Commonwealth of Dominica

Office of the Maritime Administrator

TO: **ALL SHIPOWNERS, OPERATORS, MASTERS, OFFICERS, MARINE PERSONNEL, TRAINING INSTITUTIONS, FACILITIES AND TRAINING PROVIDERS, MANNING AGENCIES, AND RECOGNIZED ORGANIZATIONS**

SUBJECT: **Guidance On In-Service Training Using Administration Accepted Training Record Books**

REFERENCE: **(a)**   **International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended, as prescribed in Section A-I/6 of the Code**

PURPOSE: **This Circular establishes guidance for In-service Training as prescribed in Section A-I/6 of the STCW Code using the Administration's Training Record Book. The Administration provided TRB provides guidance for training and assessment of competencies to streamline the certification process for mariners actively engaged in service.**

APPLICABILITY: **Shipowners, Operators, Masters, Officers, Marine Personnel Training Institutions, Facilities and Training Providers and Recognized Organizations seeking approval under the Dominica Marine Personnel Licensing, Documentation and Certification Program to serve designated examiners, assessors or auditors of Training Institutions, Facilities and Training Providers on behalf of Dominica. This Circular applies only to self-propelled MODU's.**

DESCRIPTION:

1.0   **Background**

 .1   In 1993, the International Maritime Organization (IMO) embarked on a comprehensive revision of the Standards for Training Certification and Watchkeeping - 1978 (STCW) to establish the highest practical standards of competence for mariners and to reduce human error as a major cause of marine casualties. On July 7, 1995, a conference of Parties to the STCW adopted a package of amendments to the Convention which establishes

requirements for qualification of masters, officers, watchkeeping and other crew personnel on seagoing merchant vessels operating outside the boundary line and the responsibilities of companies that operate such vessels. The STCW Amendments entered into force on February 1, 1997.

.2 STCW Regulation II/1 (officer of the navigational watch) requires candidates for certification to have "approved seagoing service of not less than one year as part of an approved training program which includes on-board training which meets the requirements of Section A-II/1 of the STCW Code and is documented in an approved training record book, or, otherwise, have approved seagoing service of not less than three years" and have completed approved education and training.

.3 STCW Regulation II/2 (masters and chief mates on ships of 500 gross tonnage or more) requires candidates for certification to meet the requirements for certification as an officer in charge of a navigational watch and to have "approved seagoing service of not less than one year, and for certification as master, not less than 24 months as officer in charge of a navigational watch with no less than 12 months as chief mate and having completed an approved education and training program which may include on-board training which meets the requirements of Section A-II/2 of the STCW Code and is documented in an approved training record book.

.4 STCW Regulation III/1 (officer in charge of an engineering watch or designated duty engineer) requires that candidates for certification have "completed not less than six months seagoing service in the engine department" and have "completed approved education and training of at least 30 months". This is to include on-board training documented in an approved training record book, meeting the standards of competence specified in Section A-III/1 of the STCW Code"

.5 STCW Regulation III/1 (chief engineer officer and second engineer officer in charge of a vessel powered by 750 kW or more) requires that candidates for certification to have met the requirements for certification as an officer in charge of an engineering watch and, for certification as second engineer, shall have no less than 12 months of sea-service as assistant engineer, or for certification as chief engineer, shall have no less than 24 months of sea service with no less than 12 months served while qualified as second engineer while engaged in an approved education and training program. This may include on-board training documented in an approved training record book, meeting the standards of competence specified in Section A-III/3 of the STCW Code".

.6 STCW Regulation II/4 (ratings forming part of a navigational watch) requires candidates for certification to have "completed not less than six months seagoing experience in the deck department while on watch" and have completed special training, either pre-sea or on-board ship, including an approved period of sea-going service not less than two months. This is to include in-service or on-board training which is documented in the

Page 2 of 7
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Administration-approved TRB, meeting the standards of competence specified in Table A-II/4 of the STCW Code.

.7 STCW Regulation III/4 (ratings forming part of a watch in a manned engine-room or designated to perform duties in a periodically un-manned engine room) requires candidates for certification have "completed not less than six months seagoing experience in the engineering department while on watch" and have completed special training, either pre-sea or on-board ship, including an approved period of sea-going service not less than two months. This is to include In-service or on-board training which is documented in the Administration approved TRB, meeting the standards of competence specified in Table A-III/4 of the STCW Code.

