



**The Federal Democratic Republic of Ethiopia**  
**Ministry of Transport**  
**Ethiopian Maritime Affairs Authority (EMAA)**  
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**SUBJECT: ETHIOPIAN MARITIME AFFAIRS AUTHORITY (EMAA) MARINE NOTICE ON APPROVAL OF INSTRUCTORS, SUPERVISORS AND ASSESSORS/EXAMINERS.**

**Marine notice 12/2016**

**TO: : ALL SHIPOWNERS, OPERATORS, TRAINING INSTITUTIONS, MASTERS, SEAFARERS OF MERCHANT SHIPS, RECOGNIZED ORGANIZATIONS AND THOSE CONCERNED WITH MARITIME TRAINING**

**DATE OF ISSUE:** 6 May 2016

**PURPOSE**

This Marine Notice (MN) is to inform Applicants the standards and procedures for the approval of Instructors, Supervisors, Examiners and Assessors of Approved Maritime Training Institutions or EMAA Examiner of Seafarers.

**BACKGROUND**

In accordance with the MAA Directive 2/2015 and the 1978 International Convention on Standards of Training, Certification and Watchkeeping (STCW), as amended, the following rules shall be adopted to prescribe standards and procedures for the approval of Instructors, Supervisors, Examiners and Assessors of Approved Maritime Training Institutions or as otherwise approved by the Authority. This MN is issued in compliance with the requirements of the STCW Code, Section A-1/6 and other relevant provisions of the STCW, and other pertinent regulations.

This MN shall apply to all applicants for Approval as Instructor, Supervisor, Examiner or Assessor of in-service training of a seafarer in a Maritime Training Institution (MTI) which is intended to be used in qualifying for certification under STCW, or as otherwise required by the Authority.

**DEFINITIONS:**

For the purpose of this MN the following terms shall be defined as follows:

1. "Instructor" means any person approved or permitted by the Authority to conduct in-service training of a seafarer in a MTI, which is intended to be used in qualifying for certification under STCW;
2. "Supervisor" means any person approved or permitted by the Authority to be responsible for the supervision of in-service training of a seafarer in a MTI , intended to be used in qualifying for certification under STCW;



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3. "Examiner/Assessor" means any person conducting in-service assessment of competence of a seafarer in a MTI , intended to be used in qualifying for certification under STCW;
  4. "Capacity" refers to an individual's performance as Instructor, Supervisor, Examiner or Assessor;
  5. "Letter of Approval" (LOA) is a document issued by the Authority authorizing a person to perform as either Instructor, Supervisor, Examiner or Assessor of in-service training of a seafarer in a MTI for an Approved Training Program, intended to be used in qualifying for certification under STCW;
  6. "Interim Approval" (IA) is a temporary document issued by the Authority upon satisfactory initial evaluation of documentary evidence presented, authorizing a person to perform as Instructor, Supervisor, Examiner or Assessor of in-service training of a seafarer in a MTI for an Approved Training Program, pending final determination of compliance by the applicant of all the requirements, which expires when:
    - a. the Letter of Approval is issued,
    - b. a Notice of Denial is issued, stating clearly the grounds for the denial of the application;
  7. "Simulator Practical Operational Experience Log" is documentary evidence required by the Authority to comply with the requirements of STCW Code, Section A-1/6, Par. 4.3.1 on the requirement for an Instructor conducting training using a simulator to have gained practical operational experience on the particular type of simulator being used.

**GENERAL**

1. All applicants for Instructor, Supervisor, Examiner or Assessor shall file their application at the offices of EMAA in Addis Ababa with documentary requirements for each Approved Training Program (ATP).
2. Such application may be filed either by the individual applicant, or by the Maritime Training Institution (MTI), and must be filed for each capacity and for every ATP applied for.



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3. Upon determination of compliance with the requirements, the Director of the Maritime Authority shall issue an Interim Approval (IA) or a Letter of Approval (LOA) depending upon qualifications.
4. Upon receipt of the IA a MTI may utilize the services of the individual to perform in the capacity stated.
5. For an applicant who was issued an IA, they shall be issued a Letter of Approval (LOA) valid for five (5) years starting from the date that the Interim Approval was issued. ,
6. All individuals who are issued a LOA shall undergo re-Approval every five (5) years. Applications for re-Approval must be filed at least six (6) months prior to expiration to avoid delays in the processing, and any applicable penalties for late filing. An application for revalidation/re-Approval shall be supported by the following:
  - a) Documentary evidence showing proof of having performed as an Instructor, Supervisor, Examiner or Assessor of competence, as appropriate, for not less than five (5) training classes for which capacity he is previously approved during the preceding five (5) years; and
  - b) Proof of successful completion of an approved updating/refresher training, as appropriate, for courses that have new requirements.

