



The Federal Democratic Republic of Ethiopia

Ministry of Transport Directives On

**Training and Certification of Seafarers No.2/2015, as amended
in 2016**

WHEREAS, Ethiopia has ratified the STCW Convention and its amendments that are incorporated into the national laws of the country by virtue of the Federal Proclamation No. 349/2003 for their enforcement in the national legal regimes;

NOW, THEREFORE, these Directives are issued by the Ministry of Transport to enable the Maritime Affairs Authority to monitor and regulate the training and certification of seafarers in Ethiopia, in accordance with the Maritime Sector Administration Proclamation No. 549/1999 art 6(17), 6(18), and International Convention on Standards of Training, Certification and Watch keeping for Seafarers, 1978 as amended.

PART ONE

GENERAL PROVISIONS

Article 1

Definitions

In these Directives,

- 1.1 “STCW Convention as amended” means the International Convention on Standards of Training, Certification and Watch keeping for Seafarers, 1978 as amended;
- 1.2 “Proclamation” means the Maritime Sector Administration Proclamation NO.549/1999;



- 1.3 The terms “Seafarer” and “Quality Standard System” shall have the meaning given to them by STCW Convention;
- 1.4 “Authority” means the Maritime Affairs Authority of Ethiopia as established by the Proclamation.
- 1.5 “Ministry” means the Ministry of Transport of the Federal Democratic Republic of Ethiopia;
- 1.6 “IMO” refers to the International Maritime Organization to which Ethiopia has been a member State since 1975;
- 1.7 “Certificate of Competency” means a certificate issued and endorsed for masters, officers, and GMDSS radio operators in accordance with the provisions of Chapters II, III, IV, or VII of Annex of the STCW Convention.
- 1.8 “Maritime Training Center” means any school, academy, and institute and in some cases a company licensed to conduct maritime training in Ethiopia;
- 1.9 “Training and Certification of Seafarers” means the training and certification of seafarers conducted in accordance with STCW Convention, IO instruments, the Proclamation and these Directives.
- 1.10 The terms “Master, Officer, Deck Officer, Chief Mate, Engineer Officer, Chief Engineer officer, Second Engineer officer, Assistant engineer officer, radio operator, GMDSSS radio operator and rating” shall have the meaning given to them by STCW Convention as amended.
- 1.11 “Certificate” shall mean a valid document by whatever name it may be known, issued by the Authority as per STCW Convention as amended, to seafarers trained by maritime trainings centers in Ethiopia or seafarers working on board ships flying Ethiopian flag; and authorizing the holder to serve as stated in that document.
- 1.12 “Endorsement” shall mean certificate issued by the flag state for recognition of certificates issued by other administrations.



Article 2

Scope

These Directives shall apply to seafarers trained and certified in a Maritime Training Center in Ethiopia or seafarers serving on board seagoing ships flying the flag of Ethiopia with the exception of:

- 1) Warships, naval auxiliaries or other ships owned or operated by Ethiopia and engaged only on government non-commercial service;
- 2) Fishing vessels;
- 3) Pleasure yachts not engaged in trade; and
- 4) Wooden ships of primitive build.

Article 3

Objectives

These Directives on Training and Certification of Seafarers are issued as a requirement for establishing a regulatory scheme of maritime training in Ethiopia for conducting pre-sea, preparatory and ancillary training courses for merchant ship officers and ratings as per STCW convention and monitoring the Maritime Training Centers in their sustainable functioning with a view to maintain an international accepted level.

PART TWO

CERTIFICATES AND ENDORSEMENTS

Article 4

Certification and Endorsements

Certification and Endorsements of seafarers shall be in accordance with the requirements of STCW Convention as amended.



Article 5

Issuance of Seafarer Certificates

- 1) Certificates are issued only by the Authority following verification of the authenticity and validity of any necessary documentary evidence.
- 2) Persons who have successfully accomplished trainings from a duly recognized maritime training Institute in Ethiopia shall obtain a certificate as a seafarer at rating or officer level in accordance with the requirements of the STCW Convention as amended, the Proclamation and these Directives.
- 3) All Certificates issued to seafarers are prepared in the English language.
- 4) Seafarers shall not be permitted to work on a ship unless they have successfully completed Basic Safety Training, Security Awareness Training and other specialized trainings required for the specific type of vessel.

