



NOTIS MAKLUMAT DAN PANDUAN MARIN
MARINE INFORMATION AND GUIDANCE NOTE

NMPM 25/2000

Ibu Pejabat Laut, Semenanjung Malaysia, Peti Surat 12, 42007 Pelabuhan Klang.
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**PROSEDUR PERMOHONAN UNTUK MENDAPATKAN
PERAKUAN PENGIKTIRAFAN**
**APPLICATIONS PROCEDURE FOR CERTIFICATE OF
RECOGNITION (COR)**

Kaedah-kaedah Perkapalan Saudagar (Latihan dan Perakuan) 1999.
The Merchant Shipping (Training and Certification) Rules 1999.

**Notis kepada Pemilik -pemilik Kapal, Petugas, Pengurus, Nakhoda dan Pegawai Jurutera
yang berkhidmat di atas kapal dagang Malaysia.**

*Notice to Shipowners , Operators, Managers, Masters and Engineer officers on Malaysia
Flagged Ship .*

Reference Document : NPM 9/1999

PENGENALAN AM

GENERAL INTRODUCTION

1. Perakuan Pengiktirafan (PP) adalah satu keperluan dibawah Kaedah-Kaedah Perkapalan Saudagar (Latihan dan Perakuan) 1999 dan juga Konvensyen STCW 1978, seperti dipinda ditahun 1995, Peraturan I/10 – *Recognition of Certificates*. Semua pemegang perakuan kekompetenan luar negeri yang ingin bekerja dikapal Malaysia dikehendaki memohon dan seterusnya memiliki PP.
 2. Lesen yang dikeluarkan oleh sesuatu badan berkuasa yang berasaskan kepada perakuan kekompetenan dari badan berkuasa yang lain tidak dikehendaki dikemukakan sebagai permohonan PP.
 3. Notis ini menerangkan syarat-syarat untuk memohon PP, proses permohonan dan prosidur yang perlu di ikuti untuk memperolehi PP.
1. *The Certificate of Recognition (COR) is a requirement of the Merchant Shipping (Training and Certification) Rules, 1999 and also the STCW Convention 1978, as amended in 1995, Regulation I/10 – Recognition of Certificates. Holders of foreign certificate of competency who intend to work on board Malaysian ships are required to apply and be in possession of the COR.*
 2. *Licence issued by any authority based on a certificate of competency issued by another authority are not to be submitted for application of a COR.*
 3. *This notice explains the conditions for the application of a COR, the process of application and the procedure to be followed to acquire it.*

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| <p>4. Asas bagi pengeluaran PP ialah untuk mengelakan kekurangan daripada keperluan dan standard seperti yang disyaratkan kepada pemegang Perakuan Kekompetenan Malaysia. Sekiranya pada pendapat Ketua Pengarah Laut terdapat ketidaksamaan pada standard maka pemohon akan di nilai selanjutnya.</p> | <p>4. <i>The basis for the issuance of the COR is to avoid a shortfall of the requirement and standard as stipulated for holders of a Malaysian CoC. If the Director is of the opinion that a disparity in the standard exist than the applicant will be further assessed.</i></p> |
| <p>5. Tambahan kepada perenggan 4, pertimbangan bagi penggunaan Bahasa Malaysia dan Bahasa Inggeris dan Pengetahuan tentang Undang-undang Malaysia dan Proses Pentadbiran juga akan diberi penilaian.</p> | <p>5. <i>In addition to paragraph 4, evaluation on the use of Bahasa Malaysia and English language and knowledge of Malaysia Legal and Administrative processes will also be considered.</i></p> |

