

Guidance on procedures to be followed for application of Faroese Recognition Certificate (Flag State Endorsement) (Please refer also to annex I to this document)

The following guidance is based on Order no. 5 of 30th January 2002 on the recognition of foreign certificates in connection with service in merchant ships (Annex I).

1 Who can apply?

A person who wants to apply for a Faroese recognition certificate is to contact a Faroese shipping company regarding employment on ships flying the Faroese flag. This company or its representative shall endorse the application as indicated in the application form, which is available from the Faroese Maritime Authority. (Applicants holding certificates issued in Sweden, Norway or Iceland do not need the endorsement of a shipping company regarding employment on a Faroese ship in order to apply for a recognition certificate.)

The Faroese Maritime Authority will process applications only on the condition

- that the applicant holds a certificate of competency according to the STCW Convention, as amended, duly endorsed by the administration of the authority issuing the certificate;
- that the authority endorsing the certificate is from a country listed in Annex I to this guidance.

2 Procedures for applications for recognition certificates

If a shipping company wishes to employ an applicant it will have to apply for a Faroese recognition certificate. Items A, B, C, D, E, F and G of the application form must be filled out by the company and the applicant.

Before submitting the application form the applicant will have to pass a medical examination as specified in the Faroese Medical Certificate for Seafarers, unless the applicant is already in possession of a valid Faroese Health Certificate for Seafarers and Fishermen. Details on the medical examination are available from the Faroese Maritime Authority or its website: www.fma.fo.

A verified copy of the valid Health Certificate is to accompany the application for a recognition certificate.

2.1 Item C

It is important that the date is given in the format specified to avoid ambiguities as the date is used to generate an identity number in the Faroese registration system when issuing a Faroese recognition certificate.

2.2 Item E

Both the capacity and the STCW regulation number applied for should be specified. When reference is made to regulation II/2, either *unlimited* or *below 3,000 GT* (e.g. *chief mate unlimited*) should be specified as well. In this field, any additional endorsement required should be specified, such as an endorsement for service as a radio operator (regulation IV/2) or for service on tankers (regulation V/1, either paragraph 1 or 2, and if paragraph 2, oil, chemical or gas tanker should be specified).

Senior officers are to demonstrate knowledge of Faroese maritime legislation.

In case of application for a recognition certificate valid for service as a chief mate, chief engineer officer (except on ships with power less than 1500 kW) or a second engineer officer (except on ships with power less than 3000 kW), the applicant shall demonstrate knowledge of Faroese maritime legislation by completing a course in Faroese maritime legislation offered by an institution or organisation approved by the The Faroese Ministry of Education, Research and Culture. The shipping company is requested to contact an approved institution or organisation for details of practical arrangements. A list of approved institutions and organisations is given in Annex III.

2.3 Item F

This item shall briefly list the required documentation (important to state: certificate number, date of issue and validity), which must be available in its original form to the Faroese shipping company or its representative.

The following documentation shall be included:

- A Faroese Medical Certificate for Examination of Seafarers no older than two years;
- The certificate(s) of competency with STCW endorsement relevant to the Faroese recognition certificate applied for (the certificate(s) shall be valid for at least another six months); and
- A previously issued Faroese recognition certificate in its original form if applying for a renewal.

The Faroese shipping company shall enclose copies of the certificates of competency that are to be recognised. The shipping company shall endorse the copies to certify consistency with the originals. The copies must be of a good quality. The Faroese Maritime Authority will use these copies when seeking verification of their authenticity with the certificate issuing authority. Applications with copies that are not clearly legible will be rejected.

Furthermore, in case of application for a renewal of a Faroese recognition certificate, the original Faroese recognition certificate that is to be renewed should accompany the application form.

2.4 Item G

The shipping company shall be identified and the company's representative is to endorse the application by signature. The purpose of this endorsement is to exclude the possibility that individuals who are not ensured employment in Faroese ships apply for a Faroese recognition certificate. It is emphasised that this procedure will, in no way, relieve the company employing seafarers of its

obligation regarding the qualification of seafarers in accordance with paragraph 17 of the Act on the Manning of Ships, implementing regulation I/14 of the STCW Convention on the responsibility of companies.

