

# Isle of Man Ship Registry Manx Shipping Notice



## Isle of Man Endorsement Application Process

Ref. MSN 051  
Issued 26 Feb 2018

### Introduction

This MSN provides information on the requirements for the application of an Isle of Man STCW Endorsement issued under the provisions of Regulation I/10 of the STCW Convention.

Isle of Man Endorsements can now be issued in a new format and printed by the Company who submitted the application. This has been circulated by IMO in [STCW.2/Circ.81](#).

### 1. Requirements to hold an Isle of Man Endorsement

The Isle of Man Ship Registry does not issue its own Certificates of Competency, but the Ship Registry is required by regulation I/10 of the STCW Convention to issue an endorsement recognising a National Certificate of Competency. Endorsements are required for all officers sailing on Isle of Man registered vessels unless they hold a Certificate of Competency (CoC) issued by the United Kingdom under the Convention.

Officers serving on Isle of Man registered vessels may be of any nationality and any residency provided they are **holders of a CoC issued by one of the STCW 'white list'** countries recognised by the Isle of Man.

The current list of recognised countries is attached in **Appendix 1** and all officers with a CoC issued by one of these countries may apply for an Isle of Man Endorsement.

If a seafarer holds a United Kingdom issued Certificate of Equivalent Competency (CEC), they **must** still apply for an Isle of Man Endorsement.

The Ship Registry does not normally accept applications from individual seafarers and applications should be made through the owner/operator or one of their manning agents.

### 2. How to apply for an Isle of Man Endorsement

To apply for an Isle of Man Endorsement, there are three options available; in hard copy via mail, via e-mail with scanned documents or using our online application service.

**Hard copy:** The required documentation must be completed and sent to the Ship Registry by post or courier to the following addresses:

STCW Endorsement Applications  
Isle of Man Ship Registry  
Department for Enterprise  
St Georges Court  
Upper Church Street  
Douglas, Isle of Man, British Isles, IM1 1EX

### E-mail with scanned documents

When applying by e-mail, the completed application should be scanned in a single multi-page pdf file containing the required documentation. Please use a high resolution file (400 dpi or greater) and email to [Seafarers@gov.im](mailto:Seafarers@gov.im)



## Online Application Process

Registered users can log in at <https://mavis.iomshipregistry.com> once they have applied for a user account.

User accounts can be requested via [seafarers@gov.im](mailto:seafarers@gov.im) including your name, e-mail address and supplying a user name (for log in purposes).

Once an account has been created, you will be supplied with a password and a user guide to enable you to log in and use the system. The user guide includes information on how to apply for an Endorsement and the format of the information to be supplied.

In order to comply with our obligations as an ISO 14001 accredited organisation, when using the online application process there is a self-print option available and when this is selected the Endorsement will be e-mailed directly to the company making the application. The company must then print the document on a high quality colour printer and provide this to the seafarer. We will confirm with each individual company in advance that they can produce documents to the required standard before they will be permitted to use this option.

## List of required documents

The list of documents required to be submitted in order to apply for an endorsement is provided below. Please note that not all documents are required for every application, as it is dependent upon the type of vessel the officer will be serving on.

- Completed Form A-1 Endorsement Application Form with sections 3 and 4 signed (as appropriate);
- 1 passport quality colour photograph;
- 1 clear specimen signature on a white background (in blue or black ink);
- A clear and legible copy of the CoC and STCW Endorsement;
- Valid GMDSS Certificate (Deck Officers only);
- **(If applicable) clear, legible and valid copies of the officer's certificates relating to dangerous goods – Oil, Gas, Chemicals as appropriate, where the dangerous goods endorsement is not included in the Certificate of Competency; and**
- (If applicable) other certificates/endorsements if they are required to be issued separately by the CoC (i.e. ARPA, ECDIS, passenger ship training, 1 kV, etc.)

## Declarations

There are two declarations on the endorsement application form which must be signed by a Responsible Officer – this can be either a person employed by the Company, their crewing department or their Isle of Man representative person. The Responsible Officer cannot be an officer on the vessel the applicant is to serve on. These declarations are required from the Responsible Officer -

- a. for all applicants stating the applicant is proficient in spoken and written English. This is to ensure the applicant can use and understand orders, procedures, documents and other materials in English necessary for the functions to be performed on board; and
- b. for Masters, Chief Mates, Chief Engineers and Second Engineers stating the applicant **is competent in matters relating to the Isle of Man's maritime legislation. In order to meet this requirement, the Ship Registry requires senior officers to have an understanding of the requirements and procedures as detailed in the 'Master's handbook' published by the Isle of Man Ship Registry. There is a Master's handbook available for both merchant vessels and commercial yachts; both handbooks are available on the Isle of Man Ship Registry website.**



## Endorsement application process

The Ship Registry carries out checks on both the quality and the validity of all applications submitted. Each application, if acceptable for the issuance of an Endorsement, will be acknowledged with a **C**onfirmation of **R**eceipt of **A**pplication (CRA), a copy of which must be forwarded to the vessel. The CRA will be e-mailed directly to the company making the application.

