



PORTS and MARITIME AFFAIRS

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Directive No. STCW/18

ISSUE AND REGISTRATION OF CERTIFICATES

Issued under the enabling power of the Ministerial Resolution 6/2001
and including STCW 2010 Manila Amendments

1. General

The International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978 as amended (STCW) under Regulation 1/2 of the Convention and Section A-1/2 of the Code requires each Party to maintain a register or registers of all certificates and endorsements for masters, officers, and, as applicable, ratings which are issued or revalidated, suspended, cancelled or reported lost or destroyed and of dispensation issued.

There is also a requirement to ensure there is a proper approval of the seagoing service and training and maintain a database of approval training institutes or training centres or training courses with a controlled electronic access.

The Ports and Maritime Affairs (PMA) in accordance with the provisions of the STCW, by 1st January 2017 will make available information on the status of such certificates of competency, endorsements and dispensations to other Parties and companies that request verification of authenticity and validity of documents issued to the seafarers.

This directive outlines the PMA available information on the status of seafarer's certificate and evidence documents that will be available in English language



through direct access to PMA electronic webpage in the purpose of compliance with paragraph 15 of Regulation 1/2 of the Convention.

2. Approval of seagoing service

Approved seagoing service or "Sea-service" is the period of service performed on a sea-going ship of at least 100 GT (or length \geq 24 meters) while being on the Article of Agreement of the ship and the period of such service being duly recorded in the Record/ Discharge Book or a book containing a record of such sea-service provided the ship was not laid up in any port or harbour for more than 30 days. Attendance of ships in the final stage of construction, conversion, repair or survey to an extent of 60 days may be counted if the seafarer concerned eventually sails on the same ship.

3. Approval of training courses

Only the training institutes authorised by PMA may conduct training covering the syllabuses contained in the part A of STCW Code assess the competence of the candidates and issue certificates (for the specific course) to those who meet the required standards on behalf of the PMA.

Until PMA formal Memorandum of Understanding with reputable training institutes are concluded, the institute that is approved for similar purpose by a state in the IMO-STCW white list (complying with IMO requirements) may be accepted by PMA.

In approving training courses and programmes, PMA takes into account that the relevant IMO Model Courses. A guideline of Approval of Training Centers and Courses is outlined in PMA Directive No. STCW/03 and a list of Bahrain Approved Training Centres and Courses will be maintained on the PMA website by the end of year 2016.

**4. Electronic access to registers**

The PMA in maintenance of the electronic register in accordance with paragraph 15 of regulation I/2, provisions be made to allow controlled electronic access to such register to allow Parties and companies to confirm:

- 1) the name of the seafarer to whom such certificate, endorsement or other qualification was issued, its relevant number, date of issue and date of expiry;
- 2) the capacity in which the holder may serve and any limitations attaching thereto; and
- 3) the functions the holder may perform, the levels authorized and any limitations attached thereto.

5. Development of a database for certificate registration

In implementing the requirement in paragraph 14 of regulation I/2 for the maintenance of a register of certificates and endorsements, the following items of information is recorded and available electronically:

1) Status of certificate

Valid

Suspended

Cancelled

Reported lost

Destroyed

with a record of changes to status to be kept, including dates of changes.

2) Certificate details

Seafarer's name

Date of birth

Nationality

Gender

Seafarer's photograph

Relevant document number

Date of issue



Date of expiry
Last revalidation date
Details of dispensation(s)

3) Competency details

STCW standard of competence (e.g., regulation II/1)
Capacity
Function
Level of responsibility
Endorsements
Limitations

4) Medical details

Date of issue of latest medical certificate relating to the issue or revalidation of the certificate of competency.

6. Revision history:

Revision No. 2 of the present Directive supersedes the Directive Number 9, which was published by the President of Customs and Ports on 24th October 2001.

Hassan Ali Al Majed

Undersecretary for Ports and Maritime Affairs

16th August 2016