Article 6

Issuance of Endorsement

- 1) Certificate of Endorsements may be issued to officers engaged on ships flying Ethiopian Flag in accordance with Regulation I/10 of the STCW Convention as amended. The Authority endorses Certificate to attest its recognition only after ensuring the authenticity and validity of the certificate.
- 2) The endorsement expires as soon as the certificate endorsed expires or is withdrawn, suspended, or cancelled by the issuing party and, in any case, not more than five years after its date of issue.
- 3) The Authority may issue documentary proof of submission for endorsement until such time that the Authority authenticates the validity of certificates issued by other administrations, which shall serve for a period not exceeding three months.



Article 7

Basic Requirements for Obtaining Seafarer Certificates

- 1) Certificates for masters, officers or ratings shall be issued to those candidates who, to the satisfaction of the Authority, meet the requirements for services, age, medical fitness, training, qualification and examinations in accordance with the STCW Convention as amended and these Directives
- 2) In order to comply with the requirements of the STCW Convention as amended , every applicant for certification shall
 - a) demonstrate the required standard of physical fitness (by passing a medical examination/sight test);
 - b) complete the initial training requirements;
 - c) complete the appropriate watch keeping and/or sea-service;
 - d) successfully accomplish the approved training programmes and assessments;
 - e) successfully accomplish relevant ancillary trainings stipulated in the STCW Convention, 1978 as Amended, and the Marine notices issued by the Authority;
 - f) be not less than the age prescribed in the regulation relevant to the certificate applied for;
 - g) has completed combined workshop skills training and an approved seagoing service in a capacity for which the STCW Convention as amended requires.
 - h) successfully completed written, simulator or oral examination
- 3) Applicants who seek to obtain seaman book and Certificates shall appear in person, submit necessary documents along with application letter and processing fee, which is to be determined by the Authority.
- 4) Up on verification of the validity of the required documents and credentials submitted by the seafarer, the Authority may issue a Certificate. The list of required documents is attached to the application checklist in Annex 4 of these Directives.



Article 8

Medical Certificate

- 1) All Seafarers certified as medically fit to perform their duties shall work on board a seagoing ship;
- 2) All Seafarers must undergo a medical examination prior to employment aboard a seagoing ship which shall be taken not more than 12 months prior to the date of making application unless :-
 - a) a shorter time is specified for specific duties, or
 - b) as required by STCW
- 3) The medical certificate shall be issued by duly qualified medical practitioners and endorsed by the Ethiopian Maritime Affairs Authority.
- 4) The medical certificate / report issued as per sub article two of this article shall be valid for a period of two (2) years unless the seafarer is under the age of 18 where an annual exam is required to obtain a valid medical certificate/report showing medical fitness for duty.
- 5) The scope of the medical examination undertaken by seafarers as per this Article for both pre-sea and periodic assessments is identical.
- 6) The code of conduct to be followed by medical examiners is as provided in Annex one of these Directives
- 7) In the case of a certificate solely concerning eyesight, the medical certificate shall be issued by health care institutions recognized by the Ministry of Health of Ethiopia as qualified to issue such a certificate.
- 8) Medical Practitioners shall enjoy full professional independence in exercising their medical judgment in undertaking medical examination procedures.
- 9) Seafarers that have been refused a certificate or have had a limitation imposed on their ability to work, in particular with respect to time, field of work or trading area, shall be given the opportunity to have a further examination by another independent medical practitioner or by an independent medical referee.
- 10) Each medical certificate shall state in particular that:
 - a) The hearing and sight of the seafarer concerned, and the color vision in the case of a seafarer to be employed in capacities where fitness for the work to be performed is liable to be affected by defective color vision, are all satisfactory; and



- b) The seafarer concerned is not suffering from any medical condition likely to be aggravated by service at sea or to render the seafarer unfit for such service or to endanger the health of other persons on board.
 - c) The medical certificate appendix 1 shall be filled properly and duly signed and stamped by medical examiner before it is submitted to the flag state for endorsement.
-
- 11) Medical examination reports and records (whether electronic or hard copy form), including a copy of the medical certificate and all medical data collected from the examinee, should be clearly marked "CONFIDENTIAL".
 - 12) If the period of validity of a certificate expires in the course of a voyage, then the medical certificate shall continue to be in force until the next port of call where a qualified medical practitioner recognized by the authority is available, provided that the period shall not exceed three months.
 - 13) In urgent cases, the Authority may permit a seafarer to work without a valid medical certificate until the next port of call where a qualified medical practitioner recognized by the authority is available, provided that:
 - a) The period of such permission does not exceed three months; and
 - b) The seafarer concerned is in possession of an expired medical certificate of recent date.
 - 14) The medical certificates for seafarers working on ships ordinarily engaged on international voyages must as a minimum be provided in English.