Applicants holding certificates issued in Sweden, Norway or Iceland can apply for a recognition certificate without the endorsement of a shipping company regarding employment.

A foreign manning agency may represent the shipping company only if the shipping company, by written statement to the Faroese Maritime Authority, has identified such an agency as authorised by the company to endorse the application on its behalf, and the agency must be clearly identified as such under item G.

2.5 The applicant's photograph and signature

These will be scanned into the Faroese recognition certificate form. To ensure a smooth operation when processing the recognition certificate, it is important that they are both placed correctly. The place and date of the applicant's signature should be stated as indicated.

The applicant's photograph and signature can be sent to the Faroese Maritime Authority digitally in at jpg-format.

3 Rules applicable for certificates where test or supernumerary service is required (this paragraph is to be skipped if the "List of countries" available on the FMA's website, indicates that such a test is not required)

3.1 The applicant is to pass an operational test:

An operational test may be conducted by organisations and institutions approved by the The Faroese Ministry of Education, Research and Culture. The test will be conducted mainly as an operational interview in English based on the relevant competence tables in the STCW Code. The shipping company is requested to contact the Faroese Maritime Authority for details of practical arrangements at least 2 weeks before the test, and the contact address is given in paragraph 6.

3.2 The applicant is to serve for 1 month in a supernumerary capacity:

An alternative to passing a test is service for 1 month in a supernumerary capacity, concluded by a written statement of competence by the master/chief engineer officer. For further information on this possibility please contact the Faroese Maritime Authority.

3.3 Applicants under paragraph 3.1 or 3.2 above

In the column "Check appropriate box" on the application form, please insert a ✓ to indicate which of the two options is to be used.

3.4 Applications for management level tanker certificates

If the application concerns a recognition certificate for service on management level on board tankers the shipping company is requested to provide documentation that

- the applicant is the holder of an appropriate certificate of competency stating that the applicant meets the requirements in the STCW-regulation V/1, paragraph 2, and
- the applicant is able to present statements and/or other evidence confirming, that the applicant possesses the relevant competences due to previous seagoing service on tankers, other than Faroese, of the type that is relevant for the certificate to be issued.

Any such applicant must have served on Faroese tankers as a junior officer for at least 3 months. The requested documentations shall accompany the application.

3.5 Renewal of recognition Certificates

In case of applications for renewal of a recognition certificate, the ordinary guidelines should be observed as described in this guidance. However, the previously issued original recognition certificate must accompany the application.

4 Forwarding an application to the Faroese Maritime Authority

The application form and the required documentation should be forwarded to the Faroese Maritime Authority. The address is given in paragraph 6.

The application form must be submitted in its original form. Further documentation must be in legible copies bearing the original endorsement by a company representative to attest consistency with originals. A previous Faroese recognition certificate in the original form should be enclosed if applying for a renewal.

The application should be accompanied by a statement that the required fee has been paid to the Faroese Maritime Authority, see paragraph 5 below.

When the Faroese Maritime Authority has processed the application, the answer will be sent to the address indicated on the application form. This will under normal circumstances result in the issuance of a Faroese recognition certificate.

5 Payment of fee

The Faroese Maritime Authority can process the application only if it has received the required fee. The amount of the is published in Order no. 104 of 5 December 2008. At present, the fee is DKK 750.

Fees to the Faroese Maritime Authority shall be transferred, at the company's expense, to the Faroese Maritime Authority's bank account as follows:

Føroya Banki
Jatnavegur 26
FO-370 Miðvágur
Faroe Island
Reg. No. 6460
Account No. 4254513
IBAN FO89 6460 0004 2545 13

and marked "recognition certificate and name of applicant".

A shipping company can agree with the Faroese Maritime Authority on alternative procedures regarding the payment of fees.

6 Enquiries

Enquiries regarding further information can be directed to
Faroese Maritime Authority
Box 26
FO-375 Miðvágur
Faroe Island
Phone +298 35 56 00
Fax +298 35 56 01
E-mail fma@fma.fo

