

Guidelines for Concentrated Inspection Campaign on STCW 2022

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Introduction

The STCW convention was adopted in 1978 and came into force in 1984. Since then, the convention has been amended several times, most recently by the *Manila Amendments* in 2010. In order to effectively enhance the performance ability of the crew on the ship and to ensure that the crew are qualified for the intended voyage the Tokyo MOU and Paris MOU will jointly carry out a CIC for STCW. This guideline is intended to assist the PSCO in carrying out the CIC inspections.

PSCO shall be proficient in the relevant provisions and guidelines of the STCW Convention and Chapter V of the SOLAS Convention. These guidelines are not intended to be a definitive check list. The PSCO should also use their professional judgment and knowledge of the convention requirements in conducting the inspection and eliciting responses to the questions. PSCO should note that Part B of the STCW Code is for guidance only and is not applicable for PSC.

This CIC applies to ALL ships. A ship should only be subject to **one** inspection under this CIC during the period of the campaign. PSCO should check Port State Control (PSC) inspection records through THETIS to determine whether the STCW CIC has been previously conducted on the ship during the CIC period.

Aim

The purpose of this CIC is to have a better understanding on the training and certification situation of crew members in each party to the Convention and on board ships of various flag States, to check the arrangements made by the shipping company for the performance of new duties by the crew members and the implementation of relevant requirements on watchkeeping and rest on board.

PSCO should carefully read these guidelines before carrying out the CIC. The guidelines are intended to assist PSCO in fulfilling their duties in CIC. In addition to these guidelines, PSCO should also refer to the following documents:

- STCW Convention and STCW code,
- SOLAS,
- IMO MSC.1/circular 1163 ,
- IMO/ILO Guidelines for the development of tables of seafarers' shipboard working arrangements and formats of records of seafarers' hours of work or hours of rest,
- PSCC Instruction on Hours of Work or Rest and fitness for duty
- PSCC Instruction on Certification of Seafarers and Manning (STCW, MLC and SOLAS)

Objectives

This CIC aims to achieve the following objectives:

- To confirm that the number of seafarers serving on board and their certificates are in conformity with the relevant provisions of STCW and the applicable safe manning

requirements of the Administration;

- To confirm that all seafarers serving on board who are required to be certificated in accordance with the STCW Convention hold an appropriate certificate or a valid dispensation, or provide documentary proof that an application for an endorsement has been submitted to the Administration;
- To confirm that the seafarers on board are in possession of a valid medical certificate as required by STCW;
- To confirm that the watch schedules and hours of rest indicate compliance with the STCW requirements.
- To raise awareness of shipowners, operators and crew on the specific requirements that the CIC will address.

Q1*: Do the number of the seafarers serving on board conform with the Minimum Safe Manning requirement specified for the vessel?

The PSCO should verify:

1. If the original Minimum Safe Manning Document (MSMD) or an equivalent is present on board and that it is valid. An expiry date is not mandatory on the MSMD.
2. If the number of seafarers serving on board and their certificates are in conformity with the MSMD or equivalent document.
3. If the flag State has not issued a safe manning document or equivalent due to the ship's size, the PSCO should take into account the requirements of the flag State¹. Regarding the number of seafarers on board, the PSCO should use his or her professional judgement, to determine if the intended voyage can be undertaken safely. If necessary the PSCO should consult the flag State to verify that the numbers on board are sufficient for the next voyage.

Deficiency code: 01209 (Manning specified by the minimum safe manning doc)
Convention Reference: STCW/CI/ R4
Suggested Action: 17/30/55
*** ground for detention**

Q2* Do the master and officers hold valid certificates of competency as required by the Minimum Safe Manning Document?

The PSCO should verify:

1. If the master and officers hold valid original Certificates of Competency (CoCs) issued by a party to the STCW Convention. The master and officers shall hold the relevant endorsements which may be issued as a separate document or incorporated with the CoCs.
2. If the master and officers hold valid endorsements.
 - 2.1. If the endorsement is incorporated into the certificate, the form used should be that set forth in section A-I/2, paragraph 1 of the STCW Code.
 - 2.2. If the endorsement is issued as a separate document, the form used should be that set out in section A-I/2, paragraph 2 of the STCW Code.
 - 2.3. However, a different format for certificates and endorsements can be applied provided that, at a minimum, the required information is provided in Roman characters and Arabic figures.
3. If the text is in English or includes a translation into English.
4. If the master and officers certificates are in compliance with the capacity, functions and limitations of CoCs.

