

**GUIDELINES FOR THE ISSUE OF
STCW GMDSS RADIO CERTIFICATE OF COMPETENCY WITH ENDORSEMENT
AND CERTIFICATE ENDORSEMENT REVALIDATION**

1. Introduction

- 1.1 These guidelines are issued pursuant to Section 6(D)(1) of the Telecommunications Ordinance (Cap. 106). In accordance with Regulations I/2, I/10 and I/11 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended and Hong Kong legislation, a seafarer manning a radio station on a Hong Kong registered ship has to hold an appropriate Hong Kong issued GMDSS radio certificate with endorsement in conformity with the requirements of the STCW Convention currently in force.

2. Criteria for the Issue of STCW GMDSS Radio Certificate with Endorsement

- 2.1 To be eligible for the issue of STCW GMDSS radio certificate of competency with endorsement, the applicant should:

- (a) be over 18 years of age;
- (b) (i) have successfully completed a GMDSS training course approved by the Communications Authority (CA), or
(ii) in the case that the applicant is holding a Hong Kong GMDSS radio certificate which is not issued under a STCW Convention currently in force, have successfully completed a GMDSS conversion course approved by the CA;
- (c) hold a valid and recognised medical fitness certificate; and
- (d) have received approved basic training or instruction in:
 - (i) Personal Survival Techniques (STCW Code A-VI/1-1);
 - (ii) Fire Prevention and Fire Fighting (STCW Code A-VI/1-2);
 - (iii) Elementary First Aid (STCW Code A-VI/1-3); and
 - (iv) Personal Safety and Social Responsibilities (STCW Code A-VI/1-4).

(Note: a valid Certificate of Competency or licence as Deck Officer or Marine Engineer Officer issued by the Hong Kong administration can be accepted as evidence of having received such training or instruction.)

3. Application Procedures

- 3.1 Applicants should complete and submit the appropriate application form (can be downloaded from www.ofca.gov.hk) in person to the address shown in the application form together with the originals and photocopies of the appropriate supporting documents as specified in Note 1 below.

- (a) Passport or personal identification document(s).
- (b) (i) Evidence of passing a GMDSS training course approved by the Communications Authority (CA); or
(ii) evidence of passing a GMDSS conversion course approved by the CA in the case that the applicant is holding a Hong Kong GMDSS radio certificate which is not issued under a STCW Convention currently in

force.

- (c) Declaration of Secrecy in the Operation of Radiocommunications Apparatus (Declaration of Secrecy) duly signed by the applicant (can be downloaded from www.ofca.gov.hk).
- (d) Medical fitness certificate.
- (e) Evidence of having received approved basic training or instruction in the ancillary requirements of the STCW Code Section: A-VI/1-1 to A-VI/1-4 as detailed in paragraph 2.1 (d) above.
- (f) Seaman's discharge book, seaman's service record book or seafarer's employment registration book.
- (g) Current GMDSS radio certificate with endorsement.

Note 1: (i) For application for certificate with endorsement, the applicant should submit the documents (a), (b), (c), (d) and (e) mentioned in paragraph 3.1 above.

(ii) For application for certificate endorsement revalidation, the applicant should have aggregated approved seagoing service for a period of at least one year in total during the preceding five years; or three months in total during the preceding six months immediately prior to revalidating; and submit the documents (a), (d), (e), (f) and (g) mentioned in paragraph 3.1 above.

(iii) For application for certificate only, the applicant should submit the documents (a), (b) and (c) mentioned in paragraph 3.1 above.

3.2 The completed application form could also be submitted to the Office of the Communications Authority (OFCA) by any of the methods as stated in the application form. However, the signed Declaration of Secrecy and photocopies of all the supporting documents which have been certified true by one of the following parties should be submitted to the OFCA by post:

- (a) the master of the ship on which the applicant is serving (or is going to serve);
- (b) the owners/managers of the ship on which the applicant is serving (or is going to serve);
- (c) notary public; or
- (d) the issuing authority of the original document.

4. Fee

4.1 The issue fees are listed below:

First-Class Radio Electronic Certificate	HK\$780
General Operator's Certificate	HK\$410
Restricted Operator's Certificate	HK\$410
Endorsement of certificate	HK\$160
Endorsement Revalidation	HK\$160

4.2 The required fees can be paid by any of the methods specified in the application form.

5. Rejection of application

5.1 The CA reserves the right to reject any applications if it is not entirely satisfied that the applicant has met the criteria for application.

6. OFCA's performance pledge and applicant's suggestion

- 6.1 OFCA will issue the GMDSS radio certificate of competency and endorsement according to the performance pledge as specified in the OFCA's website at www.ofca.gov.hk after receiving an application (i.e. completed application form together with certified true copies of all relevant documents and appropriate fees).
- 6.2 Suggestions for improvement or complaints relating to the issue of GMDSS radio certificate of competency and endorsement revalidation should be made to:

Controller Telecom (Support Services)
Office of the Communications Authority
29/F., Wu Chung House
213, Queen's Road East
Wan Chai
Hong Kong

Tel : +852 2961 6606
Fax : +852 3155 0914
E-mail: maritime@ofca.gov.hk

7. Enquiries

- 7.1 Enquiries relating to GMDSS radio certificate and endorsement revalidation applications should be made to:

Support Services Sub-section,
Office of the Communications Authority,
29/F, Wu Chung House
213, Queen's Road East
Wan Chai
Hong Kong

Tel : +852 2961 6608
Fax : +852 3155 0914
E-mail : maritime@ofca.gov.hk