Guidelines on the issue of certificates of competency and certificates of proficiency, etc.
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1. **Basis**

The detailed requirements that you must meet to be issued with a specific certificate of competency or certificate of proficiency are stipulated in the order in force and issued by the Danish Maritime Authority on the qualification requirements for seafarers and fishermen and on certificates of competency and certificates of proficiency (the certification order).

The Danish Agency for Higher Education (UDS) is responsible for the maritime training programmes in Denmark, and therefore questions about maritime training programmes should be addressed to the UDS either by telephone +45 72 31 78 00 or by email: uds@uds.dk.

2. **Application forms**

In order to be issued with a certificate of competency, you must submit an online application via the webpage of the Danish Maritime Authority. You must have your NemID at hand.

During the application procedure, you will be asked to forward various types of documentation.

In these guidelines, you can read about the various types of documentation, such as seagoing service, previously issued certificates of competency, health certificate, passport photo and certificates of proficiency. It is possible to attach the documentation towards the end of the application process or to forward it by email or ordinary mail to the Danish Maritime Authority once you have submitted your online application.

The price is DKK 500 per certificate, i.e. if you intend to apply for both a certificate of competency as a navigating officer and a radio operator, you can do so in the same application, and the price will be DKK 1,000. You pay by credit card towards the end of the application procedure. Payment is made in advance, and therefore the money will be withdrawn from your account right away.

3. **Documentation of seagoing service**

Seagoing service can be documented through, for example, a discharge book, articles of agreement, records of service or the reporting of seagoing service via the Danish Maritime Authority's system for digital reporting of manning information.

Guidelines for the calculation of seagoing service are found in section 3.9.

3.1 **Discharge book**

You must forward a copy of page 1 in your discharge book as well as the pages with information about seagoing service. However, this is necessary only in case of service on board foreign ships as well as on board the following types of ships:

- Seagoing passenger ships of or above 20 tonnes engaged in regular service.
- Other seagoing ships for special purposes of or above 20 tonnes which, in connection with their normal operation, are exclusively engaged in voyages between Danish ports (such as guard vessels, tows, diving vessels, dredgers, training ships, pilot vessels, rescue vessels, inspection vessels or ocean research vessels).
- Fishing vessels with a length below 45 metres.
• Ships other than fishing vessels below 20 tonnes.
• Passenger ships that are not seagoing.
• Barges, lighters, dredging machines and floating cranes.
• Vessels that have been declared worthy of preservation.
• Recreational craft.

The signing on and off on these types of vessels is not reported digitally to the Danish Maritime Authority.

3.2 Record of service
If you cannot document your seagoing service by means of a discharge book (for example in case of service on board ferries or any other of the above-mentioned types of ships), the seagoing service must be documented by means of another type of valid documentation. It may be in the form of a record of service signed by the shipping company. A record of service is available from our webpage.

A record of service must as a minimum always contain the information stated in a discharge book, i.e.:
• place and date of signing on;
• the ship's type, name, port of registry and significant number or letters, gross tonnage as well as output in kW;
• position;
• place and date of signing off;
• actual total seagoing service given as months and days;
• trade area;
• the shipping company's or master's signature.

Seagoing service must always be given as the "actual seagoing service", i.e. the period during which you have actually been on board the ship. Holidays, days off, time off in lieu of wages, sickness, laying up, etc. cannot be included in the actual seagoing service.

Remember that you cannot write your own seagoing service – neither in the discharge book nor in a record of service. If you are the captain (master) of your own ship, you can instead use an accountant's opinion or a record of service signed by the shipping company or the local fishing association.

It is possible to include seagoing service from foreign cargo, passenger and fishing vessels as well as recreational craft. In a few cases, it could also be an advantage to forward a copy of the minimum safe manning document of the foreign ship. This will give the Danish Maritime Authority a possibility of assessing the use of the seagoing service.

3.3 Seagoing service for dual ship's officer students
Students who are covered by the order on the ship's officer training programme as well as students who continue the ship's officer training programme in accordance with the original education plan/module structure must as a minimum complete 12 months' actual seagoing service on board merchant vessels with a GT of or above 500. 6 of these months must have been completed outside coastal trade.
It must be documented by means of an approved training record book that the training programme and the training during the service have been completed with a satisfactory result.

The major part of the seagoing service must be as versatile as possible on board cargo carrying merchant ships and the "watchkeeping certificate" must be acquired during the first six months of the training period at sea.

The training period at sea must take place in a shipping company approved by the UDS.

As of August 2007, the requirement for seagoing service as a junior officer no longer applies so that students who have passed the junior officer exam – but without any previous seagoing service as a junior officer – can proceed directly to the senior officer training programme. This applies irrespective of when the junior officer training programme was initiated/finalised.

### 3.4 Seagoing service in the Navy

The Danish Maritime Authority and the Navy have concluded an agreement on recognition of maritime training programmes. The agreement also concerns actual seagoing service on board naval ships and how to include the seagoing service when you have completed your training programme with the Navy and would like to be issued with a certificate of competency for civilian ships.

The agreement applies to everyone who has started a training programme with the Navy after 1 January 2001. You can read more about the agreement in the certification order in force under the section "Recognition of training and seagoing service from the Navy for serving on board merchant ships".

When you apply for a certificate of competency, you must attach documentation of your actual seagoing service from the Navy and from merchant ships, exam certificate, training record book as well as a valid health certificate for seafarers and fishermen. The medical examination must be performed by an approved maritime medical practitioner. Medical examinations from the Navy will not be approved. You can read more under item 2.3 on valid health certificates.

You can document your actual seagoing service from the Navy through a discharge book or a record of service signed by the Navy. The record of service must contain the elements described under item 2.1.2 on records of service.

The actual seagoing service from naval ships is included in the required seagoing service for your first certificate of competency if you have – in connection with your training period at sea with the Navy – used a training record book approved by the Danish Maritime Authority (see also item 2.7.2 on training record books from the Navy). Furthermore, it is a precondition that the ships on which you have served in the Navy are of relevance in terms of ship size, type, organisation and Manning in connection with the certificate of competency for which you apply. You cannot acquire seagoing service from the Navy's units THYRA and SVANEN for being issued with a certificate as an engineer officer or a navigating officer.

The first certificate of competency will be issued according to the following guidelines:

- *Certificate of competency as a mate, 3rd or 2nd class (STCW II/2)*
You must as a minimum have completed a total of 12 months' actual seagoing service in deck service on board naval ships and merchant ships with a GT of or above 500. Hereof you must have completed:

a. a minimum of 6 months' actual seagoing service in deck service with a training record book from merchant ships with a GT of or above 500 outside coastal trade before you can be issued with a certificate, or

b. a minimum of 3 months' actual seagoing service as a supernumerary mate without a training record book from merchant ships with a GT of or above 500 outside coastal trade before you can be issued with a certificate.

