

## **GUIDELINES ON APPLICATION TO SIGN ON /SIGN OFF**

<b>Title</b>	<b>APPLICATION TO SIGN ON / SIGN OFF</b>
<b>Objective</b>	To ensure that the seafarers are properly qualified as required by STCW Convention
<b>Scope</b>	All applications for joining / leaving ship
<b>Responsibility</b>	Examination and Certification Section
<b>References</b>	Merchant Shipping (STCW) Regulations, STCW Convention
<b>Forms</b>	

The Merchant Shipping (Standards of Training, Certification and Watchkeeping) Regulations, 2002 as amended, place clear responsibilities on companies owning or operating Brunei Darussalam registered vessel, to ensure that vessels are manned with personnel of appropriate qualifications who have been properly trained and certificated. The number of certificated officers and ratings must be sufficient to ensure safe and efficient operation of the ship at all times.

### **1. Application to sign on**

- 1.1 Marine Department Brunei Darussalam issues approval for seafarers to join any vessel in Brunei Darussalam. Applications should be made by an authorized shipping agent in Brunei Darussalam.
- 1.2 All applications should be submitted to Examination and Certification Section in advance before any seafarer is placed onboard ship.
- 1.3 Document required to be submitted along with application:
  1. i) Foreign registered ship - In case of an officer, copy of Certificate of Receive of Application (CRA) or Certificate of Endorsement (COE) from the vessel's flag state.  
  
ii) Brunei Registered vessel – in case of an officer, Certificate of Receive Application (CRA) or Endorsement of Recognition (EOR) issued by the Marine Department Brunei Darussalam.
  2. i) Foreign registered ship- ratings, copy of Certificate of Proficiency or Basic Safety Training and security awareness training.  
  
ii) For Brunei registered vessel, copy of rating Permit to Engage (PTE) issued by Marine Department Brunei Darussalam OR Brunei Seaman Discharge book for Bruneian.
  3. Valid seafarer medical certificate.
- 1.4 A fee of BND\$5.00 will be charged for each seafarer which has been given approval to join.

## **2. Application for Sign off**

- 2.1 Applications should be made by an authorized shipping agent in Brunei Darussalam.
- 2.2 Document to be submitted along with application:
  - 1. Air Ticket or equivalent transportation document for repatriation of seafarer to his home country.
  - 2. Copy of minimum safe manning.
  - 3. Copy of crew list.
- 2.3 No fees are being charged for approval to sign off.