



Kiribati Ship Registry Pte Ltd

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REGISTRY CIRCULAR RC/5/2012

04/16

TO : Ship Owners, Ship Managers and Ship Operators

SUBJECT : **APPLICATION FOR CREW ENDORSEMENT PROCEDURES**

PURPOSE : This Circular is to inform all Owners / Managers / Agents on the procedures for application of Kiribati Crew Endorsements for Officers serving onboard Kiribati vessels.

APPLICATION FOR CREW ENDORSEMENT (COE) FOR OFFICERS

Application for Certificate of Endorsement (COE), General Operator Certificate Endorsement (GOC), Dangerous Cargo Endorsement (DCE), and Ship Security Officer Endorsement (SSO) **ONLY required for Officers.**

1. Owners / Managers / Agents should use their unique user-id and password to access the electronic Application for COE (those who do not have a user-id and password, or have forgotten their login details, please contact us at: crew@kiribaship.com).
2. For the issuance of COE for the following various STCW Certificates, Owners / Managers / Agents are to upload the following documents as applicable (or submit to: crew@kiribaship.com):
 - (a) Master and Deck Department
 - i. Certificate of Competency (navigational watch) issued in accordance with STCW Chapter II
 - (b) Engine Department
 - i. Certificate of Competency (engineering watch) issued in accordance with STCW Chapter III
 - ii. Certificate of Competency (electro-technical) issued in accordance with STCW Chapter III/6
 - (c) Radiocommunication and Radio Operator
 - i. Certificate of Competency (GMDSS GOC/ROC) issued in accordance with STCW Chapter IV
 - (d) Oil and Chemical Tankers
 - i. Certificate of Training (oil and chemical tankers cargo operations) issued in accordance with STCW Chapter V/1-1
 - ii. Certificate of Training (advance fire-fighting) issued in accordance with STCW Chapter VI/3
 - (e) Liquefied Gas Tankers
 - i. Certificate of Training (liquefied gas tankers cargo operations) issued in accordance with STCW Chapter V/1-2
 - ii. Certificate of Training (advance fire-fighting) issued in accordance with STCW Chapter VI/3
 - (f) Passenger Ships
 - i. Certificate of Training (various passenger ship safety trainings) issued in accordance with STCW Chapter V/2

- (g) IGF Code Ships (ships using gases or other low-flashpoint fuels for propulsion)
 - i. Certificate of Competency (service on ships subject to IGF Code) issued in accordance with STCW Chapter V/3
 - (h) Ship Security Officer
 - i. Certificate of Proficiency (ship security training) in accordance with STCW Chapter VI/5
3. Upon completion of the online application, the submitter will receive an acknowledgement by email confirming that the application has been submitted for our review for issuance of Provisional COE.
 4. The officer(s) will be issued an Electronic Provisional COE(s) with 3 months validity if the submitted application and COC / DCE / GOC / SSO documents are deemed satisfactory. (*Refer to MARINE CIRCULAR 30/2015*)
 5. If the Officer is applying for Permanent Crew Endorsement, then please also upload the following:
 - (i) Medical Certificate (minimum 6 months validity from submission of application)
 - (ii) Certificate of Proficiency for Security-Related Training for all Seafarers in accordance to STCW VI/6 (applicable to vessels that comply to the ISPS Code – refer to Marine Circular 27/2013)
 - (iii) Colour passport sized photo with the following specifications:
 - 35mm (width) by 45mm (height)
 - Jpeg format only
 - File size not exceeding 200KB

Note: *To ensure clarity of the photo, applicants are encouraged to ensure the following:*

- *Picture has resolution of at least 300pixel per inch*
 - *If the camera is used to take the photo, the camera's resolution should not be below 2 mega pixel*
 - *If a scanner is used to scan the photo, image of the photo should be 400(width) by 514 pixels(height)*
6. For issuance of Permanent Crew Endorsements (3 years validity or expiry of the officer's COC / DCE / GOC / SSO, whichever earlier), the Administration will require the verification of the COC / DCE / GOC / SSO by their respective issuing authorities.

Note:

- *Should you encounter any problems during the online application process, please contact this office either by phone or email (+65 6225 0555 / crew@kiribaship.com)*

Best regards,

Crewing Department
Kiribati Ship Registry