○ Certificate of competency as a mate, 4\textsuperscript{th} class (STCW II/3)

You must as a minimum have completed:

a. a minimum of 6 months' actual seagoing service in deck service on merchant ships with a GT of or above 20 and 6 months' actual seagoing service from naval ships where the seagoing service must be documented through a training record book, or

b. 3 months' actual seagoing service as a supernumerary in merchant ships with a GT of or above 20 where the seagoing service must be documented through a training record book.

○ Certificate of competency as a watchkeeping engineer officer (STCW II/1)

You need not have completed seagoing service on board merchant or fishing vessels in order to be issued with a certificate.

○ Certificate of competency as a mechanist, 2\textsuperscript{nd} class (STCW II/3)

You must as a minimum have completed:

a. 6 months' seagoing service on merchant ships in a position where a certificate as a watchkeeping engineer officer is prescribed.

Certificates of competency as a mate, 1\textsuperscript{st} class, certificates of competency as a master (home trade), certificates of competency as a master, certificates of competency as a mechanist, 1\textsuperscript{st} class, certificates of competency as an engineer officer, 1\textsuperscript{st} class, and certificates of competency as a chief engineer entitle the holders to serve at management level on board merchant ships. These certificates are issued in accordance with the provisions of the certification order and will not be issued solely on the basis of seagoing service from the Navy.

If you have started your training programme with the Navy before 1 January 2001, the Danish Maritime Authority will make an individual assessment of how you can acquire a certificate of competency valid for civilian ships.

3.5 Seagoing service as a pilot

If you serve as a pilot with a pilotage service provider, you can maintain your certificate of competency as a navigating officer. This is conditional upon you:

1. holding a valid Danish pilotage certificate or equivalent foreign pilotage certificate and
2. having acquired 365 pilotage days during recent 5 years (365 calendar days where pilotage has been performed on board a ship).
If you are employed by a Danish pilotage service provider, the Danish Maritime Authority has information about the status of your pilotage certificate and completed pilotage assignments in Danish waters and to Danish ports.

If you do not meet the requirements above, your application for a certificate of competency will be considered individually.

It is not possible to upgrade a certificate of competency merely on the basis of completed seagoing service as a pilot. You can only renew a similar certificate of competency. This means that you cannot, for example, upgrade a certificate of competency as a mate, 1st class, to a certificate as a master only on the basis of your completed seagoing service as a pilot.

3.6 Seagoing service on offshore units (drilling rigs, drilling platforms, jack-ups, etc. without own propulsion)

Navigating officer
If you serve on board an offshore unit in a position where a certificate of competency as a navigating officer is required, it is possible to include the service for maintaining the required certificate of competency.

It is the actual seagoing service, i.e. the period when you were actually on board the unit, that it is possible to include.

Furthermore, you must be aware that you will also be required to complete an approved ARPA simulator course in order to have your certificate as a navigating officer renewed if you have not completed an approved ARPA simulator course in recent ten years.

Tow master
When serving as a tow master where there is a requirement for a certificate of competency as a navigating officer, the actual seagoing service will be included.

Furthermore, you must be aware that you will also be required to complete an approved ARPA simulator course in order to have your certificate as a navigating officer renewed if you have not completed an approved ARPA simulator course in recent ten years.

Chief engineer and engineer officers
If you serve on board an offshore unit in a position where a certificate of competency as an engineer officer/chief engineer is required, it is possible to include the service for maintaining the certificate of competency as an engineer officer/chief engineer.

It is the actual seagoing service, i.e. the period when you were actually on board the unit, that it is possible to include.
Other positions
As regards all other positions as well as service in positions where a certificate of competency is not required, the case will be considered individually. In these cases, it is very important to attach documentation of the contents of the work/service. It may, for example, have the form of a description of the position or the like. The documentation must be signed by the employer, boss or a similar person.

General remarks
In order to have a certificate of competency as a deck or engineer officer renewed, the person concerned is required to hold a health certificate valid for the service for which the certificate entitles the holder and documents having served on board an offshore unit as a navigating officer, dual ship's officer or engineer officer for at least:
1) one year during the previous five years or
2) three months during the last six months prior to the renewal of the certificate.

If you serve on board an offshore unit in a position where a certificate of competency is required and want to have your certificate of competency renewed, you must attach a declaration from your employer. The declaration must contain information about the position held and the period of time for which you have held the position concerned.

If you serve on board a foreign unit, it would be an advantage to attach a copy of the unit's safe manning document. A copy of the safe manning document is not necessary if the unit flies the Danish flag.

It is not possible to include seagoing service completed on board offshore units without their own propulsion in the upgrading of a certificate of competency.

3.7 Seagoing service from offshore units with their own propulsion (drilling ships, possibly FPSOs and the like)
If you serve on board an offshore unit with its own propulsion, the actual seagoing service completed on board will normally be equal to seagoing service completed on board an ordinary self-propelling merchant ship.

3.8 Seagoing service from foreign ships
It is possible to include seagoing service from foreign ships in the seagoing service for renewal and upgrading of a certificate of competency.

It is a precondition for this that the seagoing service has been completed in conditions where a specific certificate is prescribed.

When documenting seagoing service from foreign ships, it is an advantage to attach the valid safe manning document for the ship concerned.
3.9 Guidance on the calculation of seagoing service
The Danish Maritime Authority is regularly asked about the calculation of the actual seagoing service. Therefore, we hereby clarify how to calculate the actual seagoing service.

The actual seagoing service is the period for which the seafarer has been affiliated with a ship with deduction for holidays, days off, time off in lieu of wages, sickness, laying up, etc.

In case of uninterrupted service on board a ship, the actual seagoing service is, of course, calculated by calculating the total number of months and days during which the seafarer has served on board. It would be easier to explain this calculation by means of a couple of examples:

**Example 1**
Service from 12 April to 3 August.

12 April to 11 July = 3 months 00 days
12 July to 31 July = 0 months 20 days
1 August to 3 August = 0 months 03 days
Actual seagoing service = 3 months 23 days

**Example 2**
Service from 30 December to 22 March.

30 December to 28 February = 2 months 00 days
1 March to 22 March = 0 months 22 days
Actual seagoing service = 2 months 22 days

4. Previously issued certificates of competency
You are obliged to destroy your old certificate when you receive a new one.

However, there are a few situations in which the certificate will not be destroyed and where you will, consequently, not have to destroy it. It is always evident from the accompanying letter from the Danish Maritime Authority whether you have to destroy your old certificate. If your previous certificate bestows rights on you that are not covered by the new certificate, the certificate will not be invalidated. This is, for example, the case with a certificate as a master (home trade) in connection with the issue of a certificate as mate, 3rd class, because master rights are associated with the certificate as a master (home trade) and not with the certificate as a mate, 3rd class.