Article 9
Revalidation of certificates

- 1) Every master, officer and radio operator holding a certificate issued or recognized under any chapter of the STCW Convention other than chapter VI, who is serving at sea or intends to return to sea after a period



ashore, shall, in order to continue to qualify for seagoing service, be required, at intervals not exceeding five years to:

- a) meet the standards of medical fitness prescribed by regulation I/9; and
 - b) establishes continued professional competence in accordance with section A-I/11 of the STCW Code
- 2) Every master, officer and radio operator shall, for continuing seagoing service on board ships for which special training requirements have been internationally agreed upon, successfully complete approved relevant training.
 - 3) Every master and officer shall, for continuing seagoing service on board tankers, meet the requirements in paragraph 1 of this article and be required, at intervals not exceeding five years, to establish continued professional competence for tankers in accordance with section A-I/11, paragraph 3 of the STCW Code.
 - 4) The Authority shall compare the standards of competence which it required of candidates for certificates issued before 1 January 2017 with those specified for the appropriate certificate in part A of the STCW Code, and shall determine the need for requiring the holders of such certificates to undergo appropriate refresher and updating training or assessment.
 - 5) The Authority shall, in consultation with concerned organs , formulate or promote the formulation of a structure of refresher and updating courses as provided for in section A-I/11 of the STCW Code.
 - 6) For the purpose of updating the knowledge of masters, officers and radio operators, the Authority shall ensure that the texts of recent changes in national and international regulations concerning the safety of life at sea, security and the protection of the marine environment are made available to ships entitled to fly Ethiopian flag.



PART THREE

RESPONSIBILITIES OF THE AUTHORITY

Article 10

Training and Assessment

- 1) The Authority shall ensure that the training and assessment of seafarers are administered, supervised and monitored in accordance with the provisions of Section A-I/6 of the STCW Convention as amended.
- 2) The administrative and supervisory procedures adopted are in accordance with the provisions of this sub-Article. In particular the Authority shall ensure that:
 - a) All training, assessment of competence, certification, including medical certification, endorsement and revalidation activities are continuously monitored through quality standard systems to ensure achievement of defined objectives including those concerning the qualifications and experience of instructors and assessors;
 - b) Every maritime training center shall develop training manuals designed to cover the assigned course outline and submit to the Authority for approval.
 - c) The training manuals, curriculum and teaching materials developed by maritime training center and the medium of delivery shall be in the English language.
 - d) The training methodology shall include group discussion, practical demonstration and videos.
 - e) The duration of each course shall be commensurable to the hours specified for each course.
- 3) The instructors, supervisors and assessors shall be suitably qualified and certificated for the particular types and levels of training or assessment of competence of seafarers in accordance with paragraphs 3, 4, 5 and 6 of section A-I/6 of the STCW Convention.
 - a. The assessors shall be trained in assessment methods and practice in accordance with the requirements of Section A-I/6, paragraph 7, of STCW Code, taking into account that detailed learning objectives of IMO



Model Course 3.12 “Assessment, Examination and Certification of Seafarers” should be suitably covered.

- b. Have experience, training, or instruction in assessment techniques
 - c. Have be qualified in the task(s) for which the assessment is being conducted
 - d. Hold or have held the level of endorsement or other professional credential that provides proof that he or she has attained a level of experience and qualification equal or superior to the relevant level of knowledge, skills, and abilities for the task to be assessed
 - e. Shall be guided by examination frameworks provided by EMAA for the specific assessment to be conducted. These frameworks contain a range of topics, based on a certificate’s competency requirements.
 - f. Maritime examiners and assessors may be employed by a training provider and conduct internal assessment for their training courses. However, they must not have had an academic relationship with the seafarer being examined.
- 4) The Authority shall issue a marine notice to prescribe criteria for assessment of competence.

Article 11

Evaluations

The Authority shall:-

- 1) Ensure that evaluations of all training, assessment of competence, certification, including medical certification, endorsement and revalidation are periodically undertaken in accordance with the provisions of section A-I/8 of the STCW Code by qualified persons who are not themselves involved in the activities concerned.



