



MARINE DEPARTMENT
HONG KONG

Examination Rules for Local Certificates of Competency

Made under section 16 of the
Merchant Shipping (Local Vessels) Ordinance (Cap. 548)

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TABLE OF CONTENTS

		<u>Page</u>
<u>Chapter 1</u>	- Commencement, Introduction, Interpretation and General Requirements	1
<u>Chapter 2</u>	- Classes of Local Certificates and Type Rating Certificates	3
	General	3
	Coxswain Grade 3 Certificate	3
	Coxswain Grade 2 Certificate	3
	Coxswain Grade 1 Certificate	4
	Engine Operator Grade 3 Certificate	4
	Engine Operator Grade 2 Certificate	4
	Engine Operator Grade 1 Certificate	4
	Application for relaxation of upper limits of a certificate	4
	Candidate to hold both Coxswain and Engine Operator Certificates	5
	Additional training requirements for vessels with special features	5
	Type Rating Certificate	5
<u>Chapter 3</u>	- Eligibility Criteria for Each Grade of Certificate	6
	Coxswain Grade 3 Certificate	6
	Coxswain Grade 2 Certificate	6
	Coxswain Grade 1 Certificate	7
	Engine Operator Grade 3 Certificate	8
	Engine Operator Grade 2 Certificate	9
	Engine Operator Grade 1 Certificate	9
<u>Chapter 4</u>	- Eyesight Standards for Coxswains	11
<u>Chapter 5</u>	- Applications, Examination Procedures and General Provisions	12
	Applications	12
	Examination Procedures	13
	- Competency Examinations	13
	- Punctuality	13
	- Failure to attend an examination without prior notice of cancellation or postponement	13

	- Cancellation or postponement of examination	13
	- Cancellation of examination by Director	14
	- Proof of identity	14
	- Strangers not admitted	14
	- Loose papers and books	15
	- Leaving examination room	15
	- Silence	15
	Penalty for Misbehaviour during Examination	15
	Penalty for Breach of Rules	16
	Notification of Examination Results and Issue of Certificates	16
	Schedule for Re-examination	16
	Review of Examination Results	16
	Handicap	17
	Bribery	17
<u>Chapter 6</u>	- Examinations	18
	Coxswain Grade 3 Examination	18
	Coxswain Grade 2 Examination	18
	Coxswain Grade 1 Examination	19
	Engine Operator Grade 3 Examination	19
	Engine Operator Grade 2 Examination	19
	Engine Operator Grade 1 Examination	19
<u>Chapter 7</u>	- Examination Syllabuses	20
	Coxswain Grade 3 Examination	20
	Coxswain Grade 2 Examination	22
	Engine Operator Grade 3 Examination	25
	Engine Operator Grade 2 Examination	26
<u>Chapter 8</u>	- Exemptions and Recognized Training Courses	28
	Exemption of persons having completed recognized training courses	28
	Partial exemption	28
	Details of recognized courses and approved training establishments	28
	Other eligibility criteria to be met	28

<u>Chapter 9</u>	- Type Rating Certificate (TRC) for Dynamically Supported Craft (DSC)	29
	General	29
	Examination for the issue/revalidation of a Type Rating Certificate (TRC)	30
	Night Service	31
	Application for Type Rating Examination	31
<u>Chapter 10</u>	- Validity of Certificates and Extension	32
	Period of validity	32
	Extension of Type Rating Certificates	32
	Extension of a Coxswain Certificate or an Engine Operator Certificate	32

Chapter 1

COMMENCEMENT, INTRODUCTION, INTERPRETATION AND GENERAL REQUIREMENTS

1.1 These examination rules are made by the Director of Marine under powers granted to him by the Merchant Shipping (Local Vessels) Ordinance (Cap. 548) (the Ordinance) and shall enter into force upon the enactment of the Ordinance.

1.2 The requirements for the carriage of appropriate certificated operators are contained in the Merchant Shipping (Local Vessels)(Certification and Licensing) Regulation (Cap. 548 sub.leg.D).

1.3 Within the context of these rules:-

“aggregate power” (總功率), in relation to a local vessel, means the total power of all the vessel’s propulsion engines measured in kW as specified in the certificate of survey or certificate of inspection issued to the vessel in accordance with the provisions of the Merchant Shipping (Local Vessels)(Safety and Survey) Regulation (Cap. 548 sub.leg.[]);

“approved” (核准) means approved by the Director;

“Director” (處長) means the Director of Marine;

“examiner” (主考人員) means an examiner appointed under section 16(1) of the Ordinance;

“former certificate” (先前證明書) means a certificate that was –

- (a) issued or deemed to have been issued under the Shipping and Port Control Ordinance (Cap. 313) (including any subsidiary legislation made under that Ordinance); and
- (b) in force immediately before the commencement date of the Merchant Shipping (Local Vessels)(Local Certificates of Competency) Rules;

“gross tonnage” (總噸位) in relation to a local vessel, means the gross tonnage of the vessel as specified in the licence of the vessel;

“Guangdong/Hong Kong mobile fishing vessel” (粵港流動漁船) means a Class III fishing vessel, fish carrier or fishing sampan which is duly registered in a valid Guangdong/Hong Kong/Macau Mobile Fishing Vessel Registration Book issued by the PRC Public Security and Border Patrol Department;

“length” (長度) in relation to a local vessel, means the length as specified in section 2 of the Merchant Shipping (Local Vessels)(Safety and Survey) Regulation (Cap. 548 sub.leg.[]);

“length overall” (總長度), in relation to a local vessel, means the length overall as specified in Section 2 of the Merchant Shipping (Local Vessels)(Certification and Licensing) Regulation (Cap. 548 sub.leg.D);

“licence of a vessel” (船隻牌照), means the “full licence” or “temporary licence” issued to a vessel in accordance with the provisions of the Merchant Shipping (Local Vessels)(Certification and Licensing) Regulation (Cap. 548 sub.leg.D);

“mechanized vessel” (機動船隻) means a vessel fitted with any propulsion engines;

“recognized” (認可) means recognized by the Director;

“river trade limits” (內河航限) has the same meaning as specified in the Shipping and Port Control Ordinance (Cap. 313);

“service” (服務年資) for certification or examination means proven service performed within the preceding five years before the date of application for the issue of a local certificate of competency or before the date of examination respectively;

“type rating certificate (TRC)” (類型級別證明書) means a local certificate of competency certifying that the holder of the certificate may man a specific station (such as Coxswain, Assistant Coxswain or Engine Operator) on board a particular class I vessel that is a dynamically supported craft; and

“written examination” (筆試) includes an examination that requires the candidate to read and answer the questions by using a computer.

