



BERMUDA MERCHANT SHIPPING NOTICE

OFFICER CERTIFICATION AND ISSUE OF ENDORSEMENTS

This Notice is intended for: Ship Owners, Managers, Masters, Operators, Officers and Crew, Recruitment and Placement agencies.

References:

Merchant Shipping Training, Certification, Manning and Watchkeeping Regulations 2005
International Convention on Standards of Training, Certification and Watch-keeping for Seafarers 1978

Summary: This notice sets out the general requirements for Officer certification on Bermuda ships and the processes for obtaining STCW Endorsements for Officers.

This Notice **supersedes** the requirements in Shipping Notice 2018 - 015

This Notice was issued on 23 October 2019

1. Introduction

The 2010 amendments to the STCW 1978 Convention are given effect in Bermuda by the Merchant Shipping Training, Certification, Manning and Watchkeeping Regulations. These regulations specify the requirements for certification and place clear responsibilities on shipowners to ensure that ships are manned by sufficient personnel holding the appropriate certificates. The Bermuda Shipping and Maritime Authority do not issue certificates of competency. Instead it recognizes by endorsement, in accordance with Regulation I/10 of the STCW Convention, certificates issued by a range of other countries.

2. General Requirements

- (1) Every Master, Officer and Radio Operator who is in charge of a watch, or who is a part of a watch, must have an appropriate and valid certificate of competency. The certificate must incorporate the issuing state's STCW endorsement confirming that it is issued in conformity with the Convention and stating the capacity or capacities in which it is valid and the levels at which it is issued. Officers are required to have their original certificates with them when they join a ship.
- (2) Additionally, for service in a Bermuda ship certificated officers who do not hold a UK Certificate of Competency must hold a Bermuda Endorsement. This document is required by the Convention and confirms that Bermuda as the flag Administration has recognized the certificate for service in a Bermuda ship. Officers holding UK certificates of competency are not required to hold a Bermuda endorsement.

As the UK Certificates of Equivalent Competency (CEC) are issued in recognition of non-UK certificates they are in fact the equivalent of the UK's STCW endorsements hence, they cannot be used for obtaining Bermuda Endorsements.

Officers holding UK Certificates of Equivalent Competency must present their underlying national certificate if they seek a Bermuda endorsement.

3. Eligibility requirements for a Bermuda Endorsement.

- (1) It is a requirement of the Convention and of Bermuda law that officers are proficient in spoken and written English sufficient for their roles on board and it is the responsibility of the shipowner to ensure that this is the case.

The application for an endorsement contains a statement to this effect that must be signed by the shipowner or his representative

- (2) also need to have a knowledge of Bermuda legal requirements and administrative procedures. It is the responsibility of the shipowner, or his representative, to ensure that this requirement is met and the declaration on the application for an endorsement also contains a note to this effect.
- (3) Some countries include the function “Radiocommunications” in the set of functions included in the STCW endorsement part of the certificate of competency. This will always be at the operational level. Some countries issue a separate GMDSS certificate with an STCW endorsement showing “Radiocommunications” at the operational level. When the radio function is included in a separate certificate then a copy of this will need to be included in the application for a Bermuda endorsement.

The Bermuda endorsement will include the function “radiocommunications” with the other functions.

4. Endorsements for service in specialised ships.

- (1) Officers who are required to serve in tankers (oil, gas or chemical) are required by the Convention (Chapter V) to hold an appropriate certificate issued by the certificate issuing state or other STCW Convention countries to demonstrate that they have completed the requisite training.
- (2) Bermuda Endorsements issued to officers whose certificate of competency is accompanied by a correct certificate (or by an endorsement on their certificate of competency) showing an eligibility for service in tankers will have the same eligibility shown on their Bermuda endorsement.
- (3) Officers who are to serve in passenger ships are required to have completed a range of training required by STCW Chapter V but in these cases they require only to have documentary evidence of having completed the training and it is the responsibility of the shipowner to ensure that the officers concerned have the appropriate evidence and that it is available when the officers are on board. It can be asked for by Port State Control officers. The eligibility for passenger ships will not be shown on the Bermuda endorsement.

