI/2-2 (if required)

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4. Refresher & Updating Course – COC Engine/Electro Technical Officers
(In Accordance with Regulation 26 of the Merchant Shipping Standards of Training, Certification and Watch Keeping for Seafarers)

Every engine officer holding a certificate issued or recognized under Reg. 11. (1) to (10) and 12. (1) of above, who intends to return to sea after a period ashore, in order to continue to qualify for seagoing service, be required to update professional competence in accordance with 26(d) of the Merchant Shipping Standards of Training, Certification and Watch Keeping for Seafarers.

4.1 Eligibility Criteria

- a) Shall be a holder of a Certificate of Competency issued under the STCW'78 as amended;
- b) Confirmation of the medical fitness in accordance with schedule II of the **Merchant Shipping Standards of training, Certification and Watch keeping for Seafarers as amended**¹⁰;
- c) Shall have 12 months of approved seagoing service within last 10 years

4.2 Course, Examination & Assessment Process

- a) The application for a letter of eligibility (LOE) shall be made through an Approved Maritime Training Institute (AMTI) where the candidate is expecting to enrol to follow the relevant preparatory course. The AMTI shall ensure that the candidate is complying with the enrolment criteria as mentioned the in the Code of Practice.
- b) Approved Maritime Training Institutes (AMTI) able to conduct the respective refresher and updating training programmes for eligible seafarers. The course content and the duration, to achieve the minimum standards of competence shall be as per the DGMS approved core syllabus and detailed syllabi.
- c) The AMTI shall comply with the Regulations, orders and guidelines published by the DGMS.
- d) The AMTI shall conduct final assessments as specified in the approved training programme for candidate who had fulfilled the relevant requirement at the end of training programme.
- e) DGMS may verify the documentation including the results of final assessments during the random and annual audits.

¹⁰ Foreign students may obtain valid medical fitness certificates and eye sight test certificates by approved medical practitioners of the Sri Lankan Administration

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4.3 Engine Department

- a) Operational level course duration to be at least 10 days;
- b) Management level course duration to be at least 10 days;
- c) An examination and assessment will be conducted by the training institute at the end of the operational level (engineer officer) training programme as detailed below. The scope of the examination will be, to cover the course outline stipulated with reference to this certificate

Subject/Topic (Engine)	Examination & Assessment	Pass Marks
1. Plan and Carryout PMS and Trend Recording	Written	60%
2. Maintain a safe engine room watch	Written	60%

- d) An examination and assessment will be conducted by the training institute at the end of the **operational level** (electrical officer) training programme as detailed below. The scope of the examination will be, to cover the course outline stipulated with reference to this certificate.

Subject/Topic (Engine)	Examination & Assessment	Pass Marks
1. Plan and Carryout PMS and Trend Recording (Electrical/Electronic/Controls)	Written	60%
2. Assist in maintaining a safe engine room watch in confirming conditions of Electrical / Electronic / Control process of machines and systems	Written	60%
3. Respond to emergencies aiming avoid of further damages, breakdowns and personal/machinery injuries/damages	Written	60%
4. Rectification of alarms, trouble shooting and maintain records which is to highlight in handing over report	Written	60%
5. Ensure Electrical / Electronic / Control processing confirming safe manoeuvring the ship and respond to bridge and deck requests	Written	60%
6. Monitor the machineries in operation, day and night safety patrol daily, care during operation and the shutdown of machines/systems	Written	60%
7. Inspect and report defects and damage to	Written	60%

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machines, structure Electrical / Electronic / Control systems		
8. Ensure compliance with pollution prevention requirements	Written	60%
9. Maintain seaworthiness of the ship	Written	60%
10. Monitor compliance with legislative requirements	Written	60%
11. Engine room teamwork & Training of trainees	Written	60%
12. Amendments to international Conventions, Codes & guide lines	Written	60%
13. Amendments to local legislations & latest M notices	Written	60%
14. Innovations, updates & changes to marine industry	Written	60%
15. Case studies which include minimum of three different topics	Written	60%
16. Piracy & armed robbery updates	Written	60%

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- e) An examination and assessment will be conducted by the training institute at the end of the **management level** engine officers training programme as detailed below. The scope of the examination will be, to cover the course outline stipulated with reference to this certificate.