5. Valid health certificate for seafarers and fishermen
Documentation of compliance with health requirements will, in general, not be needed. This is so because the required medical examination of seafarers is recorded by the Danish Maritime Authority. Only in cases where you apply for a new certificate of competency during the last four weeks after a medical examination, may it be necessary to attach the health certificate since the Danish Maritime Authority has not yet received information from the maritime medical practitioner.
If you have seen a medical practitioner in Greenland or on the Faroe Islands or abroad, the health certificate or the Danish medical certificate (Danish or English version) must always be enclosed or attached to the application.

In order to be issued with a certificate of competency, the health certificate must have been issued "without limitations" as regards the service on board.

When being issued with a certificate of competency as a navigating officer, the health certificate must have been issued "without limitations" as regards lookout duty. Limitations are permitted as regards the period of validity and the trade area.

6. **Passport photo and signature**

The passport photo must be lifelike and against a plain light background. You must be bare-headed and not wear sunglasses, and you must look directly into the camera.

The photo must have a standard picture format, such as jpg, gif, png or tiff. The digital size must be minimum 525x675 pixels. Additional information and requirements for the passport photo are available [here](#) (in Danish).

It is possible to attach the passport photo towards the end of your online application or to forward it later by ordinary mail with reference to your case number which you will receive by email after having forwarded your application.

When you receive your new certificate, you must sign the line below your passport photo if your certificate is to be furnished with a photo.

7. **Documentation of radio operator qualifications**

If you are to be a radio operator on board a merchant ship (cargo and passenger ship) or on board a fishing vessel, you must have a valid certificate of competency as a radio operator in GMDSS (Global Maritime Distress Safety System).

A radio operator on board a merchant or fishing vessel must have a valid certificate of competency as a radio operator in GMDSS – ROC (Restricted Operator's Certificate) or a valid certificate of competency as a radio operator in GMDSS – GOC (General Operator's Certificate). The certificates must be furnished with a date of expiry and contain an "STCW endorsement". This means that the following must be stated on the certificate: "regulation IV/2".

It is also possible to use a radio certificate for operation of maritime MF, HF and VHF radio systems (LRC) on board fishing vessels. The certificate is not valid on board merchant ships.

If your ROC radio certificate does not have a date of expiry and does not contain an STCW endorsement ("regulation IV/2"), it cannot be used on board merchant ships. These certificates are only valid on board fishing vessels.
A navigating officer who has passed the certificate of proficiency in sailing valid for merchant ships, the master (home trade) exam, the exam for masters of fishing vessels, 3rd class, or higher nautical exam and who has, in recent five years, passed a radio test for the issue of a ROC or GOC, respectively, can be issued with a certificate of competency as a radio operator in GMDSS.

More detailed regulations on the issue of certificates of competency as a radio operator in GMDSS and certificates for operating maritime MF, HF and VHF radio systems are available from the order on radio tests and certificates in GMDSS.

7.1 Certificate of competency as a radio operator in GMDSS
In order to be issued with a STCW 95 certificate as a navigating officer, it is a requirement that you hold as a minimum a certificate of competency as a radio operator in GMDSS – ROC (Restricted Operator's Certificate).

If you apply for a certificate of competency as a navigating officer, you must therefore hold a ROC certificate. A certificate of competency as a radio operator in GMDSS – GOC (General Operator's Certificate) or a radio certificate for the operation of maritime MF, HF and VHF radio systems (LRC) meet the conditions.

If your ROC/GOC/LRC certificate has been issued by the Danish Maritime Authority, you need not attach documentation of this to your application.

If, on the other hand, you hold a foreign certificate of competency as a radio operator in GMDSS (GOC or ROC), you must attach documentation of this to your application.

8. Training record books
In order to be issued with your first certificate of competency as a navigating officer (certificate as a watchkeeping mate, certificate as a mate, 2nd, 3rd or 4th class), an engineer officer (certificate as watchkeeping engineer officer or mechanist, 2nd class) or dual junior officer (certificate as watchkeeping mate and watchkeeping engineer officer), you are required to have used a training record book approved by the Danish Maritime Authority in connection with your training period at sea.

If the seagoing service is required before being admitted to the school, the training record book will have been approved by the relevant training institution. Therefore, the training record book is not required to be forwarded to the Danish Maritime Authority when you apply for a certificate of competency. However, there are a few exceptions – see below sections 2.7.1-2.7.3.

In cases where you are to forward an approved training record book, you can instead choose to forward a confirmation from the school stating that the training record book has been approved.

Training record books can be downloaded from the webpage of the Ministry of Higher Education and Science.
8.1 Engineer officers – training record books for junior engineer officers
If you have passed an engineer officer exam without having completed a training period at sea (documented through a training record book) and you complete the required seagoing service as a junior engineer officer later, you must forward a filled in training record book with written assignments and projects to the Danish Maritime Authority. The training record book must be approved by the Danish Maritime Authority in order for you to be issued with a certificate of competency.

8.2 The Navy
Engineer officers and navigating officers (officer candidates) must forward an approved filled in training record book or a certified copy of an approval certificate issued by the Admiral Danish Fleet in order to be issued with a certificate of competency for the merchant fleet.

The requirement applies to everybody who has started a training programme with the Navy after 1 January 2001.

9. Ship's cook – endorsement certificates and certificates of competency

Certificate as a ship's cook
If you have started a training programme for a ship's cook after 15 February 2005, you must forward an approved filled in training record book to the Danish Maritime Authority when you apply to be issued with a certificate as a ship's cook.

Persons who have completed the training programme as a gastronome with specialisation as a cook and the training programme for a ship's cook can be issued with a certificate as a ship's cook.

Persons who have completed the training programme as a gastronome with specialisation as a cook and who meet the requirements for the basic course in maritime safety, etc. on personal life-saving techniques, basic first aid and personal safety and care for human lives and the environment can be issued with a certificate as a ship's cook after having completed 12 months' seagoing service in the galley on board ships.

Endorsement certificate as a ship's cook
Persons can serve in prescribed positions as ship's cooks without holding a Danish certificate of competency as a ship's cook. However, then they must hold a valid endorsement certificate as a ship's cook. The provisions on an endorsement certificate as a ship's cook are available from order no. 290 of 20 March 2013. Below, we will present some principles.

The issue of certificates of competency for ship's cooks from the EU/EEA is assessed on the basis of their ship's cook certificates issued by an EU/EEA country, whereas the issue of certificates to ship's cooks from other countries are assessed on the basis of a company declaration stating that the ship's cook has completed documented apprenticeship of 48 months' duration in the cooking profession, 24 months of which have been on board seagoing ships. Apprenticeship is not the same as time at sea.

