



TUVALU SHIP REGISTRY

Vaiaku, Funafuti, Tuvalu

Email: info@tvship.com Website: www.tvship.com

REGISTRY CIRCULAR

RC-5/2012/1

1/2018

FOR: Ship Owners, Ship Managers, Ship Operators

SUBJECT: TUVALU SHIP REGISTRY CREW ENDORSEMENT APPLICATION PROCEDURES

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. Advance Oil/Chemical Tanker Certificate)
- "GOC" – GMDSS Operator Certificate
- "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 is to provide guidance to all Owners, Managers and Agents on the procedure for online application of Tuvalu Crew Endorsements that are required **ONLY for officers** serving onboard Tuvalu flagged vessels.

CONTENTS:

1. Owners / Managers / Agents should use their unique user-ID and password to access the online Application for COE (those who do not have a user-ID and password, or have forgotten their login details, may contact us at: crewing@tvship.com to generate a new login).
2. Owners / Managers / Agents may also upload the COC / DCE / GOC / SSO of the applying officer online (or submit it by email to: crewing@tvship.com).
3. Upon completion of the online application, the submitter will receive an acknowledgement by email confirming that the application has been submitted for our review for issuance of Provisional COE.
4. The officer(s) will be issued an **ELECTRONIC** Provisional COE(s) with 3 months validity if the submitted application and COC / DCE / GOC / SSO are deemed satisfactory.
5. If the Officer is applying for Permanent COE, then the following should also be uploaded online (or submitted by email to: crewing@tvship.com):
 - (i) Medical Certificate (minimum 6 months validity from submission of application)
 - (ii) Certificate of Proficiency for Security-Related Training for all Seafarers in accordance to STCW VI/6 (applicable to vessels that comply to the ISPS Code - refer to Marine Circular MC-7/2013/1)

- (iii) Colour passport sized photo with 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)
6. As of 01 January 2018, all Permanent COEs issued by the Administration shall only be in **ELECTRONIC** format.
7. For issuance of Permanent COE (3 years validity or expiry of the officer's COC / DCE / GOC / SSO, whichever earlier), the Administration will require the verification of the COC / DCE / GOC / SSO by the respective issuing authorities.
8. The below serves as a guide on the various STCW Certificate(s) that should be submitted for the issuance of COE based on the officer's capacity, function, and ship type.

8.1. Master and Deck Department

Certificate of Competency (navigational watch) issued in accordance with STCW Chapter II

8.2. Engine Department

(i) Certificate of Competency (engineering watch) issued in accordance with STCW Chapter III

(ii) Certificate of Competency (electro-technical) issued in accordance with STCW Chapter III/6

8.3. Radiocommunication and Radio Operator

Certificate of Competency (GMDSS GOC/ROC) issued in accordance with STCW Chapter IV

8.4. Oil and Chemical Tankers

(i) Certificate of Training (oil and chemical tankers cargo operations) issued in accordance with STCW Chapter V/1-1

(ii) Certificate of Training (advance fire-fighting) issued in accordance with STCW Chapter VI/3

8.5. Liquefied Gas Tankers

(i) Certificate of Training (liquefied gas tankers cargo operations) issued in accordance with STCW Chapter V/1-2

(ii) Certificate of Training (advance fire-fighting) issued in accordance with STCW Chapter VI/3

8.6. Passenger Ships

Certificate of Training (various passenger ship safety trainings) issued in accordance with STCW Chapter V/2

8.7. 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

8.8. 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; and*
- *Verification of ELECTRONIC Provisional COEs if necessary.*

Best regards,

Crewing Department
Tuvalu Ship Registry