Subject/Topic (Engine)	Examination & Assessment	Pass Marks
1. Plan and Carryout PMS and Trend Analysis	Written	60%
2. Coordinate engine room watch keeping and engine room operations	Written	60%
3. Establish Watch keeping arrangements, procedures and rest hours	Written	60%
4. Engine room leadership & teamwork	Written	60%
5. In advance preparations for adverse weather and tidal conditions	Written	60%
6. Respond to Emergencies	Written	60%
7. Manoeuvre and handle a ship in all conditions	Written	60%
8. Plan and ensure safe watch keeping, care performance of machines during the voyage and shutting down machines	Written	60%
9. Assist in carriage of various cargo as necessary	Written	60%
10. Control of bunkers, sludge, lubricants, emissions, bilges, generated garbage, sewage treatments and disposal. Control of various spares	Written	60%
11. Monitor and control compliance with legislative requirements and measures to ensure safety of life at sea, security and the protection of the marine environment	Written	60%
12. Amendments to international Conventions, Codes & guide lines	Written	60%
13. Amendments to local legislations & latest M notices	Written	60%
14. Innovations, updates & changes to marine industry	Written	60%

- f) To be eligible to sit for the final examination candidates shall have 100% of class room attendance.

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4.4 Refresher and Updating Process

- a) Application submission shall be made online through the **Merchant Shipping web site home page CDC/COC/SID requests and online payment or using the URL “220.247.240.153/MSS/”** and successful applicants are notified for the required documents for revalidation.
- b) Candidate shall visit the MSS with the original documents mentioned in the required document list.
- c) Documentary proof for sea service requirement as 4.1(c) above.
- d) All the documents/certificates will be verified and scanned by the subject officer at the examination division.
- e) Required verification documents as follows;
 - i. Current certificate of competency;
 - ii. Refresher and updating course certificate
 - iii. Proficiency in basic Training (STCW Reg. VI/1)
 - iv. Proficiency in Survival Craft and Rescue Boats other than fast rescue boats (STCW Reg.VI/2 Para 1), Proficiency in Fast Rescue Boats (if applicable) (STCW Reg. VI/2 Para 2)
 - v. Proficiency in advanced Fire Fighting (STCW Reg.VI/3)
 - vi. Proficiency in Medical First Aid (STCW Reg. VI/4 Para 1)
 - vii. A Valid medical certificate issued by an approved medical practitioner
 - viii. Approved course on high voltage (over 1000V) systems. Seafarers who have not completed approved high voltage systems training programme shall be endorsed as “not valid for service on ship’s fitted with High Voltage (over 1000V) systems”;

Note:

- i. If the application and relevant documents submitted correctly, new COP will be issued for period of 5 year from the course end date of the refresher and updating certificate.
- ii. The candidate able to collect the revalidated COP within two weeks.

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5. Revalidation of Certificate of Proficiency (COP) - for Deck/ Engine Ratings

(In Accordance with regulation 26)

Every COP holder (issued under regulation 9(12)(13), 11(11)(12) and 12(2), who is serving at sea and in order to continue to qualify for seagoing service, be required to establish continued professional competence as follows,

5.1 Eligibility Criteria

- a) Shall be a holder of a Certificate of Proficiency issued under the STCW'78 as amended;
- b) Seafarers shall fulfil the following criteria in order to establish continued professional competence:
 - i. Confirmation of the medical fitness in accordance with Schedule II of the **Merchant Shipping (Standards of training, Certification and Watch keeping for Seafarers) regulations as amended¹¹**;
 - ii. 12 months in total during the preceding 05 years, or 3 months in total during the 06 months immediately prior to revalidating;

