



# NAURU

## MARITIME ADMINISTRATION

### PROCEDURES FOR CERTIFICATES OF ENDORSEMENT (COE) (NMA\_P6 (Rev.2))

#### A. PURPOSE:

To provide guidance on the procedures to apply for COE for officers on board Nauru vessels.

#### B. REFERENCES:

- a) Shipping (Registration of Foreign Vessels) Act 2018 of Nauru
- b) Shipping Circular NMA\_C1-1 – Minimum Safe Manning
- c) Shipping Circular NMA\_C1-2 – Minimum Safe Manning for Fishing Vessels
- d) Shipping Circular NMA\_C4 – Guidance on Electronic Format and Colour Copies of Original Documents
- e) STCW Convention
- f) STCW-F Convention

#### C. INTRODUCTION:

- 1) All self-propelled Nauru-flagged vessels shall be manned in accordance to her Minimum Safe Manning Certificate. There is no restriction on crew nationality, and seafarers are allowed to maintain their own national seaman books.
- 2) All Officers working on Nauru-flagged vessels shall hold the appropriate Nauru COE(s) unless exempted by the Nauru Maritime Administration (NMA). COEs are issued in recognition of a Certificate of Competency / Proficiency issued by a member State in accordance to the provisions of the STCW or STCW-F Conventions.

#### D. APPLICATION FOR CERTIFICATE OF ENDORSEMENT (OFFICERS ONLY):

##### 1) FOR PROVISIONAL COE

- a) Submit copy of current Crew List to [seafarer@naurumaritime.com](mailto:seafarer@naurumaritime.com)
- b) Use unique user-ID and password to access the online Application for COE (those who do not have a user-ID and password, or have forgotten their login details, may contact us at [seafarer@naurumaritime.com](mailto:seafarer@naurumaritime.com) to generate a new login).
- c) Users may also upload the Certificate of Competency (COC) with the STCW or STCW-F endorsement / DCE / GOC (GMDSS) / SSO of the applying officer online (or submit it by email to [seafarer@naurumaritime.com](mailto:seafarer@naurumaritime.com)).
- d) Upon completion of the online application, the submitter will receive an acknowledgement by email.
- e) Upon approval, the officer(s) will be issued an ELECTRONIC Provisional COE(s) with 3 months validity as proof of COE application, pending the issuance of the Permanent COE.

##### 2) FOR PERMANENT COE

- a) If the Officer requires Permanent COE (up to the validity of the underlying COC / DCE / GOC / SSO or 3 years, whichever earlier), then the following should also be uploaded online or submitted by email to [seafarer@naurumaritime.com](mailto:seafarer@naurumaritime.com) :

- i) Valid Medical certificate issued by a physician who is licensed and approved in the officer's country of practice with issuance date not earlier than 6 months before the date of COE application;
  - ii) Soft copy of passport sized photo of officer to be sent by email in Jpeg format not exceeding 200KB with resolution 400 pixels (width) by 514 pixels (height); and
  - iii) Copy of Officers' Passport.
- b) Upon approval, the officer(s) will be issued ELECTRONIC Permanent COE(s).
- c) Ship owners / operators / managers is obligated to ensure that all seafarers working on board ISPS compliant vessels hold a Certificate of Proficiency (COP) in accordance to STCW VI/6 or higher. Notwithstanding, only the Ship Security Officer (SSO) is required to apply for SSO COE.

#### **E. DURATION:**

Applications for COE are usually processed within 2 working days, subject to correct submission of application and required documents, and receipt of fees payable.

#### **F. REFERENCE ON VARIOUS STCW AND STCW-F CERTIFICATES:**

Officers hold various STCW or STCW-F Certificate(s) depending on capacity, function, and ship type. The below lists the STCW and STCW-F Certificate(s) that should be submitted to the NMA so that the NMA is able to issue COE against them.

- 1) Master/Skipper and Deck Department:  
Certificate of Competency (navigational watch) issued in accordance with STCW Chapter II or STCW-F Chapter II.
- 2) Engine Department:
  - a) Certificate of Competency (engineering watch) issued in accordance with STCW Chapter III or STCW-F Chapter II.
  - b) Certificate of Competency (electro-technical) issued in accordance with STCW Chapter III/6.
- 3) Radiocommunication and Radio Operator:  
Certificate of Competency (GMDSS GOC/ROC) issued in accordance with STCW Chapter IV or STCW-F Chapter II.
- 4) Oil and Chemical Tankers:
  - a) Certificate of Training (oil and chemical tankers cargo operations) issued in accordance with STCW Chapter V/1-1.
  - b) Certificate of Training (advance fire-fighting) issued in accordance with STCW Chapter VI/3.
- 5) Liquefied Gas Tankers:
  - a) Certificate of Training (liquefied gas tankers cargo operations) issued in accordance with STCW Chapter V/1-2.
  - b) Certificate of Training (advance fire-fighting) issued in accordance with STCW Chapter VI/3.
- 6) Passenger Ships:  
Certificate of Training (various passenger ship safety trainings) issued in accordance with STCW Chapter V/2.

- 7) IGF Code Ships (ships using gases or other low-flashpoint fuels for propulsion):  
Certificate of Competency (service on ships subject to IGF Code) issued in accordance with STCW Chapter V/3.
- 8) Ship Security Officer:  
Certificate of Proficiency (ship security training) in accordance with STCW Chapter VI/5.

Please do not hesitate to contact the NMA at [seafarer@naurumaritime.com](mailto:seafarer@naurumaritime.com) for questions relating to the above.