



DEPARTMENT OF TRANSPORT

SIS FORM 4

Application No.:

APPLICATION FOR REVALIDATION OF AN EXISTING DECK OR ENGINEER OFFICER CERTIFICATE OF COMPETENCY OR CERTIFICATE OF PROFICIENCY (OIL/CHEMICAL/LIQUEFIED GAS TANKER)

FOR OFFICIAL USE ONLY:

Form section for official use only, including fields for Certificate Type, Certificate Number, Application Origin, Date Received, Amount Paid, Receipt Number, Issuing Officer, Date of Issue, Distribution Method, and Registered Post Number. Includes a large grey area for 'Attach Photograph Here'.

PLEASE READ THE ATTACHED GUIDANCE NOTES BEFORE COMPLETING THIS FORM

1 DETAILS OF APPLICANT

Form section 1: Details of Applicant. Includes fields for Tick the Appropriate Box (Mr, Mrs, Ms), Surname, Forename(s), If known by an alternative name or names, please state, Seafarer's Unique ID Number, Home Address, Alternative Postal Address, Phone Number, Mobile Number, Email Address, Name of Nominated Contact, Address of Nominated Contact, and Phone Number of Nominated Contact.

2 PARTICULARS REGARDING CITIZENSHIP

Form section 2: Particulars Regarding Citizenship. Includes fields for Date of Birth, Country of Birth, County of Birth (If born in Ireland), and Nationality.

3 APPLICANT'S DECLARATION

I declare that the information I have given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are genuine, given and signed by the persons whose names appear on them.

Form section 3: Applicant's Declaration. Includes fields for Signature of Applicant (with a dashed box for the signature) and Date.

**4 PARTICULARS OF CERTIFICATE(S) FOR WHICH REVALIDATION IS BEING APPLIED FOR**

<b>Certificate Type:</b>		<b>Certificate Number:</b>	
<b>Certificate Type:</b>		<b>Certificate Number:</b>	
<b>Certificate Type:</b>		<b>Certificate Number:</b>	

**5 TRAINING (Give details of new courses attended)**

<b>Qualification Awarded</b>	<b>Issuing Authority</b>	<b>Date Issued</b>

**6 PARTICULARS OF SERVICE**

<b>Name of Ship</b>	<b>Type of Ship*</b>	<b>Port of Registry/ Official Number</b>	<b>Gross Tonnage/ Registered Power kW</b>	<b>Motor/ Steam</b>	<b>Capacity in which served</b>	<b>Dates</b>		<b>Duration</b>	
						<b>From</b>	<b>To</b>	<b>Months</b>	<b>Days</b>
			GT						
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\* For 'Type of Ship', please enter one of the following:  
 1 = Passenger/Cargo/Other, 2 = Oil (Petroleum) Tanker, 3 = Chemical Tanker, 4 = Liquefied Gas Tanker

<b>7 DOCUMENTS TO ACCOMPANY YOUR APPLICATION - CHECKLIST</b>		
	<b>For Applicant</b>	<b>For Official Use only</b>
A completed application form	<input type="checkbox"/>	<input type="checkbox"/>
Two photographs, signed on reverse	<input type="checkbox"/>	<input type="checkbox"/>
Original Certificate of Competency ( <i>if requiring revalidation</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Original Certificate of Proficiency – Oil/Chemical/ Liquefied Gas Tanker ( <i>if requiring revalidation</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Company Letter ( <i>verifying duties and duration of employment</i> )	<input type="checkbox"/>	<input type="checkbox"/>
STCW Medical Certificate ( <i>see Marine Notice 38 of 2014 for a list of approved Doctors</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Engineer Applicants - High Voltage Training ( <i>refer to Guidance Note 13 for further details</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Deck Applicants – ECDIS Training ( <i>refer to Guidance Note 12 for further details</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book ( <i>detailing required seagoing service</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Equivalent revalidation experience ( <i>if applicable</i> )	<input type="checkbox"/>	<input type="checkbox"/>
The appropriate fee ( <i>fees and payment methods are listed under Guidance Note 6 &amp; 15</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Basic Training Fire Prevention and Fire Fighting ( <i>STCW Table A-VI/2</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Basic Training Personal Safety and Social Responsibilities ( <i>STCW Table A-VI/1-4</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Basic Training Survival Craft and Rescue Boats other than Fast Rescue Boats ( <i>STCW Table A-VI/2-1</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Basic Training in Personal Survival Techniques, ( <i>STCW Table A-VI/1</i> )	<input type="checkbox"/>	<input type="checkbox"/>
<b>PLUS - CERTIFICATES OF UPDATED PROFICIENCY – Required from 1<sup>st</sup> January 2017 only. Please refer to Guidance Note No. 15</b>		
Update training in Personal Survival Techniques ( <i>STCW Table A-VI/1-1</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Update training in Fire Prevention and Fire Fighting ( <i>STCW Table A-VI/1-2</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Update Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats ( <i>STCW Table A-VI/2-1</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Update Proficiency in Fast Rescue Boats ( <i>STCW Table A-VI/2-2</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Update training in Advanced Fire Fighting ( <i>STCW Table A-VI/3</i> )	<input type="checkbox"/>	<input type="checkbox"/>

