

Isle of Man Ship Registry Manx Shipping Notice



Isle of Man Endorsement Application Process

Ref. MSN 051
Issued 23 Nov 2021

This MSN must be carried on board ships with IOM issued digital endorsements in order to demonstrate the means of verification required by IMO Circular FAL.5/Circ.39/Rev.2

1. Introduction

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

Isle of Man endorsements are now issued as a digitally signed electronic document (hereafter referred to as a 'digital endorsement' – please see Section 5 for more information.

2. Requirements to hold an Isle of Man Endorsement

The Isle of Man Ship Registry does not issue Certificates of Competency (CoCs), but the Ship Registry is required to issue an endorsement recognising other national CoCs. Endorsements are required for all officers sailing on Isle of Man registered vessels unless they hold a CoC issued by the United Kingdom.

Officers serving on Isle of Man registered vessels may be of any nationality or residency provided they hold a CoC issued by one of the countries recognised on the common Red Ensign Group list – see Appendix 1.

If a seafarer holds a United Kingdom issued Certificate of Equivalent Competency (CEC), they are required to apply for an Isle of Man endorsement.

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

3. How to apply for an Isle of Man Endorsement

3.1 Online Application Process

Firstly you will need a user account. This can be requested by emailing seafarers@gov.im and including your name, e-mail address, invoicing details and choice of user name. Once the account is open you will be supplied with a password and user guide. The user guide includes information on how to apply for an endorsement and the format of the information to be uploaded to the system.

The URL for our online system is:

<https://mavis.iomshipregistry.com/CertificateVerification.mth>

3.2 List of Required Documents

The list of documents required to be submitted in order to apply for an endorsement is provided below. These should be uploaded as a multi-page PDF file. 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.

- A passport quality colour photograph (Jpeg format)
- A clear specimen signature on a white background (in blue or black ink) (Jpeg format)
- A valid and legible copy of the STCW CoC and Endorsement
- A valid and legible copy of the GMDSS Certificate (Deck Officers only)
- (If applicable) a valid and legible copies of the officer's certificates relating to dangerous cargoes – Oil, Gas, Chemical as appropriate, where the dangerous cargo endorsement is not included in the Certificate of Competency
- (If applicable) other certificates/endorsements if they are issued separately to the CoC (i.e. ARPA, ECDIS, passenger ship training, 1 kV, etc.)

There is no requirement to send a medical certificate or passport.

3.3 Knowledge of IoM maritime legislation

Any seafarer who applies for an IoM endorsement should have appropriate knowledge of maritime legislation relevant to the functions they are permitted to perform. In order to fulfil this requirement the Isle of Man has published the following documents which explain areas of IoM legislation and requirements which officers on Isle of Man registered vessels should be aware of:

- Seafarers working on commercial yachts – [Commercial Yacht Master's Handbook](#)
- Seafarers working on merchant ships – [Master's Handbook](#)

4. Issue of Endorsement

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). The CRA will be e-mailed directly to the company making the application who should send this on to the vessel immediately. The CRA allows the seafarer to serve for a period of 3 months without the Isle of Man endorsement being available on board.

If the application is complete and the officer is deemed suitable, an endorsement will be issued, normally within a few days of receipt of the application.

Please note the Ship Registry does not issue a separate GMDSS endorsement for deck officers.

Original versions of crew certification must be available onboard (please see Section 5 for information on how this relates to digital endorsements). Incorrect or incomplete crew documentation can result in Port State Control deficiencies or detentions.

5. Form of Endorsement

Endorsements are now issued as a [digital endorsement](#) – please see Appendix 2 for an example of the current format. In addition to the current format, there are two previous formats which remain valid until their stated expiry date – these are shown in Appendices 3 and 4.

