

**FAQs on the upcoming Concentrated Inspection Campaign on STCW by  
Member Authorities of the Tokyo and Paris Memoranda of Understanding**

(Questions marked with a \* are detainable deficiencies if answered with a ‘NO’)

<b>General</b>	<b>Response</b>
Does the CIC apply to all ships?	Yes and based on the “no more favourable treatment” clause, the CIC should also be conducted if the flag state has not ratified the STCW Convention
Does the CIC questionnaire also cover issues regulated by other Conventions such as MLC?	No, the focus of the CIC questionnaire is on the STCW Convention and ‘no’ answers are limited to deficiencies on this Convention only.
<b>Question 1*</b>	<b>Response</b>
Do the number of the seafarers serving on board conform with the Minimum Safe Manning requirement specified for the vessel?	
When is the response ‘N/A’?	This might be in case of unmanned vessels such as barges or cargo ships below 500GT, not provided with a MSMD in accordance with SOLAS Ch. V, reg. 14.
What if the MSMD is not valid (anymore)?	In this case the PSCO will consult the flag State Administration to verify that the numbers on board are sufficient for the next voyage. If the flag state does not respond in a reasonable time, the normal PSC procedures regarding non-compliance will be followed. An answer to the question ‘Yes/No’ will depend on the information collected.
Does the question cover ships below 500GT with a MSMD?	Yes.
What to do in case a crew member required by the MSMD is missing for exceptional reasons (e.g. emergency or health issues)	In these cases, there should be some kind of flag State approval or consent, such as a dispensation, waiver or temporarily issued MSMD. Some Flag States may not issue a dispensation but allow the master, within limits set by national legislation, to evaluate whether a voyage can be undertaken safely. In such cases one would expect documentary evidence such as an entry into the ship’s logbook and reference to the applicable legislation.

<b>Question 2*</b>	<b>Response</b>
Do the master and officers hold valid certificates of competency as required by the Minimum Safe Manning Document?	
What if a seafarer holds a valid Certificate of Competency but not the endorsement attesting the recognition from the flag State, or documentary proof of application?	Q2 will be answered with ‘yes’, Q3 with ‘no’ and a deficiency raised under this question.
<b>Question 3*</b>	<b>Response</b>
Do the master, officers and radio operators hold valid endorsements attesting the recognition of certificates or documentary proof of application?	
When is the response ‘N/A’?	In case the seafarer is in the possession of a valid certificate of competency issued by the flag State and thus does not need an endorsement attesting the recognition.
<b>Question 4*</b>	<b>Response</b>
Do seafarers hold relevant certificates of proficiency (COP) or documentary evidences?	
For the purpose of the CIC, will all CoPs be checked?	The number and extent of the verification of CoPs will be as per the Professional Judgment of the PSCO.
What about missing/invalid CoP’s for seafarers not included in the MSMD?	The PSCO will assess whether the seafarer is engaged in activities on board for which a CoP or a “documentary evidence” is required (e.g. the seafarer has emergency duties assigned but the “basic training” is expired or not available), regardless the fact the seafarer is required by the MSMD. In such a case the answer to this question will be “NO” and thus detainable.
Are CoPs which are already covered by the CoCs also required to be verified?	No.

<b>Question 5*</b>	<b>Response</b>
Do seafarers on board hold valid medical certificates?	
Does this question apply to all seafarers?	This question applies to every seafarer holding a certificate issued under the provisions of the STCW Convention.
<b>Question 6</b>	<b>Response</b>
Do the records for hours or rest indicate compliance with the requirements?	
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<b>Question 7</b>	<b>Response</b>
Do the watch schedules comply with the provisions of STCW?	
Should the master still be considered a watchkeeper if he is not included in the watch-schedule?	Yes, this question is related to the hours of rest taken prior to departure. STCW part A, Ch. VIII-part 3 “watchkeeping principles in general” and STCW part A, Ch. VIII- Part 4-1 “principles to be observed in keeping a navigational watch” set out the resource management principles, including the role of the master and define the officer in charge of the navigational watch as the master’s representative.
<b>Question 8*</b>	<b>Response</b>
Are seafarers newly joined the vessel familiar with their specific duties that are relevant to their routine or emergency duties?	
Should documentary evidence be available to verify that the familiarisation has been carried out?	Yes, SOLAS Ch.III, Reg.19 and STCW Convention & Codes, 2010 Manila Amendments / STCW Convention / ANNEX / Regulation I/14 set out requirements with regard to records of drills and training of seafarers. These records may be in a language not understood by the

	PSCO. In addition, it is not the role of the PSCO to scrutinize the ISM procedures to this respect.
<b>Question 9*</b>	<b>Response</b>
Can the seafarers on board the vessel communicate effectively with each other in the working language of the vessel?	
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<b>Question 10</b>	<b>Response</b>
Do the voyage plans cover the whole route from berth to berth?	
What to do if the plan for the next voyage has not yet been made or finalised?	<p>If there is no voyage plan available for the forthcoming voyage the PSCO will establish if there is a procedure for voyage planning and that it includes the route from berth to berth. Previous voyage plans may be used to provide a general impression of the ship's compliance. In addition SOLAS Ch. V, reg. 28 requires "all ships engaged on international voyages shall keep on board a record of navigational activities and incidents which are of importance to safety of navigation and which must contain sufficient detail to restore a complete record of the voyage, taking into account the recommendations adopted by the Organization." This does not imply that the routes of previous voyages, including position-taking, should be available in the used charts, however previous passage plans may be stored in the ECDIS.</p> <p>If satisfied with the available information the question will be answered as 'YES'.</p>