If you have not completed apprenticeship of 48 months' duration, you can be issued with a certificate of endorsement once you can document:
having satisfactorily completed a cook training programme and having – following the completion of this – served as a cook on board a seagoing ship for at least five months;

• having completed an operational interview with a view to identifying whether persons have competences as a ship's cook in practical cooking, food hygiene, personal hygiene, the storage of food, stock control as well as environmental protection, health, nutrition and food safety;

• holding a health certificate valid for the service that you are to perform on board; and

• having passed a course meeting the requirements of the STCW Convention (International Convention on Standards of Training, Certification and Watchkeeping for Seafarers), regulation VI/1, and the STCW Code, part A-VI/1, paragraph 2, on "Basic training".

The Danish Maritime Authority can grant exemptions from the requirement to sit for a test when the Authority has especially exhaustive knowledge about the training and certification system in the certificate-issuing country or about the training institution where the holder of the certificate has completed the training programme.

Course in hygiene

If you are to handle food on board Danish ships and do not hold a certificate of competency as a ship's cook, you must be able to document hygiene competences within:

• self-monitoring, including critical control items and monitoring procedures;

• general microbiology, including food-borne diseases; and

• principles of hygiene, including cleaning, personal hygiene and the treatment and storage of food.

Such competences can be acquired either through education or through training on board a ship for a minimum of seven days.

More detailed regulations on hygiene competences are available from order no. 383 of 15 April 2013.

10. Certificates of competency after having completed a training programme

It is a general requirement for being issued with a certificate of competency after having passed an exam that you meet the seagoing service requirement for being admitted to each individual training programme. This means that persons who have been admitted according to an exemption or the like cannot expect to be issued with a certificate of competency after having completed their training programme without supplementary seagoing service.

The requirements for seagoing service in order to be issued with a certificate of competency are available from the order on qualification requirements for seafarers and fishermen and on certificates of competency and certificates of proficiency.

In addition, it is a general condition that the certificate of competency for which the individual exam entitles the holder must have been issued no later than five years after having passed the nautical exam.

If the nautical exam was passed more than five years before the application to be issued with a certificate of competency or a tanker operation certificate, the Danish Maritime Authority will recommend guidelines ac-
According to which the person concerned can be issued with a certificate of competency. In these cases, the Danish Maritime Authority will take account of the person's exam year and subsequent employment.

10.1.1 Certificate of competency after having completed the ship officer training programme
The following remarks about the certificate of competency for which each individual training programme entitles the applicant presupposes that – when being admitted to the training programme – the person concerned meets the seagoing service requirements for the certificate of competency for which the training programme entitles the applicant.

10.1.1 Junior officer exam
After having passed the exam, the applicant can be issued with a certificate of competency as a dual ship's officer (watchkeeping mate/STCW II/1 and watchkeeping engineer officer/STCW III/1).

If the exam was passed before 21 October 2013, it is possible to issue a certificate of competency as a dual ship's officer (certificate as a mate, 3rd class/STCW II/2 and watchkeeping engineer officer/STCW III/1).

10.1.3 Senior officer exam (master)
After having passed the exam, the applicant can be issued with a certificate of competency as a dual ship's officer (mate, 2nd class/STCW II/2 and watchkeeping engineer officer/STCW III/1).

10.1.4 Senior officer exam (chief engineer)
After having passed the exam, the applicant can be issued with a certificate of competency as a dual ship's officer (watchkeeping engineer officer/STCW III/1 and watchkeeping mate/STCW II/1).

If the exam was passed before 21 October 2013, it is possible to issue a certificate of competency as a dual ship's officer (certificate as a mate, 3rd class/STCW II/2 and watchkeeping engineer officer/STCW III/1).

10.1.5 Senior officer exam (dual purpose)
After having passed the exam, the applicant can be issued with a certificate of competency as a dual ship's officer (watchkeeping engineer officer/STCW III/1 and mate, 2nd class/STCW II/2).

10.2 Certificates of competency after having completed a skipper or master training programme
10.2.1 Master exam (bachelor of profession)
After having passed the exam, the applicant can be issued with a certificate of competency as a mate, 2nd class/STCW II/2).

10.2.2 Master exam
After having passed the exam, the applicant can be issued with a certificate of competency as a mate, 2nd class/STCW II/2).
10.2.3 Master exam (restricted)
After having passed the exam, the applicant can be issued with a certificate of competency as a mate, 3rd class/STCW II/2.3 and STCW II/1).

10.2.4 Exam as a master of fishing vessels, 1st class
After having passed the exam, the applicant can be issued with a certificate of competency as a mate, 1st class, in fishing vessels/STCW-F II/2).

10.2.5 Master exam (home trade)
After having passed the exam, the applicant can be issued with a certificate of competency as a mate, 4th class/STCW II/3).

10.2.6 Exam as a master of fishing vessels, 3rd class
After having passed the exam, the applicant can be issued with a certificate of competency as a mate, 3rd class, in fishing vessels/STCW-F II/4).

10.2.7 Mate exam (for adult professional fishermen and ship's assistants)
After having passed the exam, the applicant can be issued with a certificate of competency as a mate, 3rd class. A mate exam passed in 2012 or previously cannot entitle the applicant to acquire a certificate of competency with master rights.

If the mate exam was passed after having started the training programme in 2013 or later, it is possible to issue a certificate as a mate, 3rd class, and – after having completed a minimum of 12 months' seagoing service – as a mate under conditions for which a certificate of competency as a second hand or a mate, 4th class, is prescribed, however a certificate as a master (home trade).

10.3 Certificates of competency after having completed the engineer officer or mechanist training programme

10.3.1 Training in maritime safety, safety at work and fire-fighting
Before starting a training period at sea as an engineer officer candidate or a junior officer, the student must have completed relevant training in maritime safety, safety at work and fire-fighting (STCW regulation VI/1 on "basic training", cf. A-VI/1, paragraph 2).

10.3.2 Engineer officer exam (bachelor of profession with maritime optional subjects)
After having passed the exam, including maritime optional subjects – ship and operational management as well as maritime safety, health and the environment – the applicant can be issued with a certificate of competency as a watchkeeping engineer officer, STCW III/1.

This presupposes that the person concerned has completed combined workshop training or craftmanship training and engine service for a total of 12 months, at least 6 of which must have been completed as engine
service on board ships under the direct supervision of an engineer officer in accordance with an approved arrangement for training of mechanists, engineer officers or ship's officers. The engine service must be documented by means of an approved training record book and have been completed on board seagoing merchant or fishing vessels with an output of minimum 750 kW.