- 2) Evaluate the effectiveness of progressive assessments in every maritime training center at regular intervals or randomly and may circulate specific practical assessment directives whenever deemed necessary.
- 3) Ensure that maritime training centers inform the Authority in advance the schedule for each of the training courses so that the later can arrange for random check and inspection. However, the courses shall be revised at intervals not exceeding five years as part of the quality standard system for submission of reports to IMO.

Article 12

Examinations

For certification in the courses specified, the Authority shall ensure that:-

- a) Examinations are given as a means of final assessment at the end of every course.
- b) The examinations may consist of practical, demonstrative, oral or written examinations the combinations of which shall depend on the type of course as stipulated in the Marine Notices on Training and certification to be issued by the Authority.
- c) The Authority may determine the passing mark for each of the particular types and levels of training examination and issue instructions through Marine Notices on Training and certification to be issued by the Authority.
- d) Examinations are given by maritime training centers within their premises, under strict supervision of the Authority.
- e) The Authority shall establish a board of examination the details of which is to be provided in the marine notice to be developed by the Authority.

Article 13

Maintenance of Register of Certificates

The Authority shall:

- a) maintain a register or registers of all certificates and endorsements for masters and officers and, as appropriate, ratings, which are issued,



have expired or have been revalidated, suspended, cancelled or reported lost or destroyed and of dispensations issued;

- (b) Make available information on the status of such certificates, endorsements and dispensations to other administrations and companies which request verification of the authenticity and validity of certificates produced to them by seafarers seeking recognition of their certificates or employment on board ship.

Article 14

Dispensation

- 1) In circumstances of exceptional necessity, the Authority may, if it deems this does not cause danger to persons, property or the environment, issue a dispensation permitting a specified period not exceeding six months in a capacity, other than that of the radio operator, except as provided by the relevant Radio Regulations, for which he does not hold the appropriate certificate, provided that the person to whom the dispensation is issued shall be adequately qualified to fill the vacant post in a safe manner to the satisfaction of the competent authorities. However, dispensations shall not be granted to a master or chief engineer officer, except the circumstances of *force majeure* and then only for the shortest possible period.
- 2) Any dispensation granted for a post shall be granted only to a person properly certificated to fill the post immediately below. Where certification of the post below is not required, a dispensation may be issued to a person whose qualification and experience are, in the opinion of the Authority, of a clear equivalence to the requirements for the post to be filled, provided that, if such a person holds no appropriate certificate, he or she shall be required to pass a test accepted by the Authority as demonstrating that such a dispensation may safely be issued. In addition, the Authority shall ensure that the post in question is filled by the holder of an appropriate certificate as soon as possible.



Article 15

Prohibition of Fraudulent Activities

- 1) The Authority shall take appropriate measures to prevent fraud and other unlawful practices involving certificates and endorsements issued in accordance with the prevailing laws of the country.
- 2) Seafarers shall refrain from fraudulent activities related to Ethiopian seafarer documents issued by the Authority.
- 3) Where there has been an allegation that a seafarer procured his certificates as a result of any misleading; false or fraudulent misrepresentation' the Authority may appoint an investigator who is suitably qualified to enquire into the allegation and report its findings in writing to the Authority together with recommendations for action by the Authority.
- 4) The details of the procedures of fraud investigation are in accordance with Annex 8 of these Directives.
- 5) Measures to be taken against a seafarer who is alleged to have been involved in fraudulent activities shall be in accordance with all the relevant and prevailing laws and regulations of Ethiopia and Article 15 and 16 of these Directives.

Article 16

Penalties or Disciplinary Measures

- 1) The Authority shall establish processes and procedures for the impartial investigation of any reported incompetence, act or omission, that may pose a direct threat to safety of life or property at sea or to the marine environment, on the part of the holders of certificates or endorsements issued by the Authority e in connection with their performance of duties relating to their certificates and for the withdrawal, suspension and cancellation of such certificates for such cause and for the prevention of fraud.
- 2) The Authority shall prescribe penalties or disciplinary measures for cases in which the provisions of these Directives are not complied with in respect of ships flying Ethiopian flag or of seafarers duly certificated by it.



- 3) In particular, such penalties or disciplinary measures shall be prescribed and enforced in cases in which:
- a) a company or a master has engaged a person not holding a certificate as required by this Directives;
 - b) a master has allowed any function or service in any capacity which under this Directive must be performed by a person holding an appropriate certificate to be performed by a person not holding the required certificate, a valid dispensation or having documentary proof; or
 - c) a person has obtained by fraud or forged documents an engagement to perform any function or serve in any capacity which under these Directives must be performed or filled by a person holding a certificate or dispensation.

