



# South African Maritime Safety Authority

Ref. SM 6/5/2/1  
SM 14/2/7/1  
SM 9/2/2  
Date: 17 June 2020

## Marine Notice No. 34 of 2020

---

---

### COVID-19 – Process for extension of Certificates

TO SHIP OWNERS AND OPERATORS, SEAFARERS, MARITIME TRAINING INSTITUTIONS, EXAMINERS AND PRINCIPAL OFFICERS

*Marine Notice No 33 of 2020 is hereby cancelled*

---

---

#### *Summary*

This Marine Notice seeks to advise Seafarers, employers and crewing agencies of the process to obtain documents to extend the validity of certificates issued in accordance with the Merchant Shipping (Safe Manning, Training and Certification) Regulations 2013, as amended

#### **Background and Introduction**

1. The World Health Organisation recently declared the outbreak of COVID-19 Coronavirus as a pandemic.
2. On 15 March 2020, the Republic of South Africa declared the state of disaster following the outbreak of the COVID-19 Coronavirus. Further to this, the President of the Republic has declared a lockdown which include the shutdown of education institutions.
3. On 17 March 2020, through circular letter no. 4202/add.5, the International Maritime Organisation encouraged all parties to the STCW Convention to "...take a pragmatic and practical approach with regard to the extension of the above-mentioned certificates and endorsements..."
4. On 23 March 2020, the President of the Republic declared a lockdown, effective on Thursday, 26 March 2020, 23:59, to stop the spread of the COVID-19 coronavirus. Depending on each particular situation, it may well be necessary for some seafarers to be onboard beyond the validity on their certificates.
5. The provisions of this Marine Notice apply to all certificated seafarers holding certificates issued by SAMSA and those issued by institutions accredited by SAMSA.

#### **Validity and Revalidation of Certificates**

6. Certificates of Competency (COC) and/or Certificates of Proficiency (COP) issued in accordance with the International Convention of the Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW Convention or the Convention) are generally valid for a period of five (5) years from the date of issue.
7. SAMSA has considered the predicament many seafarers and their employers are finding themselves in and have granted an extension until 31 December 2020 to any certificate that may expire during the national lockdown and/or shortly thereafter.

8. Applications for such extension shall be made electronically, with documents that have exceeded their validity date, may be acceptable provided that the certificate was valid on/before 15 December 2019
9. Employers who find themselves with seafarers onboard their ships whose certificates are due to expire whilst on an extended tour of duty, due to the COVID-19 Pandemic, shall apply as per paragraph 12 below.
10. South African registered ships who have seafarers holding certificates that will be expiring soon and are being affected by the COVID-19 Pandemic shall follow the process indicated in paragraph 12 below.
11. South African registered ships who has seafarers holding foreign COC's shall take the direction regarding seafarers Certification from that Administration and communicate to the Principal Officer where the ship is registered regarding any challenges they may encounter regarding validity of the seafarer's certificates.

### **Application for Extension of Certificates**

12. Seafarers and Employers who seek documentary proof of the extension of seafarer certification shall:
  - 12.1. apply through electronic means by following the instructions found here – <http://www.samsa.org.za/Pages/Application-for-the-extension-of-Certificate.aspx>
  - 12.2. In the event difficulty is experienced with the above procedure, please contact your nearest SAMSA office via e-mail as found here on SAMSA's website - <http://www.samsa.org.za/Pages/Contact-Us.aspx> . Please include both a copy of the CoC/CoP and the form in 12.1 above
13. Seafarers working onboard ships operating in South African ports do not need to have individual extensions but must keep a copy of this Marine Notice to show that they are operating under this extension – provided they are permitted to operate under the Disaster Management Act, 2002, as amended.

### **Rendering of services during the National Lockdown**

14. SAMSA has, in accordance with the pronouncements of the president, declared the following seafarers' services as non-essential and will not be provided during the lockdown<sup>1</sup> excepting as provided for in Table 1: Seafarers Services and Related activities
  - 14.1. Level 3 Assessments (Orals) for all certificates
15. The following services may be rendered, to the best possible extent, from SAMSA employees without the need for them to be physically present in the office:
  - 15.1. Application and issue of endorsement of foreign certificates (only Confirmation of Receipt of Application will be issued during the lockdown) including any related assessments thereof
  - 15.2. Issue of extension of seafarers' certificates as stated 12 above

---

<sup>1</sup> **'lockdown'** means the restriction of movement of persons during the period for which this regulation is in force and effect namely from 23H59 on Thursday, 26 March 2020, until 23H59 on Thursday 16 April 2020, and during which time the movement of persons is restricted;

16. Seafarer certificates issued during this time will be in electronic format. Masters, owners and administration (flag states & PSCO's) shall accept these certificates at face value, provided that the verification of certificate, if necessary, is positive.