10.3.3 Engineer officer exam (bachelor of profession without maritime optional subjects)
After having passed the exam without maritime optional subjects, the applicant cannot be issued with a certificate of competency until he or she has completed the maritime optional subjects – ship and operational management as well as maritime safety, health and the environment – and has completed combined workshop training or craftsmanship training and engine service for a total of 12 months, at least 6 of which must have been completed as engine service on board ships under the direct supervision of an engineer officer in accordance with an approved arrangement for training of mechanists, engineer officers or ship's officers.

The engine service must be documented by means of an approved training record book and have been completed on board seagoing merchant or fishing vessels with an output of minimum 750 kW.

The engineer officer must contact a school of marine engineering directly in order to complete the maritime optional subjects, including courses in fire-fighting for ship's officers as well as course in maritime safety. However, the maritime optional subjects are not required to be offered as an uninterrupted period during each semester so, therefore, more details about completion of the maritime optional subjects as well as the arrangement of the courses must be agreed directly with the school.

Before signing on as a junior officer (see note ii), the person concerned must as a minimum have completed relevant training in maritime safety, first aid, maritime safety at work and fire-fighting, cf. as a minimum the STCW Code, section A-VI/1, paragraph 2, tables A-VI/1-1, A-VI/1-3 and A-VI/1-4.

10.3.4 Certificate of competency as an engineer officer, 2nd class
On 21 October 2013, the order on qualification requirements for seafarers and fishermen and on certificates of competency and certificates of proficiency entered into force. At the same time, the Danish Maritime Authority stopped issuing certificates of competency as ship engineer officers, 2nd class.

The certificate as ship engineer officer, 2nd class, bestows certification at management level (chief engineer), and according to the STCW Convention from 2010 such certification presupposes that the holder has acquired at least 12 months' service as an engine officer contrary to the current requirement for engine service at, for example, rating level.

10.3.5 Mechanist exam
After having passed the exam, the applicant can be issued with a certificate of competency as a mechanist, 2nd class, STCW III/3, when he or she has completed engine service with a training record book for 12 months on board seagoing merchant or fishing vessels with an output of minimum 750 kW.

If the exam was passed after study start 2013, a certificate as a mechanist, 2nd class, will also be endorsed with STCW III/6 as an Electro Technical Officer.
10.3.6 Mechanist exam passed more than five years prior to the date of the issue of the first certificate of competency

After having passed the mechanist exam – more than five years before being issued with the first certificate of competency – the applicant can be issued with a certificate of competency when he or she has completed engine service with a training record book for 12 months on board seagoing merchant or fishing vessels with an output of minimum 750 kW and subsequently has been approved through a final operational interview at a school of marine engineering.

Before starting the engine service, the person concerned must have completed a course in maritime safety, safety at work/occupational health, first aid course as well as course in fire-fighting for ship's officers (STCW regulation VI/1 on "basic training", cf. A-VI/1, paragraph 2, tables A-VI/1-1, A-VI/1-2, A-VI/1-3 and A-VI/1-4).

10.4 Certificates of competency after having completed the training programme for yachtsmen

The special provisions on the issue of certificates of competency, etc. for yachtsmen are described in part 5 of the order on certification.

Certificates of competency are required from masters of recreational craft with a hull length of or above 15 metres.

According to the act on the manning of ships, section 10, recreational craft with a hull length of or above 15 metres, but below 24 metres, must have a master and a mate with certificates of competency in accordance with the table below:

<table>
<thead>
<tr>
<th>Trade area</th>
<th>Master</th>
<th>Mate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade in the Baltic, in the North Sea east of 7° E longitude as well as trade along the coasts of Greenland at a distance of not more than 30 nm from the coast (base line)</td>
<td>Yacht master, 3rd class</td>
<td></td>
</tr>
<tr>
<td>Trade in the North Sea and the English Channel as well as trade on the British Isles, Ireland, Norway and the Faroe Islands</td>
<td>Yacht master, 3rd class</td>
<td>Certificate of proficiency in sailing for yachtsmen</td>
</tr>
<tr>
<td>Trade in all areas</td>
<td>Yacht master, 1st class</td>
<td>Yacht master, 3rd class</td>
</tr>
</tbody>
</table>

As regards recreational craft with a hull length of or above 24 metres, the certificate requirements are evident from the craft's safe manning document.

Applications for certificates of competency for yachtsmen are made on www.fritidssejler.dk (in Danish).

On that webpage, you can also find answers to a wide number of other questions about certificates for recreational craft.
10.4.1 Yacht master exam, 1st class
After having passed the exam, the applicant can be issued with a certificate of competency as a yacht master, 1st class, when he or she has also completed six months' time at sea under conditions where a certificate as a yacht master, 3rd class, is prescribed.

This means that the time at sea must have been completed on board a recreational craft with a length above 15 metres.

10.4.2 Yacht master exam, 3rd class
After having passed the exam, the applicant can be issued with a certificate of competency as a yacht master, 3rd class.

10.4.3 Certificate of proficiency in sailing
After having passed the theoretical and practical test for a certificate of proficiency, the applicant can be issued with a certificate of proficiency in sailing valid for recreational craft.

10.4.4 Certificate of proficiency in motor operation for yachtsmen
After having passed the theoretical and practical test for a certificate of proficiency in sailing and in motor operation, the applicant can be issued with a certificate of proficiency in sailing for yachtsmen.

If the engine on board a recreational craft above 15 metres has an output above 100 kW, but below 750 kW, a certificate of proficiency in motor operation will normally be required.

11. Certificates of competency with limited rights
In special cases, it is possible to apply for a certificate of competency with limited rights.

A certificate of competency is issued to a person specified by name for more one or more ships specified by name for a limited trade area.

An application for a certificate of competency with limited rights must be supported by a declaration from a relevant shipping company. The declaration must contain information about the position in which the applicant is to be employed as well as the name and call sign of the ship(s) on board which the person concerned is to serve.

A certificate of competency is issued on the basis of an individual assessment of the application. The training and education, seagoing service and experience of the person concerned as well as the ship's type and trade area will be included in the assessment.

12. Maintain certificates of competency
In special cases, it is possible to apply for a certificate of competency with limited rights.
12.1 Dual ship's officers
In order to maintain a certificate of competency as a dual ship's officer, the person concerned must have formed part of the crew as a dual ship's officer and thereby meet the requirements for being issued with a certificate of competency as both a navigating officer and an engineer officer.

Persons serving in a position as a navigating officer or an engineer officer where dual certificates are not required, cannot maintain a certificate of competency as a dual ship's officer.

12.2 Navigating officers
In order to maintain a certificate of competency as a navigating officer, the person concerned must have served as a navigating officer on board a seagoing merchant ship.