5. Validity of Endorsements

- (1) Bermuda endorsements will normally be issued to the same expiry date as the STCW endorsement issued as part of the officer’s underlying certificate of competency. However the Administration has the right to issue shorter term endorsement in any particular case if it chooses.

The maximum period of validity of any Bermuda endorsement is therefore 5 years and on its expiry the shipowner or manager will have to apply for a new endorsement. There is no facility for extending endorsements.

- (2) A valid Bermuda endorsement may be used in the capacity stated on it, or in a lower capacity, in any Bermuda ship subject to any limitations that are stated on it.

6. Application for an endorsement.

- (1) Applications are only accepted from the shipowner or the ship manager or (where the details have been forwarded to the Administration) the shipowner's contracted crew manager. Applications from individuals are not accepted.

In cases where an officer has obtained a higher grade of certificate and requires a new endorsement to reflect the new qualification and in cases where an endorsement has expired it will not be necessary to return the old endorsement to the Administration. It should be destroyed by the holder on receipt of the new document.

7. Procedure for making an application.

- (1) The Convention requires that every officer holding a certificate of competency not issued by the flag Administration must have a flag state endorsement. In order to allow time for the applications to be processed the Convention allows for evidence of the application having been made to be available on board and accepted for a maximum of three months before the actual endorsement document reaches the ship.
- (2) Bermuda follows this procedure and the Maritime Administration will issue electronically a statement immediately on receipt of a valid application confirming that the application has been made and that the process for issue of an endorsement has been started. This statement fulfils the requirements of the Convention and will serve as evidence of a valid application for up to three months.

The three month period is ample time for the application to be processed and for the final endorsement document to be sent to the ship.

The process for an endorsement application should be:

1. Complete the application form. (available on the Administration website)
The application form can be completed electronically, and is in a WORD format. Save the completed application form.
2. Print off page three of the application form and attach the officer's photograph and have the officer place his signature in the space provided. Then sign the declaration if this is correct and make a clear scan of this page.
3. Make good copies of the officer's supporting documentation:
 - a. Certificate of competency ensuring that the national STCW endorsement is also copied.
 - b. Any certificates attesting to training in tankers as necessary,
 - c. The officer's GMDSS certificate where this is issued as a separate document.
 - d. The officer's passport or national ID card,
 - e. Any previous Bermuda endorsement where one has been issued.
4. Check that all the necessary data is correctly included through the checklist on page 2 of the application.
5. Send all three pages of the completed application form as a "Word" document with a scanned copy of page three and scans of the supporting documents by email with a header in the format STCW Endorsement application (name of seafarer) to;
endorsements@bermudashipping.bm

6. On receipt the application will be checked and if correct the first page of the application, which forms the statement from the Administration confirming receipt will be signed, stamped, scanned and emailed back.

8. Countries whose certificates of competency are accepted.

The current list of countries whose certificates of competency are accepted by Bermuda is attached as Appendix 1 to this Notice.

Courier: 4th Floor, Mintflower Place, 8 Par-la-Ville Road, Hamilton HM 08, Bermuda
Telephone: 1(441) 295-7251 **Fax:** 1(441) 295-3718
e-mail: admin@bermudashipping.bm www.bermudashipping.bm

Bermuda Shipping Notice 2019 – 015 Appendix 1

Countries accepted for the issue of Bermuda endorsements;

Australia	Lithuania
Belgium	Malaysia
Brazil	Malta
Bulgaria	Mexico
Canada	Montenegro
China	Myanmar
Croatia	Netherlands
Cyprus	New Zealand
Czech Republic	Norway
Denmark	Pakistan
Estonia	Philippines
Faroe Islands	Poland
Finland	Portugal
France	Romania
Germany	Russian Federation
Greece	Serbia
Hong Kong	Singapore
Hungary	Slovenia
Iceland	South Africa
India	South Korea
Iran	Spain
Ireland	Sri Lanka
Italy	Sweden
Jamaica	U.S.A.
Latvia	Ukraine