



Ref. T2/4.1.5

STCW.7/Circ.15  
24 May 2004

**DATA REQUIRED TO BE INCLUDED IN DOCUMENTARY EVIDENCE  
OF TRAINING LEADING TO THE AWARD OF A CERTIFICATE OF COMPETENCY**

- 1 The Sub-Committee on Standards of Training and Watchkeeping, at its thirty-third session (21 to 25 January 2002), agreed to the development of a harmonized format for ancillary certificates providing documentary evidence leading to the award of a certificate of competency as a long term action to assist in the prevention of unlawful practices associated with certificates of competency.
- 2 The Sub-Committee at its thirty-fifth session (26 to 30 January 2004) agreed to the list of data required to be included in documentary evidence of training leading to the award of a certificate of competency instead of a harmonized format for ancillary certificates, as set out in annex.
- 3 The Maritime Safety Committee, at its seventy-eighth session (12 to 21 May 2004), approved this circular for use by Member Governments and training institutions to assist in the prevention of unlawful practices associated with certificates of competency.
- 4 Member Governments are urged to bring the guidance to the attention of those concerned.

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## ANNEX

**DATA REQUIRED TO BE INCLUDED IN DOCUMENTARY EVIDENCE  
OF TRAINING LEADING TO THE AWARD OF A CERTIFICATE OF COMPETENCY****A. Document issued by Administrations**

- 1 Country name (Administration),
- 2 Certificate title (training program name),
- 3 Certificate number,
- 4 Date of issue,
- 5 Date of expiry (if applicable),
- 6 Full name of the holder,
- 7 Date of birth of the holder,
- 8 Official seal (where applicable),
- 9 Name of duly authorized official,
- 10 Signature of duly authorized official,
- 11 A statement which certifies that the holder has satisfactorily completed training in accordance with the provisions of **regulation/section <number>** of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended.

**B. Document issued by Training Institutions/Academies/Providers**

- 1 Country name,
- 2 Certificate title (training program name),
- 3 Certificate number,
- 4 Date of issue,
- 5 Date of expiry (if applicable),
- 6 Full name of the holder,
- 7 Date of birth of the holder,

- 8 Official seal of the training provider (where applicable),
- 9 Name, Title and Signature of the authorized person/s,
- 10 Name and Address of the training institution/academy/provider (including Postal address, Telephone, Fax and e-mail),
- 11 A statement which certifies that:
  - .1 The holder has satisfactorily completed training in accordance with the provisions of **regulation/section <number>** of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended.
  - .2 The training program has been approved by the **<administration>** of **<country's name>**.

**Note:**

If the official language or languages of the issuing authority/training institution/ academy/provider is not English, the text shall include a translation into that language.

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