- Persons with a certificate of competency as a master (restricted) are, furthermore, required to complete the service in a position where a certificate of competency as a mate, 3rd class, is as a minimum required.
- Persons with a certificate of competency as a mate, 1st, 2nd and 3rd class, are, furthermore, required to complete the service in a position where a certificate of competency as a watchkeeping mate is as a minimum required.
- Persons with a certificate of competency as a master are normally required to complete the service on board ships with a GT of or above 500 or in a position where a certificate of competency as a master, master (restricted), mate, 1st, 2nd or 3rd class, or watchkeeping mate is required.

Furthermore, persons with a certificate of competency as a master (home trade) or mate, 4th class, are required to complete the service in a position where a certificate of competency as a second hand valid for merchant ships is as a minimum required. Normally, this means that the service must be completed on board seagoing merchant ships with a GT of or above 20 or in a position where a certificate of competency as a second hand is as a minimum required.

The other conditions for being issued with and maintaining a certificate of competency as a navigating officer are as stipulated in the order on qualification requirements for seafarers and fishermen and on certificates of competency and certificates of proficiency.

12.3 Engineer officers
A junior engineer officer cannot form part of the manning in a prescribed position as a single engineer officer or engineer officer irrespective of the ship's propulsion.

It is possible to maintain a certificate as a watchkeeping engineer officer, mechanist, 1st or 2nd class, or ship's engineer officer, 1st or 2nd class, in a position where a certificate as an engineer officer is as a minimum required.

It is possible to maintain a certificate as a ship's chief engineer in a position where a certificate as a watchkeeping engineer officer is as a minimum required on board a ship with a propulsion of or above 3,000.
It is also possible to maintain a certificate as a ship's chief engineer if the person concerned serves in a position where a certificate as a mechanist, 1st class, is required and he or she simultaneously maintains general practical knowledge of the operation and maintenance of heavy current technical systems as well as vapour and cooling systems.

If these qualifications have not been maintained, a certificate of competency as a ship's chief engineer, 1st class, will instead be issued.

12.4 Maintaining STCW 2010 certificates
When being issued with an STCW 2010 certificate after 31 December 2016, the person concerned will be required to present documentation of having maintained his or her qualifications in basic maritime safety and in fire-fighting on board ships for ship's officers.

The regulations for maintaining these competences are described in an order issued by the Danish Maritime Authority in 2015.

13. Re-acquisition of certificates of competency
As regards the re-acquisition (renewal) of certificates of competency that have expired, reference is made to the order on qualification requirements for seafarers and fishermen and on certificates of competency and certificates of proficiency and the Danish Maritime Authority's guidelines on tests for renewal of certificate rights.

Applications for re-acquisition of certificates of competency should have the form of ordinary online applications by means of the digital application form. After having considered the application, the Danish Maritime Authority will inform about the conditions for re-acquiring the certificate.

Re-acquisition can in principle have the form of service at sea in a supernumerary position for both navigating officers and engineer officers, in an independent position for engineer officers or as a renewal test (operational interview at a maritime training institution). In its letter, the Danish Maritime Authority will also include requirements for any courses to be completed.

14. If you have lost a certificate
If you have lost a certificate or if it is ruined to such an extent that its contents cannot be read, you can be issued with a new certificate through the webpage of the Danish Maritime Authority.

15. Replacement of certificates of competency
15.1 Replacement of an STCW '78 certificate for an STCW '95 certificate of the same type
Since 1 February 2002, you have been required to hold a certificate with an endorsement in accordance with the STCW Convention, which was revised in 1995 – a so-called STCW '95 certificate – in order to serve on board a merchant ship as a navigating officer, engineer officer or a radio operator in a position where a certificate of competency is required.
Such a replacement takes place in accordance with the guidelines above, but the conditions below must also be taken into consideration.

15.1.1 Radar simulator course and ARPA simulator course
In order to have an STCW '78 certificate as a navigating officer, you are required to have completed a radar simulator course and an ARPA simulator course if you hold a certificate of competency issued on the basis of one of the following exams:

- a master exam passed in 1983 or earlier;
- an exam as a master (restricted) passed earlier than October 1991;
- a mate exam (without subsequent master exam).

If you have passed a master exam, only an ARPA simulator course is however required.

The requirement for an ARPA simulator course will be removed if you do not want the certificate to be valid on board ships fitted with ARPA.

15.1.2 Course in the handling of dangerous goods
It is also a requirement for having an STCW '78 certificate as a navigating officer replaced that you have completed a course in the handling of dangerous goods if you want to have one of the following certificates replaced:

- a certificate as a master (restricted) on the basis of an exam for a master (restricted) passed earlier than October 1991;
- a certificate as a mate, 2nd class, on the basis of the mate exam (without a master exam);
- a certificate as a master, 2nd class.

15.1.3 About expired STCW 78 certificates
As part of the implementation of the STCW 95 Convention, an interim scheme was introduced until 1 February 2001, whereafter a number of previous types of certificates were no longer valid, such as the certificate as a master (restricted), 2nd class, and as a master, 2nd class.

An STCW 78 certificate as a mate, 2nd class, with endorsement about master rights up to 1,600 GRT could be replaced for an STCW 95 certificate as a master, 2nd class, when the valid renewal requirements for the replacement of an STCW 78 certificate as a mate, 2nd class, with master rights are met (see, inter alia, sections 15.1.1 and 15.1.2).

An STCW 78 certificate as a master (restricted), 2nd class, could be replaced for an STCW 95 certificate as a master (home trade). At the same time, this meant that certificate rights outside home trade became invalid as of 1 February 2001. In special cases, the Danish Maritime Authority could determine certificate rights outside home trade, possibly after compliance with special additional training requirements.
15.2 **Replacement of an STCW 95 certificate for an STCW 2010 certificate of the same type**

After 1 January 2017, you must hold a certificate with an endorsement according to the STCW Convention, which was revised in 2010 – a so-called STCW 2010 certificate – in order to serve on a merchant ship as a navigating officer, engineer officer or as a radio operator in a position for which a certificate of competency is required.

### 15.2.1 ECDIS course

In order to have a valid STCW 95 certificate replaced for an STCW 2010 certificate as a navigating officer, you are required to have completed a generic ECDIS course. Training in the use of ECDIS is included in a number of nautical training programmes.

However, this is not necessarily the case if you hold a certificate of competency issued on the basis of one of the following exams:

- an exam for a master (home trade) passed in December 2013 or previously;
- a junior officer exam as a dual ship's officer or navigating officer;
- an exam as a DP 3000 ship's officer;
- an exam for a master (restricted), the master exam, the senior officer exam as a master, the senior officer exam (dual purpose) passed in December 2002 or previously.

The requirement for an ECDIS course does not apply if you do not want the certificate to be valid for ships fitted with ECDIS.