Article 17

Suspension or Cancellation of Certificates

- 1) Without prejudice to the generality of Article 13, the Authority may suspend or cancel a Certificate where the seafarer violates the provisions of STCW Convention as amended, the Proclamation and/ or these Directives.
- 2) Without prejudice to the generality of sub-article (1) of this Article, the Authority may cancel a license on one of the following grounds:
 - a) where the certificate is obtained with fraud/deceit or by producing falsified document of information as per Article 16 of these Directives ;
 - b) where the seafarer is found incompetent in his/her engagement as a seafarer;
 - c) The seafarer is suffering from any habit or mental or physical condition rendering him/her unfit to be a seafarer; or
 - d) The seafarer is guilty of dishonesty, incompetence or misconduct in the performance of his/her functions as a seafarer; or
 - e) Where it is ascertained that the seafarer is found practicing any sort of deceitful activity or in a gross transgression of the these Directives;
 - f) Where a seafarer fails, without good cause, to renew his/her license ;



- g) Where the seafarer fails to fulfill professional competency requirements stipulated under of these Directives and the STCW Convention as amended.

PART FOUR
MISCELLANEOUS PROVISIONS

Article 18
Delegation of Authority

The Ministry hereby delegates the Authority to issue Standard Guidelines, Marine Notices and other rules and procedures for the implementation of these Directives.

Article 19
Amendment and Repeal

These Directives hereby repeals **Directives on Training and Certification of Seafarers No. MAA 2/2015**.

Article 20
Effective date

These Directives shall be effective up on the signature by the Minister of Transport.

Issued on this date of 19th of the Month of October of the year 2016.


Abdisa Yadeta
STATE MINISTER OF TRANSPORT



Annex 1

EMAA Seafarer Document Processing Unit Objectives

The Maritime Administration Directorate (MARAD) of the Ethiopian Maritime Affairs Authority (EMAA) is responsible for the issuance of seafarer's documents that are in accordance with the requirements of the International Convention of Standards of Training, Certification and Watch Keeping for Seafarers, 1978, as amended. (Hereafter, STCW Convention as amended)

The following objectives have been established for EMAA's Seafarer Document Processing Unit:

1. Ensure the accuracy and reputational credibility of Ethiopian seafarer documentation through a controlled production and monitoring process.
 - a. Consistently seek to improve the sophistication and integrity of Ethiopian seafarer documents to prevent fraudulent behavior.
 - b. Maintain a controlled production process for the production of Ethiopian seafarer documents with clear security procedures that prevent fraud.
 - c. Maintain a controlled fraud investigation system that monitors instances of reported abuse.
2. Maintain awareness of and complete knowledge of the STCW Convention and the workings of the International Maritime Organization. This will be accomplished by:
 - a. Review of submissions to STCW for proposed revisions of or amendments to the STCW Convention and keep the appropriate staff informed of any potential changes that may affect the operation.
 - b. Attendance at STCW meetings at IMO so as to provide staff with up-to-date information regarding industry "best practices."
3. To train the MARAD Staff on ISO 9001-2008 quality standards and ensure continual improvement.

Annex 2

EMAA Seafarer Document Processing Flow Chart- WI-MA-01




CHECK LIST FOR REVIEWING MARINER APPLICATION					
N o .	ITEM	Person Responsible	Y E S	N O	REMARK
1	Review of application				
1.1	The applicant submits necessary documents along with application letter	Competency Expert			
1.2	Competency expert checks that all required documents are supplied by the applicant	Competency Expert			
1.3	Competency expert checks the validity of all required documents/credentials supplied by the applicant	Competency Expert			
1.4	Competency expert inputs the applicant's personal details on the Certificate (see below for COC)	Competency Expert			
1.5	*Document is given to safety team leader and the Director of the Maritime Administration Directorate for verification	Director of Maritime Administration Directorate			
1.6	Document is signed by the Director of the Maritime administration or the Director General of EMAA	Director General of EMAA / Director of Maritime Administration Directorate			
1.7	Document is given to the Record and Documentation Officer who properly stamps the issued seafarer document with an official EMAA stamp and distributes the issued seafarer document to the applicant	Archive Officer			
1.8	Competency expert inputs the applicant's personal details into EMAA's seafarer database and maintain a copy of the same for administrative purposes	Competency Expert			
	NOTE				
	* For COC the following officials check the application document 1. Maritime safety team leader, 2. Nautical adviser or Engineer adviser before the document is submitted to MARAD director				
CHECKED BY _____			DATE _____		
REVIEWED BY _____			PLACE _____		

Annex 3

Seafarer Application & Document Storage Procedure

It is essential that the MARAD ensures the proper storage and inventory management of document applications and non-issued seafarer document templates such as Seafarer Books, COC's, Basic Training Certificates, and Endorsement Certificates. The following are procedures for maintaining the integrity of the Department's inventory.

