

Palau International Ship Registry



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MARINE CIRCULAR 156.1

To: ALL SHIPOWNERS, MANAGERS, MASTERS, and REGISTRATION OFFICERS OF MERCHANT SHIPS AND RECOGNIZED ORGANIZATION.

Subject: ACCEPTANCE OF SHIPS' COOKS' TRAINING CERTIFICATES ISSUED BY A TRAINING FACILITY APPROVED BY THIS ADMINISTRATION (PISR)

1. Reference
 - 1.1 Maritime Labor Convention, MLC, 2006, Title 3.2
 - 1.2 Palau Maritime Regulations, Section 7.15
 - 1.3 Marine Circular 131.2/ August 2019

PURPOSE OF THIS CIRCULAR:

- 1.1 To inform Owners, Managing Companies, Deputy Registrars, Masters and Crewing Agencies that ships' cooks' training certificates are valid, when these certificates are issued by a Training Facility approved by this Administration (PISR).
- 1.2 To define the procedures and requirements that need to be followed by the Training Facilities issuing the above-mentioned certificates, in order to become approved by Palau International Ship Registry (PISR).

2. APPLICABILITY

This circular applies to any Training Facility seeking for approval by PISR of their ship's cooks' training certificates.

3. APPROVAL PROCEDURES

- 3.1 Training Facilities approved by a Flag State Administration, which is party to MLC 2006, seeking approval by PISR shall present below documentation:
 - 3.1.1 Certificate of Incorporation of the Training Facility, its board of directors, officers and Legal Representative. The certificate must be issued by proper authorized Government Entity where the Maritime Training Facility is located and registered.
 - 3.1.2 Letter of Recognition or Approval issued by the Maritime Administration of the State of paragraph 2.1, duly legalized.
 - 3.1.3 Full address and location of the head office of the Maritime Training Facility, along with any branch offices and training installations where the courses take place.
 - 3.1.4 A fee of USD 300.00 is to be paid to PISR at the time of submitting the documentation as per section 3.1 above.
- 3.2 Training Facilities without approval by other Flag State Administration, seeking approval by PISR, shall submit below documented information:



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- 3.2.1 Certificate of Incorporation of the Training Facility, its board of directors, officers and Legal Representative. The certificate must be issued by proper authorized Government Entity where the Maritime Training Facility is located and registered.
- 3.2.2 Digital Copy of curriculum, course structure and course outline, which shall comply with the relevant ILO guidelines on the training of ships' cooks, and as a minimum shall include the following:
- Course objectives
 - Minimum requirements for the students to attend the courses
 - Sample of the Certificate to be issued
 - Maximum number of participants per course
 - Qualifications of Staff and Personnel in charge of each course
 - Installations and training equipment (Description & presentation through photographs or videos)
 - Teaching material and handouts
 - Duration of course
 - Course schedule with the topics to be delivered
- 3.2.3 A documented evidence attesting that all training, assessment of competence is continuously monitored through a quality standard system to ensure achievement of defined training objectives including those concerning the qualifications and experience of instructors (this may be in form of ISO certificate).
- 3.2.4 Full address and location of the head office of the Training Facility, along with any branch offices and training installations where the courses take place.
- 3.2.5 Evidence that the instructors are appropriately qualified in accordance with the provisions of MLC 2006, standard A 3.2.4.
- 3.2.6 A fee of USD 300.00 is to be paid to PISR at the time of submitting the documentation as per section 3.2 above.

Upon completion of the submitted documented information as listed in paragraph 2.2 and upon compliance by the Training Facility with the requirements of MLC 2006, standard A 3.2.4., this Administration shall schedule an initial audit to be carried out at the Head Office to attest implementation of the information submitted, the initial audit fees are 850.00\$.

After the successful completion of the initial audit and the Training Facility is found that complies with the standards and requirements of this Administration, as defined in MLC 2006, standard A 3.2.4., a permanent letter of approval shall be issued.

In the case of an unsuccessful initial audit, a follow-up audit shall be carried out to attest that the Training Facility complies with the standards and requirements as defined in MLC 2006. The fees for the follow-up audit are 425.00\$. The permanent letter of approval is valid for 3 years subject to an intermediate audit carried out between the second and third annual, the intermediate audit fees are 850.00 \$.

3.3 Suspension of approval of Ships' Cooks' Training Facilities and Institutions

Reasons for suspension of approval:



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- 3.3.1 Evidence found, that procedures and requirements for providing the courses and certification are not applied in accordance with those submitted to this Flag State Administration for approval
- 3.3.2 Evidence found, that fraudulent certificates have been issued by the Training Facility
- 3.3.3 Formal complaint against the Training Facility for which legal actions have been taken.
- 3.3.4 Refuse of Audit.

4 Further Information

4.1 For further information regarding this Marine Circular, please contact Palau International Ship Registry Head Offices.

PALAU INTERNATIONAL SHIP REGISTRY

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