¹ Refer to PORT STATE CONTROL COMMITTEE INSTRUCTION 54/2021/04 Guidelines for PSC inspections of Certification of Seafarers and Manning Requirements according to the STCW Convention, MLC and SOLAS. Paragraph 6.2.24 and 6.2.25

The PSCO may verify the authenticity of certificates by QR code, by e-mails which have been transferred to the IMO by some of the certificate-issuing parties and the IMO public website, by telephone call or any other means if there is doubt about the authenticity or validity of a certificate.

<https://www.imo.org/en/OurWork/HumanElement/Pages/CertificateVerification.aspx>

PSCO should be aware of the IMO STCW Circular STCW.7/Circ.24/Rev.1 concerning the provision of documentation for verification, references to the STCW Convention, 1978, as amended, training for ECDIS and certification for ratings.

PSCO should also bear in mind the List of Circular Letters with COVID-19 related notifications received from Member States and Associated Members.

(Source: <https://www.imo.org/en/MediaCentre/HotTopics/Pages/COVID-19-Member-States-Communications.aspx>)

Deficiency code: 01201 (Certificates for master and officers)

01203 (Certificates for radio personnel)

Convention Reference: STCW/CI/R2

Suggested Action: 17/30

*** ground for detention**

Q3* Do the master, officers and radio operators hold valid endorsements attesting the recognition of certificates or documentary proof of application?

If CoCs for masters, officers and radio operators are issued by the flag State Administration, an "N/A" should be answered.

If CoCs for the master, officers and radio operators are issued by or under the authority of another Party, the PSCO should verify :

1. If there are valid original endorsements issued by the flag State attesting the recognition of a certificate and that these correspond with the original CoC.
2. If an endorsement attesting recognition is issued by an Administration which is not a party included in the IMO MSC.1/circular 1163, a more detailed inspection should be conducted as the ship may be considered as a ship from a country not having ratified the convention (no more favourable treatment)
3. That the validity of endorsements issued is not more than 5 years. An endorsement should expire as soon as the certificates endorsed expire or are suspended, cancelled or withdrawn. PSCO should be aware of STCW Code Part B-I/11 - if an application for revalidation of a certificate referred to in paragraph 1 of regulation I/11 is made within six months before the expiry date of the certificate, the certificate may be revalidated until the fifth anniversary of the date of validity, or extension of the validity, of the certificate. In this case the expiry date of a certificate may occur up to 5 years and six months from the issue date.

4. On conditions that the master, officers or radio operators are permitted by a flag State Administration to serve on board for a period without an endorsement of recognition, the period should not exceed 3 months. The PSCO should verify if there is a valid CoC and the documentary proof of application for an endorsement attesting the recognition of a certificate.
5. If a seafarer holds a dispensation, the period of validity of such dispensation should not exceed 6 months and the conditions of the dispensation should be in accordance with Article VIII of the Convention.

Deficiency code: 01214(Endorsement by flag State)
01215 (Application for Endorsement by flag State)
Convention Reference: STCW/CI/R2.7
Suggested Action: 17/30
*** ground for detention**

Q4* Do seafarers hold relevant certificates of proficiency (COP) or documentary evidences?

Seafarers should hold valid COPs and documentary evidence in its original form on board in accordance with their ranking and the type of ship on which they serve.

The PSCO may verify COPs and documentary evidence in accordance with the tables in STCW Code Part B-1/2 Table B-1/2 .

PSCO should use their professional judgement to determine the number and extent of seafarers certificates to check, taking into account the number of seafarers on board and the ship type

1. Training requirements for personnel on board (all vessels)

Seafarers serving on board shall hold the corresponding training certificates or documentary evidence listed in STCW Code Part B-1/2 Table B-1/2.

2. Special training requirements for personnel on board (Tankers)

Seafarers serving on tankers shall hold the corresponding training certificates listed in STCW Code Part B-1/2 Table B-1/2.

3. Special training requirements for personnel on board (Passenger ships)

Seafarers serving on passenger ships shall hold the corresponding training documentary evidence listed in STCW Code Part B-1/2 Table B-1/2.

4. Special training requirements for personnel on board (ships subject to the IGF Code)

Seafarers serving on ships subject to IGF code shall hold the corresponding training certificates listed in STCW Code Part B-1/2 Table B-1/2.