5.2 Document Requirement

- i. Completed application form
- ii. Current Certificate of Proficiency;
- iii. Proof of Approved Sea going service in the relevant rank;
- iv. Minimum of 03 months of bridge Watch keeping duties in the format as provided in Annex – I or in a similar format acceptable to the examiner;
- v. Valid medical certificate issued by approved medical practitioner;
- vi. Two passport size (3cm x 2.5cm) photographs;
- vii. Fees as per fees regulation;
- viii. Provide documentary evidence of valid and updated following certificates:
 - Refresher & updating for Proficiency in basic Training (STCW Reg. VI/1
 - Proficiency in Survival Craft and Rescue Boats other than fast rescue boats (STCW Reg. VI/2 Para 1) for Able Seafarer Deck and Proficiency in Fast Rescue Boats (if Applicable) (STCW Reg. VI/2 Para 2 as required)

Note:

- i. If the application and relevant documents submitted correctly, new COP will be issued for period of 5 year from the course end date of the refresher and updating certificate.
- ii. The candidate able to collect the revalidated COP within two weeks after the relevant documents are submitted.
- iii. If the application for revalidation of a certificate is made within 6 months before expiry of the certificate, the certificate may be revalidated until the fifth anniversary of the date of validity, if the application is made before the above specified time frame, the certificate will be revalidated for five years from the immediate date of disengagement and for the applicants who are not falling under above two categories

¹¹Foreign students may obtain valid medical fitness certificates and eye sight test certificates by approved medical practitioners of the Sri Lankan Administration.

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will be revalidated for five years from the current expiry date of the certificate.

6. **Refresher & Updating Course –Deck Rating**

Every seafarer holding a certificate issued or recognized under Reg. 9. (12)(13), who intend to return to sea after a period ashore, in order to continue to qualify for seagoing service, be required to update professional competence by refresher and updating training programme.

6.1 **Eligibility Criteria**

- a) Shall be a holder of a Certificate of Competency issued under the STCW'78 as amended;
- b) Confirmation of the medical fitness in accordance with Schedule II of the Merchant Shipping Standards of training, Certification and Watch keeping for Seafarers as amended¹²;
- c) Shall have 12 months of approved seagoing service within last 10 years.

6.2 **Course, Examination & Assessment Process**

- a) The application for a letter of eligibility (LOE) shall be made through an Approved Maritime Training Institute (AMTI) where the candidate is expecting to enrol to follow the relevant preparatory course. The AMTI shall ensure that the candidate is complying with the enrolment criteria as mentioned the in the Code of Practice.
- b) Approved Maritime Training Institutes (AMTI) are allowed to conduct the respective refresher and updating training programmes for eligible seafarers. The course content and the duration, to achieve the minimum standards of competence shall be as per the DGMS approved core syllabus and detailed syllabi.
- c) The AMTI shall comply with the Regulations, orders and guidelines published by the DGMS.
- d) The AMTI shall conduct final assessments as specified in the approved training programme for candidate who had fulfilled the relevant requirement at the end of training programme.
- e) DGMS may verify the documentation including the results of final assessments during the random and annual audits.

¹² Foreign students may obtain valid medical fitness certificates and eye sight test certificates by approved medical practitioners of the Sri Lankan Administration.

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f) The course duration shall be at least 05 days

