



TUVALU SHIP REGISTRY

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REGISTRY CIRCULAR

RC-5/2012/1

02/2019

FOR: Ship Owners, Ship Managers, Ship Operators

SUBJECT: CREW ENDORSEMENT APPLICATION

DEFINITIONS:

- "COC" – Certificate of Competency in accordance to the STCW
- "COE" – Certificate of Endorsement (issued against an officer's COC / GOC / DCE / SSO)
- "DCE" – Dangerous Cargo Endorsement (e.g. Advanced Oil/Chemical Tanker Certificate)
- "GOC" – GMDSS Operator Certificate
- "PCOE" – Provisional Certificate of Endorsement (issued against an officer's COC / GOC / DCE / SSO)
- "ROC" – Radio Operator Certificate
- "SSO" – Ship Security Officer Certificate
- "STCW" – International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended

PURPOSE: This circular provides the application procedure of Tuvalu Crew Endorsements on the Tuvalu On-line Registry (TOR) platform which are required **ONLY for officers** serving onboard Tuvalu flagged vessels.

A. TUVALU ON-LINE REGISTRY (TOR) PLATFORM

1. The Tuvalu Administration has adopted the full implementation of electronic certificates (refer to Marine Circular MC-3/2015/1 for more details and verification methods).
2. To login to the TOR platform or to register for an account, please go to the ONLINE SERVICES menu at <https://tvship.com>.
3. A TOR account is required to apply for Tuvalu Crew Endorsement(s) on the TOR platform.

(Note: Please contact this office either by phone/email (+65-6224-2345 / crewing@tvship.com) with submission of a screen shot(s) should you experience any problems on the TOR platform)

B. GENERAL

PCOE(s) are issued with 3 months validity to allow the crew to serve onboard a Tuvalu flagged vessel while processing issuance of COE which will be valid for 3 years or up till the expiry of the officer's COC / DCE / GOC / SSO, whichever earlier.

C. STEPS FOR APPLICATION INSIDE TOR PLATFORM

1. STEP 1

- Go to <COE Application> and select <Search> to complete any of the fills to check if the crew has previously applied for PCOE on the TOR platform.
- If the crew does not exist, please proceed to STEP 1.1, however, if the crew does exist, please proceed to STEP 1.2.

1.1. **First Time application (Crew has not previously applied for PCOE on TOR platform):**

- 1.1.1. Go to <COE Application> and select <Vessel Crew List>.
- 1.1.2. Check if that a Crew List has been created for the vessel that the applicant will be serving on.
- 1.1.3. If Crew List is available, please proceed to STEP 2, otherwise, please click <Add Vessel Crew List> to create a Crew List for the vessel.

- 1.1.4. Please follow crew name in accordance to the crew's Certificate of Competency during Crew List creation.
- 1.1.5. Creation of Crew List on TOR is mandatory for application of Tuvalu Crew Endorsement as it allows the Administration to be updated with the latest Crew List without the need for Ship Owners to submit it manually.

Note: Users may wish to rely solely on the TOR platform to prepare Crew List for Tuvalu flagged vessels as the TOR allows customization for the user add up to 10 columns of additional data and export the customized Crew List to Excel.

1.2. Crew has existing PCOE and wishes to apply for new or additional PCOE:

- 1.2.1. Click on the "Crew's Name" to go into the Crew's "Applicant Details".
- 1.2.2. In the "Applicant Details", you may re-assign the crew to another vessel by clicking on the "Assign Vessel" button.
- 1.2.3. Then proceed to apply for PCOE by clicking on the "Re-Apply COE" button and proceed to STEP 3, followed by STEP 4.3 to 4.8 where applicable, e.g. new Medical Certificate (MC), Photo, Passport etc, and finally ending with STEP 5.

2. STEP 2:

- 2.1. Crew List created for the vessel will be shown on the screen with the "Date Created".
- 2.2. Click on the "Date Created" to access the Crew List.
- 2.3. Make changes to the Crew List as necessary (i.e. add or delete crew).
- 2.4. Select the checkbox under the "Apply COE" column for all the crew that you wish to apply COE for (you may apply PCOE for multiple crew during application).
- 2.5. Select the checkbox to confirm that all crew onboard are holding valid Security Awareness Certificate in accordance to STCW Regulation VI/6 and proceed to click on the "Apply COE" button.