STANDARD KEKOMPETENAN

STANDARD OF COMPETENCY

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| <p>6. Dimana Perakuan kekompetenan yang telah dikeluarkan oleh ahli kepada Konvensyen STCW 1978, seperti pindaan, adalah sah pada tarikh permohonan tidak kurang dari enam bulan, permohonan akan di nilai jika kelayakan setaraf dengan Perakuan Kekompetenan Malaysia, Perakuan Pengitirafan akan dikeluarkan setelah bayaran diterima.</p> | <p>6. <i>Where the certificate of competency issued by a party to the STCW Convention 1978, as amended, is valid on the date of application for not less than six months, the application will be evaluated. If the qualification is found to be equivalent to the Malaysian CoC a COR will be issued upon payment of a fee.</i></p> |
| <p>7. Permohonan daripada pemegang Perakuan kekompetenan daripada negara yang tidak menjadi ahli kepada Konvensyen STCW 1978, seperti pindaan, tidak akan dipertimbangkan.</p> | <p>7. <i>Application from holder of a certificate of competency from a country who is not party to the STCW Convention 1978, as amended, will not be considered.</i></p> |
| <p>8. Permohonan adalah dianggap telah memenuhi keperluan Konvensyen STCW apabila ia telah memenuhi sepenuhnya dengan pindaan 1995 kepada konvensyen. Ini termasuklah kepatuhan berhubung dengan keperluan seperti berikut:-</p> <ul style="list-style-type: none"> a) Operater Radio – (STCW Ch. IV) b) Latihan Khas – Kapal Tangki, Kapal Penumpang Ro-Ro, (STCW Ch V) dan c) Kecemasan, Keselamatan kerja, Penjagaan Kesihatan & Fungsi Hidup (STCW Ch VI) | <p>8. <i>An application is considered to have met the requirements of the STCW Convention when it fully complies with the 1995 amendments to the Convention. This include compliance with regard to:-</i></p> <ul style="list-style-type: none"> a) <i>Radio operator – (STCW Ch IV);</i> b) <i>Special Training – Tankers, Ro-Ro passengers,(STCW Ch V); and</i> c) <i>Emergency, occupational safety, medical care & survival functions (STCW Ch VI).</i> |
| <p>9. Butir-butir kriteria penilaian diberi di Appendix kepada Nota ini.</p> | <p>9. <i>Details of the evaluation criteria is given in the Appendix to this Note.</i></p> |

BAHASA MALAYSIA DAN BAHASA INGGERIS

10. Penggunaan bahasa umum adalah penting untuk berkomunikasi diantara pegawai dan anak-anak kapal semasa berada di atas kapal Malaysia. Pegawai diharap dapat memahami istilah-istilah umum dalam Bahasa Malaysia dan English dimana yang berkaitan.
11. Penilaian seperti yang dibekalkan di Appendix kepada Notis ini berkenaan dengan penggunaan Bahasa Inggeris akan diadakan sekiranya dianggap perlu oleh Ketua Pengarah Laut.

BAHASA MALAYSIA AND ENGLISH LANGUAGE

10. *It is essential that a common language of communication exist among officers and crew on board Malaysian ships. Officers are expected to understand the common terms in Bahasa Malaysia and English where appropriate.*
11. *An evaluation as provided in the Appendix to this Note on the use of English is to be conducted where the Director of Marine deems necessary.*

UNDANG-UNDANG MALAYSIA DAN PROSES PENTADBIRAN

12. Pegawai hendaklah mempunyai pengetahuan yang cukup mengenai undang-undang dan proses pentadbiran di Malaysia bagi membolehkan pengoperasian kapal dijalankan dengan cekap dan selamat. Jika pemohon tidak dapat menunjukkan kemampuan seperti yang diperlukan di atas, maka prosedur di dalam Appendix hendaklah dipatuhi.

MALAYSIA LEGAL AND ADMINISTRATIVE PROCESSES.

12. *Officers must have sufficient knowledge of the Malaysian legal and administrative processes to enable safe and efficient ship operation. If an applicant is unable to show evidence of the above the requirement in the Appendix must be complied with.*

PEMERIKSAAN PERUBATAN

13. Pemohon dikehendaki membuktikan bahawa standard kesihatan dan penglihatan adalah seperti yang disyaratkan.

MEDICAL EXAMINATION

13. *Applicants will be required to prove an appropriate standard of medical fitness and eyesight.*

PERMOHONAN DARIPADA NEGARA-NEGARA YANG MANA STANDARD MEREKA BELUM DIMAKLUMKAN KEPADA MALAYSIA.

14. Dimana permohonan daripada negara-negara atau pentadbiran yang standard mereka belum disemak dan dinilai maklumat selanjutnya mungkin diminta daripada pemohon.

APPLICATIONS FROM COUNTRIES WHOSE STANDARDS HAVE NOT BEEN MADE KNOWN TO MALAYSIA.