1) Seafarer Document Application Forms:

- a.** After receiving seafarer document application forms from customers MARAD clerks are instructed to provide each application a case number. Case Numbers should be applied in ascending order so that each application is one digit point above the preceding application.
- b.** Customer applications for seafarer documents should be stored in a central file cabinet of the MARAD.
 - i.** The file cabinet should be safely locked when employees are not removing or inputting documents. There should be a controlled number of keys that are stored in the Maritime Administration Directorate.
 - ii.** The following are individuals that are permitted to have key access to the application storage cabinet:
 -  Director of the Maritime Administration Directorate
 -  Competency Expert
 -  Secretary of the Directorate

2) Non-issued Seafarer Documents:

- a.** After receiving newly printed seafarer documents from the government-owned/controlled printing press, the Directorate clerks are instructed to store such non-issued documents in a central storage cabinet of the Maritime Administration Directorate (MARAD).

- i.** The file cabinet should be safely locked when employees are not removing or inputting documents. There should be a controlled number of keys that are stored in the MARAD.
- ii.** The following are individuals that are permitted to have key access to the seafarer document inventory cabinet:
 - ✚ Director of the Maritime Administration Directorate
 - ✚ Competency Expert
 - ✚ Secretary of the Directorate

Annex 4

Ethiopian Maritime Affairs Authority (EMAA) Seafarer

Application Checklist Procedure WI-MA-02(01)

The Ethiopian Maritime Affairs Authority (EMAA) , by the power entrusted to it in Article 17 of Proclamation No. 549/2007, issues the following documents to Ethiopian seafarers, sailing both on national and foreign flag vessels.

I. Requirements for the issuance of Ethiopian Seaman Book and Basic Safety Training Certificate :-

1. One copy and original of valid I.D/ pass port:
2. Proof of completion of Basic Safety Training as per STCW , as amended
3. Medical certificate
4. Two 3X3 photograph of not more than 6 months old;
5. Service charge, Birr 250 Birr
6. Back ground check from police (police certificate)

II. Seaman Book renewal

Seaman book renewal is every five years. Requirements for renewal are:-

1. One copy and an original of medical certificate;
2. Service charge, Birr 100.
3. Proof of completion of Basic Safety Training as per the STCW Convention , as amended

III. Certificate of Competency

The Maritime Administration of Ethiopia issues Certificate of Competency upon receiving the following documents from the Maritime Training Centers in Ethiopia:-

1. An aggregate of Applicant's final exam result, (written, Oral and/or simulator exam result);
2. An Original and a copy of Certificate of training issued by the Maritime Training Center ;
3. Original and copy of basic safety training certificate ;
4. Original and copy of proficiency on survival craft and rescue boat ;
5. Original and a copy of Advanced Fire Fighting Certificate;
6. Original and a copy of Medicare (class I and II) and medical first aid ;
7. GMDSS GOC for F.G class I/II, ROC for near coastal I/II near coastal ;
8. Minimum sea service as per the requirements of the Convention to be verified from Ethiopian seaman book, and/or sea testimonial from the Ch. Engineer, Master of the vessel or company superintendent ;
9. One copy and original Medical certificate from approved medical practitioner;
10. Ship security officer/Security awareness training (not required to submit);
11. High voltage, if applicable;
12. Environmental awareness, if applicable;
13. Leadership and management skill, if applicable;
14. Two 3X3 photograph of not more than 6 months old;
15. Service charge, Birr 250 Birr

IV. Endorsement Certificates

EMAA recognizes COCs, Certificate of Proficiencies and issue Certificate of Endorsement as per the STCW Convention, Reg. I/10 to serve on Ethiopian flag ships, up on the fulfillment of the under listed:-

1. The issuing country is signatory to STCW Convention;
2. The Training Institute is recognized by the COC issuing flag State;
3. The Maritime Administration of the issuing country has signed MOU with Maritime Administration of Ethiopia;
4. Case by case COC from known white listed flag states may be endorsed by EMAA even though no.3 is not satisfied;
5. Medical Certificate;
6. Sea service and any related compulsory training for the certificate may be checked
7. Proof of identity, and age;
8. Two 3X3 photograph of not more than 6 months old; and
9. Service charge, Birr 250 Birr.

