



TUVALU SHIP REGISTRY

Vaiaku, Funafuti, Tuvalu

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

REGISTRY CIRCULAR

RC-5/2012/1

05/2020

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)

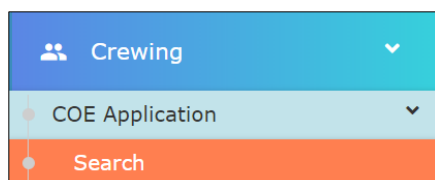
B. GENERAL

All successful applicants will first be issued with a PCOE(s) valid for 3 months to allow the crew to serve onboard a Tuvalu flagged vessel while awaiting the process for issuance of final 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 OF TUVALU CREW ENDORSEMENT IN TOR

1. STEP 1

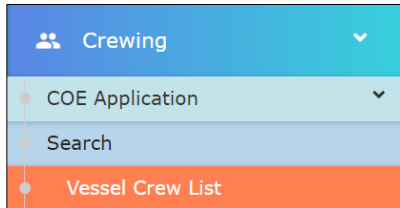
- Under <Crewing> Menu, click on <COE Application> followed by <Search> to check whether the officer (applicant) that you wish to apply PCOE for, already has a record on TOR.



- If the applicant cannot be found, please proceed to PARA 1.1, however, if the applicant can be found in TOR, please proceed to PARA 1.2.

1.1. **First Time application (Applicant not found on TOR):**

1.1.1. Click on <Vessel Crew List>.



1.1.2. Use the <Search> box and searching by the “Vessel’s Name” or “Official Number” to check if a Crew List, of the vessel that the officer will be serving on, can be found on TOR.

Search:

1.1.3. If the Crew List is available, please proceed to PARA 2.1, otherwise, please click <Add Vessel Crew List> button found at the bottom of the page to create a Crew List for the vessel.

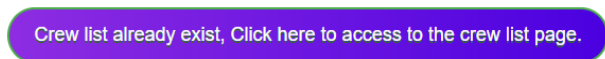


1.1.4. Select the vessel from the “Vessel Name” dropdown list followed by the “Number of Crew”. You may add additional columns to customize the Crew List by selecting the number of columns to add from the “Add New Columns” dropdown box.

(Note: Users may choose to use TOR for Crew List preparation as the function allows customization to add up to 10 columns of additional data besides the 5 mandatory fills and be exported to Excel.)

Vessel Name *
Number of Crew *
Add New Columns *

You will see the prompt below if a Crew List already exists for the selected “Vessel Name”, in which case please click on the button and continue from PARA 2.2.




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.

1.1.6. Upon creation of the Crew List, please continue from PARA 2.2.

1.2. **Officer has existing record and wishes to apply for new or additional PCOE:**

1.2.1. Click on the officer's name to go into his/her <Applicant Details>.

No.	Name
1349	TEST1

 Applicant Details of TEST1 [MASTER]

1.2.2. Here you may:

1.2.2.1. Re-assign the officer to another vessel in your fleet by clicking on the <Assign Vessel> button. This will move the applicant to another crew list in your fleet.

ASSIGN VESSEL

1.2.2.2. Apply for PCOE by clicking on the <Re-Apply COE> button which will bring you to the <COE Application Re-Apply Wizard> which continues from PARA 3.

RE-APPLY COE

COE Application Re-Apply Wizard

1.2.2.3. Sign Off the officer if he/she is no longer serving on any vessel of your fleet by clicking on the <Sign Off> button.

SIGN OFF

You can assign an officer, previously signed off, back to any vessel in your fleet by clicking on the <Assign Vessel> button.

2. STEP 2:

2.1. Click the date under <Date Created> of the applicable vessel to access its Crew List.

S/N	Date Created
1	04/05/2020

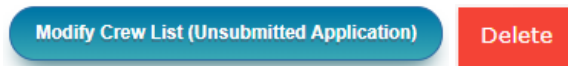
2.2. The following Tabs will be available within the vessel's Crew List:

Crew without COE Crew with COE All Crew Signed Off Add New Crew

2.2.1. <Crew without COE>

- This contains non-officer crew for purpose of a Crew List, as well as officers that do not yet have a history of PCOE/COE application.

- You may Modify or Delete any crew/officer from the Crew List here by using the respective buttons:



- To apply for PCOE/COE for any officer here. please select the checkbox under the <Apply COE> column (you may submit multiple applications by selecting more than one checkbox).