Chapter 2

CLASSES OF LOCAL CERTIFICATES AND TYPE RATING CERTIFICATES

2.1 General

Local certificates of competency are issued to both Coxswains and Engine Operators in three Grades as follows :-

- (1) Coxswain Certificates
 - (a) Coxswain Grade 3 Certificate
 - (b) Coxswain Grade 2 Certificate
 - (c) Coxswain Grade 1 Certificate
- (2) Engine Operator Certificates
 - (a) Engine Operator Grade 3 Certificate
 - (b) Engine Operator Grade 2 Certificate
 - (c) Engine Operator Grade 1 Certificate

2.2 Coxswain Grade 3 Certificate

“Coxswain Grade 3 Certificate” (船長三級證明書) means a local certificate of competency certifying that the holder of the certificate may act as the coxswain of any local vessel that is –

- (1) not a pleasure vessel;
- (2) of not more than 15 m in length; and
- (3) of not more than 16.5 m in length overall.

2.3 Coxswain Grade 2 Certificate

“Coxswain Grade 2 Certificate” (船長二級證明書) means a local certificate of competency certifying that the holder of the certificate may act as the coxswain of any local vessel that is –

- (1) not a pleasure vessel;
- (2) of not more than 24 m in length; and
- (3) of not more than 26.4 m in length overall.

2.4 Coxswain Grade 1 Certificate

“Coxswain Grade 1 Certificate” (船長一級證明書) means a local certificate of competency certifying that the holder of the certificate may act as the coxswain of any local vessel that is –

- (1) not a pleasure vessel; and
- (2) of gross tonnage not more than 1 600.

2.5 Engine Operator Grade 3 Certificate

“Engine Operator Grade 3 Certificate” (輪機操作員三級證明書) means a local certificate of competency certifying that the holder of the certificate may act as an engine operator of any local vessel that –

- (1) is not a pleasure vessel; and
- (2) has an aggregate power not more than 750 kW.

2.6 Engine Operator Grade 2 Certificate

“Engine Operator Grade 2 Certificate” (輪機操作員二級證明書) means a local certificate of competency certifying that the holder of the certificate may act as an engine operator of any local vessel that –

- (1) is not a pleasure vessel; and
- (2) has an aggregate power not more than 1 500 kW.

2.7 Engine Operator Grade 1 Certificate

“Engine Operator Grade 1 Certificate” (輪機操作員一級證明書) means a local certificate of competency certifying that the holder of the certificate may act as an engine operator of any local vessel that –

- (1) is not a pleasure vessel; and
- (2) has an aggregate power not more than 3 000 kW.

2.8 Application for relaxation of upper limits of a certificate

2.8.1 Upon application by the owner of a local vessel, the upper limits in gross tonnage, length, length overall, aggregate power of any local vessel set for each grade of Coxswain Certificates and Engineer Operator Certificates may, in the case of individual vessel and the specified certificated operators, be relaxed at the discretion of the Director subject to

such conditions as he may impose in granting the relaxation. Upon receipt of such application, the Director may request the applicant to submit relevant information for consideration. Such relaxation, if given, will be specified in the form of an endorsement on the local certificate of competency of the concerned Coxswain/Engine Operator.

2.8.2 To grant an endorsement to allow a Coxswain Grade 1 Certificate holder to act as the coxswain of a local vessel that is –

- (1) not a pleasure vessel; and
- (2) of gross tonnage more than 1600,

a practical examination on board the subject vessel by a local examiner to assess the ability of the concerned Coxswain in commanding the subject vessel is required.

2.9 Candidate to hold both Coxswain and Engine Operator Certificates

2.9.1 A candidate who holds one of the certificates as Coxswain listed in this chapter may apply for an Engine Operator Certificate if he meets the eligibility criteria of such certificate. The holder of an Engine Operator Certificate as listed in this chapter may apply for a Coxswain Certificate if he meets the eligibility criteria of such certificate.

2.9.2 A person who holds certificates as both Engine Operator and Coxswain may be permitted to control any local vessel except pleasure vessels, the parameters of which fall within the scope of his certificates, without the presence of another certificated person aboard provided that the vessel in question is approved by the Director as an automated vessel suitable for one man operation. Such approval will be indicated on the vessel's licence document.

2.10 Additional training requirements for vessels with special features

The Director may, at his discretion, specify additional training requirements for persons serving on vessels with special features.

2.11 Type Rating Certificate

A person manning the station of Coxswain or Engine Operator on board any dynamically supported craft (DSC) shall, in addition to the appropriate Coxswain Certificate or Engine Operator Certificate, be required to hold a Type Rating Certificate. Officers manning other stations on a DSC are also required to hold an appropriate Type Rating Certificate if considered necessary by the Director. Full details are contained in Chapter 9.

Chapter 3

ELIGIBILITY CRITERIA FOR EACH GRADE OF CERTIFICATE

3.1 Coxswain Grade 3 Certificate

To be eligible for the issue of a Coxswain Grade 3 Certificate an applicant must:-

- (1) be at least 18 years of age;
- (2) be able to prove to have:
 - (a) a minimum of 1 year of service in any deck or engineering capacity in any mechanized vessels other than pleasure vessels; or
 - (b) 2 years service on non-mechanized cargo vessels; or
 - (c) 2 years service on pleasure vessels whilst holding any type of pleasure vessel certificate of competency;
- (3) pass the Coxswain Grade 3 Examination described in paragraph 6.1.1 and paragraph 7.1 of these Rules; and
- (4) reach the eyesight standard described in Chapter 4 of these Rules.

3.2 Coxswain Grade 2 Certificate

3.2.1 To be eligible for the issue of a Coxswain Grade 2 Certificate an applicant must:-

- (1) be at least 19 years of age;
- (2) be able to prove to have:
 - (a) a minimum of 1 year service as coxswain or assistant coxswain whilst holding a Coxswain Grade 3 Certificate in any local vessels other than pleasure vessels; or
 - (b) completion of a recognized, continuous, in service training course on commercial vessels of not less than 2 years;
- (3) pass the Coxswain Grade 2 Examination described in paragraph 6.2 and paragraph 7.2 of these Rules; and
- (4) reach the eyesight standard described in Chapter 4 of these Rules.

3.2.2 An applicant will also be eligible for the issue of a Coxswain Grade 2 Certificate if he meets the minimum age criteria in paragraph 3.2.1(1) and :-

- (1) holds a Local Certificate of Competency as Master (60 Tons and under) issued under the provisions of the Shipping and Port Control Ordinance, Cap. 313; or
- (2) holds a valid Hong Kong foreign going or river trade Class 3 certificate of competency (Deck Officer) issued under the provisions of the Merchant Shipping (Seafarers)(Certification of Officers) Regulation (Cap. 478 sub.leg.J), or a recognized equivalent certificate of competency for deck officer issued by a foreign administration, and passes a local knowledge examination.

