



# GUIDANCE NOTICE

## National Standard for Commercial Vessels – Certificate of Competency

### Coxswain Grade 1 Near Coastal (NC)

#### Limits of Certificate

The holder of this certificate can:

- (a) Command and operate a vessel <12 m long in inshore waters, carrying passengers and with propulsion power;
  - for an inboard engine – < 500 kW; or
  - for an outboard engine – unlimited; and
- (b) Under the same propulsion power limits, command and operate a vessel <12m long:
  - as a tender or auxiliary vessel – within 3 nm of a parent vessel in the Exclusive Economic Zone (EEZ);
  - within waters designated for a specific purpose by a state or territory marine safety agency, which permits holders of this certificate to operate, subject to any conditions that it may impose.

#### Sea Service – Coxswain Grade 1 (NC)

Sea service required for a Coxswain Grade 1 NC.

The applicant must have at least:

- 30 days qualifying sea service on commercial vessels ≥5 m long, while working in a deck or deck and engineering capacity on board, and a completed approved task book; or
- 240 days qualifying sea service on vessels ≥5 m long, while working in a deck or deck and engineering capacity on board, of which all may be accrued on recreational vessels.

#### Possible Restrictions - Coxswain Grade 1 (NC)

##### Inboard propulsion power <100 kW:

A certificate will be restricted to inboard propulsion power <100 kW (or unlimited outboard power) if the person:

- completes only the entry level motor engineering unit of the Transport and Logistics Industry Skills Council Ltd - Maritime Training Package.

##### Restricted to daylight hours

A certificate will be restricted to daylight hours:

- if the person is colour vision deficient.

##### Restricted to sheltered waters

A certificate will be restricted to sheltered waters:

- if at least half of sea service required is not seaward of sheltered waters.

#### Calculation of Qualifying Sea Service

- (1) Qualifying sea service is measured in days spent performing the tasks appropriate to the class of certificate to which it applies.
  - (2) **At least half** of the required sea service must be within 5 years before the application.
  - (3) Qualifying sea service is calculated in days. A **day** is a minimum of 7.5 hours.
  - (4) The hours for calculating one **day** can be accumulated over more than one day; (i.e. 3.5hrs performed on one day can be carried over to the next day until the person has a total of 7.5hrs to make one day of sea service).
  - (5) A portion of sea service may be accrued in the following circumstances:
    - For a **deck certificate** —up to 15 per cent, on a vessel that is not underway, while the applicant is performing duties in a deck capacity or refitting work.
    - For an **engineering certificate** —up to 33 per cent, on a vessel that is not underway and while the applicant is performing engine related duties or refitting.
- All other sea service must be accrued while the vessel is underway.
- (6) A vessel is **underway** when it is:
    - operating; or
    - not tied to a jetty; or
    - at anchor with a person on anchor watch; or
    - being manoeuvred to free it from being aground.

(7) Additional sea service (**10 days**) is credited for each **full 20 days** accrued on extended voyages:

- An extended voyage is a voyage:
  - of more than 24 hours duration;
  - including periods underway in a watch keeping capacity or undertaking deck duties in both day and night;
  - when fatigue is managed in accordance with the STCW Convention.

(8) For a person living on a vessel, sea service may be counted, **only** while the person is carrying out relevant navigational or engineering work.

A sea service calculation tool is available on the Australian Maritime Safety Authority (AMSA) website.

### Sea Service Assessment

Sea service will be assessed using the National Standard for Commercial Vessels Part D, Crew Competencies. A copy of this document is available on AMSA's website.

Pages for recording sea service may also be printed out as an alternative to a log book and submitted with the Application for a Sea Service Assessment Form. (AMSA form 560).

A sea service assessment is valid for 12 months.

### Task Books

Satisfactory completion of a task book by a candidate reduces the amount of sea service required, as set out above.

#### Task books obtained and signed off by the National Regulator / Marine Safety Agencies

Task books can be issued and signed off by national regulator / marine safety agencies, if the applicant is:

- enrolled in a course with an approved RTO that is not yet delivering the MAR Maritime Training Package;
- enrolled in a course or completed a certificate at a registered training organisation (RTO) prior to 31 December 2013; or
- holding a restricted certificate of competency issued before 1 July 2013, and applying for an unrestricted certificate.

#### Task books obtained and signed off by an approved registered training organisation (RTO)

A task book can be submitted to the national regulator /marine safety agencies for qualifying sea service calculation if the applicant is enrolled in a course:

- that includes an approved task book; and
- it is signed off by the approved RTO.

