



MARITIME AUTHORITY OF JAMAICA

POLICY PUBLICATION

GUIDANCE NOTES

TO

APPLICANTS PREPARING

FOR

MARINE EXAMINATIONS

FOREWORD

National objectives and international maritime obligations mandate inter alia that Jamaica's maritime sector and in particular its maritime institutions, ships and certificated seafarers be regulated under a formalized maritime administration. This mandate extends to the implementation of internationally accepted standards throughout the nation's maritime sector, within a context of a modern legal institutional framework.

The Maritime Authority of Jamaica was thus established under the Shipping Act 1998 with principal objects to “pursue the development of shipping and regulate matters relating to merchant shipping and seafarers”. The primary responsibility of the Maritime Authority is therefore to provide the means for the Government of Jamaica to perform the functions and carry out the responsibilities deriving from its maritime legislation and the International Conventions to which Jamaica is a Party. The responsibilities of the Authority relate broadly to ensure the safety of shipping, protection of the maritime environment and the development of the maritime industry. This includes:

- ◆ *registration of ships*
- ◆ *regulation of the training and certification of seafarers*
- ◆ *shipping policy development*
- ◆ *ship inspection and surveying*
- ◆ *enquires into ship wrecks and shipping casualties.*

Policies, procedures and guidelines have therefore been developed to facilitate the mission and objectives of the Maritime Authority and the overall management of the systems and institutions, which are integral to the maritime sector.

TABLE OF CONTENTS

1.0	INTRODUCTION	4
2.0	BEFORE MAKING APPLICATION FOR EXAMINATION	4
3.0	WHEN, WHERE AND HOW TO APPLY FOR EXAMINATION.....	5
4.0	CALCULATION OF SERVICE	5
5.0	RULES FOR EXAMINATION	6
6.0	INSTRUMENTS	6
7.0	MANDATORY AND FAILING QUESTIONS	6

1.0 INTRODUCTION

These notes have been prepared to assist candidates in making application for marine examinations, in completing the necessary application forms, and presenting their sea service and testimonials prior to attempting the examination. They are intended to explain the pre-examination procedures in a simplified manner.

2.0 BEFORE MAKING APPLICATION FOR EXAMINATION

The first step towards obtaining a certificate is to make sure that you are familiar with the policies relating to the examination for which you attempt. Read the general policies as well as those for the grade of certificate for which you wish to attempt. Make sure that you know how much qualifying sea service is required for the certificate.

As stated in the policies, each applicant for examination must be able to produce Certificates of Discharge and/or testimonials to verify their sea service. Machine shop testimonials must state (for marine engineer candidates) the types of work and machinery on which they were employed, (that is, fitter, machinist, erecting, or repairing on marine steam diesel engines, etc) and the periods and dates employed in each section, as well as testifying to ability. Such testimonials must be signed by the employer or their representative..

Testimonials for sea service must be in the form shown in the policies, and state in what capacity you were employed and give the periods and dates. These testimonials must be signed by the Master or Chief Engineer Officer of the ship, the superintendent or the owner's representative.

Make sure that these testimonials are completed when you leave a ship in order that there will be no unnecessary delay at a later date. Sea service is required to be verified by testimonials. Make sure that your discharge book is properly signed and completed, and that the discharge book dates check with testimonial dates. Remember that no service will be accepted unless it is covered by a properly completed and signed document.

3.0 WHEN, WHERE AND HOW TO APPLY FOR EXAMINATION

Having completed the necessary period of service, the next step is to make an application to be examined.

Application forms and service forms can be obtained from offices of the Maritime Authority of Jamaica or its website at www.jamaicaships.com. These forms must be completed and returned to the Authority, together with all of the necessary testimonials and discharges (if required) to cover the service claimed on the service form.

After you have completed the examination, a copy of the service form will be handed back to you. This copy will be updated by the Authority and will be an approved record of the service shown by you on the form. At later examinations, this form must be produced by you and will be accepted by the Authority. No testimonials or discharges need be produced to cover this service, but it will be necessary for you to complete further copies of the service form for any further service claimed since completing the last service forms. In this way, a continuous record can be built up.

When making application for an examination, it will be necessary for you to pay the examination fee. The fee for each examination is posted on the website at www.jamaicaships.com.

Make your application for examination early, if possible. If this is done, there will be plenty of time to obtain any missing documents or to correct any errors in existing documents. You must give the Authority three (3) months notice that you intend to attempt an examination.

4.0 CALCULATION OF SERVICE

When calculating the periods of service, the time must be counted as 30 days to the month with either the joining day or the discharging day being counted towards sea service. For details relating to calculation of service, see the document on Procedures for “*Calculation of Sea time*”.

5.0 RULES FOR EXAMINATION

At the time when you sit your examination, the Examiner will give you a copy of "Rules to be observed by Applicants being examined". Read these carefully to make sure that you know the rules and are aware of the formulae which are used in the examinations.

At the time of the examination, you will be loaned the necessary publications, charts and tables etc.

6.0 INSTRUMENTS

Applicants should equip themselves with the following instruments:

Pens, pencils, and 12" ruler, 45°, 30/60° set squares, drawing instruments, scale ruler, protractor, compasses, set squares, scales etc. Sketching/rough work paper will be supplied in the examination room.

7.0 MANDATORY AND FAILING QUESTIONS

In the examinations, all the mandatory questions must be answered correctly in the written paper in order to pass. Guidance on the competence, which the examiners will be assessing, is contained in the STCW Code (Chapters II, III, IV etc.).

In all examinations, these questions may be further examined in the "orals".