**IMPORTANT NOTICE:** INCOMPLETE APPLICATIONS MAY BE RETURNED UNPROCESSED, BY POST. THEREFORE IN ORDER TO AVOID ANY UNDUE DELAY IN THE PROCESSING OF YOUR APPLICATION, PLEASE ENSURE THAT THE ABOVE CHECKLIST IS ADHERED TO.

**FOR OFFICIAL USE ONLY****APPLICATION PASSED**

I confirm that I have examined the training, service and other documents provided in support of this application. I hereby certify that the seafarer has produced satisfactory proof of training/service to qualify for the revalidation of their certificate(s) as follows:

Functions	Level	Capacity	STCW Reg	Limitations applying
Approved Certificate Expiry Date:				
Examiner's Signature:				<i>Office Stamp</i>
Date:				

**APPLICATION REJECTED**

I confirm that I have examined the training, service and other documents provided in support of this application. I hereby certify that the seafarer has **NOT** met the requirements for revalidation of their certificate(s).

**REASON(S) FOR REJECTION:**

Examiner's Signature:		<i>Office Stamp</i>
Date:		

## GUIDANCE NOTES

### 1. GENERAL

This application form may be used for the revalidation of more than one certificate, provided details and all certificates requiring revalidating are submitted i.e. Certificate of Competency, GMDSS General Operators Certificate, Certificate of Proficiency (Oil/Chemical/Liquefied Gas Tanker) etc.

### 2. EXPIRED CERTIFICATES

Seafarers who wish to revalidate a certificate that has ceased to be valid should contact the Marine Survey Office in advance of submitting an application.

### 3. VALIDITY PERIODS

If an application for revalidation of a Certificate of Competency is made within the six month period before the COC expiry date, the certificate may be revalidated until the fifth anniversary of the original COC expiry date.

### 4. LEGIBILITY

All entries (other than where signatures are required) must be made clearly in BLOCK CAPITALS using a black or blue ballpoint pen. Mistakes due to illegible writing cannot be rectified without payment of a further fee.

### 5. PHOTOGRAPHS

Your application must be accompanied by two identical passport-type photographs. The photographs should be taken full face, without a hat, and should be printed on normal photographic paper. The reverse side of each photograph should be signed by you.

### 6. FEE FOR REVALIDATION

Deck Officer Certificate of Competency	€53
Marine Engineer Officer Certificate of Competency	€53
Certificate of Proficiency – Oil/Chemical/Liquefied Gas	No Fee

### 7. DETAILS OF APPLICANT (SECTION 1)

#### SEAFARERS UNIQUE ID NUMBER

The Department of Transport are in the process of issuing all seafarers' who hold Irish Seafarer's Discharge Books, Identity Cards, Certificates of Competency, Radio Operator's Certificates and other seafaring qualifications and certificates including Irish Seafarer's Medical Certificates, a Seafarer's Unique ID Number. If this number is known to you, please provide it under Section 1. If this number is not known by you, please leave this field blank. Your unique ID number will be issued to you and printed on the current seafarer's certificate which you are applying for. This number should be quoted on all future communications with this Department.

#### NOMINATED CONTACT

For data protection purposes your application, or the status of your application, may not be discussed with any other party without your prior consent. Should you envisage another party making inquiries with this Department on your behalf regarding the status of an application submitted by you (i.e. should you be away at sea), then please provide details of that Nominated Contact.

### 8. SEAGOING SERVICE

Before a certificate can be revalidated, the holder must show continued professional competence by providing evidence of approved seagoing service, performing functions appropriate to the certificate held, for a total of either:

- 12 months during the preceding 5 years, *or*
- 3 months in the preceding 6 months immediately before revalidating.

**Deck Applicants:** Officers must have approved seagoing service, performing functions appropriate to the certificate held, as a master or deck officer in sea-going ships of any flag.

**Engineer Applicants:** Officers must have approved seagoing service performing functions appropriate to the certificate held as an engineer officer on sea-going ships, of any flag, of at least 750kW registered power.

Seagoing service other than that specified above may be considered on a case by case basis.