Topic	Examination	Pass Marks
1. Keep a proper look-out by sight and hearing a) Responsibilities of a lookout b) Reporting the approximate bearing of a sound signal, light or other object in degrees or points	Written	50%
2. Contribute to monitoring and controlling a safe watch a) Procedures for the relief, maintenance and hand over of a watch b) Information required to maintain a safe watch		
3. Operate emergency equipment and apply emergency procedures a) Knowledge of emergency duties and alarm signals b) Knowledge of pyrotechnic distress signals; satellite EPIRBs and SARTs		
4. Contribute to berthing, anchoring and other mooring operations a) The capacities, safe working loads and breaking strengths b) The procedures and order of events for making fast & letting go mooring lines and tug lines c) The procedure for the use of anchors		
5. Contribute to handling of cargoes and stores a) Basic knowledge of and precautions to observe in connection with particular types of cargo and identification of IMDG labelling		
6. Contribute to the safe operation of deck equipment and machinery a) Rig & unrig bosun's chairs b) Rig and unrig pilot ladders, hoist, rat-guards and gangways c) Use marlin spike seamanship skills, including the proper use of knots, splices and stoppers d) Knowledge of hoisting and dipping flags and the main single flag signals (A, B, G, H, O, P, Q)		
7. Apply occupational health and safety precautions a) Working in enclosed spaces b) Permit to work systems c) Chemical & Biohazards safety d) Personal safety equipment		
8. Apply precautions and contribute to the prevention of pollution of the marine environment a) Knowledge of the precautions to be taken to prevent pollution of the marine environment b) Knowledge of the use and operation of anti-pollution equipment c) Knowledge of the approved methods for disposal of		

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marine pollutants		
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- g) An examination and assessment will be conducted by an approved training institute at the end of the training programme as detailed below.
- h) To be eligible to sit for the final examination candidates shall have 100% of class room attendance

6.3 Document Requirement

- i. Completed application form
- ii. Current Certificate of Proficiency;
- iii. Refresher and updating course certificate
- iv. Approved sea going service in the relevant rank;
- v. Minimum of 03 months of bridge Watchkeeping duties in the format as provided in Annex – I or in a similar format acceptable to the examiner;
- vi. Valid medical certificate issued by approved medical practitioner;
- vii. Two passport (3cm x 2.5cm) size photographs;
- viii. Fees as per fees regulation;
- ix. Provide documentary evidence of valid and updated following certificates:
 - Proficiency in basic Training (STCW Reg. VI/1)
 - Proficiency in Survival Craft and Rescue Boats other than fast rescue boats (STCW Reg.VI/2 Para 1) for able seafarer's deck and Proficiency in Fast Rescue Boats (if applicable) (STCW Reg. VI/2 Para 2 as required)

Note:

- i. If the application and relevant documents are submitted correctly, new COP will be issued for period of 5 year from the course end date of the refresher and updating certificate.
- ii. The applicant will be able to collect the revalidated COP within two weeks.

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7. **Refresher & Updating Course –Engine/Electro Technical Rating**

Every seafarer holding a certificate issued or recognized under Reg. 11. (11)(12), 12. (2) who intend to return to sea after a period ashore, in order to continue to qualify for seagoing service, be required to update professional competence by refresher and updating training programme or passing and approved test.

7.1 **Eligibility Criteria**

- a) Shall be a holder of a Certificate of Competency issued under the STCW'78 as amended;
- b) Confirmation of the medical fitness in accordance with schedule II of the **Merchant Shipping Standards of training, Certification and Watch keeping for Seafarers as amended**¹³;
- c) Shall have 12 months of approved seagoing service within last 10 years

7.2 **(1) Course, Examination & Assessment Process**

- a) The application for a letter of eligibility (LOE) shall be made through an Approved Maritime Training Institute (AMTI) where the candidate is expecting to enrol to follow the relevant preparatory course. The AMTI shall ensure that the candidate is complying with the enrolment criteria as mentioned the in the Code of Practice.
- b) Approved Maritime Training Institutes (AMTI) able to conduct the respective refresher and updating training programmes for eligible seafarers. The course content and the duration, to achieve the minimum standards of competence shall be as per the DGMS approved core syllabus and detailed syllabi.
- c) The AMTI shall comply with the Regulations, orders and guidelines published by the DGMS.
- d) The AMTI shall conduct final assessments as specified in the approved training programme for candidate who had fulfilled the relevant requirement at the end of training programme.
- e) DGMS may verify the documentation including the results of final assessments during the random and annual audits.