### **Extension of Accreditations and Approvals**

17. Accreditation certificates issued to Training Institutions by SAMSA expiring during the Lockdown period or the period immediately thereafter, are extended as follows:
  - 17.1. All accreditations are extended until 30 September 2020
  - 17.2. The extension applies to all accreditations that are/were due to expire on or after 01 February 2020
18. Approval certificates issued to Medical Practitioners by SAMSA expiring during the Lockdown period or the period immediately thereafter, are extended as follows:
  - 18.1. All approvals are extended until 30 September 2020
  - 18.2. The extension applies to all approvals which expired on or after 01 February 2020

### **Certificates issued by SAMSA Accredited Training Institutions**

19. The provision of this paragraph applies to all course completion certificates issued in accordance with the Merchant Shipping (Safe Manning, Training and Certification) Regulations, 2013, as amended, by institutions accredited by SAMSA.
20. Seafarers who have not applied for a Certificate of Proficiency (or Competency) after completing SAMSA Accredited Training - and as such need an extension of an expiring course completion certificate - may apply for an extension to the issuing Institution. In such cases Accredited Institutions are required to issue an extension, by letter referencing the certificate number, or by amendment or re-issue of the course completion certificate. Extensions shall be valid until 31 December 2020 as per paragraph 7 and 8 above.
21. Each institution shall, before granting any such extension ensure that:
  - 21.1. They only issue an extension for certificates which they have issued.
  - 21.2. Keep records of any such extension granted.
  - 21.3. Where no process exists, the institution shall create a means to extend certificates.

### **Validity of Medical and Eyesight Certificates**

22. All medical certificates issued by SAMSA approved medical practitioners are extended until 30 September 2020.
23. All SAMSA issued Eyesight Certificates (including those for Pilot Exemptions) are extended until 31 December 2020.
24. The above applies to all certificates which expired on or after the 1<sup>st</sup> February 2020.

## Training Institutions - Operation at various Risk Levels

25. In the determination of the timing and extent of the resumption of operations, Training Institutions shall be guided by the latest Regulations from CoGTA, the Department of Health, the DHET and the Department of Labour – and operate under those conditions. Reference [www.sacoronavirus.co.za](http://www.sacoronavirus.co.za) for the latest directives.
26. Institutions should be mindful of compliance with the requirements of the above government departments from the perspective that they are both businesses and educational institutions.
27. Each institution has the obligation to ensure that they meet all government requirements for operating under different Risk Levels. Institutions may therefore be subject to inspection by officials executing their duties under the Department of Cooperative Governance and Traditional Affairs regulations and the Department of Employment and Labour.
28. Records of compliance to government requirements for the COVID-19 pandemic shall be kept, maintained, and be available for inspection by SAMSA if required.
29. All institutions accredited for medical training and any course that deals with medical emergencies shall take note of the following guidelines from the [Resuscitation Council of Southern Africa](#) for:
  - 29.1. CPR for Everyone COVID-19 Algorithm
  - 29.2. BLS Algorithm for COVID-19
  - 29.3. Suggested Training of ALS Courses

## Resumption of Seafarer Related Service

30. This part must be read together with Marine Notice No. 29 of 2020 or its succeeding Marine Notices.
31. SAMSA conducted a risk assessment to identify the COVID-19 risk level which it considers safe to providing seafarer services, below is the summary outcome and indications as to when these assessments may begin:

JOB DESCRIPTION	5	4	3	2	1
Level 3 Assessments <sup>1</sup>	No	No	No <sup>1</sup>	Yes	Yes
Revalidation or Re-issue of Certificates <sup>2</sup>	No	No	Yes <sup>2</sup>	Yes	Yes
Eyesight Examinations <sup>3</sup>	No	No	No <sup>3</sup>	Yes	Yes
Accreditation & re-accreditation of training institutions	No	No	Yes	Yes	Yes
Approval & Re-approval of Medical Practitioners	No	No	Yes	Yes	Yes
Extension of Certificates	Yes	Yes	Yes	Yes	Yes
Application & Issue for Seafarer Record Books <sup>4</sup>					
<sup>1</sup> Electronic applications for Level 3 Assessments will be accepted and assessed, but no assessment will be done					

<sup>2</sup>Electronic applications for Revalidation or Re-issue of Certificates will be accepted and completed provided all requirements are met. If ancillary courses are expired, then extension must be requested as provided for in point 12 of this MN.

<sup>3</sup>Persons applying for certificates which requires Eyesight Examinations will be dealt with as follows:

- a. Applications for level 3 assessment will need to undergo eyesight's examination on the day of the assessments
- b. Applications for Revalidation where all other requirements are met, including Medical Fitness Certificate will be accepted as having met this requirement for revalidation

<sup>4</sup>Electronic applications for Seafarer Record Books will be accepted and process

*Table 1: Seafarers Services and Related activities*

### **Validity of the Marine Notice**

32. The provisions of this Marine Notice shall remain valid until withdrawn.
33. Enquiries regarding this Marine Notice may be directed to the Chief Examiner via e-mail to [exams@samsa.org.za](mailto:exams@samsa.org.za)

**17 June 2020**

**SM 6/5/2/1**

**SM 14/2/7/1**

**SM 9/2/2**

Issued by and obtainable from:  
**The South African Maritime Safety Authority**  
**146 Lunnon Road**  
**Hillcrest, Pretoria 0083**

**PO Box 13186**  
**Hatfield 0028**

**Tel: +27 12 366 2600**

**Fax: +27 12 366 2601**

**E-mail: [marinenotices@samsa.org.za](mailto:marinenotices@samsa.org.za)**

**Web Site: [www.samsa.org.za](http://www.samsa.org.za)**