5. Special training requirements for personnel on board (ships operating in polar waters)

Masters, deck officers on ships operating in polar waters shall hold the corresponding training certificates listed in STCW Code Part B-I/2 Table B-I/2.

Convention Reference: Refer to STCW Code Part B Table B-1/2
Deficiency Code: Refer to THETIS deficiency matrix base code 012
Suggested Action: 17/30
*** ground for detention (in the PMoU it is a tick box)**

Q5*: Do seafarers on board hold valid medical certificates?

The PSCO should verify:

1. If the language used in the medical certificates is English. If not, the text shall include a translation into English.
2. If the seafarers hold medical certificates in correspondence with their duties, for example: deck officer, engineer, lookout
 - a. If the medical certificates are within the validity period:
 - b. two-year maximum for medical certificates;
 - c. one-year maximum for medical certificates for seafarers under 18;
 - d. six-year maximum for a color vision assessment in the certificate.
 - e. Certificate signed by seafarer and medical practitioner
3. If the period of validity of a medical certificate is expired in the course of the voyage the certificate shall continue to be valid until the next port of call where the seafarer can obtain a medical certificate from a medical practitioner recognized by the Party² provided that the period shall not exceed three months.
4. In urgent cases where the competent authority approves one of the crew members to work without a certificate or with an invalid certificate until the next port of call where the seafarer can obtain a medical certificate from a medical practitioner recognized by the Party, the PSCO should check whether this approval is still within the validity period (which is no longer than 3 months) and whether this seafarer holds a recently expired medical certificate..
5. If the physical constraints of individual seafarers are taken into account and that those seafarers are not assigned to perform work that conflicts with their restrictions. This may be verified by checking the work schedule and interviewing crew.

Deficiency Code: 01218(Medical certificate)
Convention Reference: STCW CI/R9
Suggested Action: 17/30
*** ground for detention**

² The flag State Administration might, in some cases, not be the Party to the STCW Convention and is not permitted to recognise or approve medical practitioners.

Q6: Do the records for hours of rest indicate compliance with the requirements?

The PSCO should verify:

1. If the records of rest are in the working language(s) of the ship and in English and established in a standardized format that is developed taking into account *the IMO/ILO Guidelines for the development of tables of seafarers' shipboard working arrangements and formats of records of seafarers' hours of work or hours of rest*.
2. Whether the records of rest are endorsed by the master or by a person authorized by the master and by the seafarers. The seafarers shall receive a copy of the records pertaining to them. In cases where electronic records are applied, the seafarers should have easy access to the computer-based software.
3. If the rest hour records are accurately recorded by cross-checking other documents, such as deck logbook, engine logbook, GMDSS radio logbook, drill record and oil record book, etc. PSCO should check in particular whether the period of extra work or drills as recorded in the logbook are marked correctly as working hours in the records.
4. If the records are accurate by inspecting the seafarer's personal copy of his or her records pertaining to the hours of rest being held by the seafarer on board.
5. Except in case of emergency or other overriding operational conditions whether the hours of rest for crew members meet the following requirements:
 - 5.1. A minimum of 10 hours of rest in any 24-hour period.
 - 5.2. A minimum of 77 hours of rest in any 7-day period.
 - 5.3. When a seafarer is on call, such as when a machinery space is unattended the seafarer shall have an adequate compensatory rest period if the normal period of rest is disturbed by call-outs to work
 - 5.4. Minimum hours of rest may be divided into no more than two periods in any 24-hour period, one of which must be at least six hours; the interval between consecutive periods of rest must not exceed 14 hours.
6. Exceptions may be allowed to the hours of rest specified in (5.2) (77 hours in any 7-day period) and (5.4) (two periods, one of which must be at least six hours) above, but the rest time shall not be less than 70 hours in any 7-day period.

Exceptions for 5.2 should not exceed two consecutive weeks and the intervals between two periods of exceptions on board shall not be less than twice the duration of the exception.

At the same time, if the 10-hour rest time within 24 hours is divided into no more than 3 periods, one of which shall be at least 6 hours and neither of the other 2 periods are less than one hour, then the above requirements 5.1 (ten hours in any 24-hour period) is exempted. However, in any 7-day period, this situation cannot occur in two 24-hour periods.
7. If the seafarers are compensated with an adequate rest period if the normal period of rest is disturbed by drills, unscheduled work or emergency.

Deficiency code: 01308 (Records of rest)

Convention Reference: STCW/PA/VIII/1

Suggested Action: 17

Q7 Do the watch schedules comply with the provisions of STCW?