### 15.2.2 Electro-technical competences, STCW III/6

In order to have a valid STCW 95 certificate replaced for an STCW 2010 certificate as an engineer officer with the endorsement STCW III/6, you are required to hold a valid certificate of competency issued on the basis of one of the following exams:

- an engineer officer exam with maritime optional subjects; or
- a mechanist exam started after 1 January 2013.

### 15.3 Replacement for an STCW-F certificate

It is possible to issue a certificate of competency as a navigating officer on board fishing vessels with an STCW-F endorsement on the condition that the certificate of competency is issued on the basis of an exam as a master of a fishing vessel, 3rd or 1st class, passed later than 1 February 1997.

A person holding a valid certificate of competency as a navigating officer on board fishing vessels issued before 1 February 1997 can be issued with a certificate of competency as a navigating officer on board fishing vessels endorsed according to the STCW-F Convention with the same certificate rights as the certificate of competency to be renewed when the person concerned:

- meets the general provisions on seagoing service for maintaining a certificate of competency; and
- has passed tests or completed courses in accordance with the Danish Maritime Authority's directions in consideration of the exam year and subsequent employment of the person concerned.
16. Retraining of navigating officers on board fishing vessels for navigating officers on board merchant ships

16.1 Certificate as a second hand on board fishing vessels for a certificate of proficiency in sailing for merchant ships

Persons holding a certificate as a second hand on board fishing vessels can be issued with a certificate of proficiency in sailing valid for merchant ships when they have:

- passed the test for a certificate of proficiency in sailing valid for merchant ships, the exam for a master on fishing vessels, 3rd class or higher;
- completed a course in fire-fighting on board ships; and
- completed 1 month's seagoing service as a supernumerary mate in merchant ships.

In addition, you must have completed a total seagoing service on board fishing vessels (15 metres or above) and merchant ships (20 GT or above) of at least 12 months' duration.

It is possible to sit for the test for a certificate of proficiency at a maritime training, skipper or nautical school. If you do not meet the requirements for registering for a test, the Danish Maritime Authority can permit this in special cases.

16.2 Certificate as a second hand on board fishing vessels for a certificate as a second hand on board merchant ships

Persons holding a certificate as a second hand on board fishing vessels can be issued with a certificate as a second hand valid for merchant ships when they have:

- passed the test for a certificate of proficiency in sailing valid for merchant ships, the exam for a master on fishing vessels, 3rd class or higher;
- completed a course in fire-fighting on board ships; and
- completed 1 month's seagoing service as a supernumerary mate in merchant ships.

In addition, total seagoing service on board fishing vessels (15 metres or above) and merchant ships (20 GT or above) of at least 18 months' duration must have been completed.

It is possible to sit for the test for a certificate of proficiency at a maritime training, skipper or nautical school. If you do not meet the requirements for registering for a test, the Danish Maritime Authority can permit this in special cases.

16.3 Certificate as a mate, 3rd class, on fishing vessels or higher for a certificate as a mate, 4th class, on merchant ships

Persons holding a certificate as a mate, 3rd class, on board fishing vessels can be issued with a certificate as a mate, 4th class, after having passed the exam for a master (home trade) when they have:

- completed at least:
  - 12 months' seagoing service as an ordinary ship's assistant in merchant ships;
  - 6 months' seagoing service as a supernumerary mate in merchant ships and completed education and training documented through an approved training record book and at least 12 months' seagoing service as a navigating officer on board fishing vessels during the last 5 years;
o 6 months’ seagoing service as an ordinary ship's assistant in merchant ships and at least 12 months' seagoing service as a navigating officer on board fishing vessels with a length of or above 24 metres during the last 5 years; or

o 3 months' seagoing service as a supernumerary mate on board merchant ships and completed education and training documented through an approved training record book and at least 12 months' seagoing service as a navigating officer on board fishing vessels with a length of or above 24 metres during the last 5 years.

If the applicant does not have an exam for a master (home trade), the person concerned is referred to a nautical or skipper school.

16.4 Certificate as a mate, 1st class, on fishing vessels or higher for a certificate as a mate, 3rd class, on merchant ships

Persons holding a certificate as a mate, 1st class, on board fishing vessels can be issued with a certificate as a mate, 3rd class, after having passed the exam for a master (restricted) or the mate exam when they have:

- completed at least:
  - 12 months' seagoing service as a ship's assistant in merchant ships with a GT of or above 500;
  - 6 months' seagoing service as a supernumerary mate in merchant ships with a GT of or above 500 outside coastal trade and completed education and training documented through an approved training record book and at least 12 months' seagoing service as a navigating officer on board fishing vessels during the last 5 years;
  - 6 months' seagoing service as a ship's assistant in merchant ships with a GT of or above 500 outside coastal trade and at least 12 months' seagoing service as a navigating officer on board fishing vessels with a length of or above 24 metres during the last 5 years; or
  - 3 months' seagoing service as a supernumerary mate on board merchant ships with a GT of or above 500 outside coastal trade and completed education and training documented through an approved training record book and at least 12 months' seagoing service as a navigating officer on board fishing vessels with a length of or above 24 metres during the last 5 years.

If the applicant does not meet the requirement for seagoing service outside coastal trade, it is possible to acquire a certificate as a mate, 3rd class with endorsement that the certificate only entitles the holder to serve on board ships in coastal trade.

If the applicant does not meet the requirement for seagoing service on board ships with a GT of or above 500, it is possible to acquire a certificate as a mate, 3rd class with endorsement that the certificate only entitles the holder to serve on board ships with a GT below 500.

If the applicant does not have an exam for a master (restricted) or a mate, the person concerned is referred to a nautical or skipper school.

16.5 Certificate as a mate, 1st class, on fishing vessels or higher for a certificate as a mate, 2nd class, on merchant ships

Persons holding a certificate as a mate, 1st class, on board fishing vessels can be issued with a certificate as a mate, 2nd class, after having passed the exam for a master when they have:
• completed at least:
  o 12 months' seagoing service as a ship's assistant in merchant ships with a GT of or above 500;
  o 6 months' seagoing service as a supernumerary mate in merchant ships with a GT of or above 500 outside coastal trade and completed education and training documented through an approved training record book and at least 12 months' seagoing service as a navigating officer on board fishing vessels during the last 5 years;
  o 6 months' seagoing service as a ship's assistant in merchant ships with a GT of or above 500 outside coastal trade and at least 12 months' seagoing service as a navigating officer on board fishing vessels with a length of or above 24 metres during the last 5 years; or
  o 3 months' seagoing service as a supernumerary mate on board merchant ships with a GT of or above 500 outside coastal trade and completed education and training documented through an approved training record book and at least 12 months' seagoing service as a navigating officer on board fishing vessels with a length of or above 24 metres during the last 5 years. The total seagoing service in case of deck service on merchant ships with a GT of or above 500 is at least 6 months.