V. Certificate of rating forming a navigation or Engine room watch(Deck/Engine rating Watch keeping Certificate)

1. An Original and a copy of Certificate of Completing special training issued by the Maritime Training Center and Minimum 2 months of sea time verified from Ethiopian seaman book,
2. and/or Name of the candidate must be included in the name list of the letter directly received from the training center;
3. Original and a copy of Basic safety training certificates;
4. One copy and original Medical certificate from approved medical practitioner;
5. Candidate shall not be less than 16 years age, verified by seaman book or passport;

6. Security awareness training (not required to submit);
7. Two 3X3 photograph of not more than 6 months old;
8. Service charge, Birr 150 Birr

VI. Certification of Electro Technical Rating

1. An Original and a copy of Certificate of Completing special training issued by the Maritime Training Institute and/or Name of the candidate Must be included in the name list of the letter directly received from the training institute
2. Original and a copy of Basic safety training certificates,
3. Minimum 6 months of sea time verified from Ethiopian seaman book,
4. One copy and original Medical certificate from approved medical practitioner
5. Candidate shall not be less than 18 years age, verified by seaman book or passport
6. Security awareness training (not required to submit)
7. Two 3X3 photograph of not more than 6 months old
8. Service charge, Birr 150 Birr

VII. Revalidation of Certificate of Competency

Revalidation is every 5 years as per STCW Convention Regulation I/11. Every master, officer and rating certified by the Authority for revalidation has to:-

1. Meet the standards of medical fitness prescribed by Reg.I/9;
2. Has to establish continued professional competence in accordance with section A-I/11 of the STCW Code.
3. EMAA shall prepare a marine notice that notifies ship owners, masters, seafarers and other stakeholders about the requirements for revalidation of COCs and certificates of proficiencies (COP) for tankers. The marine notice to be issued shall be in line with section A1/11 paragraph 3 of the STCW Code.

Annex 5

EMAA Document Authenticity Review

The Maritime Administration Directorate (MARAD) of the Ethiopian Maritime Affairs Authority (EMAA) is responsible for verifying that reported credentials submitted by applicant seafarers are authentic and valid. There are two recognized training institutes in Ethiopia that train Ethiopian seafarers, the Ethiopian Maritime Training Institute (EMTI S.C.) in Bahir Dar, and the Ethiopian Shipping and Logistics Services Enterprise' (ESL) training center at Babogaya at rating level. EMAA only processes seafarer document applications if they receive authentic certificates from these two institutions.

EMAA competency experts review the authenticity of seafarer credential documentation by comparing them with sample certificates directly provided by the ESL training center in Babogaya and EMTI; and list of trainees is received from the training institutions directly. Competency experts shall be visually familiar with the training certificates from these two institutions. If there is any suspected irregularity, competency experts are required to immediately contact the relevant training center to check if there is any record of the applicant seafarer.

Annex 6

EMAA Office Building Security Procedure

It is a central objective of the Ethiopian Maritime Affairs Authority (EMAA) to monitor the physical building security of the office. This is necessary for ensuring the physical security of the inventory of seafarer document templates and seafarer personal data. It is for this reason that the following procedures have been instituted:

1. All visitors to the EMMA office must be processed by the building security staff on the ground floor. Building security staff are instructed to provide body-checks of visitors.
2. There shall be put Security personnel in all EMMA office floors to monitor the security of the EMMA Office and if necessary shall escort visitors from the ground floor to EMMA Office.

Annex 7

EMAA Database Security Procedure

It is the responsibility of the Maritime Administration Directorate to manage the centralized database of issued seafarer documents. This database is a controlled document that can only be accessed by a selected group of individuals. The following EMAA employees are granted permission to access the seafarer document database:

1. EMAA Director-General/Deputy Director General
2. Maritime Administration Directorate
3. Competency Expert

The seafarer document database is password protected. Only EMAA employees with authorized access are privy to this password.

It is the responsibility of the Competency Expert to change the database's access password at least once a month. The purpose of this procedure is to continuously maintain the integrity of used passwords. The Competency Expert should notify all authorized users of newly issued passwords.