3.3 Coxswain Grade 1 Certificate

3.3.1 To be eligible for the issue of a Coxswain Grade 1 Certificate an applicant must:-

- (1) be at least 20 years of age;
- (2) hold the following recognized course certificates issued by an approved training establishment :-
 - (a) Personal Survival Techniques (Local Craft), or equivalent certificate
 - (b) Elementary First Aid and Proficiency in Medical First Aid (Combined), or equivalent certificate
 - (c) Fire Fighting (Local Craft), or equivalent certificate;
- (3) be able to prove a minimum of 1 year of service on board local vessels, other than pleasure vessels, in the position of Coxswain or Assistant Coxswain. This year of service must be obtained while holding a Coxswain Grade 2 Certificate or a 60 Tons and under Master Certificate of Competency (see also paragraph 3.3.2) and at least six months of the time must be shown to have been spent in service aboard vessels greater than 15 m in length;
- (4) have already passed the Coxswain Grade 2 Examination described in paragraph 6.2 and paragraph 7.2 of these Rules; and
- (5) reach the eyesight standard described in Chapter 4 of these Rules.

3.3.2 The holder of a Local Certificate of Competency as Master (60 tons and under), or a Coxswain Grade 2 Certificate who has obtained his Grade 2 Certificate on the basis of previously holding a Local Certificate of Competency as Master (60 Tons and under) or Fishing Vessel Master (without restriction or condition) will be eligible for a Coxswain Grade 1 Certificate if he meets the requirements specified in paragraphs 3.3.1(1), 3.3.1(2), 3.2.1(3) and 3.3.1(5) and also passes Part A of the Coxswain Grade 2 Examination described in paragraph 6.2 and paragraph 7.2 of these Rules. He will not be required to be examined in the oral part of the examination. A failure in this examination will not affect his existing Coxswain Grade 2 Certificate, 60 tons and under

Master certificate or Fishing Vessel Master Certificate.

3.3.3 The service experience in paragraph 3.3.1(3) above must have been performed within Hong Kong waters.

3.3.4 An applicant will also be eligible for the issue of a Coxswain Grade 1 Certificate if he meets the criteria specified in paragraphs 3.3.1(1) and 3.3.1(5) and :-

- .1 holds a Local Certificate of Competency as Master (300 Tons and under) issued under the provisions of the Shipping and Port Control Ordinance, Cap. 313; or
- .2 holds a certificate of competency as Trawling Master; or
- .3 holds a valid Hong Kong foreign going or river trade Class 2 or Class 1 certificate of competency (Deck Officer) issued under the provisions of the Merchant Shipping (Seafarers)(Certification of Officers) Regulation (Cap. 478 sub.leg.J), or a recognized equivalent certificate of competency for deck officer issued by a foreign administration, and passes a local knowledge examination.

3.4 Engine Operator Grade 3 Certificate

3.4.1 To be eligible for the issue of an Engine Operator Grade 3 Certificate an applicant must:-

- (1) be at least 18 years of age;
- (2) be able to prove to have either:
 - (a) a minimum of 1 year of service in any deck or engineering capacity in any mechanized vessel other than pleasure vessels; or
 - (b) two years service on pleasure vessels whilst holding any type of pleasure vessel certificate; or
 - (c) served a recognized apprenticeship as a fitter or as a mechanic for remission of all or part of the service; and
- (3) pass the Engine Operator Grade 3 Examination described in paragraph 6.4 and paragraph 7.3 of these Rules.

3.4.2 An applicant will also be eligible for the issue of an Engine Operator Grade 3 Certificate if he meets the age requirement specified in paragraph 3.4.1(1) and:-

- (1) holds a Local Certificate of Competency as Engineer (up to 150 BHP) issued under the provisions of the Shipping and Port Control Ordinance, Cap. 313; or

- (2) holds a Fishing Vessel Engineer Certificate (without restriction or condition) issued under the provisions of the Shipping and Port Control Ordinance, Cap. 313.

3.5 Engine Operator Grade 2 Certificate

To be eligible for the issue of an Engine Operator Grade 2 Certificate an applicant must:-

- (1) be at least 19 years of age;
- (2) be able to prove to have either;
 - (a) a minimum of 1 year service in any engineering capacity whilst holding an Engine Operator Grade 3 Certificate in any vessel other than pleasure vessels; or
 - (b) served a recognized apprenticeship as a fitter or as a mechanic and at least 1 year of service in any vessel other than pleasure vessels, of which at least 6 months was spent engaged in duties associated with the propulsion machinery of the vessel; and
- (3) pass the Engine Operator Grade 2 Examination described in paragraph 6.5 and paragraph 7.4 of these Rules.

3.6 Engine Operator Grade 1 Certificate

3.6.1 To be eligible for the issue of an Engine Operator Grade 1 Certificate an applicant must:-

- (1) be at least 20 years of age;
- (2) hold the following recognized course certificates issued by an approved training establishment :-
 - (a) Personal Survival Techniques (Local Craft), or equivalent certificate
 - (b) Elementary First Aid and Proficiency in Medical First Aid (Combined), or equivalent certificate
 - (c) Fire Fighting (Local Craft), or equivalent certificate
- (3) be able to prove to have a minimum of 1 year of service while holding an Engine Operator Grade 2 Certificate in vessels other than pleasure vessels, with power greater than 750 kW; and
- (4) have previously passed the Engine Operator Grade 2 Examination described in paragraph 6.5 of these Rules.

3.6.2 An applicant will also be eligible for an Engine Operator Grade 1 Certificate if he meets the criteria in paragraph 3.6.1(1) above and :-

- (1) holds a Local Certificate of Competency as Engineer (over 150 BHP) issued under the provisions of the Shipping and Port Control Ordinance, Cap. 313; or
- (2) holds a Local Certificate of Competency as Ferry Vessel Engineer issued under the provisions of the Shipping and Port Control Ordinance, Cap. 313; or
- (3) holds any valid Hong Kong foreign going or river trade certificate of competency (Marine Engineer Officer) issued under the provisions of the Merchant Shipping (Seafarers) (Certification of Officers) Regulation (Cap. 478 sub.leg.J), or a recognized equivalent foreign certificate of competency as Marine Engineer Officer.

