



INFORMATION BULLETIN No. 156

GUIDANCE ON THE ASSESSMENT FOR A BAHAMAS CERTIFICATE OF COMPETENCY UNDER STCW CHAPTER II AND III AS AN OFFICER

**Guidance and Instructions for Shipowners, Managers, Masters,
Seafarers intending to sail on Bahamian registered ships, Bahamas
Recognised Organisations, Maritime Training Institutes, Bahamas
Approved Nautical Inspectors and Bahamians seeking a career at sea
and Seafarers Recruitment and Placement Providers**

1. Purpose

- 1.1 The Bahamas Merchant Shipping (Training, Certification, Manning and Watch-keeping) Regulations 2011 require that all seafarers trained under the STCW Chapter II and III are required to be duly certified.
- 1.2 The International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended (STCW), requires that a contracting party verifies the competence of seafarers who holds certificates issued by that party.
- 1.3. This Bulletin gives guidance on the Bahamas Maritime Authority (BMA) syllabus for, and conduct of, oral and written assessment for seafarers seeking a Bahamas Certificate of Competency which the BMA will issue to seafarers who satisfy the STCW Chapter II and III requirements.
- 1.4 This Bulletin supplements BMA Information Bulletin 104.

2 Application

This Bulletin applies to the following seafarers who wish to apply for a Bahamas Certificate of Competency to serve as Deck, Engineer or Electro-Technical Officers:

i) Bahamian nationals who have satisfactorily completed training and assessment at an approved maritime institution in The Bahamas, OR training at a maritime institution with whom The Bahamas has a STCW Recognition Agreement. The countries recognized by The Bahamas are listed in the *BMA Information Bulletin no 121*.

ii) any seafarer who has satisfactorily completed training and assessment at an approved training center in The Bahamas. Details of Training providers approved to conduct STCW Chapter II and/or III training are listed on the BMA website.

3 Definitions

For the purposes of this Bulletin, *“Applicant”* is any person who applies for a Bahamas Certificate of Competency

4 Assessment

4.1 General

4.1.1 All assessments will be conducted in English

4.1.2 The BMA will publish the dates for the **written and oral assessment which can only be attended by seafarers with a valid Notice of Eligibility**.

4.1.3 The assessments will be conducted at a facility determined by the BMA and will be conducted under controlled conditions

4.1.4 The syllabus for the written and oral assessment is published on the BMA website (www.bahamasmaritime.com).

4.1.5 When attending either the written or oral assessment, the following documents shall be produced for scrutiny by the Assessor:

- (i) Proof of Identity. The BMA will accept a passport or national identity document that has the full details and a photograph of the applicant;
- (ii) Notice of Eligibility. This is issued by the BMA following satisfactory review of the Notice of Eligibility application form
- (iii) Certificates of Discharge or Seaman Record Book(s).

- 4.1.6 The result of the written and oral assessment will be recorded on the NOE by the BMA Assessor.
- 4.1.7 Where the results(s) are positive, the NOE will be valid for 2 years from the completion of the assessment.
- 4.1.8 The applicant is responsible for having appropriate equipment to undertake the assessment.

4.2 Written assessment

- 4.2.1 The written assignment for assessment will be handed out to the applicants by a BMA appointed person. The assignments shall be treated strictly confidential until the assessment is completed at the time as set by the BMA.
- 4.2.2 The applicant is responsible for having appropriate equipment to undertake the assessment.
- 4.2.3 An applicant not appearing for an assessment at the appointed time may not be admitted to the assessment center and may have to apply to be assessed at the next published assessment date.
- 4.2.4 All assessments will be marked pass or fail as appropriate.

4.3 Oral Assessment

- 4.3.1 The oral assessment will be conducted in English by a BMA Assessor who will use the appropriate assessment syllabuses.
- 4.3.2 Applicant(s) failing the oral assessment will receive verbal feedback from the Assessor indicating the function(s)/topic(s) in which the applicant was deemed to have failed.
- 4.3.3 If an applicant fails either the written or oral assessment but wishes to re-sit the failed assessment(s), a new NOE shall be completed and submitted not earlier than two weeks of having failed.
- 4.3.4 An applicant failing the oral assessment through serious weakness may, at the assessor's discretion, be given a time penalty which may include a requirement to complete a period of sea service before becoming eligible to re-sit the oral assessment.
- 4.3.5 An applicant not appearing for an assessment at the appointed time may be failed by default unless reasonable proof can be provided that the failure to attend was unavoidable. The applicant may have to apply to be assessed at the next published assessment date.

4.3.6 Any applicant involved in irregular behaviour (such as cheating) will be failed in the assessment, and the circumstances reported to the BMA's Head of the Seafarers & Manning. The circumstances of the reported cases will be considered individually and such consideration may result in the candidate being excluded from sitting future oral assessment subject to any conditions imposed by the BMA Head of the Seafarers & Manning.

5. Enquiries

Any queries related to assessments may be directed to the BMA's Seafarers & Manning Department at: stcw@bahamasmaritime.com.

6. Revision History

Rev.0 (12 March 2015) – First issue