.8 STCW Regulation IV/2 (person in charge of or performing the duties on a ship required to participate in the GMDSS) requires a candidate must have completed approved education and training, which may include in-service training, and meet the standards of competence specified in section A-IV/2 of the STCW Code.

2.0   Discussion

.1 The Administration requires formal record keeping of demonstrated competencies and formalized training as part of an approved program of training, in addition to approved In-service training and/or examinations, as criteria for issuing STCW certificates and endorsements.

.2 assist individuals and/or training organizations with a tool to compile an appropriate document for the purpose of verifying the performance of training and assessment functions during in-service training and/or other types of training;

.3 enable those who offer training to merchant mariners an appropriate record keeping system to ensure that qualified individuals can verify that all skill demonstrations and knowledge have been provided; and

.4 assist those who conduct monitoring of training programs under a quality standards system in evaluating whether the program is achieving its stated objectives and meeting regulatory requirements.

.5 The Administration clearly approves of in-service training. Shipping companies and mariners may opt for the in-service training route to certification under the STCW Convention. It should be noted that under sections .2 through .8 under "Background" of this document, describe the given certification tracks for mariners to upgrade their level of operational competence. The in-service training track is less time consuming and may prove to be considerably more cost-effective. Ship owners and mariners may choose to partner with a training provider who can umbrella organizations under their approved program.

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.6   The following questions and answers provide information in-service training and on Training Record Books:

1.   **What is** *"In-service Training?"*

In-service Training is one method of training, assessing and attesting of competence as prescribed in Section A-I/6 of the STCW Code while either on-board ship or ashore. The Dominica Maritime Administration will allow in-service training and assessment programs if organizations use the Administration provided Training Record Book and receive approval of their program through the Administration or a "Recognized Organization." In-service Training can be best described as an "apprentice program" and when combined with specific professional development courses as prescribed by STCW, can be the tool for a mariner to enhance his/her certificate of competence or license.

2.   Why should I choose "In-service Training" over traditional methods of certification?

In-service training is faster and more cost effective. A mariner can actually increase his/her employment opportunities by acquiring maritime documents in approximately one-third less time than by following a standard approved sea-going period combined with marine shore side education and training. It can be compared to an apprentice program and offers mariners the ability to earn an income while "in-training." The system actually measures performance criteria of hands-on application for the actual job function required in the field of employment. It also requires less capital than attending a marine education and training institution.

3.   **Why is a Training Record Book needed during training, in-service, or otherwise?**

A Training Record Book (TRB) is required by the Administration for certification of competencies during "in-service training" and is an attestation of competence by other means of training for officers in charge of navigational watch on ships of 500 gross tonnage or more, or certification of officers in charge of an engineering watch in a manned engine room or as a designated duty engineer in a periodically unmanned engine room, to adequately document systematic practical training and experience in the tasks, duties, and responsibilities of an officer in charge of a watch. While STCW 95 does not require a TRB to become a rating forming part of a navigational watch or a rating forming part of an engineering watch, the Administration has created a section in our TRB for a mariner to document his/her training and assessment from the beginning of a career until the end. This TRB includes all ancillary training required by the STCW Code for a specified function or certificate of competence. Every mariner will receive a TRB upon entry into the Commonwealth of Dominica Merchant Marine. The TRB is well suited to be used when monitoring in-service training.

4.   Who needs a TRB?

Candidates for certificates as officers in charge of a navigational or engineering watch engaged in in-service training or on-board training are required to have training record books to attest to their competency and candidates for alternative certificates which attest competency at the operation level. However, while training record books are not required for mariners in training as ratings forming part of, either, navigational or engineering watches, the Administration

approved TRB includes attestation of competencies to certify ratings in training through in-service or on-board training.

5.   Should every mariner have a training record book, regardless of what training and certification program he/she is in?

The short answer is yes! Here are the reasons:

The training record book provides a mariner with a list of actual competencies that he/she is proficient in. It can act as a resume of sort and if totally taken advantage of, can establish a career tracking mechanism from beginning to end. Mariners using the training record book should have approved training providers sign their books even if the courses are outside of the in-service training track.

The training record book will serve as an attestation of skills that a number of levels of assessors and/or examiners will have used to verify a mariners competency. This may prove useful during a mishap or marine casualty in order for marine investigators to thoroughly examine the competence of the mariner.