3. STEP 3:

- 3.1. Select the Billing Party for the invoice to be addressed for the application of COE. Otherwise, add a new Billing Party where you will be notified once the Billing Party has been approved.
- 3.2. Click "Continue"

4. STEP 4:

- 4.1. Edit the information relating to the applicant(s) if necessary.
- 4.2. A button will be created for each applicant on the top of the screen.
- 4.3. Input the Medical Certificate (MC) information and upload copy of the MC for the applicant(s). Take note that MC needs to have minimum 6 months validity from submission of application.
- 4.4. Select the type of COE required through the <Apply COC> / <Apply GOC/ROC> / <Apply SSO> / <Apply DCE> buttons.
- 4.5. Input the required information and upload copy of the COC / GOC / ROC / SSO / DCE, as applicable.
- 4.6. Finally, upload a copy of the applicant's Passport (mandatory). All other documents listed under "Upload documents" are not mandatory at this point but may be uploaded if available for applications that wish to eventually obtain COE.
- 4.7. Colour passport-sized photos uploaded should have the following specifications:
 - 35mm (width) by 45mm (height)
 - Jpeg format only
 - File size not exceeding 200KB

Note: To ensure clarity of the photo, applicants are encouraged to ensure the following:

- Picture has resolution of at least 300pixel per inch.
- If the camera is used to take the photo, the camera's resolution should not be below 2 mega pixel.
- If a scanner is used to scan the photo, image of the photo should be 400(width) by 514 pixels(height).

- 4.8. If all in order, proceed to click "Submit Application(s)"

5. STEP 5:

- 5.1. A summary of the applicant's outstanding documents for COE will be displayed. This can be ignored if applicant only requires PCOE.
- 5.2. Make the correct selection for "PCOE/COE" for the correct fees to apply.
- 5.3. Select the checkbox to confirm all the terms of the declaration.
- 5.4. Click the "Submit to Generate Invoice and PCOE" button.

6. Successful application will allow user to access the PCOE and relevant invoice immediately for download by clicking on the "PCOE No." and "Invoice No." respectively.
7. Clicking on the Name of the crew will bring the user to the Crew's "Applicant Details" to allow the user to upload any missing documents for processing of COE e.g. Photo, Verification Document from the issuing authority, etc.
8. Please submit all missing documents for COE before expiry of the PCOE to avoid unnecessary delays in obtaining COE.
9. Users can easily access all PCOEs, COEs, related invoices, and Crew Files by going to <COE Application> and selecting <COE Records>.

D. GUIDE ON VARIOUS TYPES STCW CERTIFICATE(S)

1. **Master and Deck Department**
Certificate of Competency (navigational watch) issued in accordance with STCW Chapter II
2. **Engine Department**
 - 2.1. Certificate of Competency (engineering watch) issued in accordance with STCW Chapter III
 - 2.2. Certificate of Competency (electro-technical) issued in accordance with STCW Chapter III/6
3. **Radiocommunication and Radio Operator**
Certificate of Competency (GMDSS GOC/ROC) issued in accordance with STCW Chapter IV
4. **Oil and Chemical Tankers**
 - 4.1. Certificate of Training (oil and chemical tankers cargo operations) issued in accordance with STCW Chapter V/1-1
 - 4.2. Certificate of Training (advance fire-fighting) issued in accordance with STCW Chapter VI/3
5. **Liquefied Gas Tankers**
 - 5.1. Certificate of Training (liquefied gas tankers cargo operations) issued in accordance with STCW Chapter V/1-2
 - 5.2. Certificate of Training (advance fire-fighting) issued in accordance with STCW Chapter VI/3
6. **Passenger Ships**
Certificate of Training (various passenger ship safety trainings) issued in accordance with STCW Chapter V/2
7. **IGF Code Ships (ships using gases or other low-flashpoint fuels for propulsion)**
Certificate of Competency (service on ships subject to IGF Code) issued in accordance with STCW Chapter V/3
8. **Ship Security Officer**
Certificate of Proficiency (ship security training) in accordance with STCW Chapter VI/5

Note:

Please contact this office either by phone/email (+65 6224 2345 / crewing@tvship.com) for any problems encountered during the online application process.

Best regards,

Crewing Department
Tuvalu Ship Registry