Guidance for the Examination for Recognized Certificate conducted by SECOJ

This is a guide for the examination to obtain Recognition Certificate of Ship's Officers on board Japanese flag ocean-going vessels to be issued by Japanese Government.

The companies which would send their seafarers to this examination are kindly conformed to following procedures carefully.

1. Qualified person to take this examination

Candidates are required to satisfy following three conditions.

- (1) Those who hold a valid COC (Certificate of Competence) and COE (Certificate of Endorsement) in accordance with STCW Convention issued by a foreign government.
- (2) Those who hold a certificate of completion of Japanese domestic maritime law course issued by the designated training centers.
- (3) Those who have experience of service on board ships engaged in international voyage as listed in Appendix.

2. Submitted Documents

Attention; All these documents required for application shall be in the order of the rank, clearly filed together person by person so that each documents may not be mixed while they are sent for submission. Please don't use staple except for the special seal for photo and signature.

(1) Documents for application of the examination

1 Application

The form for this examination as attached (Form No.1)

The column of the name should be filled with the full name in the same way as the COC.

* You are kindly requested to send this application Form No.1 as an Excel File to the following E-mail address in addition to submission by paper.

2 Facial photo

One sheet of candidates photograph (taken within 6 months, no cap, head & shoulder, the size should be 30mm x 24mm, mentioned full name on the backside)

3 A copy of Passport

A copy of the pages of his/her passport which is valid on the day of the announcement of the result stipulated in paragraph 9 below which contains candidate's photo, full name, sex,

nationality, and the date of birth or a document which proves candidate's full name, sex, nationality and the date of birth approved by the government

4 Copies of the valid COC and COE certificate

Copies of the valid COC and COE certificate (if separate, each copy is required) for the issuance date of recognition certificate stipulated in paragraph 9 below.

(5) Service record

Document of service record on board using attached Form No.2 with signature of registered person of the company

1st line should be filled with the most recent embarkation record, 2nd line should be filled with the second most recent record so on. Embarkation record should be filled from top=recent to bottom=old.

The duration of sea going service (the service record on board) must be checked carefully to satisfy the Appendix2

- ♦ Make sure to fill in the date of verification and signature and put on company stamp on it.
- ♦ Print the documents in landscape orientation by A4 sized
- Please put signature of registered person of the company if any correction is made.
- ♦ Please be careful not to overlap dates in case promotion was made while on board a vessel.

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(\times: Incorrect; 3RD Deck Officer 2-JUN-2010 \rightarrow 2-OCT-2010 2ND Deck Officer 2-OCT-2010 \rightarrow 12-APR-2011) (O: Correct; 3RD Deck Officer 2-JUN-2010 \rightarrow 1-OCT-2010 2ND Deck Officer 2-OCT-2010 \rightarrow 12-APR-2011)
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6 Medical certificate

Certification of the medical examination for the holder of a certificate issued by a party to the STCW convention, which is examined within 6 months from application date.

This certificate must attach candidate's photo (taken within 6 months, no cap, head & shoulder, the size should be 30mm x 24mm, with full name on the backside) affixed with a seal on the edge of the photo.

XPlease be sure to fill in the name of the recognized doctor, name address and contact information of the medical facility at the lower right of the paper.

Qualifying standard of visual acuity for each grades/ranks

Rank	visual acuity		
Navigation officer	at least 0.5 or above for each eye (Include glasses or contact lens)		
	(20/40 or above for 20 feet) (6/12 or above for 6m)		
Marine Engineer	at least 0.4 or above for both eyes (Include glasses or contact lens)		
	(20/50 or above for 20 feet) (6/15 or above for 6m)		
Radio officer:	at least 0.4 or above for each eye (Include glasses or contact lens)		
	(20/50 or above for 20 feet) (6/15 or above for 6m)		

XVisual acuity for "Both eyes together" is essential for Marine Engineer

A certificate of completion of a Japanese domestic maritime law course A copy of a certificate of completion of a Japanese domestic maritime law course issued by designated training center.

However, in case the original of Completion certificate of Japanese domestic maritime law course is not available due to justifiable reason, a copy of valid certificate of recognition issued by Japanese Government is acceptable if the candidate is going to take examination for other than Master or Chief Engineer rank.

If the candidate takes a Japanese domestic maritime laws course in a preceding week of the examination day, it is accepted to submit a copy of certificate of completion of Japanese domestic maritime law course on the examination day.

A copy of certificate of recognition issued by Japanese Government
 (in case a candidate have ever been issued it.)

A new certificate of recognition shall not be issued without submission of a copy of recognition certificate if the candidate hold recognition certificate issued by Japanese Government in the past.