If the applicant does not have an exam for a master, the person concerned is referred to a nautical or skipper school.

17. Issue of certificate of proficiency

17.1 Certificates of proficiency as officers on board tankers

Officers, ordinary ship's crew and any other person who has – in connection with loading and loading equipment – special tasks and special responsibility related to these on board tankers must have a certificate of proficiency for service on board tankers.

There are certificates at two levels:
• A certificate for basic oil, chemical and gas tanker operations.
• A certificate for the management of oil, chemical and/or gas tanker operations.

17.2 Tanker operation certificates at the basic level

Officers, ordinary ship's crew and any other person who has – in connection with loading and loading equipment – special tasks and special responsibility related to these must have a certificate documenting completed approved course in basic oil, chemical and gas tanker operations, cf. the STCW Convention, regulation V/1-1, paragraph 2.2, and regulation V/1-2, paragraph 2.2. This certificate is incorporated into your certificate of competency as a dual officer, navigating officer or engineer officer. The wording on your certificate of competency will be: "V/1-1, paragraph 2.2, V/1-2, paragraph 2.2".

On certificates issued on the basis of a junior officer exam, senior officer exam, master exam or an engineer officer exam (incl. maritime optional subjects), this endorsement will be inserted without any further documentation.

If you have completed an exam for a master (restricted) before December 1999 as well as any other exams not mentioned, you must forward documentation of having completed a tanker operation course at the informative
level in order for the following wording to be inserted in the certificate: "V/1-1, paragraph 2.2, V/1-2, paragraph 2.2".

If you have a certificate of competency that is already furnished with the endorsement "V/1, paragraph 1", the Danish Maritime Authority has recorded that you have completed a tanker operation course at the informative level. Therefore, you are not required to attach additional documentation.

17.3 Tanker operation certificates at management level
If you are to function in a position as a master, first mate, chief engineer, second engineer officer, dual senior officer or as any other person who has, during the service, the direct responsibility for loading, unloading and cargo control during the voyage or for work with the cargo on board a tanker, you must hold a separate certificate corresponding to the type of tanker that you intend to serve on. The certificate is issued in the same format as ordinary certificates of competency, i.e. furnished with a passport photo and date of expiry.

When the certificate is to be issued for the first time, you must have a valid certificate of competency as a dual ship's officer, a navigating officer or an engineer officer and, in addition, you must have served in a position as an officer for a minimum of 3 months in the type of tanker for which you request a certificate. This means that, if you apply for a certificate for a gas tanker, you must have served as an officer for at least 3 months on board a gas tanker. In addition, you must have completed an approved special course for the type of tanker for which you request a certificate during the last 5 years.

17.4 Certificate of proficiency in motor operation
A certificate of proficiency in motor operation will automatically be endorsed to your certificate of competency as a navigating officer if you have passed:

• an exam for a master (home trade), an exam for a master (restricted), 2nd class, or a mate exam after 1 January 1969;
• an exam for a master on board fishing vessels after 1 October 1975;
• an exam for a watchkeeping officer after 1 December 1993;
• an exam for a watchkeeping officer (with subsequent exam for a master (restricted));
• an exam for a master (restricted);
• an exam for a master; or
• an exam for a junior or senior officer.

If the above requirements are not met, the certificate of competency will not be endorsed automatically. In these cases, you are therefore required to forward documentation of having passed the test for a certificate of proficiency in motor operation when you apply for a certificate of competency.

17.5 Certificate as a ship's assistant
Normally, you are not required to hold any certificate in order to serve as a ship's assistant on board Danish ships. On the other hand, you are required to have a number of qualifications in order to serve as an able seaman, motorman or ship's assistant.
As a consequence of the implementation of STCW 2010, able ratings will be required to hold a certificate of proficiency as of 1 December 2017.

When persons complete a basic course or a final course as a ship's assistant, it will normally be the maritime training institution that issues a certificate as an ordinary or able ship's assistant.

17.5.1 Certificate as an ordinary ship's assistant
Persons can be issued with a certificate of proficiency as an ordinary ship's assistant after having completed:
- the basic module of the ship's assistant training programme; or
- a combination of the basic course for professional fishermen, a course in fire-fighting on board ships and a course in basic oil, chemical and gas tanker operations.

Furthermore, the person must have turned 18 years of age and hold a health certificate for seafarers and fishermen valid for the service for which the certificate of competency entitles the holder, including be fit for lookout duty.

17.5.2 Certificate as an able ship's assistant
Persons can be issued with a certificate of proficiency as an able ship's assistant after having completed the final module of the ship's assistant training programme and having served as an ordinary ship's assistant for:
- 18 months on board seagoing merchant ships with a gross tonnage of or above 20;
- 12 months documented through an approved training record book on board seagoing merchant ships with a gross tonnage of or above 20.

After 31 December 2016, persons who have completed the ship's assistant training programme for persons holding a letter of apprenticeship must have served as an ordinary ship's assistant for 12 months in order to sign on as an able ship's assistant.

Furthermore, the person must have turned 18 years of age and hold a health certificate for seafarers and fishermen valid for the service for which the certificate of competency entitles the holder, including be fit for lookout duty, and hold a valid watchkeeping certificate.

It is also possible for able seamen or able motormen to be issued with a certificate as an ordinary ship's assistant after having completed a training programme for ordinary seamen or ordinary motormen and having completed seagoing service as an ordinary seaman or an ordinary motorman, respectively, for at least 12 months. The person concerned must also complete 3 months' seagoing service documented through an approved training record book as part of this training of seamen or motormen for ship's assistants.

17.6 Watchkeeping certificate
Persons can be issued with a watchkeeping certificated with an STCW II/4 endorsement when the following are met:
- have a health certificate for seafarers and fishermen valid for the service for which the watchkeeping certificate entitles the holder and be fit for lookout duty;
- have turned 16 years of age;
- have completed the basic module of the ship's assistant training programme, the ship's assistant course for persons with a letter of apprenticeship or have completed introductory training at sea as part of the junior officer training programme; and
- have completed at least 2 years' bridge watch duty under the supervision of the master or the watchkeeping navigating officer, including have been instructed in all tasks related to the bridge watch duty.

Normally a nautical school/training ship will issue a watchkeeping certificate in two parts after having completed the basic module. This certificate can be replaced for a watchkeeping certificate once the requirement for 2 months' bridge watch duty has been met.

Training in bridge watch duty/lookout duty is not required to consist of a minimum number of hours a day, but the training is required to take place during a two-month period.

Notes:
1 A seagoing ship is a ship that is used for trade outside port, lakes or similar sheltered waters.
2 A junior engineer officer is a person who has passed the engineer officer training programme and who has not yet completed sufficient seagoing service to be issued with a certificate of competency as a watchkeeping engineer officer.