Chapter 4

EYESIGHT STANDARDS FOR COXSWAINS

4.1 The eyesight standards for coxswains are as follows:-

		Age	
		Below 22 years	22 years and above
Distant Vision with or without visual aid	Better eye	6/6	6/9
	Other eye	6/9	6/12
Distant Vision without aid when visual aid necessary for above	Better eye	6/36	6/60
	Other eye	6/36	6/60
Near, Intermediate and colour vision, both eyes together, aided or unaided		Vision required for ship's navigation (e.g. chart and nautical publication reference, use of bridge instrumentation and equipment, identification of navigation aids)	
Visual fields		Normal visual fields	
Night Blindness		Vision required to perform all necessary functions in darkness without compromise	
Diplopia (double vision)		No significant condition evident	

4.2 Colour vision will be tested by Ishihara plates number 1, 11, 15, 22 and 23 of the 10th revised edition (1983) or equivalent.

4.3 All applicants for Coxswain's Certificate of any grade will be required to pass an eyesight test conducted by the Marine Department, or alternatively, a certificate issued by a registered medical practitioner attesting to the applicant having attained these standards within the 12 months preceding the application will be accepted.

4.4 Candidate marginally fails to meet this standard may, upon payment of the specified fee, appeal to the Marine Department who will refer the appeal case to the Hong Kong Eye Hospital.

4.5 Any applicant or candidate who requires visual aids for passing the eyesight test in paragraphs 4.1 and 4.2 above, his Coxswain Certificate will be endorsed as "with aids".

Chapter 5

APPLICATIONS, EXAMINATION PROCEDURES AND GENERAL PROVISIONS

5.1 Applications

5.1.1 Applications for examination or certificates should be made to :

Seafarers' Certification Section
Marine Department
3/F Harbour Building
38 Pier Road
Central
Hong Kong

5.1.2 Each application should be made on an appropriate application form which is available from the above address, or the Marine Department's website: <http://www.mardep.gov.hk>, and should be accompanied by :-

- (1) proof of identity (Hong Kong Identity Card or Passport) with copy of the submitted document;
- (2) completed "Service Record Form" or other evidence of service in the amount required;
- (3) the specified fee in relation to the application;
- (4) proof of having passed the relevant examination if applicable with copy of the submitted document;
- (5) Certificates of recognized training courses (for Grade 1 certificate) with copy of the submitted document;
- (6) Certificate for eyesight standards (for coxswains) with copy of the submitted document; and.
- (7) a recent passport size photo.

5.1.3 Applicants may provide proof of service by submitting a "Service Record Form". Copies of this form are available from the Seafarers' Certification Section, or the Marine Department's website: <http://www.mardep.gov.hk>. This form requires that both the applicant and the registered owner of the vessel on which service is claimed should attest to the correctness of the information contained on it by signature. The Service Record Form contains details of the vessel, the period of time for which the applicant served on board, the position in which he served, and the size and power of the vessel.
[ref. Paragraph 3.3.3 : The service experience in paragraph 3.3.1 (3) above must have been performed within Hong Kong waters.]

5.1.4 Applicants are reminded that it is an offence to provide false information on a "Service Record Form" and that both the applicant and the signing owner may be liable to prosecution in the event that false information is supplied.

5.2 Examination Procedures

5.2.1 Competency Examinations

- (1) A person may not take a competency examination unless the person has paid the specified fee in relation to that examination.
- (2) The subjects to be taken in a competency examination and the standard of competency to be attained in order to pass the examination shall be as set out in Chapter 6 (Examinations) and Chapter 7 (Examination Syllabuses) of these examination rules.
- (3) A competency examination shall be conducted in accordance with these examination rules.

5.2.2 Punctuality

Candidates must appear punctually for the examination at the time on the date at the place specified by the Director in the relevant receipt of examination fee or notification of examination.

5.2.3 Failure to Attend an Examination without Prior Notice of Cancellation or Postponement

- (1) If a candidate fails to appear punctually for the examination at the time on the date at the place specified by the Director in the relevant receipt of examination fee or notification of examination, he will be regarded as having failed the examination.
- (2) No part of the fee paid by the candidate in respect of the examination shall be refunded unless –
 - (a) the candidate has cancelled or postponed taking of the examination in accordance with paragraph 5.2.4 (1) of these rules; or
 - (b) the candidate produces a medical certificate issued by a registered medical practitioner certifying his inability to attend the examination; or
 - (c) the Director is satisfied that the candidate was through circumstances beyond his control unable to attend for the examination.

5.2.4 Cancellation or Postponement of Examination

- (1) Subject to sub-paragraph (3), a candidate may cancel or postpone the taking of an examination by advising the Director by written notice that must be received by the Director at least 3 working days before the day appointed for the examination.
- (2) Any fee paid in respect of such cancelled or postponed examination shall either be refunded to the candidate or, if so requested by him, be held to his credit for a future examination.

- (3) Only one postponement of an examination will be permitted unless there are exceptional circumstances warranting a second postponement.

5.2.5 Cancellation of Examination by Director

- (1) The Director shall not permit a candidate to take any examination under these rules unless he is satisfied that the candidate –
 - (a) is eligible to take the examination; and
 - (b) is the person in respect of whom the application for the examination has been made.
- (2) If before the commencement, or during the course, of an examination, the Director becomes aware that any candidate has any physical or other disability which in his opinion would render the candidate incapable of performing the duties of a coxswain or engine operator of a local vessel or an operator of a pleasure vessel, as the case may be, the Director shall not permit the candidate to take or complete the examination.
- (3) Where the Director does not permit a candidate to take or complete an examination under sub-paragraph (1) and (2) –
 - (a) he shall state his reasons on the candidate's application form; and
 - (b) the fee paid by the candidate shall be refunded.
- (4) In the event of a candidate failing the sight test which is conducted as part of a competency examination, he is not permitted to take the remaining part of the examination. The balance of the relevant fees paid for the examination, less the fee for sight test as specified in item 9 of Part 1 of Schedule 1 of the Merchant Shipping (Local Vessels) (Local Certificates of Competency) Rules, will be refunded to the candidate.

5.2.6 Proof of Identity

Candidates when appearing for examination must produce to the examiner or his deputy a Hong Kong Identity Card, or other acceptable proof of identity.

5.2.7 Strangers Not Admitted

No persons other than candidates and those whose duties require them to be present will be allowed in the examination room during the examination.

5.2.8 Loose Papers and Books

Before the examination begins, the examiner will ensure that the tables and desks are cleared of all scraps of paper and books (other than those permitted in the examination room).

