

Isle of Man Ship Registry Manx Shipping Notice



Isle of Man Endorsement Application Process

Ref. MSN 051
Issued 14 Dec 2018

It is recommended that this MSN is carried on board ships in order to demonstrate the means of verification for electronic endorsements.

Introduction

This MSN provides information on the requirements for the application of an Isle of Man STCW Endorsement issued under the provisions of Regulation I/10 of the STCW Convention.

Isle of Man Endorsements can now be issued in a new format and printed by the Company who submitted the application. This has been circulated by IMO in [STCW.2/Circ.81](#).

1. Requirements to hold an Isle of Man Endorsement

The Isle of Man Ship Registry does not issue its own Certificates of Competency, but the Ship Registry is required by regulation I/10 of the STCW Convention to issue an endorsement recognising a National Certificate of Competency. Endorsements are required for all officers sailing on Isle of Man registered vessels unless they hold a Certificate of Competency (CoC) issued by the United Kingdom under the Convention.

Officers serving on Isle of Man registered vessels may be of any nationality and any residency provided they are holders of a CoC issued by one of the STCW 'white list' countries recognised by the Isle of Man.

The current list of recognised countries is attached in Appendix 1 and all officers with a CoC issued by one of these countries may apply for an Isle of Man Endorsement.

If a seafarer holds a United Kingdom issued Certificate of Equivalent Competency (CEC), they must still apply for an Isle of Man Endorsement.

The Ship Registry does not normally accept applications from individual seafarers and applications should be made through the owner/operator or one of their manning agents.

2. How to apply for an Isle of Man Endorsement

To apply for an Isle of Man Endorsement, there are three options available; in hard copy via mail, via e-mail with scanned documents or using our online application service.

Hard copy: The required documentation must be completed and sent to the Ship Registry by post or courier to the following addresses:

STCW Endorsement Applications
Isle of Man Ship Registry Department for Enterprise
St Georges Court
Upper Church Street
Douglas
Isle of Man
British Isles, IM1 1EX



E-mail with scanned documents

When applying by e-mail, the completed application should be scanned in a single multipage pdf file containing the required documentation. Please use a high resolution file (400 dpi or greater) and email to seafarers@gov.im

Online Application Process

Registered users can log in at <https://mavis.iomshipregistry.com> once they have applied for a user account.

User accounts can be requested via seafarers@gov.im including your name, e-mail address and supplying a user name (for log in purposes).

Once an account has been created, you will be supplied with a password and a user guide to enable you to log in and use the system. The user guide includes information on how to apply for an Endorsement and the format of the information to be supplied.

In order to comply with our obligations as an ISO 14001 accredited organisation, when using the online application process there is a self-print option available and when this is selected the Endorsement will be e-mailed directly to the company making the application. The company must then print the document on a high quality colour printer and provide this to the seafarer. We will confirm with each individual company in advance that they can produce documents to the required standard before they will be permitted to use this option.

List of required documents

The list of documents required to be submitted in order to apply for an endorsement is provided below. Please note that not all documents are required for every application, as it is dependent upon the type of vessel the officer will be serving on.

- Completed Form A-1 Endorsement Application Form with sections 3 and 4 signed (as appropriate);
- 1 passport quality colour photograph;
- 1 clear specimen signature on a white background (in blue or black ink);
- A clear and legible copy of the CoC and STCW Endorsement;
- Valid GMDSS Certificate (Deck Officers only);
- (If applicable) clear, legible and valid copies of the officer's certificates relating to dangerous goods – Oil, Gas, Chemicals as appropriate, where the dangerous goods endorsement is not included in the Certificate of Competency; and
- (If applicable) other certificates/endorsements if they are required to be issued separately by the CoC (i.e. ARPA, ECDIS, passenger ship training, 1 kV, etc.)

Declarations

There are two declarations on the endorsement application form which must be signed by a Responsible Officer – this can be either a person employed by the Company, their crewing department or their Isle of Man representative person. The Responsible Officer cannot be an officer on the vessel the applicant is to serve on. These declarations are required from the Responsible Officer –

- a. for all applicants stating the applicant is proficient in spoken and written English. This is to ensure the applicant can use and understand orders, procedures, documents and other materials in English necessary for the functions to be performed on board; and



- b. for Masters, Chief Mates, Chief Engineers and Second Engineers stating the applicant is competent in matters relating to the Isle of Man's maritime legislation. In order to meet this requirement, the Ship Registry requires senior officers to have an understanding of the requirements and procedures as detailed in the 'Master's handbook' published by the Isle of Man Ship Registry. There is a Master's handbook available for both merchant vessels and commercial yachts; both handbooks are available on the Isle of Man Ship Registry website.

Endorsement application process

The Ship Registry carries out checks on both the quality and the validity of all applications submitted. Each application, if acceptable for the issuance of an Endorsement, will be acknowledged with a Confirmation of Receipt of Application (CRA), a copy of which must be forwarded to the vessel. The CRA will be e-mailed directly to the company making the application.

