



NAURU

MARITIME ADMINISTRATION

GUIDANCE ON ELECTRONIC FORMAT AND COLOUR COPIES OF ORIGINAL DOCUMENTS (NMA_C4.2018.Rev.0)

PURPOSE:

To inform all interested parties on the issuance of electronic original documents and the recognition of original documents in electronic format issued by the Administration.

REFERENCE:

- a) Nauru Shipping Circular NMA_C1-1
- b) Nauru Shipping Circular NMA_C1-2
- c) Shipping Procedure NMA_P6 – Procedures for Certificates of Endorsement (COE)
- d) International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978
- e) IMO circular FAL.5/Circ.39/Rev.2

DEFINITIONS:

The following terms and abbreviations stand for:

- “Administration” shall mean the Nauru Maritime Administration
- “COC” – Certificate of Competency in accordance to STCW
- “COE” – Certificate of Endorsement
- “DCE” – Dangerous Cargo Endorsement e.g. Advance Oil/Chemical Tanker Certificate
- “DMLC – Declaration of Maritime Labour Compliance
- “GOC” – GMDSS Operator Certificate
- “PSC” – Port State Control
- “SSO” – Ship Security Officer Certificate
- “STCW” – International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978

APPLICATION:

This Shipping Circular applies to all Nauru registered vessels.

CONTENTS:

1) DOCUMENTS ISSUED ONLY IN ELECTRONIC FORMAT:

The following original documents are issued by the Administration ONLY in electronic format (no hard copy will be issued):

- a) Provisional and Permanent COEs (refer to NMA_P6)
- b) Dispensation letters issued to crew and vessel
- c) Letters of approval for exemptions relating to vessel or crew
- d) DMLC Part I

2) CERTIFICATES OF ENDORSEMENT (PCOE) FOR OFFICERS:

- a) In accordance to STCW Reg I/10, the Administration shall recognise, through the issuance of COE in accordance with STCW Reg I/2 para 7, the certificates (i.e. COC / DCE / GOC / SSO etc.) issued by or under the authority of another STCW Party State to all vessels' officers and radio operators serving on board Nauru registered vessels.
- b) However, in order to minimise any delay for the seafarers to serve on board Nauru registered vessels as a result of the time required by the Administration to process and issue the COE in accordance to the provisions of STCW Reg I/10, the Administration has embraced the issuance of electronic Provisional and Permanent COEs.
- c) Holders of an electronic COE may print a hard copy or have it maintained in electronic format on board the vessel for presentation together with their respective certificates issued in accordance to the STCW Convention and Code (i.e. COC / DCE / GOC / SSO etc.) to PSC and relevant authorities upon request.

3) GUIDANCE ON COLOUR COPY OF ORIGINAL DOCUMENTS:

- a) The Administration understands that there are unforeseen circumstances where Nauru registered vessels are subjected to unnecessary delay caused by the time taken for original documents to arrive on board the vessel.
- b) To avoid undue delay to the operation of the vessel, the Administration would like to inform all relevant authorities that COLOUR COPIES of the following original documents issued by the Administration are accepted to be valid for thirty (30) days from the issuance date:
 - i) Provisional / Permanent Certificate of Registry
 - ii) Provisional / Permanent Ship Radio Station Licence
 - iii) Provisional / Permanent Minimum Safe Manning Certificate
 - iv) Continuous Synopsis Record (CSR)
 - v) Special Voyage Permit (SVP)
 - vi) Civil Liability Convention Certificate (CLC)
 - vii) Bunker Convention Certificate (BCC)
 - viii) Wreck Removal Convention Certificate (WRC)
 - ix) Interim / Short Term / Full Term Statutory Certificates (in cases where issued by the Administration)

4) METHODS OF VERIFICATION

- a) Email
Verification of electronic or colour copies of original documents may be conveniently done at any time by attaching the electronic / colour copy documents and emailing to: flag@naurumaritime.com and seafarer@naurumaritime.com (for COEs) and the Administration shall respond no later than 24 hours.

- b) Website verification tool where the users may input the required information in the fills provided.

A copy of this Shipping Circular shall be placed on board a Nauru registered vessel for presentation to relevant authorities upon request.

For further assistance, please do not hesitate to contact the Administration at: flag@naurumaritime.com.