5.2.9 Leaving Examination Room

- (1) Candidates who have completed the examination and wants to leave the examination room before the ending of examination shall :-
 - (a) sign off the examination from his computer terminal if computer is used for the examination; and
 - (b) report to the examiner or his deputy and request permission to leave the examination room.
- (2) After request is approved by the examiner or his deputy, the candidate can then submit his question and answer papers (if applicable), and other documents or equipment provided to him for examination use to the examiner.
- (3) A candidate who fails to surrender all papers, documents and equipment will be regarded as having failed the examination AND will not be allowed to present himself for re-examination for 6 months. No candidate will be allowed to leave the examination room during the first 20 minutes after the examination commences.

5.2.10 Silence

Silence must be observed in the examination room.

5.3 **Penalty for Misbehaviour during Examination**

- (1) During the course of an examination, any candidate who is discovered –
 - (a) referring to an unauthorized book or paper;
 - (b) copying from another person;
 - (c) giving assistance or information to another person;
 - (d) accepting assistance or information from another person;
 - (e) communicating in any way with any person other than the examiner or his deputy;
 - (f) making a copy of any part of the question paper to take out of the examination room; or
 - (g) damaging or defacing any examination documents or equipment provided,will be regarded as having failed the examination and will not be allowed to present himself for re-examination for a period of 6 months.
- (2) A candidate who contravenes any misbehaviour specified in paragraph 5.3 (1) on more than one occasion will not be allowed to present himself for re-examination until 12 months have elapsed from the date of the last contravention.

5.4 **Penalty for Breach of Rules**

Where the Director is satisfied that a candidate has contravened these rules, or has been guilty of insolence to an examiner, or of disorderly or improper conduct in or about the examination room, the Director may postpone the candidate's examination, or, if the candidate has attempted the examination, he will be considered to have failed and will not be accepted for re-examination for such period as may be decided by the Director.

5.5 Notification of Examination Results and Issue of Certificates

- 5.5.1 Candidates will receive a letter advising them of their success or failure also, for successful candidates, when their certificate is available for collection at the Marine Department Seafarers' Certification Section. This letter should be produced when collecting the certificate, or in the case of unsuccessful candidates when making application for a further examination.
- 5.5.2 Certificates may be collected by persons other than the successful candidate. However such person must also produce a letter of authorization which includes the name and the identity card number of the person collecting the certificate.

5.6 Schedule for Re-examination

Candidates who fail in an examination and apply re-examination for the same grade of certificate may only apply for a schedule not earlier than one month from their previous attempts.

5.7 Review of Examination Results

- 5.7.1 Any candidate who has failed an examination and is aggrieved by the result of the examination may within 30 days of being informed of his result, request in writing the Director to review the result.
- 5.7.2 A request for review shall be accompanied by the fee as specified in Part 1 of Schedule 1 of the Merchant Shipping (Local Vessels)(Local Certificates of Competency) Rules.
- 5.7.3 Upon receipt of a request under sub-paragraph (2), the Director shall review the examination result to which the request relates and notify the candidate of his decision as soon as practicable.
- 5.7.4 If upon review of the examination result the Director decides that the candidate should be considered to have passed the examination, the fee paid under sub-paragraph (2) shall be refunded to the candidate.

5.8 Handicap

- 5.8.1 Candidates are required to declare if they have any physical disability in the examination application form. Candidates with handicapped condition which may affect the discharge of their duty as certificate holder are required to attain an assessment to ascertain their eligibility for the examination.
- 5.8.2 If in the course of any examination, the examiner finds that a candidate is afflicted with deafness, an impediment of speech, or with some other physical or mental handicap which he considers sufficient to render the candidate incapable of discharging adequately the ordinary duties of an operator of a vessel, he will not allow the candidate to complete the examination and he will make arrangement for the refund of the examination fee.

- 5.8.3 If such a candidate subsequently produces a medical certificate to the effect that the particular handicap has been overcome or has been improved or that the candidate's condition is now normal, the Director will reconsider the candidate for examination.

5.9 Bribery

Any applicant who offers an advantage to any officer of the Marine Department shall be guilty of an offence under the Prevention of Bribery Ordinance and shall be liable on summary conviction to a fine and imprisonment. Such an applicant will not be re-examined for such a period as may be decided by the Director.

Chapter 6

EXAMINATIONS

6.1 Coxswain Grade 3 Examination

- 6.1.1 This examination is a written examination and consists of 50 multiple choice questions. The examination syllabus is specified in paragraph 7.1 of these Rules. The passing mark is 70% and time allowed for the examination is 50 minutes. This examination may be conducted with an interactive computer system.
- 6.1.2 A candidate who claims to be illiterate and hence unable to sit for the written examination specified in paragraph 6.1.1 will be allowed to take the examination in oral form upon presenting evidence in the form of a letter from an employer or other acceptable evidence of his illiteracy. Candidates opting for this approach may be required, at the discretion of the Director, to attend at one of the Marine Department District Offices to undergo a practical test of ability.
- 6.1.3 For the practical test, the candidate is required to arrange a suitable boat, which is at all time being taken charge by a qualified coxswain and an engine operator while the boat is underway in Hong Kong waters.

6.2 Coxswain Grade 2 Examination

- 6.2.1 This examination is in two parts:-

Part A, a written examination and a practical chart work examination.
Part B, an oral examination.

The written examination in Part A consists of 40 multiple choice questions and time allowed is 40 minutes. The written examination may be conducted with an interactive computer system. The practical chart work will take one hour.

- 6.2.2 The examinations for Part A and Part B may be taken separately. The passing mark is 70% for the written examination and the practical chart work examination individually. Candidate must pass the written examination together with practical chart work examination (Part A) and the oral part (Part B) of the examination within a two years period to retain the validity of a pass in either part.
- 6.2.3 Candidates who obtain their Grade 2 Certificates will not be eligible for upgrading to Grade 1 Certificate without passing the Coxswain Grade 2 Part A examination, i.e. a written examination and a practical chart work examination.

6.3 Coxswain Grade 1 Examination

- 6.3.1 There is no examination for this certificate. Candidates who meet the eligibility criteria set out in Chapter 3 and who have previously passed Part A and Part B of the examination for Coxswain Grade 2 will be issued with a Coxswain Grade 1 certificate. Candidates who have obtained a Coxswain Grade 2 Certificate only by recognition of a Local Certificate of Competency as Master (60 Tons and under) or Fishing Vessel Master (without restriction or condition) issued under the provisions of the Shipping and Port Control Ordinance, Cap. 313 will not be eligible for a Coxswain Grade 1 Certificate until such time as they have passed the Coxswain Grade 2 Part A examination, i.e. a written examination and a practical chart work examination.