14. *Where applications are from countries or administrations whose standards have not been assessed further information may be requested from the applicant.*

BORANG PERMOHONAN

15. Keputusan daripada Ketua Pengarah Laut mengenai permohonan berkenaan adalah dijangkakan dalam masa 3 bulan. Permohonan untuk PP hendaklah dibuat kepada mana-mana pejabat Jabatan Laut bersama fi untuk tempoh masa keesahan PP. Setelah diterima permohonan yang lengkap diisi dan yuran, penyemakan akan dibuat dan dokumen lanjutan dan/atau sijil pengesahan kesihatan dan ujian penglihatan mungkin dikehendaki.

16. Permohonan untuk PP akan disemak peringkat awal oleh Pejabat Wilayah Jabatan Laut dan satu dokumen sementara yang sah selama tiga bulan dikenali sebagai "Permakluman Bertulis" (PB) akan dikeluarkan. Permakluman Bertulis (PB) akan membolehkan pemegang perakuan asing diambil berkerja dikapal dan dimasukkan keperjanjian anak-anak kapal sementara menunggu pengeluaran PP oleh Ibu pejabat Laut.

17. Borang permohonan dan nota penerangan boleh didapati daripada :

Ibu Pejabat Laut
Peti Surat 12, 42007 Pelabuhan Kelang
Selangor ,Malaysia.

Atau

Di Ibu pejabat Wilayah Jabatan Laut.
Alamat pejabat tersebut boleh diperolehi di laman web Jabatan Laut seperti dibawah:

Laman web – www.marine.gov.my

KETUA PENGARAH LAUT

Tarikh : 11 Julai 2000

APPLICATION FORMS

15. A decision from the Director of Marine may be expected within 3 months of such application. Application for COR shall be made to any Marine Department Office together with a fee for any determined period of validity of the COR. On receipt of a properly completed application form and the appropriate fee, an appraisal will be made and further documentation and/or a medical and sight test certificate may be requested.

16. An application for COR will be first processed by the Regional Marine Department Office and an interim document valid for three months known as "Written Acknowledgement" (WA) will be issued. The written acknowledgement (WA) will allow a foreign certificate holder to be engaged on board Malaysian ships crew agreement while waiting for the issuance of the COR.

17. Application forms and explanatory notes are available from:

Marine Department Headquater
P.O.Box 12, 42007 Port Kelang,
Selangor,Malaysia.

Or

At the Head office of an Regional Marine Department. Address of the such office can be obtained at the Marine Department :

website – www.marine.gov.my

DIRECTOR OF MARINE

Date : 11 July 2000

Appendix 1

EVALUATION OF COMPETENCY

1. *If the Director is of the opinion that a significant disparity exist with the standard as required under the Merchant Shipping Ordinance. The applicant is required to prove that any deficiencies from such disparity have been rectified by any one or more manner as follows:*

a) *Undergoing a test of English namely:*

(i) *Oral Test and/or*

(ii) *Written Test*

Written test will be conducted for each subject where the Director is of the opinion that there is a significant shortfall in standard. These tests are held in approved examination centre in Malaysia as notified in the web page and

b) *Undergoing on Adaptation Period*

The Applicants may opt to undertake an adaptation period on board a Malaysian Ships as prescribed by the Director. Details of this procedure are set out below :

i- *Applicants who opt to undergo the adoption period is required to submit a report to the Marine Department upon completion of the Adoption Period.*

ii- *The length of the adaptation period will be determined by the Marine Department on a case to case basis and in any event shall not be more than one year. Its purpose is to ensure that the applicant acquire the necessary knowledge and skill to correct any deficiency identified. During the Adaptation Period the applicant is to serve as a supernumary or in a rank below that which the original STCW certificate entitles the applicant. Holders of the lowest class of certificate may undertake an adaptation period only in a supernumerary capacity.*

iii- *The report required under sub-paragraph (i) is to be acknowledged and confirmed by the ship's Master or Chief Engineer as appropriate.*

iv- *The report should include an attestation of the applicant's knowledge in the particular topic for which the adaptation period is undertaken.*

ENGLISH LANGUAGE TEST

2. *If English is to be evaluated the applicant will have to undergo an oral as well as written examination where such examination is to be conducted and verified by training institutes or bodies recognised by the Marine Department.*

KNOWLEDGE OF MALAYSIAN LAWS AND ADMINISTRATIVE REQUIREMENT.

3. *Where an applicant have not shown a satisfactory level of the above, the applicant will be required to undergo either by written examination under paragraph (a)(ii) or an Adaptation Period as provided under paragraph 1(b).*

The written examination shall be conducted by an approved training institution or body recognised by the Marine Department.