- (2) Documents for application of the Certificate of recognition to be issued by Japanese Government
- Photo and signature for Certificate of recognition
 Special seal for photo and signature is available at SECOJ Head Office.
 Photo must have been taken within 6 months, no cap, head & shoulders, the size should be 30mm x 24mm, mentioned full name on the backside.
- ① Application form for certificate
 - * Application forms for certificate are provided at SECOJ Head office.

 Please refer to the example (appendix 25) to fill in application correctly.

Any other forms are not strictly accepted.

- ☆ In the Application-"④Name" must be exactly same as par COC/COE.
- ☆ In the Application-"Date of application must be the date of application dead line.
- ☆ In the Application-"①Desire to be examined abroad" must be marked "No".

1 Payment notice (Attachment No.1)

☆ In the part of the date must be the Announcement date of the result (indicated in this guideline Page5).

3. Precaution

- (1) Documents shall be submitted to <u>SECOJ</u> by deadline for submission.
- (2) <u>Each documents shall be completed in accordance with "The Guide for procedure of Approval</u> Examination 20130401" issued by JSA.
- (3) Please be advised that it would take about one week for the government to issue certificate of recognition after this announcement.

4. Acceptance of application

After the acceptance of application, we will send examination ID card to each company. Please confirm and check the examination date and assemble time shown on ID card.

5. Outline of this Examination (Physical Check and Oral Examination)

This examination consists of a physical check and oral examination. In case a candidate does not pass the physical check, the oral examination does not be preceded.

(1) Physical Check

Basically only movements of finger, hand and knee are checked.

However, the inspection of the hearing ability is checked if it is considered necessary.

(2) Oral Examination

The oral examination is carried out for one by one as follows.

<Subject>

Course	Subjects		
	Navigation(Navigation instruments, Methods of Navigation etc.)		
For Masters, Deck	Operation (Structure, Watch keeping, Weather/Oceanographic condition		
Officers	etc.)		
	Legal (Maritime traffic laws, Mariners law etc.)		
For Engineer Officers	Machinery I (Main engine, Propulsion plant etc.)		
	Machinery II (Auxiliary machinery, Electrical equipment etc.)		
	MachineryⅢ (Fuel oil, Control system etc.)		
	General duties (Watch keeping, Safety, Security, Legal etc.)		

<Time>

Oral examination time					
Master	within 75 minutes	Second Officer	within 45 minutes		
Chief Officer	within 60 minutes	Third Officer	within 45 minutes		
Chief Engineer	within 75 minutes	Second Engineer	within 45 minutes		
First Engineer	within 60 minutes	Third Engineer	within 45 minutes		

6. Criteria for passing this examination

Standard to pass the examination is that the physical functions are fit for ship officer's duty and score of oral examination is 65% or more.

Re-examination is not provided.

7. Important notice on the day of this examination

Following documents are required for identification and confirmation of individual qualification to take this examination on the examination day.

- 1 The original ID Card
- 2 The original COC & COE
- (If not submitted in advance) A copy of the Certificate of completion of Japanese domestic maritime law course

8. Examination fee

The examination fee shall be the total cost of the MTE divided by the number of examinees. The cancellation fee of 10,000JPY is required for the cancellation after the ID card issued.

Appendix

(Deck officer)

Desired approved	Service record on board			
rank to serve	Object vessel	Duration	Duty	
Master	Ocean going vessels	4 years or more	As a deck officer or a deck rating, including 3 years or more service record on board as a deck officer	
		3 years or more	As a deck officer or a deck rating, including 2 years or more service record on board as a deck officer including 1 year or more service record on board as a Master or a Chief Officer	
Chief Officer	Ocean going vessels	2 years or more	As a deck officer or a deck rating, including 1 year or more service record on board as a deck officer	
2nd Officer		1 year or more	As a deck officer or a deck rating	
3rd Officer Ocean going 1 year or vessels more			As a deck officer or a deck rating	

(Engineer officer)

Desired approved	Service record on board			
rank to serve	Object vessel	Duration	Duty	
Chief Engineer	Ocean going vessels	4 years or more	As an engineer officer or an engine rating, including 3 years or more service record on board as an engineer officer	
		3 years or more	As an engineer officer or an engine rating, including 2 years or more service record on board as an engineer officer containing 1 year or more service record on board as a Chief Engineer or a 1st Engineer officer	
1st Engineer	Ocean going vessels	2 years or more	As an engineer officer or an engine rating, including 1 year or more service record on board as an engineer officer	
2nd Engineer	Ocean going vessels	1 year or more	As an engineer officer or an engine rating	
3rd Engineer	Ocean going vessels	1 year or more	As an engineer officer or an engine rating	