6.4 Engine Operator Grade 3 Examination

- 6.4.1 This examination is a written examination and consists of 50 multiple choice questions. The passing mark is 70% and time allowed for the examination is 60 minutes. This examination may be conducted with an interactive computer system.
- 6.4.2 A candidate who claims to be illiterate and hence unable to attempt the written examination will be allowed to take the same examination in an oral form upon production of evidence in the form of a letter from his employers or other acceptable evidence of illiteracy. Candidates opting for this approach may be required, at the discretion of the Director, to attend at one of the Marine Department District Offices to undergo a practical test of ability.
- 6.4.3 For the practical test, the candidate is required to arrange a suitable boat, which is at all time being taken charge by a qualified coxswain and an engine operator while the boat is underway in Hong Kong waters.

6.5 Engine Operator Grade 2 Examination

- 6.5.1 This examination is a written examination and consists of 50 multiple choice questions. The passing mark is 70% and the time allowed for the examination is 90 minutes. This examination may be conducted with an interactive computer system.
- 6.5.2 In exceptional cases, and only at the discretion of the Director, candidates unable to take the written examination through illiteracy may be permitted to sit for the examination in an oral form.

6.6 Engine Operator Grade 1 Examination

- 6.6.1 There is no examination for this certificate. Candidates who have previously passed the Engine Operator Grade 2 Examination and meet the eligibility criteria set out in paragraph 3.6 of these Rules will be issued with an Engine Operator Grade 1 Certificate.

Chapter 7

EXAMINATION SYLLABUSES

7.1 Coxswain Grade 3 Examination

Local Knowledge and Pilotage

- (1) Limits of Sheltered Waters, precautions to be taken when proceeding beyond sheltered waters.
- (2) Main fairways and Traffic Separation Schemes. Rules governing their use and the conduct of small vessels in them.
- (3) Speed and other restrictions applicable in typhoon shelters and in Victoria Harbour.
- (4) Prohibited anchorages, restricted anchorages and restricted areas.
- (5) Rules governing the use of Public Piers.
- (6) The Ma-Wan Channel traffic light, its purpose and the action to be taken in response to its signals.
- (7) Basic knowledge of environmental protection legislation.
- (8) The requirement for reporting accidents and the method of reporting.
- (9) The meaning of important/essential international and port signals by flag, light or sound.
- (10) Knowledge of the buoyage system in use in Hong Kong waters.
- (11) Knowledge of the significance of storm signals and sources of information.

International Regulations for Preventing Collisions at Sea

- (12) Candidates will be expected to have a sound knowledge of Parts A, B, C, & D of these Regulations as applicable to the marine traffic encountered in Hong Kong with particular regard to:-
 - (i) lights and shapes carried by vessels;
 - (ii) meaning of proper lookout, and the need for a proper lookout;
 - (iii) methods of ascertaining risk of collision;
 - (iv) Steering and Sailing rules and the action to be taken in typical encounter situations;

- (v) Conduct of vessels in restricted visibility;
- (vi) Manoeuvring and fog sound signals; and
- (vii) Distress signals with particular emphasis to those signals which might be used by small craft.

Seamanship and Basic Engine Knowledge

- (13) Safe mooring practices, man-overboard procedures, handling precautions and procedures in bad weather.
- (14) Dangers involved in navigating close to large vessels whether anchored or underway.
- (15) Precautions to be observed when navigating in areas where approaching vessels may not be observed, at breakwaters and headlands etc.
- (16) Basic pre-departure and pre-starting checks and precautions for typical small craft engines.
- (17) Significance of common engine instrument readings, temperature, oil pressure, RPM, and the consequences of any of them indicating readings outside normal limits. Action to be taken in the event of abnormal engine indications.
- (18) Hazards of oil fuel and precautions to be taken in filling tanks and storing and handling fuel. Basics of fuel supply systems and the rectification of common faults.
- (19) Safe battery handling and the care and maintenance of batteries.
- (20) Typical hydraulic steering systems and the restoration of steering function in the event of a fault.
- (21) Action to be taken in the event of collision, grounding, fire or flooding.
- (22) Safety of children aboard small craft.
- (23) Use of life saving and fire fighting appliances carried aboard small craft.
- (24) Basic understanding of the terms stable, unstable and neutral equilibrium. Stiff and tender and indications in practice of an unstable condition.
- (25) Safe handling of LPG installation aboard small craft.

7.2 Coxswain Grade 2 Examination

Part A (Written Examination and Chartwork)

Local Knowledge, Pilotage, and Port Regulations

- (1) Limits of sheltered waters and the precautions to be observed when proceeding beyond sheltered limits.
- (2) Main Fairways and Traffic Separation Schemes in Hong Kong waters and the Rules governing their use and the proper conduct of ALL vessels using them and navigating in their vicinity.
- (3) Speed and other restrictions applicable in typhoon shelters and in Victoria Harbour.
- (4) Prohibited anchorages, restricted anchorages and restricted areas.
- (5) Rules governing the use of Public Piers and Typhoon Shelters.
- (6) The Ma-Wan Channel traffic light, its purpose, and the action to be taken in response to the different signals displayed
- (7) Penalties for the dumping of refuse into or pollution of the waters of Hong Kong.
- (8) Towing restrictions in Hong Kong harbour.
- (9) The rules governing lying alongside vessels berthed in the harbour or lying at harbour mooring buoys. The Rules applicable to the use of harbour mooring buoys.
- (10) Important local and international signals, including storm signals, in common use in Hong Kong.
- (11) The requirement to report accidents and the method of making reports.
- (12) Sources of navigational warnings and other notices affecting navigation in Hong Kong waters.
- (13) Knowledge on the use of VHF radio channels.

Ship Stability

- (14) Basic understanding of the terms stable, unstable, and neutral equilibrium. Stiff and tender, indications in practice of an unstable condition.
- (15) Effects of a free surface of liquid on stability. The causes of Free Surface Effect. The importance of freeing ports and scuppers in avoiding Free Surface Effect. The dangers of unsecured loads.
- (16) The effects, without calculation, of adding, removing and shifting weights on board a vessel on the stability of the vessel.
- (17) The effects on stability, without calculation, of lifting weights with a vessel's own lifting gear.
- (18) Loadline marks and the dangers of overloading.

(19) The effects of a loss of buoyancy and the need to maintain watertight integrity, the use of closing appliances.

(20) The dangers of an excessive trim.

Seamanship and Shiphandling

(21) General principles of ship handling.

(22) Actions to be taken in the event of encountering heavy weather or if disabled.

(23) Rescuing a man overboard.

(24) Preparation of anchors for use, selection of an anchorage, anchoring procedures, tending a vessel at anchor and the causes and effects of dragging an anchor and the actions to be taken.

(25) Towing and being towed, preparations for and safe practices.

(26) Dangers of navigating close to large vessels whether underway or moored.