## **9. ALTERNATIVES TO SEAGOING SERVICE**

If the holder of a Certificate of Competency has not gained enough seagoing service during the 5 year period, their STCW certificate may be revalidated by:

- Passing an approved test, *or*
- Successfully completing an approved training course or courses, *or*
- Completing approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than 3 months in a supernumerary capacity, or in a lower officer rank than that for which the certificate is valid, immediately before taking up the rank for which it is valid. In order to do this they must first contact the appropriate examiner at the Marine Survey Office for a revalidation oral examination. On successful completion, a new Certificate of Competency will be issued in the lower rank.

## **10. EQUIVALENT REVALIDATION EXPERIENCE**

Professional competence may be established by having performed functions ashore considered to be equivalent to the above seagoing service.

An STCW certificate may be revalidated if the holder has completed at least 2.5 years non-seagoing experience in the previous 5 years in a position considered to be equivalent to seagoing service such as those listed below. The following list is not exhaustive and applications from certificate holders engaged in other occupations may also be considered.

- Marine Pilots
- Government Marine Surveyors
- Marine College Lecturers
- Technical, Engineering and Marine Superintendents or Ship Repair Managers
- Harbour Masters
- Hydrographic Surveyors
- Classification Society Marine Surveyors (IACS)

## **11. CERTIFICATES OF PROFICIENCY (OIL/CHEMICAL/LIQUEFIED GAS TANKER)**

Seafarers revalidating certificates of proficiency must provide evidence of approved sea service appropriate to **each** of the types of tanker that they want to remain qualified for.

At least 6 months on a storage tanker, barge or terminal in operations involving loading or discharging of tankers will be accepted as equivalent to seagoing service for tanker qualifications.

If this evidence cannot be provided, the tanker endorsement or Certificate of Proficiency will not be renewed. Before it can be re-issued, the applicant will be required to complete:

- The relevant advanced tanker training programme or
- 14 days supervised ship-board training in a supernumerary capacity in the relevant type of tanker.

## **12. DECK OFFICERS - ECDIS**

The 2010 Manila Amendments to the STCW Code bring in the requirement for Deck Officers working onboard ships fitted with an Electronic Chart Display Information System (ECDIS) to undergo specific education and training.

As of 1st January 2012, seafarers requiring revalidation of CoCs issued in compliance with STCW Regulation II/1, II/2 and II/3 (maintain a safe navigational watch; use of ECDIS to maintain safety of navigation; and maintain the safety of navigation through the use of ECDIS and associated navigation systems to assist command decision making) need to comply with the new STCW requirements to ensure their CoC remains valid on ships fitted with ECDIS after 31st December 2016.

For the revalidation of a CoC valid after 31st December 2016, the seafarer must have completed one of the following:

- An approved navigation radar and ARPA simulator (NARAS)/navigation aids and equipment and simulator training (NAEST) course.
- An ECDIS programme based on the IMO Model ECDIS course (1.27) approved by the Irish Maritime Administration.
- An ECDIS programme based on the IMO Model ECDIS course (1.27) approved by the Maritime Administration of an EU Member State or by a country which is recognised by Ireland under STCW 78, as amended, Regulation I/10.

Deck officers not meeting this requirement will receive the following CoC limitation: ***“From 1 January 2017 this certificate is not valid for service on ships fitted with ECDIS.”***

Deck officers may ask for this limitation to be removed once they have provided documentary evidence of completing approved ECDIS training.

### **13. ENGINEER OFFICERS - HIGH VOLTAGE REQUIREMENTS**

The Manila Amendments bring in the requirement for engineer officers to undergo education and training in High Voltage (HV) systems, at both the operational and management levels. This requirement will apply to all Engineer Officers starting training after 1st July 2013. From 1st January 2017, all Engineer Officers who work on ships with HV systems will need to comply.

This requirement comes into force on 1st January 2017 but will affect the revalidation of Engineering CoCs from 1st January 2014. HV training requirements will be incorporated in the future training programmes for Engineer Officers at both the operational and management levels.

There is no requirement for additional training to be undertaken by existing Engineer Officers who do not, or don't intend to, work on ships with HV systems. These Engineer Officers will receive the following CoC limitation: ***“From 1 January 2017 this certificate is not valid for service on ships fitted with High Voltage (over 1000V) systems”***

Engineer Officers may subsequently request the removal of this limitation by providing documentary evidence of approved HV training.

From 1st July 2013, Engineers progressing to higher levels of Certificates of Competency will be required to have HV voltage training whether or not they intend to work on ships with HV equipment.

#### **EOOW COC REG. III/1 (OPERATIONAL LEVEL)**

To avoid having the High Voltage limitation, Engineer Officers of the Watch will need to show compliance with the 2010 Manila Amendments. In addition to the current revalidation requirements, they will have to provide documentary evidence of completion of a High Voltage course or completion of the following sea service in the engine room on vessels fitted with HV systems;

- 6 months in the preceding 5 years; or
- 3 months sea service during the last 12 months.

