

## Marine Information Bulletin

### Assessment of overseas service

Issued May 2003, last reviewed February 2010

#### Background

Overseas sea service is defined as sea service served on board foreign registered ships and foreign military ships, including New Zealand ships. This sea service may be intended for use towards the issue of or revalidation of a Queensland certificate as master or engineer. This sea service must be assessed by a delegated Maritime Safety Queensland marine examiner.

#### All of the following information must be supplied as either original or certified copies, in support of an overseas sea service assessment submitted on the Marine Certificate Application form F3103

- Statutory declarations or discharge certificates for each ship.
- A complete copy of the ship's certificate of registration document, which may be several pages.
- Original letters on company/ship letterhead attesting to the time employed on board the ship, which detail the function performed while employed. This must be signed by the master/owner. This is particularly important when the ship is not commercially registered.
- Original company or ship brochures/programs referring to the ship/s for which the sea service is claimed may be supplied to support the above required documentation.

#### Recommended methods of recording sea service

- Statutory declarations signed by the owner, master or agent, as appropriate, and signed by the applicant in front of a Justice of the Peace, Commissioner for Declarations, or equivalent. Please note that the current statutory declaration forms being used, ask for the registering authority and phone/fax/email address of the owner of the ship. This information is required to be completed.
- Discharge certificates issued by regulatory maritime authorities.
- Maritime Safety Queensland Record of Service Book.

Letters from owners are not solely acceptable as a method for recording sea service. These are only to be used to support statutory declarations, discharge certificates, record of service books and registration documents.

#### Please Note

- In some countries small ships do not require registration and therefore a letter from the owner proving the ship's existence is required.
- If the owner of a privately registered large recreational ship (for example a 'white boat') is unable to sign the applicant's statutory declaration, then the ship's Agent may sign in lieu of the owner.
- The delegated marine examiner may require you to provide further documentation in support of your application for assessment of overseas sea time.

#### Information

For further information about this Marine Information Bulletin, email [msqmail@msq.qld.gov.au](mailto:msqmail@msq.qld.gov.au).

Other Marine Information Bulletins covering various topics relating to the safe operation of ships can be obtained from Maritime Safety Queensland's website [www.msg.qld.gov.au](http://www.msg.qld.gov.au) and from the following Maritime Safety Queensland regional offices:

Airlie Beach	(07) 4946 2200
Bundaberg	(07) 4131 8500
Cairns	(07) 4052 7400
Gladstone	(07) 4973 1200
Hervey Bay	(07) 4194 9600
Mackay	(07) 4944 3700
Mooloolaba	(07) 5477 8425
Pinkenba	(07) 3860 3500
Southport	(07) 5539 7300
Townsville	(07) 4726 3400