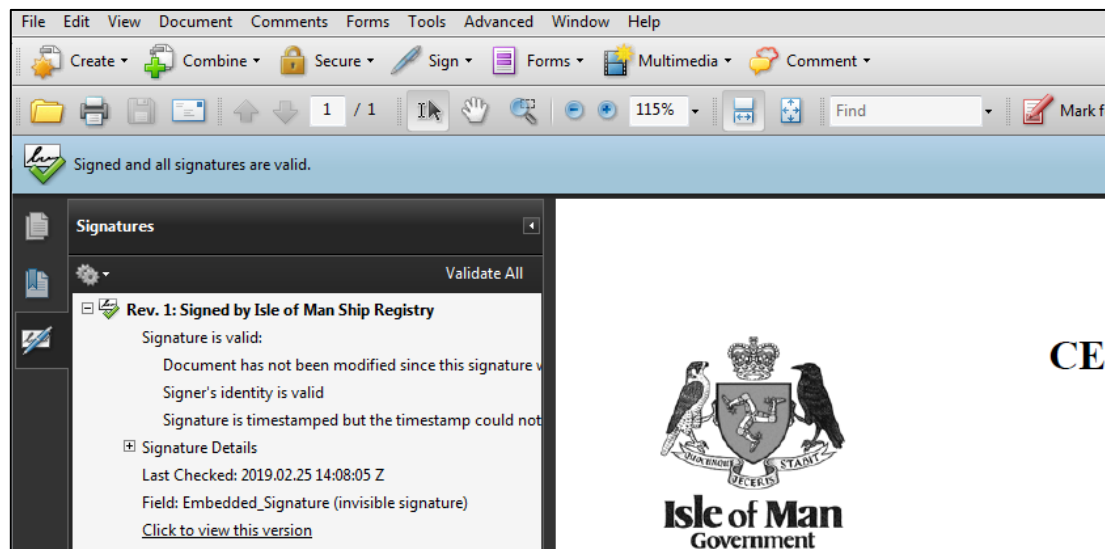
Where an endorsement is issued as a digital endorsement, the electronic version is the original version. The digital endorsement can also be printed, but it should be noted that a paper copy is uncontrolled when printed and cannot be validated by the process specified in Section 6.



There is no longer a requirement for the holder to sign the digital endorsement upon receipt since their signature will be printed onto the digital endorsement.

6. Validation

Digital endorsements can be validated by opening the PDF in Adobe Acrobat Reader or Adobe Acrobat Pro. When the file opens, a blue bar will be displayed which will confirm that the digital endorsement is complete and valid. It will appear as shown below:



This confirms that the digital endorsement is authentic and has been protected from edits, modifications or revisions other than those authorised by the Isle of Man Ship Registry.

Please note that it may be necessary to update your Approved Trust List settings on the device the digital endorsement is viewed on in order for this to work correctly – please see the following link for instructions issued by Adobe which explain how to do this: <https://helpx.adobe.com/acrobat/kb/approved-trust-list-update-dialog.html>

7. Verification

Digital endorsements can be verified in either of the following ways:

QR Code – Scan the QR Code located in the upper right hand corner of the digital endorsement with any internet connected device with a camera and a QR Code reader installed. The QR Code contains a URL which links to the Ship Registry's verification page. This will return a web page confirming the details of the endorsement which should correspond to the certificate available on board the ship.

Unique Tracking Number – Visit <https://mavis.iomshipregistry.com/> and enter the Unique Tracking Number (found at the top of the digital endorsement) and the date of issue; this will return a web page confirming the details of the digital endorsement which should correspond to the certificate available on board the ship.

8. Expiry of an Endorsement

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



9. Express Processing Service

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

10. 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.



Appendix 1: Recognised Countries


The Red Ensign Group maintains a common list of countries for whom we recognise Certificates of Competency:

Algeria	Georgia	New Zealand
Argentina	Germany	Norway
Australia	Ghana	Oman
Azerbaijan	Greece	Pakistan
Bangladesh	Hong Kong	Peru
Belgium	Hungary	Philippines
Brazil	Iceland	Poland
Bulgaria	India	Portugal
Canada	Indonesia	Romania
Cape Verde	Iran	Russia
Chile	Ireland	Senegal
China	Italy	Serbia
Croatia	Jamaica	Singapore
Cuba	Japan	Slovenia
Cyprus	Jordan	South Africa
Czech Republic	Latvia	South Korea
Denmark	Lithuania	Spain
Ecuador	Madagascar	Sri Lanka
Egypt	Malaysia	Sweden
Estonia	Malta	Tunisia
Ethiopia	Mexico	Turkey
Faroe Islands	Montenegro	Ukraine
Fiji	Morocco	Uruguay
Finland	Myanmar	USA
France	Netherlands	Vietnam