- **OR** -

7.3 **(2) Course, Examination & Assessment Process**

- a) Passing an approved test,
 - i. The candidate will be informed the method of assessment at the time of issuing the letter of eligibility.

¹³ Foreign students may obtain valid medical fitness certificates and eye sight test certificates by approved medical practitioners of the Sri Lankan Administration

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- ii. Subject area will be same as the table specified in the STCW code for the rank requested.

7.4 Engine and Electrical Departments

- a) The course duration shall be at least 05 days
- b) For ratings forming part of an engineering watch and able seafarer engine, an examination and assessment will be conducted by an approved training institute at the end of the training programme as detailed below.

Topic	Examination	Pass Marks
1. Safety	Written	50%
2. Watchkeeping		
3. Safe operation of machines including boilers		
4. Basic environmental protection		
5. Emergency equipment and procedures		
6. Evaluation of complete process		

- c) To be eligible to sit for the final examination candidates shall have 100% of class room attendance
- d) For electro technical ratings, an examination and assessment will be conducted by an approved training institute at the end of the training programme as detailed below.

Topic	Examination	Pass marks
1. Safety	Written	50%
2. Engine room rounds & monitoring of machines & system of electrical/ electronic & control process		
3. Safe operation of machines/systems of electrical/electronic & control process		
4. Basic environmental protection		
5. Emergency/Back up equipment and procedures		
6. Evaluation of complete process		

- e) To be eligible to sit for the final examination candidates shall have 100% of class room attendance.

Note:

- i. If the application and relevant documents submitted correctly, new COP will be issued for period of 5 year from the course end date of the refresher and updating certificate.
- ii. The candidate able to collect the revalidated COP within two weeks.

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7.5 Document Requirement

- i. Filled application form
- ii. Current Certificate of Proficiency;
- iii. Refresher and updating course certificate
- iv. Approved sea going service in the relevant rank;
- v. Minimum of 03 months of bridge Watch keeping duties in the format as provided in Annex – I or in a similar format acceptable to the examiner;
- vi. Valid medical certificate issued by approved medical practitioner;
- vii. Two passport size photographs;
- viii. Fees as per fees regulation;
- ix. Provide documentary evidence of valid and updated following certificates:
- x. Proficiency in basic Training (STCW Reg. VI/1)

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8. **Refresher and updating for COC/COP holders who does not have sea going service within last 10 years.**

Every COC/COP holder, who had not served at sea within last 10 years and in order to continue to qualify for seagoing service, be required to establish continued professional competence as follows

8.1 **Eligibility Criteria**

- a) Shall be a holder of a COC/COP issued under the STCW'78 as amended;
- b) Seafarers shall fulfil the following criteria in order to establish continued professional competence:
 - i. Confirmation of the medical fitness in accordance with Schedule II of the Merchant Shipping Standards of training, Certification and Watch keeping for Seafarers as amended¹⁴;
 - ii. One year of approved sea going service within last 15 years. (Candidates with no sea time within last 15 years will not be considered for revalidation of his COC or COP)
- c) Letter of eligibility will be issued for 2 years and further renewal will not be granted.

8.2 **Document Requirement**

Valid certificates for all ancillary training programmes as describe in the Merchant Shipping (Standards of Training, Certification and Watch Keeping for Seafarers) regulations as amended.

8.3 **Assessment**

- a) The candidate shall appear for all the professional subjects relevant to the COC or COP requested for revalidation, and;
- b) Passing an oral examination conducted by the DGMS.
- c) Above (a) and (b) to be completed within a year from the date of 1st sitting of professional subjects.

Note: All the written subjects shall be completed in one sitting and oral will be conducted as per PR2 of QMS.

8.4 **Issuing of Certificate**

- a) If the application and relevant documents are submitted correctly, new COP/COC will be issued for period of 5 year from the course end date of the refresher and updating certificate

¹⁴ Foreign students may obtain valid medical fitness certificates and eye sight test certificates by approved medical practitioners of the Sri Lankan Administration

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b) The applicant will be able to collect the revalidated COP within two weeks.