The PSCO should check:

1. If the watch schedules are posted where they are easily accessible.
2. If they are established in a standardized format in the working language or languages of the ship and in English, taking into account *the IMO/ILO Guidelines for the development of tables of seafarers' shipboard working arrangements and formats of records of seafarers' hours of work or hours of rest.*
3. If the watch schedules are updated taking account of crew changes.
4. If the watch schedules are followed in routine work.
5. If the designated watchkeeping personnel on the watch schedules are qualified to take charge in or form a part of a watch.
6. On vessels with engine power of 3000kW or more an engineer shall be in charge of the engineering watch or on UMS duties whilst the vessel is in port.

Deficiency Code: 01306
Convention Reference: STCWC/PA/VIII/1.5, STCWC/PA/VIII/2
Suggested Action: 17

Q8* Are seafarers newly joined the vessel familiar with their specific duties that are relevant to their routine or emergency duties?

PSCO should verify:

1. If there are newly employed crew onboard.
2. If there are written instructions provided by the company to the master, setting forth the policies and procedures to ensure newly employed seafarers become familiar with the shipboard equipment, operating procedures and other arrangements needed for the proper performance of their duties, before being assigned to those duties;
3. If a knowledgeable crew member has been designated for ensuring that an opportunity is provided to each newly employed seafarer to receive essential information in a language the seafarers understands;
4. If newly joined seafarers are acquainted with ship-specific equipment, watchkeeping, safety, environmental protection, security and emergency procedures and arrangements in a reasonable period of time. For seafarers arriving on board for the first time, special attention should be paid to their familiarization with the ship and responsibilities assigned in the Muster list and Contingency plan.

Deficiency Code: 04121
Convention Reference: STCWC/PA/CI/14
Suggested Action: 17/30
*** ground for detention**

Q9*: Can the seafarers on board the vessel communicate effectively with each other in the working language of the vessel?

PSCO can use the following items to check if the crew can communicate effectively:

1. STCW Regulation I/14 requires that there shall be effective oral communication in accordance with chapter V, regulation 14, paragraphs 3 and 4 of the International Convention for the Safety of Life at Sea, 1974 (SOLAS), as amended.
2. PSCO should observe the interaction and communication between crew members and especially between those that do not share a common language. Where it is established that a common language is not being used PSCO should check to see that the working language is established and recorded in the ships logbook.
3. To ensure effective crew performance in safety matters crewmembers should be able to understand and, where appropriate, give orders and instructions and report back in the working language that is recorded in the ship's log-book.
4. If a functional test or an operational control is carried out during the PSC inspection, the PSCO should also observe if the relevant personnel can communicate effectively. Professional judgement should be used to determine if the crew can communicate effectively if the working language or common language is not understood by the PSCO.

Deficiency code: 10136
Convention Reference: STCW CI/R14
Suggested Action: 17/30
*** ground for detention**

Q10: Do the voyage plans cover the whole route from berth to berth?

Voyage plans covering the scheduled route should be set before each departure of the vessel from a port. The ship's condition, characteristics of the cargo and safe manning should be taken into consideration when preparing voyage plans. If there is no voyage plan available for the forthcoming voyage the PSCO should establish if there is a procedure for voyage planning and that it includes the route from berth to berth.

The PSCO should verify:

1. If voyage plans are approved by the master, and acknowledged by the OOWs and if the voyage plans cover the whole route between the port of departure and the first port of arrival from berth to berth or if appropriate to anchorage or any other offshore installation and that it is well implemented;
2. When navigating in restricted or confined waters such as narrow waterway, coastal or port waters, if the specific location method and frequency of positioning are included in the voyage

- plan;
3. If the voyage plan contains all the information needed for the intended voyage (including nautical charts, other navigation publications) and identifies potential difficulties or risks on the proposed voyage (i.e. entering a (S)ECA, dense fishing ground).;
 4. If the planned routes are clearly marked on the related nautical charts and if the passage plan and monitoring have been done on the ECDIS when the ECDIS is the primary means of navigation;
 5. If senior officers responsible for navigation duties have clearly marked and recorded any modification about the voyage plan.
 6. The familiarity of newly employed watchkeeping officers with the navigational equipment and ECDIS should be checked. Unfamiliarity of equipment may indicate non-compliance with Question 8.

Deficiency code: 10127(Voyage or passage plan)
Convention Reference: STCWC/PA/VIII/2 ,
Suggested Action: 17