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 2: Example of Digital Endorsement (Current Format)



**Isle of Man
Government**
Reillys Eilan Vannin

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

Tracking Number
IOMSR-END-312-19



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

Number **ADA123456789**

Issued To: **david LAMMING**

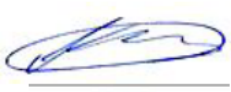

By or on behalf of the Government of: **The Republic of Poland**

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 January 2021**


Capacity	Limitations applying (if any)	
Master	-	
Chief Officer	-	
Officer in charge of a Navigational Watch	-	

Function	Level	Limitations applying (if any)
Navigation	Management	Not valid on High Speed Craft
Cargo Handling and Stowage	Management	-
Controlling the operations of the ship and care for persons on board	Management	-
Radio Communications	Operational	-

Endorsement No: **38871** Issued on **28/01/2019**
Date of Birth of Holder: **15/10/1975**

*Signature and Photograph of
the Holder of the Certificate*




This document is signed electronically in accordance with IMO FAL.5/Circ.39/Rev.2. Validation and authentication can be obtained from mavis.iomshipregistry.com using the QR code or the Unique Tracking Number shown at the top of the certificate

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 I/2, 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.

Appendix 3: Previous Endorsement Format (Valid Until Stated Expiry Date)



**Isle of Man
Government**
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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.

Appendix 4: Previous Endorsement Format (Valid Until Stated Expiry Date)

 <p>Isle of Man Government <small>Only the name</small></p>	<p>Endorsement No: 30000</p> <p style="text-align: center;">Endorsement Attesting the Recognition of a Certificate</p> <p>Under the provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978 as amended.</p> <p>The Government of the Isle of Man certifies that Certificate of Competency No: GUM-1234-2345-9876/2011</p> <p>Issued to: Name TEST0</p> <p>By or on behalf of the Government of The Republic of Poland</p> <p>Is duly recognised in accordance with the provisions of regulation 1/10 of the above Convention, as amended, and the lawful holder is authorised to perform the following functions at the levels specified, subject to any limitations indicated until: 7 April 2015</p>	<p>The lawful holder of this endorsement may serve in the following capacity or capacities specified in the applicable safe manning requirements of the Administration.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Capacity</th> <th style="width: 70%;">Limitations applying (if any)</th> </tr> </thead> <tbody> <tr> <td>Master</td> <td>--</td> </tr> <tr> <td>Chief Officer</td> <td>Not valid on ships of more than 1,600 gt</td> </tr> <tr> <td>Officer in charge of a Navigational Watch</td> <td>None</td> </tr> </tbody> </table>	Capacity	Limitations applying (if any)	Master	--	Chief Officer	Not valid on ships of more than 1,600 gt	Officer in charge of a Navigational Watch	None										
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Officer in charge of a Navigational Watch	None																			
<p>DOB of Holder: 15/03/1962</p> <p>Date of Issue: 01/02/2011</p> <div style="text-align: center;">  </div>	<p>Signature of duly authorised official</p> <p style="text-align: center;">  David Morter <i>Name of duly authorised official</i> </p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Function</th> <th style="width: 30%;">Level</th> <th style="width: 40%;">Limitations applying (if any)</th> </tr> </thead> <tbody> <tr> <td>Navigation</td> <td>Management</td> <td>Not valid on tankers</td> </tr> <tr> <td>Cargo Handling and Stowage</td> <td>Management</td> <td>--</td> </tr> <tr> <td>Controlling the operations of the ship and care for persons on board</td> <td>Management</td> <td>--</td> </tr> <tr> <td>Radio Communications</td> <td>Operational</td> <td>--</td> </tr> <tr> <td colspan="2"></td> <td>GMDSS Restricted to A1 Sea Area</td> </tr> </tbody> </table>	Function	Level	Limitations applying (if any)	Navigation	Management	Not valid on tankers	Cargo Handling and Stowage	Management	--	Controlling the operations of the ship and care for persons on board	Management	--	Radio Communications	Operational	--			GMDSS Restricted to A1 Sea Area
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