9. **Summary of Certificates Status**

Revalidation	Refresher and updating in personal Survival Techniques	Refresher and updating in Survival Craft and Rescue Boats other than Fast Rescue Boats	Refresher and updating in Fast Rescue Boats	Refresher and updating in Fire Prevention and Fire Fighting	Refresher and updating in Advance Fire Fighting	Refresher and updating in Medical Care (MLC 2006)	Refresher and updating in Elementary first aid	Refresher and updating in Medical first aid	Refresher and updating in PSSR	Medical Certificate	Previous COC/COP
Ratings	Yes			Yes			Once		Once	Yes	Yes
Able seafarers	Yes	Yes		Yes			Once		Once	Yes	Yes
COC – Operational Level	Yes	Yes	If rqd	Yes	Yes		Once	Yes	Once	Yes	Yes
COC - Management Level	Yes	Yes	If rqd	Yes	Yes	Yes	Once		Once	Yes	Yes

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10. Summary of Refreshers and Updating of Certificates

Refreshers and updating	Personal Survival Techniques	Survival Craft and Rescue Boats other than Fast Rescue Boats	Fast Rescue Boats	Fire Prevention and Fire Fighting	Advance Fire Fighting	Medical care (MLC 2006)	Elementary first aid	COP in Medical first aid	COP in PSSR	Medical Certificate	Previous COC/COP	Revalidation Cert.
Ratings	Yes			Yes			Once		Once	Yes	Yes	Yes
Able seafarers	Yes	Yes		Yes			Once		Once	Yes	Yes	Yes
COC - Operational Level	Yes	Yes	If rqd	Yes	Yes		Once	Yes	Once	Yes	Yes	Yes
COC - Management Level	Yes	Yes	If rqd	Yes	Yes	Yes	Once		Once	Yes	Yes	Yes

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11. Computation of Sea Service

11.1 All Officers and Ratings:

- a) Computation of seagoing service for officers and ratings for any particular Certificate of Competency or Certificate of Proficiency or endorsement shall be complied in accordance to the regulation 19(1)(2)(3) **of the Merchant Shipping Standards of training, Certification and Watch keeping for Seafarers as amended.**

- b) The qualifying seagoing service for officers and ratings for any particular Certificate of Proficiency issued under chapter V and VI of the STCW convention shall be complied with regulation 13, 14, 15, and 28 **of the Merchant Shipping Standards of training, Certification and Watch keeping for Seafarers as amended.**

- c) Officers of the Executive branch who require to obtain a Certificate of Competency as Navigating Watch-keeping Officer on ships of less than 3000 GT, NCV shall have minimum of the following approved sea-going services;
 - i. Thirty-Six (36) months of propelling time on-board Sri Lanka Navy ships of 500 GT and above, and
 - ii. 06 months of approved sea-going experience on-board Merchant ships of 500 GT and above

- d) Officers of the Executive branch who require to obtain a Certificate of Competency as Navigating Watch-keeping Officer on ships of less than 500 GT, NCV shall have minimum of the following approved sea-going services;
 - i. Thirty-Six (36) months of propelling time on-board Sri Lanka Navy ships of 80 GT and above, and
 - ii. 06 months of approved seagoing experience on-board Merchant ships of 80 GT and above

- e) Sea time required in above c(i) and d(i) shall be performed within a period of ten (10) years preceding the commencement of the assessment and shall include twelve (12) months of sea service within the preceding five (5) years period. The Sea time required in above c(ii) and d(ii) shall be performed within two (2) years preceding the commencement of the assessment.

- f) A letter attested by an Authorized Naval Officer, who has been appointed by the commander of SLN shall be produced to the DGMS by each officer in an agreed standard format for the assessment and confirmation of training, experience, the actual propelling time acquired on board naval vessels and confirming the unblemished naval carrier. The

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aforesaid letter shall describe the type of vessel, Gross tonnage (GT), engaged date, and discharged date, actual propelling time acquired, total sea- service, description of voyages performed during that period and any other remarks.

