NAOERO
MARITIME ADMINISTRATION

IMPLEMENTATION OF ELECTRONIC CERTIFICATES FOR CREW ENDORSEMENTS (NMA_C4.2023.Rev.4)

DEFINITIONS:

The following abbreviations stand for:

1. "COC" – Certificate of Competency in accordance with STCW
2. "COE" – Certificate of Endorsement (issued against an officer's COC / GOC / DCE / SSO)
3. "DCE" – Dangerous Cargo Endorsement (e.g. Advanced Oil/Chemical Tanker Certificate)
4. "GOC" – General Operator's Certificate (GMDSS)
5. "IMO" – International Maritime Organization
6. "PSC" – Port State Control
7. "SSO" – Ship Security Officer Certificate
8. "STCW" – International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended

The following terms shall mean:

1. "Administration" - the Naoero Maritime Administration
2. "Electronic Certificate" – a certificate issued in an electronic format established or approved by the Administration to ensure viewing compatibility for all intended verifiers.
3. "Electronic Signature" – data in electronic form which is attached to, embedded in, or logically associated with other electronic data to serve as a method of authentication of the issuer and the contents of the electronic data.
4. "Unique Certificate of Endorsement Number" – a unique identifier assigned to an electronic COE issued by the Administration for identification and verification purposes.
5. "Verification" – a reliable, secure and continuously available process to confirm the authenticity and validity of an electronic COE using its Unique Certificate of Endorsement Number and other relevant certificate data.

PURPOSE:

This Circular sets out the Administration's requirements for the issuance, acceptance, carriage and verification of electronic Certificates of Endorsement (COEs) for seafarers serving on Naoero-registered vessels, in accordance with IMO Circular FAL-LEG-MEPC-MSC.1/Circ.1.

REFERENCE:

1. Naoero Shipping Circular NMA C1-1 – Minimum Safe Manning on Naoero Vessels
2. Naoero Shipping Circular NMA C1-2 – Minimum Safe Manning for Fishing Vessels
3. Naoero Shipping Circular NMA C46 – Implementation of Electronic Certificates for Vessels
4. Naoero Shipping Procedure NMA P6 – Procedures for Certificates of Endorsement (COE)
5. International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended
6. IMO Circular FAL-LEG-MEPC-MSC.1/Circ.1 – Joint Guidelines for the Use of Electronic Certificates

APPLICATION:

This Shipping Circular applies to all officers and radio operators issued with COC / DCE / GOC / SSO by other STCW member States serving on board Naoero registered vessels.

CONTENTS:

1. **STCW REQUIREMENTS**

1.1 Officers and radio operators serving on board Naoero-registered vessels shall hold the applicable Certificates of Endorsement (COEs) issued by the Administration in accordance with STCW requirements and NMA Shipping Procedure P6.

1.2 The Administration shall recognize applicable certificates issued by other STCW Parties through the issuance of Naoero COEs, in accordance with its established procedures.

1.3 All officers and radio operators shall ensure that their COC / DCE / GOC / SSO and corresponding Naoero COE are readily available on board in their applicable original form, whether paper or electronic, and can be verified when requested.

1.4 Officers and radio operators shall ensure that their applicable certificates and corresponding Naoero COEs remain valid throughout their service on board.

2. **ELECTRONIC COEs**

2.1. The Administration has fully implemented electronic COEs. All COEs issued by the Administration shall be in electronic format only.

2.2. An authentic and valid electronic COE issued by the Administration shall be considered and treated as an original certificate on board. The electronic COE may also be printed for convenience.

2.3. Electronic COEs issued by the Administration shall comply with IMO Circular FAL-LEG-MEPC-MSC.1/Circ.1.

2.4. Electronic COEs shall be protected from unauthorized alteration, contain a Unique Certificate of Endorsement Number and other data used for verification, visibly identify the source of issuance, include an electronic signature, and contain the relevant information required by Section A-I/2 of the STCW Code.

2.5. The seafarer shall ensure that the electronic COE is readily accessible on board, whether in electronic or printed form, and can be verified through the Administration's verification system.

3. **METHODS FOR VERIFICATION OF ELECTRONIC COEs ISSUED BY THE ADMINISTRATION:**

3.1. Scanning the Quick Response (QR) Code found on the electronic COE which will provide access to the Administration’s verification system for confirmation of the authenticity and validity of the COE.

WARNING: Users shall exercise caution when verifying electronic COEs. A QR Code does not, by itself, establish the authenticity of a COE. Users shall ensure that the QR Code directs to

the official ***maritimenaoero.com*** domain or an authorized subdomain thereof. Where there is any doubt, confirmation shall be obtained directly from the Administration.

3.2. For enquiries or verification difficulties, please contact the Administration at seafarer@maritimenaoero.com.

A copy of this Shipping Circular shall be kept on board all applicable Naoero registered vessels for presentation to the relevant authorities when required.