(27) Procedures for summoning assistance in Hong Kong and the agencies and organisation responsible for providing rescue services in Hong Kong, emergency communications.

(28) Preparations and procedures on the approach of a tropical storm.

(29) The maintenance and use of life saving, and fire fighting appliances provided on local craft.

(30) Precautions to be observed in the loading and handling of dangerous goods.

(31) Assisting other vessels in distress.

(32) The Code of Safe Working Practices relating to the use of ropes, wires and lifting appliances, mooring operations, and the entry into enclosed spaces.

Chart work and Pilotage

This topic covers the ability to use navigational charts in planning and executing a passage in Hong Kong waters.

(33) Knowledge of important chart symbols.

(34) Use of parallel rules, drawing compasses and dividers.

(35) Ability to take and lay off bearings, courses, and transits and apply compass error.

(36) Ability to plot a position on a chart using bearing and distance or latitude and longitude co-ordinates.

- (37) Measurement of distance on a chart and the determination of estimated time of arrival (ETA).
- (38) The ability to lay off safe courses avoiding navigational dangers.
- (39) An appreciation, without calculation, of the application of compensation for leeway and tidal stream effects.
- (40) An outline knowledge of the tidal streams in Hong Kong waters and of the sources of information on tides and tidal streams.
- (41) The calculation of times of High and Low water for selected locations in Hong Kong and the application of predicted height to charted soundings.

PART B

Collision Regulations, Buoyage and Emergencies (Oral Examination)

Candidates must understand and give satisfactory answers on the following subjects:

- (1) A thorough knowledge of Parts A, B, C, & D of the International Regulations for the Prevention of Collisions at Sea as applicable to the types of marine traffic commonly found in Hong Kong.
- (2) The system of buoyage adopted in Hong Kong waters and its use.
- (3) The actions to be taken in the event of grounding, collision, fire or flooding.
- (4) Distress signals, their purpose and use.
- (5) Abandon ship procedures.

7.3 Engine Operator Grade 3 Examination

Engineering Knowledge

- (1) Basic knowledge of engine controls and instrumentation, engine normal operating parameters, actions to be taken in case of irregularities.
- (2) Description of the fuel system, knowledge of its common faults and remedies.
- (3) Basic knowledge of the air supply, exhaust, lubricating oil and cooling water system, the causes of, and remedies for common faults.
- (4) A knowledge of engine starting and stopping procedures, preparations prior to getting under way and duties of the engine operator while under way.
- (5) Basic knowledge of alternating current (AC) and direct current (DC) electrical systems, immediate actions in case of electrical shock.
- (6) The care, maintenance and safe handling of batteries.
- (7) A knowledge of electrical circuit protection devices such as fuses breakers, etc. and their care and maintenance.
- (8) Basic knowledge of steering gear on small local vessels and their operation.
- (9) Basic knowledge of the operation of pumping systems and their probable causes of failure.

Safety and Pollution Control

- (10) Petrol and diesel fuel, LPG installations and the precautions to be taken in their use.
- (11) The identification of the different types of fire extinguishers found aboard local craft and their proper use against different types of fire.
- (12) The prevention of fire in machinery spaces and the methods of fire fighting in such spaces.
- (13) A knowledge of fire fighting installations including fire pumps, fire hoses, fire hydrants, and sand boxes.
- (14) Safe fuel storage, remote fuel cut-offs, and the precautions to be taken while refuelling.
- (15) The correct handling of bilge water and the purposes of oil drip trays.

(16) An understanding of the importance of good machinery space management including, ventilation, cleanliness, collection of loose oil or water and protection from moving machinery etc.

(17) Prevention of pollution, e.g. oil pollution, air pollution, etc.

7.4 Engine Operator Grade 2 Examination

Engineering Knowledge

- (1) The construction and functions of various components of propulsion engines and auxiliaries.
- (2) The principle of the governor and its function in speed regulation.
- (3) The factors affecting combustion and a knowledge of fuel injection and injectors. The care of fuel filters and air filters, their cleaning, replacement, and draining.
- (4) The construction, running and routine checking of turbochargers and after air coolers.
- (5) The fundamental causes of engine vibration and the effects of engine mounting, propeller damage, engine speed and uneven power distribution on engine vibration.
- (6) Basic knowledge of the properties of lubricating oil (viscosity, flash point, and water content.) and their importance to and affects on machinery operation.
- (7) The care, maintenance and safe operation of air compressors and air receivers, and a knowledge of protective devices fitted to starting air systems.
- (8) A basic knowledge of engine controls.
- (9) The detection of machinery malfunctions and the location of faults and action to be taken to prevent damage.
- (10) The care and maintenance of steering hydraulic systems and oil lubricated stern tubes.
- (11) Operational knowledge of AC and DC electrical systems and their safety aspects and dangers.

Safety and Pollution Prevention

- (12) The prevention of machinery space fires, actions to be taken in the event of a fuel leak, the significance of fire/smoke doors.
- (13) Actions to be taken in the event of machinery space flooding.
- (14) The operation, care and routine checking of portable fire extinguishers and fixed fire extinguishing systems. The necessity for periodic testing of fire alarms and gas

release alarms and for holding drills.

- (15) Actions to be taken in the event of fire and fire fighting strategy including the tackling of fires outside the machinery space.
- (16) Operational knowledge of emergency power supplies and emergency steering systems.
- (17) The detection and rectification of earth faults and action to be taken in the event of electric shock.
- (18) The operation, care and maintenance of oily water separators.
- (19) Precautions to be taken to prevent oil spills when taking large quantities of fuel on board with a multi-tank system. Safety precautions and procedures when re-fuelling or transferring fuel on board. Action to be taken in the event of an oil spill.
- (20) Reporting casualties.
- (21) Hazards and precautions to be taken when entering enclosed spaces.
- (22) Prevention of pollution, e.g. oil pollution, air pollution, etc.

Chapter 8

EXEMPTIONS AND RECOGNIZED TRAINING COURSES

8.1 Exemption of persons having completed recognized training courses

- 8.1.1 If the Director is satisfied that the completion of a training course enables a person to attain the standard of competency required for passing a competency examination, the Director may recognize the course in respect of the examination.
- 8.1.2 If the Director has recognized a training course under paragraph 8.1.1 in respect of a competency examination, a person who has completed the course is exempted from the examination.

8.2 Partial exemption

Partial exemption from the examinations described in Chapter 6 of these rules may be also granted to those in possession of a recognized course completion certificate from an approved training establishment.

