

Guidelines: Approval of Maritime Training Institute, Programs and Fee

Applicability: All Republic of Guyana certified or documented seafarers

General:

Application process for IMSA Guyana, Maritime Training Institute Approval

The process is a simple program consisting of completed application along with document review.

The first step entails a thorough review of the Administration and delivery of the training program. Once the document review is successfully completed, a letter will be issued stating that the MTI (Maritime Training Institute) has been awarded approval, which will be valid for 3 years.

The Administration may request an onsite review of the Maritime Training Institute at any time within the three year approval. An annual audit is Compulsory on the cost of MTI . The MTI will be audit annually by nearest IMSAG Regional office or the Head Office through an Independent Nodal Auditor.

As part of the onsite review, a demo station course will be observed and records will be verified.

In order to initiate the training Institute approval process, please submit the below listed information to Directorate of Seafarers, Training & Certification E.mail: seafarers@imsag.org

- **Application Submission:**

Please submit all files electronically along with an application directed to Directorate of Seafarers, Training & Certification, IMSA Guyana

1. Name of the course;
2. Complete name and address of the training center;
3. Training Institute website;
4. Email address of person to contact with inquiries concerning training and or each course;
5. Full reference to code and regulation, scope, and objectives;
6. Course material, including instructor and student guides and work books;
7. Curriculum; material to be used (i.e., power point presentations, industry guides, videos, etc.; duration of the course; and course breakdown;
8. CVs of the instructors; pictures of the classrooms and equipment;
9. Method of record keeping; ISO certification, class certification and national certification;
10. Audit results from the last external audit; and
11. Independent self-assessment Report.

The approval process shall be completed on a cost basis where the training Institute seeking approval shall meet the administrative cost of travel of IMSAG officials visit to the institute and the cost of Documents review & audit i.e \$ 800 US to be paid along with the application .

Upon approval is awarded The Name of the Maritime Training Institute will be displayed on the Guyana Ship Registry –IMSAG website www.imsag.org

Any additional follow-up in the five year period will be borne by the Guyanese Registry. Upon expiration of the next three-year period, the training Institute will bear the cost of the 3-year renewal approval visit.

*** Independent Assessment Report (ISAR)**

The Independent Self-Assessment Report is a required to maintain accreditation. The ISAR must be filled out annually, signed, and submitted to Directorate of Seafarer ,IMSAG. The ISAR is part of the IMO/ISO approved process for service providers. Failure to complete a ISAR may result in loss of Guyanese Maritime Training Institute approval.

All official Guyanese certificates are issued by the Guyanese International Ship Registry's Technical Head Office, IMSAG Singapore & IMSAG India. The approved Maritime training Institute does not issue Guyanese certificates of Competency. Proof of training certificates issued by an approved MTI will be recognized by the Guyana Registry for the purposes of seafarer certification, provided the seafarer holding the certificate meets all requirements as per STCW Convention and IMSAG Guidelines .All seafarers must possess a Guyanese seafarer book in order to be eligible to obtain Guyanese documentation. All seafarers must pass the Guyanese COC exam in order to be eligible to obtain a Guyanese COC.

For additional information regarding the Maritime Training Institute (MTI) or if you have questions regarding the Independent Self-Assessment Report (ISAR), please contact:

Directorate of Seafarers, Training & Certification, Via E.mail: seafarers@imsag.org .

Seafarers Documents Fee Schedule:
Fee Schedule (*Effective as of 21st March 2021*)

Services	Fee (US\$)	Fee (US\$)
	(Foreign Seafarers)	(Guyanese Seafarers)
*Each Application Handling fee(administration Charges)	100	-NA-
*Examination Fee for all rank officers including MOU Officer	225	25
*All Rank officers Certificate of Competency Fee	275	60
*Radio Electronic Operator-GMDSS	150	10
* Ship Security Officer Certificate	65	5
*Continuous Discharge Certificate cum Seafarers Identity Book along with CoC	-NA-	-NA-
* Re-examination Fee after failure	275	25
* Translation Fee for examination, if taken in any language other than English	100	-NA-
* For license renewal	200	5
* For issuance of Certificate of Acknowledgement of Application	20	-NA-
* For replacement of lost officer certificate	150	5
* For Issuance of Continuous Discharge Certificate cum Seafarers Identity Book	65	5
* For issuance of Supernumerary Book	65	5
* For renewal/replacement CDC cum Seafarers Identity Book	65	5
*For issuance of Training Record Book	100	5

FOR ISSUANCE OF SPECIAL QUALIFICATION CEERTIFICATES		
*Fee for issuance of Each STCW & Other value added Certificates	20	5
* For issuance of the following special qualification certificates; Able Seafarer Deck II/5, Ordinary Seaman II/4, and Bosun II/5, Chief Steward, Chief Cook, Cook, and Assistant Cook	50	10
* For issuance of the following special qualification certificates: Able Seafarer Engine III/5, Oiler/Motorman, Electrician, Welder and Pumpman	50	10
* All tankerman special qualification certificates	20	2
* Examination Fee to take Able Seafarer Deck, Able Seafarer Engine, or other Rating exam	25	2
Other Related Fee		
• Direct Application Submission to Regional Offices Fee	125	5
• Courier Fee	40	2

Fees may be paid by credit card, wire transfer and by check or money order. Instructions for payment are outlined in Payment Instructions Guidelines.

For details regarding the fee transfer contact accounts division: E.mail: accounts@imsag.org

A) STCW 1978 (As Amended) - The Manila Amendments

The provisions of the Manila Amendments will come into full effect on 01 January 2017. All seafarer documentation issued by the Guyanese Registry will be required to comply with the provisions of the Manila Amendments.

Pursuant to STCW 1978, as amended, please note the following requirements:

A(i). To obtain a NEW STCW 1978, as amended Guyanese officer's endorsement, the following must be submitted:

1. IMSAG Seafarers Application Form
2. Fee as Applicable
3. 2 Pictures (1.75" x 1.75");
4. Physical Fitness Certificate issued within the last 12 months.
5. Copy of national passport;
6. Copy of all STCW 1978, as amended, national certificate or Guyanese Certificate;
7. Copy of all seetime acquired within the last 5 years.

A (ii): To renew based on a completion of STCW 1978, as amended, courses and a valid Guyanese certificate (obtained by Guyanese examination), the following will need to be submitted:

1. IMSAG Seafarers Application Form
2. Upgrade Fee as applicable
3. 2 Pictures (1.75" x 1.75");
4. Physical Fitness Certificate issued within the last 12 months;

5. Copy of national passport;
6. Copy of all STCW 1978, as amended, Guyanese Certificate;
7. Training Record Book.

Furthermore, Navigational Officers must also submit the following:

1. GMDSS Certificate;
2. Automatic Radar Plotting Aids (ARPA) Course Completion Certificate;
3. Bridge Resource Management Training Course Completion Certificate; and
4. Electronic Chart Display and Information Systems (ECDIS).
5. Medical Care Course Completion Certificate (*required for Master and Chief Mate ONLY*).

Furthermore, Engineering Officers must also submit the following:

1. High Voltage Training Certificate;
2. Engine Room Resource Management;
3. ETO's must submit their training record book.

A(iii): If you do not have a STCW 1978, as amended national certificate, you may be eligible to take the Guyanese exam for the certification sought. Please see Examination Guidelines.