Candidates who enrol in a course after 1 January 2014 with an RTO delivering the MAR Maritime Training Package:

- must complete an approved task book signed off by the RTO **before** being issued with an Australian Qualification Framework certificate to qualify for the task book sea service requirement.

#### ROPES and other skill record books

A Record of Practical Experience and Sea-Service (ROPES) book started prior to 1 July 2013 will, where applicable, enables a sea service reduction of up to 50 per cent of the full sea service requirement.

- A ROPES book issued prior to 1 July 2013 will be accepted until 31 December 2014.

Task books issued under state or territory arrangements prior to 1 July 2013:

- Must be completed under the issuing arrangements before 31 December 2014.

#### When full sea service requirements must be met

Applicants commencing a qualification at an approved RTO after 31 December 2013 who do not complete an approved task book signed off by the RTO or marine safety agency assessor:

- are not eligible for sea service reduction; and
- must complete the full amount of qualifying sea service required without a task book.

The national regulator / marine safety agency may request supporting documentation to support task books or ROPES book entries.

Refer to Industry Guidance Notice – National Standard for Commercial Vessel – Part D – Task Books.

### Final Assessment

Candidates are required to undertake a final assessment conducted by a national regulator approved assessor before being issued a certificate of competency.

Candidates who successfully complete all requirements for an NSCV Part D certificate of competency including the final assessment may request a temporary service permit in the form of a letter to allow them to operate immediately.

### Application for Certificate of Competency

#### If lodging application in person:

Provide the original of each item in the Prerequisite Checklists (below), to the national regulator / marine safety agency for sighting.

#### If lodging application by post:

All supporting documentation lodged with your application, must be certified copies. See Certified Copies (below).

A person is guilty of an offence under section 137.1 of the *Criminal Code Act 1995* if the person gives false or misleading information, or omits any information without which is misleading, to a Commonwealth entity, or to a person who is exercising powers or performing functions under a law of the Commonwealth, or where the information is given in compliance or purported compliance with a law of the Commonwealth.

### Prerequisites Checklist

- Be at least 16 years when the certificate is issued;
- Record of Sea Service (AMSA form 560); or
- Record of Sea Service to meet standard, signed by a qualified person;
- Declaration of Medical Fitness; (AMSA form 558);
- Eyesight (Colour Vision) Test Certificate (AMSA form 542);
- Proof of Identity;
- Photographs (2);
- Certificate 2 – Coxswain Grade 1 issued by an AMSA approved registered training organisation (RTO);
- HLFTA unit of competency Apply first aid or another certificate that the national regulator considers equivalent;
- Marine Radio Operators VHF Certificate of Proficiency (MROVCP) issued by the Australian Communications and Media Authority;
- Application for a Certificate of Competency - first time issue (AMSA form 534);
- Pay fee/s.

### Coxswain Grade 1 NC Certificate of Competency Renewal

Coxswain Grade 1 NC Certificate of Competency expires 5 years after it is issued or renewed; or a lesser period determined by the national regulator.

### Checklist - Application for Renewal

- Application For A Certificate Of Competency – Renewal; (AMSA form 536)
- Declaration of Medical Fitness; (AMSA form 558)
- Proof of Identity;
- Photographs (2);
- HLFTA unit of competency Apply first aid or another certificate that the national regulator considers to be equivalent;
- Pay fee/s.

### Certified Copies

A certified copy is a copy of an original document (not a copy of a copy) that has been certified as a true and correct copy by a person who is authorised to witness a statutory declaration (see list below).

Certified copies can be obtained by presenting the original document together with a photocopy of that document to an authorised person for them to sight and certify.

Persons who are authorised to witness statutory declarations (under the *Commonwealth Statutory Declarations Act 1959*) include:

- Accountant (Chartered or Certified)
- Clerk of a Court
- Commissioner for Affidavits
- Commissioner for Declarations
- Dentist
- Justice of the Peace
- Legal Practitioner
- Magistrate
- Medical Practitioners
- Nurse
- Pharmacists
- Police Officer
- Post Office Manager
- Sheriff or Sheriff's Officer
- Teacher
- Veterinary Surgeon

### More information

Industry Guidance Notices containing more information on registered training organisation locations, Certificates of Competency, Sea Service requirements and task books, can be obtained from the Australian Maritime Safety Authority website at [www.amsa.gov.au](http://www.amsa.gov.au) and from state and territory marine safety agencies.

Note:

- If there is an inconsistency between this document and previously issued documents in relation to the subject matter, this document supersedes advice conveyed in previous documents dealing with these matters.
- Previous documents found to be in conflict with this document (or parts thereof) will be updated or withdrawn at the earliest convenient opportunity.