If the officer is deemed suitable, an endorsement certificate will be issued as soon as possible. This is often issued on the same day as the application, but is normally within a few days of receipt of the application.

The STCW Convention allows a seafarer to serve on a vessel for 3 months without the Isle of Man Endorsement being available on board; however, the seafarer must have a copy of the relevant CRA.

It is essential that the Company and master ensure that correct documentation is onboard. Port State Control examinations of crew certification can result in deficiencies or even detentions in the event of incorrect or missing documents.

Original versions of officers and crews certification must be available onboard as per Regulation I/2 of the STCW Convention.

Form of Endorsement

Endorsements are single-sided and printed on plain white A4 paper and an example of an Endorsement is provided in Appendix 2. This A4 style document is fully compliant with the model certificate as outlined in the STCW Convention.

Upon receipt of the endorsement, the holder must sign the document in the blue box on the front of the endorsement. The document is not valid unless this box is signed.

Please be aware the Ship Registry does not issue a separate GMDSS Endorsement for deck officers.

Verification

From September 2017, endorsements will contain an individual 'Quick Response Code' (QR Code) which can be used to verify the validity of the endorsement via any internet connected device with a camera and a QR Code reader (usually available free of charge) installed, such as a smartphone.

The QR Code contains a URL which links to the Ship Registry's validation system. The URL will return a web page confirming the details of the endorsement which should correspond to the paper copy of the certificate available on board the ship.

Expiry of an Endorsement

An Isle of Man Endorsement expires on the same date as the CoC it is endorsing expires, is withdrawn, suspended or cancelled by the issuing Administration. The maximum validity of an endorsement is 5 years



Express processing service

For an additional fee, the Ship Registry offers an express endorsement processing service for any urgent endorsement applications.

Fees and charges

Fees and charges for Isle of Man registered vessels are set by Regulations and the current Merchant Shipping (Fees) Regulations are available on the Ship Registry website.

Please note - The Isle of Man Ship Registry cannot give Legal Advice. Where this document provides guidance on the law, it should not be regarded as definitive. The way the law applies to any particular case can vary according to circumstances - for example, from vessel to vessel. You should consider seeking independent legal advice if you are unsure of your own legal position.




APPENDIX 1 – Recognised Countries

The Isle of Man recognised Certificates of Competency issued by the following countries:

Australia	Ghana	Philippines
Belgium	Greece	Portugal
Brazil	Hong Kong	Poland
Bulgaria	Hungary	Romania
Canada	Iceland	Russian Federation
China	India	Serbia
Croatia	Ireland	Singapore
Cuba	Italy	Slovakia
Cyprus	Jamaica	Slovenia
Czech Republic	Latvia	South Africa
Denmark	Lithuania	South Korea
Estonia	Malaysia	Spain
Ethiopia	Mexico	Sri Lanka
Faroe Islands	Montenegro	Sweden
Finland	Netherlands	Ukraine
France	New Zealand	Union of Myanmar
Georgia	Norway	United States of America
Germany	Pakistan	Vietnam




Appendix 2: Example of A4 Style Isle of Man Endorsement



**Isle of Man
Government**
RIIUNY ELLAN VARRIN

Endorsement Attesting the Recognition of a Certificate
Under the provisions of the International Convention on
Standards of Training, Certification and Watchkeeping
for Seafarers 1978 as amended



The Government of the Isle of Man certifies that Certificate of Competency



Number **12345678**
 Issued To: **Jane DOE**
 By or on behalf of the Government of: **Iceland**

Is duly recognised in accordance with the provisions of regulation I/10 of the above Convention, as amended, and the lawful holder may serve in the following capacity or capacities and is authorised to perform the following functions at the levels specified, subject to any limitations indicated until: **1 September 2021**


Capacity	Limitations applying (if any)
Chief Engineer	-
Second Engineer	Valid for Motorships Only
Officer in charge of an Engineering Watch	Valid for Motorships Only

Function	Level	Limitations applying (if any)
Controlling the operations of the ship and care for persons on board	Management	Not valid on tankers
Marine Engineering	Management	-
Maintenance and Repair	Management	-
Electrical, Electronic and Control Engineering	Management	-


Endorsement No: 38859 Issued on 01/09/2017
 Date of Birth of Holder: 14/08/1978

Signature and Photograph of the Holder of the Certificate



Original Signature of the Holder of the Certificate



Signature of duly authorised official
Davi Mor35
Name of duly authorised official

Isle of Man Ship Registry
 1st Floor St George's Court
 Upper Church Street
 Douglas, Isle of Man
 IM1 1EX
 British Isles
 Tel. +44 (0)1624 688500
 seafarers@gov.im

The original of this endorsement must be kept available in accordance with regulation V2, paragraph 11 of the Convention while the holder is serving on a ship.
 This certificate is issued by or on behalf of the Isle of Man under the responsibility of the United Kingdom as Flag State under the Relevant Convention and remains the property of the Isle of Man Government and must be surrendered on demand.