- g) In addition, the Sri Lanka Navy officers shall;
- i. Produce a medical fitness certificate in the format given by the DGMS confirming the compliance of STCW Reg. I/9 and this certificate shall only be obtained by a DGMS approved medical practitioner;
 - ii. have performed bridge watch-keeping duties on board a merchant ship under the supervision of the master or a qualified officer for a period of not less than six months;
 - iii. Complete the relevant sections of DGMS approved Training Record book including but not limited to “Cargo handling and stowage at operational level, Function/Ref. No 10” and “Controlling the operation of the ship and care for persons on board at the operational level, Function/Ref. No 11 to 17” during the period mentioned in above d(ii) and e(ii);
 - iv. consider the training acquired by a Naval Officer, the Academic qualifications at Naval & Maritime Academy, Bridge Watch-keeping Certification, Ocean Navigation Certification and the Task book has to be produced to the DGMS;
 - v. obtain a Letter of Eligibility after fulfilling d to h above which will allow them to enrol in to relevant Approved Training Programme at an Approved Training Institute;
 - vi. follow relevant approved training programme at an approved training institutes which leads the candidate to obtain the relevant Certificate of Competency including all ancillary short courses relevant to that COC;
 - vii. Be eligible to appear for the exams conducted by DGMS. (Written Test and Oral Examination)
- h) Administration has determined that,
- i. training ship experience,
 - ii. In port watch keeping & maintenance on seagoing ships

may be combined when calculating credible seagoing service towards a Certificate of Competency (COC), a Certificate of Proficiency (COP), Endorsement or revalidation of COC/COP. If the knowledge and experience gained from above methods II to be taken as part of the sea going service, then total of such time shall not exceed 14 days. Following ratio shall be used when determining the period of seagoing service as per above.

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- In port watch keeping & maintenance on seagoing ships

One day on board = one day of sea going experience

The seafarer who seeks his sea going service to be amalgamated with above II method shall obtain necessary approvals from the relevant Examiner at the Merchant Shipping Secretariat prior engagement.

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Annex – I

DECK RATING TESTIMONIAL (Ability and Conduct)

This is to certify that:

Full Name:

Date of Birth : DD / MM / YYYY

Has served onboard: M.V.

Gross Tonnage :

Type of Vessel :

From : DD / MM / YYYY to DD / MM / YYYY

During this period of service, the above-named seafarer has served in the following capacity:

Rating forming part of a navigational watch / rating as able seafarer deck*

Total Duration of Sea Service: Months Days

My report on the service of the above-named seafarer during the period is as follows:

Professional Conduct :
.....

Experience/ability :
.....

Sobriety :

Name of owning/managing company*

Signature

Date :

Name of master / training officer*

Ship's Stamp :

* Delete as appropriate

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Annex – II

<u>RATING / ABLE SEAFARER (ENGINE) OR ELECTRO TECHNICAL RATING TESTIMONIAL (Ability and Conduct)</u>	
This is to certify that:	
Full Name:	
Date of Birth : <u>DD / MM / YYYY</u>	
Has served onboard: M.V.	
Power (kW) :	
Type of Vessel :	
From : <u>DD / MM / YYYY</u> to <u>DD / MM / YYYY</u>	
During this period of service, the above-named seafarer has served in the following capacity: Rating forming part of an Engineering Watch / Rating as Able Seafarer Engine / Electro Technical Rating*	
Total Duration of Sea Service: Months Days	
My report on the service of the above-named seafarer during the period is as follows:	
Professional Conduct :	
Experience/ability :	
Sobriety :	
Name of owning/managing company*	
.....	
_____ Signature	_____ Name of master / training officer*
Date :	
Ship's Stamp :	
* Delete as appropriate	