Annex 8

EMAA Fraud Investigation Procedure

It is the responsibility of the Maritime Administration Directorate (MARAD) to investigate any reported or suspected cases of fraud related to Ethiopian seafarer documents. The Directorate is tasked with overseeing a comprehensive database of reported fraud cases, as well as maintaining open channels of communication with global maritime agencies and private entities who may require verification of Ethiopian seafarer document authenticity. The following procedures are in place to ensure an effective fraud investigation system:

1. The MARAD tracks all cases of reported fraud regarding Ethiopian seafarer documents in the Fraud Investigation Database. It is the responsibility of the Competency Expert to input data regarding reported fraud into the database. Each reported case is assigned a case number in the database.
2. After data regarding a reported fraud case is recorded in the Fraud Investigation Database, a MARAD representative along with the Legal department of EMMA is assigned to review the suspected fraud.
 - a. The investigators must cross check the personal and document details of the alleged violator with the MARAD k Seafarer Document Database.
 - b. The suspected forged document must also be inspected either in-person or through photograph copies.
 - c. The investigator must report his/her findings in the Fraud Investigation Database and provide such findings to the inquiring/reporting party.
3. If fraud investigator verifies that fraud has in fact been perpetrated he/she is instructed to immediately report the case to the inquiring/reporting party as well as the necessary Ethiopian legal authorities.

Annex 9

EMAA Voided Document Policy

Voided Book Policy

Ethiopian Seafarer identification and record books are voided for several reasons:

- A) In- house errors, such as improper processing of the photo, or improperly entered data. The Book is stamped or noted as being “void” and saved in a basket labeled VOID BOOKS.

- B) Additional reasons for voiding a book include the situation where the agent receives the book and notices that the book is not what he or she ordered, or other errors. In this instance we inform them that we will issue a new book and they are to destroy by shredding the old book upon receipt of the new book. If the book is sent back to the Authority it is marked “Void” and placed in the basket with the other voided books for that current month. A correction should also be implemented in the “Issued Document” database by noting the mistaken book number and the corrected book number.

- C) There are situations when a book is voided and EMAA does not get it back. For example, when EMAA discovers that a book was issued based on fraudulently supplied information, the Authority must manually go into the database and change the status to “Void.” This fraudulent book should also be entered into the “Fraud Investigation” database.

Voided books are destroyed by shredding after the necessary data entry has been made into the Excel sheet.

Voided License Policy

Ethiopian License of Competence to merchant marine officers are voided for several reasons:

- A) In- house errors, such as improper processing of the photo, or improperly entered data. Such errors are caught in house but the License may need to be voided. The License is stamped or noted as being “void” and saved in a basket labeled VOID COC’S.

- B) Additional reasons for voiding a license include the situation where the agent receives the license and notices that the license is not what he or she ordered, or other errors. In this instance he/she’ll be informed that a new License will be issued and they are to destroy by shredding the old License upon receipt of the new License. They are asked to copy the front and back of the License and send as an attachment to an email so that EMAA gets the control number. The attachment is printed out and placed in the basket for entry into the Excel voided officer License sheet. If the License is sent back to EMAA it is marked “Void” and placed in the basket with the other voided Licenses for that current month. A correction should also be implemented in the “Issued Document” database by noting the mistaken license number and the corrected license number.

- C) There are situations when a License is voided and EMAA does not get it back. For example, when the Authority discovers that a License was issued based on fraudulently supplied information, we must manually go into the database and change the status to “Void.”

Licenses are destroyed by shredding after the necessary entry has been made into the Excel sheet.

Annex 10

Error Rate Review Procedure

It is an objective of the Maritime Administration Directorate of EMAA to ensure the accuracy of issued documents. This is important for maintaining customer satisfaction and proper recording keeping of all Ethiopian seafarer documents. It is for this reason that the Directorate has instituted an Error Rate Review Process.

An “error” is a document that needs to be corrected or re-issued due to a production mistake. On a monthly basis, a comparison is made of the number of reported errors versus the number of issued documents to arrive at an error rate. EMAA’s goal is an error rate of a return cost of less than $\frac{1}{2}$ of 1% of total value of documents issued on a monthly basis.

If the weekly/monthly review shows a pattern of specific errors that suggest a problem with the procedures or training, the errors will be discussed at a scheduled staff meeting. An error rate higher than $\frac{1}{2}$ of 1% as measured on a 12 month running average shall be reported on a non-conformity report with a proposed plan for corrective action. Any Quarterly period where the error rate is higher than $\frac{1}{2}$ of 1% shall be analyzed and corrective actions implemented.