

Commonwealth of Dominica



Office of the Maritime Administrator

Policy Letter: 02-19 – Marine VHF Radio Operator Requirements

Applicability: Non-SOLAS Dominica Vessels, Private and Commercial Yachts,
Marine VHF Radio Operators

1. Performance Standards – Marine VHF Radios

- 1.1 VHF radios capable of voice communication only, that operate in the band 156-174 MHz shall comply with the technical standards laid down in IMO Publication (Performance Standards for Shipborne Radio Communications and Navigational Equipment).
- 1.2 VHF radios shall operate on at least channels 6, 16, 67, 68 and 71, and if practicable, all those channels additionally specified in IMO Publication (Performance Standards for Shipborne Radio Communications and Navigable Equipment).
- 1.3 The VHF radio shall be available for operation from the position at which the ship is normally navigated or other remote station from which the ship may be navigated.
- 1.4 Portable VHF radios shall be stored so that they are readily accessible.
- 1.5 Where handheld VHF radios use batteries as their primary power source, the radio operator shall ensure that procedures are in place to ensure that the batteries remain charged and at least one spare battery pack is available for each radio if charging facilities are not available on the ship.

2. VHF Operators Onboard Dominica Ships

- 2.1 The owner and master of a vessel shall ensure that, when at sea, the vessel has on board a person or persons qualified in accordance with this Policy Letter for distress and safety radio communication purposes.
- 2.2 The master shall designate one such person as having primary responsibility for radio communications during distress incidents.

- 2.3 The person operating the VHF radio on a ship which is to be provided with a VHF radio only, shall hold a minimum qualification of a marine VHF radio operator issued by the Administration.
- 2.4 All marine VHF radio operators on SOLAS Dominica Registered Ships shall hold a General Operator's Certificate in accordance with applicable requirements.
- 2.5 All marine VHF radio operators on ships other than SOLAS ships shall hold the appropriate radio certificate in accordance with this Policy Letter.

3. **Marine VHF Operator Certification Requirements**

3.1 How to Apply

Persons desiring a Commonwealth of Dominica Marine VHF Operators License must apply by using the online form together with the required documentation. The application may be completed from the webpage found at:

<https://fs26.formsite.com/Dominica/ck16e6sod2/index.html> Guidance regarding application may also be obtained by contacting the Administration. All application documentation should be submitted via the form site link provided above.

3.2 Required Application Material to be Submitted

- 3.2.1 Form of Application. <https://fs26.formsite.com/Dominica/ck16e6sod2/index.html> shall be used for application by all individuals seeking a Commonwealth of Dominica Marine VHF Operator License;
- 3.2.2 Evidence of Professional Competence. All applicants must submit evidence of completing a Marine VHF Operator course approved by the Administration;
- 3.2.3 One (1) color passport-size photograph of the applicant;
- 3.2.4 One (1) copy of the applicant's passport or other government-issued ID;
- 3.2.5 Fee prescribed for issuance of a Marine Radio Operator License.

4. **Information on Approved VHF Radio Courses**

- 4.1 Northeast Maritime Institute's online HALO° VHF Marine Radio Course is approved by the Administration and meets the minimum training standards set forth in this Policy Letter. The course is available for completion on Northeast Maritime Institute's online training platform at <https://www.northeastmaritimeonline.com>.

Any questions can be directed to:

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