If the officer is deemed suitable, an endorsement certificate will be issued as soon as possible. This is often issued on the same day as the application, but is normally within a few days of receipt of the application.

The STCW Convention allows a seafarer to serve on a vessel for 3 months without the Isle of Man Endorsement being available on board; however, the seafarer must have a copy of the relevant CRA.

It is essential that the Company and master ensure that correct documentation is onboard. Port State Control examinations of crew certification can result in deficiencies or even detentions in the event of incorrect or missing documents.

Original versions of officers and crews certification must be available onboard as per Regulation I/2 of the STCW Convention.

## Form of Endorsement

Endorsements are single-sided and printed on plain white A4 paper and an example of an Endorsement is provided in **Appendix 2**. This A4 style document is fully compliant with the model certificate as outlined in the STCW Convention.

**Upon receipt of the endorsement, the holder must sign the document in the blue box on the front of the endorsement. The document is not deemed to be valid unless this box is signed.**

**Please be aware the Ship Registry does not issue a separate GMDSS Endorsement for deck officers.**

## Expiry of an Endorsement

An Isle of Man Endorsement expires on the same date as the CoC it is endorsing expires, is withdrawn, suspended or cancelled by the issuing Administration. The maximum validity of an endorsement is 5 years.

## Express processing service

For an additional fee, the Ship Registry offers an express endorsement processing service for any urgent endorsement applications.

## Fees and charges

Fees and charges for Isle of Man registered vessels are set by Regulations and the current Merchant Shipping (Fees) Regulations are available on the Ship Registry website.

*Please note - The Isle of Man Ship Registry cannot give Legal Advice. Where this document provides guidance on the law, it should not be regarded as definitive. The way the law applies to any particular case can vary according to circumstances - for example, from vessel to vessel. You should consider seeking independent legal advice if you are unsure of your own legal position.*



## APPENDIX 1 – Recognised Countries

The Isle of Man recognises Certificates of Competency issued by the following countries:

Australia	Greece	Portugal
Belgium	Hong Kong	Poland
Brazil	Hungary	Romania
Bulgaria	Iceland	Russian Federation
Canada	India	Serbia
China	Ireland	Singapore
Croatia	Italy	Slovakia
Cuba	Jamaica	Slovenia
Cyprus	Latvia	South Africa
Czech Republic	Lithuania	South Korea
Denmark	Malaysia	Spain
Estonia	Mexico	Sri Lanka
Faroe Islands	Montenegro	Sweden
Finland	Netherlands	Ukraine
France	New Zealand	Union of Myanmar
Georgia	Norway	United States of America
Germany	Pakistan	Vietnam
Ghana	Philippines	



**APPENDIX 2: Example of A4 style Isle of Man Endorsement:**



**Isle of Man  
Government**  
*Reillys Eilan Vannin*

**Endorsement Attesting the Recognition of a Certificate**  
Under the provisions of the International Convention on  
Standards of Training, Certification and Watchkeeping  
for Seafarers 1978 as amended



The Government of the Isle of Man certifies that Certificate of Competency

Number **12345/456**  
Issued To: **Jane DOE**  
By or on behalf of the Government of: **New Zealand**

Is duly recognised in accordance with the provisions of regulation 1/10 of the above Convention, as amended, and the lawful holder is authorised to perform the following functions at the levels specified, subject to any limitations indicated until: **1 June 2020**

Capacity	Limitations applying (if any)	
Chief Engineer	-	
Second Engineer	-	
Officer in charge of an Engineering Watch	None	

  

Function	Level	Limitations applying (if any)
Controlling the operations of the ship and care for persons on board	Operational	Not valid on chemical tankers
		Not valid on gas tankers
Marine Engineering	Operational	Valid for motorships only
Maintenance and Repair	Operational	
Electrical, Electronic and Control Engineering	Operational	-
		-

Endorsement No: 38854 Issued on 29/06/2017

Date of Birth of Holder: 14/08/1978

*J. Doe*



Signature and Photograph of the Holder of the Certificate



Original Signature of the Holder of the Certificate

*D. Mor35*

Signature of duly authorised official

**Davi Mor35**

Name of duly authorised official

Isle of Man Ship Registry  
1st Floor St George's Court  
Upper Church Street  
Douglas, Isle of Man  
IM1 1EX  
British Isles  
Tel. +44 (0)1624 688500  
seafarers@gov.im

This certificate is issued by or on behalf of the Isle of Man under the responsibility of the United Kingdom as Flag State under the Relevant Convention and remains the property of the Isle of Man Government and must be surrendered on demand.