Sea service evidence can be provided in the form of a company letter signed by an authorised official within the company.

#### **SECOND/CHIEF ENGINEER OFFICER COC REG. III/2 AND III/3 (MANAGEMENT LEVEL)**

To avoid having the High Voltage limitation, Senior Engineer Officers will need to show compliance with the 2010 Manila Amendments. In addition to the current revalidation requirements, they will have to provide documentary evidence of completion of a High Voltage (HV) course.

#### **HIGH VOLTAGE COURSES**

Courses previously undertaken prior to 1st July 2013 do not need to be approved but you must provide documentary evidence confirming the course covers at least the following topics:

At the operational level:

- The hazards associated with High Voltage systems;
- The functional, operational and safety requirements for a marine high-voltage system;
- Basic arrangement of High Voltage systems and their protective devices;
- Safety procedures related to High Voltage systems; and
- Immediate actions to be taken under fault conditions.

The original certificate and course syllabus must be submitted with the application.

At the management level:

- The functional, operational and safety requirements for a marine high-voltage system;
- Assignment of suitably qualified personnel to carry out maintenance and repair of high-voltage switchgear of various types;
- Taking remedial action necessary during faults in a high-voltage system;
- Producing a switching strategy for isolating components of a high-voltage system;
- Selecting suitable apparatus for isolation and testing of high-voltage equipment;
- Carrying out a switching and isolation procedure on a marine high-voltage system, complete with safety documentation; and
- Performing tests of insulation resistance and polarization index on high-voltage equipment.

#### 14. ANCILLARY CERTIFICATES OF PROFICIENCY (CoP)

The 2010 Manila Amendments to the STCW Code introduce new requirements for seafarers required to hold any of the following certificates of proficiency:

- Personal Survival Techniques (STCW Table A-VI/1-1)
- Fire Prevention and Fire Fighting (STCW Table A-VI/1-2)
- Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (STCW Table A-VI/2-1)
- Proficiency in Fast Rescue Boats (STCW Table A-VI/2-2)
- Advanced Fire Fighting (STCW Table A-VI/3)

Seafarers required to hold any of the certificates of proficiency listed above shall, every five years, provide evidence of having maintained the required standard of competence to undertake the tasks, duties and responsibilities specified in the tables.

Seafarers revalidating their CoC or CoP after 1st January 2017 will be required to submit documentary evidence of having completed such training. There is no requirement to provide documentary evidence for having completed this training if a seafarer applies for revalidation before 1st January 2017.

#### 15. APPLICATION METHODS

##### A. By Post

It is in your interest to use Registered Post. This Department will not accept responsibility for documents lost in the post. Complete your application form as required, remembering to attach all the supporting documents listed on the checklist provided (see Section 7). Post your application together with your payment by bank draft or postal order, made payable to the **Superintendent, Mercantile Marine Office**, to the Mercantile Marine Office listed under Guidance Note 16. Alternatively credit and debit card payments can be made by submitting the following information:

Please debit my card with the amount indicated: € \_\_\_\_\_

**Card Type:** MasterCard  Visa  Other

**Card Number:**

**Expiry Date:**   -   -  2  0

**Card Holder Name:**

**Signature:**

**Date:**



**B. In Person**

Complete your application form as required, remembering to include all the supporting documents listed on the checklist provided (see Section 7). Call in to our public office detailed below with, credit/debit card, bank draft or postal order, made payable to the *Superintendent, Mercantile Marine Office*, during our public office opening hours:

**Monday – Friday Between 10:00 am – 12:30 pm and 2:00 pm and 4:00 pm**

Postal and personal applications will normally be processed and returned by registered post .

**16. CONTACT DETAILS FOR MERCANTILE MARINE OFFICE**

Mercantile Marine Office  
Marine Survey Office  
Irish Maritime Administration,  
Department of Transport  
Leeson Lane  
Dublin 2  
Ireland

Ph: + 353 (0)1 678 3480

**Privacy Statement**

The Department of Transport requires customers to provide certain personal data in order to carry out our legislative and administrative functions. The Department will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation.

Your personal data may be exchanged with other Government Departments in certain circumstances where this is provided for by law. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at [www.gov.ie/transport/dataprotection](http://www.gov.ie/transport/dataprotection). Details of this policy are also available in hard copy upon request by emailing [dataprotection@transport.gov.ie](mailto:dataprotection@transport.gov.ie) or in writing to Data Protection Unit, Department of Transport, Leeson Lane, Dublin 2. D02 TR60.