**GENERAL QUALIFICATION STANDARDS FOR INSTRUCTORS, SUPERVISORS, EXAMINERS AND ASSESSORS**

In accordance with the pertinent provisions of STCW, and as required by this Authority, the following general requirements must be complied with in the application and approval of individual applicants in the following capacities:

**Instructor**

In accordance with STCW Code, Section A-1/6 (4), any person conducting training of a seafarer as an Instructor in a MTI which is intended to be used in qualifying the seafarer for certification under STCW, shall:

1. have an understanding of the specific training objectives for the particular type of training being conducted;



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2. be qualified in the task for which training is being conducted by any of the following means, by showing proof of:
    - a) prior approved seagoing service relating to the task; or
    - b) prior approved training and issuance of COC or COP pertaining to the task, and refresher/updating training, as appropriate; or
    - c) prior approved experience as instructor for a period of at least six (6) months in the last five (5) years, specifically relevant to the task or a substantially similar training program;
  3. if conducting training using a simulator, shall have proof of the following:
    - a) have received appropriate guidance in instructional techniques involving the use of simulators; and
    - b) have gained practical operational experience on the particular type of simulator being used by accomplishing Simulator Practical Operational Experience for an aggregate period of at least 20 hours under the supervision of an experienced instructor/operator of that particular type of simulator;
  4. Proof of successful completion of Training for Trainers course.

**Supervisor**

In accordance with STCW Code, Section A-1/6 (5), any person responsible for the supervision of in-service training of a seafarer in a MTI, which is intended to be used in qualifying the seafarer for certification under STCW, shall:

1. have a full understanding of the training program and the specific objectives for each type of training being conducted; and
2. have proof of successful completion of a Training for Trainers course.

**Assessor/Examiner**

In accordance with STCW Code, Section A-1/6 (6), any person conducting in-service examination / assessment of a seafarer in a MTI, which is intended to be used in qualifying the seafarer for certification under STCW, shall:

1. have an appropriate level of knowledge and understanding of the competence to be assessed;
2. be qualified in the task for which the assessment is being made by any of the following means, by showing proof of:
  - a. prior approved seagoing service relating to the task; or



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- b. prior approved training and issuance of COC or COP pertaining to the task, and refresher/updating training, as appropriate; or
  - c. prior approved assessment experience for a period of at least three (3) months within the last five (5) years, specifically relevant to the task or a substantially similar training program;
  3. have received appropriate training in assessment methods and practice by submitting proof of successful completion of an approved Course for Assessment, Examination and Certification of Seafarers
  4. have gained practical assessment experience by accomplishing an aggregate period of at least twenty (20) hours under the supervision of an experienced assessor;
  5. if conducting assessment involving the use of simulators, have gained practical assessment experience on the particular type of simulator being used by accomplishing Simulator Practical Assessor's Experience for an aggregate period of at least twenty (20) hours under the supervision and to the satisfaction of an experienced assessor with the use of simulators;
  6. if conducting assessment using different types of simulators, must accomplish assessment experience for each type of simulator.

**DOCUMENTARY REQUIREMENTS:**

The application will be considered for approval by the Maritime Authority office upon presentation of the following:

**For New Applicant as Instructor, Supervisor, Examiner or Assessor:**

1. Application Letter, clearly enumerating the specific training programs and the capacity being applied for;
2. A copy of the required documents as proof of compliance per above qualification standards

**For An Applicant with Existing Valid or Expired Approval as Instructor, Supervisor, Examiner or Assessor**

1. Application Letter, clearly enumerating the specific training programs and the capacity being applied for;
2. A copy of the required documents as proof of compliance per above
3. A copy of existing certificate
4. A record of upgradation of knowledge, as appropriate



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**OTHER MATTERS RELATING TO THE PERFORMANCE OF FUNCTIONS AS INSTRUCTOR, SUPERVISOR, EXAMINER OR ASSESSOR**

1. An Examiner/Assessor may not conduct Assessment of Competence of a seafarer who had completed an Approved Training Program in a MTI wherein he is the Instructor;
2. An Examiner/Assessor may conduct Assessment of Competence of a seafarer who had completed an Approved Training Program wherein he is the Supervisor;
3. A Supervisor may not supervise the conduct of training wherein he is the Instructor, and must always be available to supervise the conduct of ATPs that he is supervising;
4. During the Approval, Monitoring or Surveillance process, the Authority may suspend the validity of the Approval of the Instructor, Supervisor, Examiner or Assessor upon a clear finding that such individual grossly lacks the competence to carry out the task for which he was approved to perform, until after satisfactory compliance of clearly showing by the individual that has eventually met the competence to perform as such.
5. Any false or forged entry to, or the production of any fake documentary evidence for qualification shall be grounds for future action by the Authority against the candidate and the perpetrator.