8.3 Details of recognized courses and approved training establishments

Details of recognized courses and approved training establishments and of the exemptions which are available, can be obtained from:

The Seafarers' Certification Section
Marine Department
3/F Harbour Building
38 Pier Road
Central
Hong Kong

8.4 Other eligibility criteria to be met

In spite of any exemption which is claimed under this chapter, an applicant for exemption is required to meet the remaining eligibility criteria for the issue of a certificate as described in Chapter 3.

Chapter 9

TYPE RATING CERTIFICATE (TRC) FOR DYNAMICALLY SUPPORTED CRAFT (DSC)

9.1 General

- 9.1.1 An officer manning the station of Coxswain, Assistant Coxswain, or Engine Operator on a Class I vessel that is a dynamically supported craft shall in addition to holding the appropriate local certificate of competency, be required to hold a valid Type Rating Certificate (TRC) for the type and model of craft on which he intends to serve. Officers manning other stations on the DSC are also required to hold a TRC if considered necessary by the Director.
- 9.1.2 In order to qualify for the issue of a TRC an applicant must:
- (a) hold an appropriate local certificate of competency issued under the Merchant Shipping (Local Vessels)(Local Certificates of Competency) Rules;
 - (b) have satisfactorily completed a recognized training course on the type and model of DSC for which the TRC is required;
 - (c) pass the examination specified in paragraph 9.2;
 - (d) hold a valid medical fitness certificate (for coxswain and assistant coxswain it shall include a sight test);
 - (e) have attended a radar training course recognized by the Director (for coxswain and assistant coxswain only); and
 - (f) pay the appropriate specified fee.
- 9.1.3 A TRC will expire at the end of 2 years after the day on which it is granted. Thereafter it will fall due for further extension on each second anniversary of the date of extension.
- 9.1.4 TRC holders who wish to extend the validity of their certificates must:
- (a) produce evidence of at least five months service in the appropriate rank in the type and model of DSC to which the TRC applies, during the preceding two years.
 - (b) produce a valid medical fitness certificate (for coxswain and assistant coxswain it shall include a sight test) issued by a registered medical practitioner;
 - (c) pass the revalidation examination specified in paragraph 9.2 or satisfy the Director via a recognized training or simulator assessment provided by the Marine Department as to their continued proficiency in operating the type and model of DSC or HSC to which the TRC refers. At the request of the DSC or HSC operator, the period between revalidation examinations may be extended from 2

years to 4 years; and

- (d) pay the appropriate specified fee.

9.2 Examination for the issue/revalidation of a Type Rating Certificate (TRC)

9.2.1 The examination for the issue/revalidation of a TRC certificate will comprise an oral and practical handling test carried out on board the type and model of craft to which the TRC refers. The syllabus specified in paragraph 9.2.2 is written in general terms. A detailed syllabus for a particular type and model of craft will be agreed with each operating company.

9.2.2 Syllabus for TRC Examination.

- (a) a thorough knowledge of the operational limitations of the craft and of any operating restrictions imposed by HKMD.
- (b) a thorough knowledge of the structure and layout of the vessel, including stability conditions, and bilge pumping arrangements.
- (c) a working knowledge of the operation of the following systems:
 - 1. propulsion and associated systems.
 - 2. electrical system.
 - 3. fire protection system.
 - 4. navigation and communication systems.
 - 5. ship control systems both in displacement and non displacement modes.
- (d) a thorough knowledge of the failure modes of the control, steering and propulsion systems and the proper response to such failures.
- (e) a thorough knowledge of the significance of and correct response to alarms and caution indicators on all wheelhouse instrumentation.
- (f) a practical handling test on the vessel to include all normal, abnormal, and emergency procedures in both displacement and non displacement modes.
- (g) a thorough knowledge of bridge procedures.
- (h) a thorough knowledge of the use of life-saving and fire-fighting appliances on board and the arrangements for mustering, evacuating passengers and crew members in the event of an emergency.

9.3 Night Service

9.3.1 An officer manning the stations of Coxswain, Assistant Coxswain or Night Vision Officer

on any DSC operating between 30 minutes after sunset and 30 minutes before sunrise, and which is required to be fitted with night vision equipment, shall additionally be approved by the Director for such operations after undergoing recognized training and assessment that shall include item (h) of paragraph 9.2.2.

- 9.3.2 In order to maintain night service approval an officer must perform at least 10 night service duty periods in any three months period.

9.4 Application for Type Rating Examination

- 9.4.1 Application for Type Rating Examination should be made in writing to;

Seafarers' Certification Section
Marine Department
3/F., Harbour Building
38 Pier Road
Central
Hong Kong

- 9.4.2 Each application for new issue of Type Rating Certificate should be accompanied by a completed application form obtainable from the Marine Department Seafarers' Certification Section together with:-

- (a) a copy of local certificate of competency;
- (b) a copy of radar training certificate (for coxswains and assistant coxswains only); and
- (c) certificate of medical fitness.

- 9.4.3 Examination appointment is to be mutually agreed subject to the availability of an examiner. Applications should be made well in advance of the date of examination and a vessel of appropriate type and model should be available.

Chapter 10

VALIDITY OF CERTIFICATES AND EXTENSION

10.1 Period of validity

A local certificate of competency becomes valid when it is granted and expires –

- (1) in the case of a Type Rating Certificate, at the end of 2 years after the day on which it is granted; or
- (2) in the case of any local certificate of competency other than a Type Rating Certificate, when the holder of the certificate attains the age of 65,

unless it is cancelled, or currently being suspended, under the Ordinance or any subsidiary legislation made under the Ordinance.

10.2 Extension of Type Rating Certificates

- (1) The holder of a Type Rating Certificate may apply for extension of the certificate.
- (2) The application shall be made within 3 months before the expiry of the certificate.
- (3) If the Director is satisfied that the applicant has met all the conditions for extending the validity of a TRC as specified in paragraph 9.1.4, the Director shall approve the application.
- (4) If the Director approves the application, the certificate shall be extended for 2 years.

10.3 Extension of a Coxswain Certificate or an Engine Operator Certificate

- (1) The holder of a Coxswain Certificate or an Engine Operator Certificate may apply for extension of the certificate.
- (2) The application shall be made –
 - (a) if the holder has not attained the age of 71, within 6 months before the expiry of the certificate; or
 - (b) if the holder is aged 71 or above, within 3 months before the expiry of the certificate.
- (3) If the Director is satisfied that the applicant is fit to hold the certificate for the extended term referred to in sub-paragraph (4), the Director shall approve the application.

- (4) If the Director approves the application, the certificate shall be extended for –
 - (a) if the application is one to which paragraph 10.3(2) (a) relates, 3 years; or
 - (b) if the application is one to which paragraph 10.3(2) (b) relates, 1 year.