6. What is provided in a TRB?
     A TRB must contain the following items:

   (a) The identity of the candidate.
   (b) The tasks to be performed or the skills to be demonstrated, with reference to the standards of competence set forth in the tables of the appropriate sections in part A of the STCW code.
   (c) The criteria to be used in determining that the tasks or skills have been performed properly, again with reference to the standards of competence set forth in the tables of the appropriate sections in part A of the STCW code.
   (d) A place for a qualified instructor to indicate by his or her initials that the candidate has received training in the proper performance of the task or skill.
   (e) A place for the a designated examiner to indicate by his or her initials that the candidate has successfully completed a practical demonstration and has proved competent in the task or skill under the criteria, when assessment of competence is to be documented in the record books.
   (f) The identity of each qualified instructor, including any Administration license or document held, and the instructor's signature.
   (g) The identity of each designated examiner, when any assessment of competence is recorded, including any Administration license or document held, and the examiner's signature confirming that his or her initials certify that he or she has witnessed the practical demonstration of a particular task or skill by the candidate.
   (h) A listing that includes the tasks and corresponding criteria for satisfactory performance as a watchstander or rating for either a navigational watch or an engine room watch.
   (i) A personal history page with a photo ID

Page 5 of 7
Inquiries concerning the subject of this Notice should be directed to the Deputy Maritime Administrator
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(j) Ship service record and ship data sheet
(k) Record of Master's TRB inspection at time of singing
(l) Record of training officer's review of training progress

7.   Is there guidance on how to use the TRBs?
Yes. It is in the front section of the Dominica Training Record Book. It provides guidance in the use, scope, and objectives of the TRB and associated in services training programs and on instructional and assessment techniques and arrangements to be taken into account when using the training record book for on-board instruction and assessment as well as other types of marine education and training.

Dominica Maritime Administration will provide a complete Training Record Book for deck and engineering career tracks. Companies choosing to utilize the Dominica TRB may do so by ordering from the Maritime Personnel Division, DMRI.

8.   Can in-service training be used for specialty training and certification such as Tanker operations training or GMDSS?

Yes, Specialty training prescribed in the section A-IV/2 through section A-VI/4-2 may be complied with under an approved in-service training program using the Administration provided TRB. However, for the most part, sections A-VI/1-1, A-VI/1-2 and A-VI/3 can not be completed through in service training because of the practicality and more importantly, the safety of the vessel and crew.

9.   Can in-service training be used to revalidate or re-certify levels of competence as prescribed in Section A-I/11 of the STCW Code?

Yes. While in service, a mariner should ensure that his/her Ship Service Record information is appropriately filled out upon discharge. A mariner must complete at least one year at sea during a five-year period. The Ship Service Record will indicate or justify the actual time spent at sea.

If a mariner does not fulfill his/her sea-time requirement, he/she may use in-service training with the Administration prescribed TRB as a means of revalidation of competence. Simply order a new TRB from the Deputy Maritime Administrator for Marine Personnel and have it filled out during each new five-year period.

It is important to note that training prescribed in the section A-IV/2 through section A-VI/4-2 must be revalidated or refreshed every five years.

10.   Can I use a TRB that was provided under the approval of another Administration?

Yes, but only until provided with the Dominica Maritime Administration TRB. The Deputy Administrator for Marine Personnel will evaluate the sign offs demonstrated in your previous TRB and match them with your Dominica Maritime Administration provided TRB. Once

Page 6 of 7
Inquiries concerning the subject of this Notice should be directed to the Deputy Maritime Administrator
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matched, you will have to use your new TRB throughout your career as a member of the Commonwealth of Dominica Merchant Marine.

11.   Can a training organization submit their own model of a TRB?
No, any training organization seeking approval for Dominica approved certification programs and/or courses must use the Commonwealth of Dominica provided Training Record Book. However, this should not be interpreted as every training organization being required to conduct its training program in exactly the same manner as another.

12.   Where can I get my Training Record Book?
You can obtain your TRB by writing, calling or e-mailing the following:

Maritime Personnel Division
Dominica Maritime Administration
32 Washington Street
Fairhaven, MA 02719   USA

Telephone: (508) 992-7170
Email: *registration@dominica-registry.com*