No.	Apply COE	Name (as per Certificate of Competency (if any))
1	<input checked="" type="checkbox"/>	TEST

- This is followed by the mandatory requirement to click the checkbox to confirm that the applicant(s) hold valid Security Awareness Certificate in accordance to STCW Regulation VI/6 which will enable the <Apply COE> button for you to click and proceed to the <COE Application Wizard> which continues from PARA 3

ⓘ Please agree to the following declaration before making COE application.

I Agree
 All crews onboard are holding valid Security Awareness Training Certificate in accordance to STCW Regulation VI/6

2.2.2. <Crew with COE>

- This contains all the officers in the Crew List that hold a Tuvalu PCOE/COE.
- To apply for new PCOE/COE for any officer here. please refer to PARA 1.2.2.2.

2.2.3. <All Crew>

- This contains all crew in the Crew List and serves as an updated crew list for the Flag and may be exported in excel for personal use.

2.2.4. <Signed Off>

- This contains all crew that you have signed off using the function in PARA 1.2.2.3.

2.2.5. <Add New Crew>

- This tab allows you to add new crew which may either be non-officer crew for purpose of submitting an updated Crew List to the Flag, or officers whom you wish to apply PCOE/COE for.

3. STEP 3:

- 3.1. Select the correct Billing Party for the invoice to be addressed. If the Billing Party is not found, please click the <Add new Billing Party> link to add a new Billing Party for approval. You will be notified once the Billing Party has been approved.

[\(+\). Add new Billing Party \(if not listed above\)](#)

- 3.2. Once the Billing Party has been selected, click the <Next> button to proceed to Step 2 of the Wizard.

NEXT

- 3.3. You may click the <Save> button at the bottom of the page at any time during Step 2 of the Wizard to be continued at a future login.

SAVE

3.4. COE Application

- 3.4.1. Please select the type of COE required for the applicant(s).

(Note: There will be a separate Tab for each applicant if there is more than one applicant – refer to PARA 2.2.1)

You may select more than one type of COE for each applicant, for e.g. COC + SSO.

<input type="checkbox"/>	COC
<input type="checkbox"/>	GOC/ROC
<input type="checkbox"/>	SSO
<input type="checkbox"/>	DCE

- 3.4.2. For each type of COE applies, please input the required information, and upload a copy of the certificate.

(Note: You may use the <Certificate duplication tool> button if two or more types of COE are contained in one certificate to avoid keying in the same information multiple times)

 Certificate duplication tool

3.5. Applicant Details

- 3.5.1. Edit the particulars of the applicant(s) if necessary

- 3.5.2. Input the Medical Certificate (MC) information

- 3.5.3. Upload the requested files/documents:

- **Passport**
(Note: Only applicant's Passport is mandatory at this stage for issuance of PCOE, but we recommend that all available files/documents be uploaded at this stage if possible to shorten the processing time for COE)
- **Medical Certificate** (Note: MC needs to have minimum 6 months validity from submission of application)
- **Photo**

Colour passport-sized photos uploaded should have the following specifications:
- 35mm (width) by 45mm (height)
- Jpeg format only
- File size not exceeding 200KB

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).

- Security Training with Designated Security Duties Certificate
- Security Awareness Training Certificate

3.5.4. Upload the Authentication for each type of COE applies if available at this stage.
(Note: Mandatory if PCOE is to be converted to COE)

4. STEP 4:

4.1. Once PARA 3.4 and 3.5 has been completed to the minimum required to process PCOE, a pop-up window <COE Application Summary> will appear allowing you to select the following options:

4.1.1. PCOE and COE – select this if there is the intention to have the applicant's PCOE be converted to COE.

4.1.2. 3 Months PCOE Only – select this if the applicant does not intend to obtain COE and will no longer serve on a Tuvalu vessel after PCOE expires.

4.2. To proceed, please select the checkbox to agree to all the terms of the declaration followed by clicking the <Submit to Generate Invoice and PCOE> button.

5. A successful application will bring you to the <COE Records> page where you will find the latest application(s) at the top of the COE Listing. Here you will be able to download the PCOE(s) and invoice(s) by clicking on the <PCOE No.> and <Invoice No.> respectively.

USEFUL TIP:

You can easily access all PCOEs, COEs, related invoices, and Crew Files at <COE Records>.

6. Clicking on the Name of the applicant will bring you to his/her <Applicant Details> where you can upload outstanding files/documents for processing of COE e.g. Photo, Verification Document from the issuing authority, etc. (refer to PARA 3.5.3.)

(Note: Where COE is desired, please submit all outstanding files/documents in advance before expiry of the PCOE to avoid unnecessary delays in obtaining COE)

Name
TEST502
Rank: CHIEF ENGINEER
Nationality: Chinese

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