



# GUIDANCE NOTICE

## National Standard for Commercial Vessels – Certificate of Competency

### Coxswain Grade 1 Near Coastal (NC)

#### Duties authorised by certificate

The holder of this certificate can:

- (a) Command and operate a vessel <12 m long in inshore waters, carrying passengers and with propulsion power;
  - for an inboard engine – < 500 kW; or
  - for an outboard engine – unlimited; and
- (b) Under the same propulsion power limits, command and operate vessel <12m long:
  - as a tender or auxiliary vessel – within 3 nm of a parent vessel in the Exclusive Economic Zone (EEZ);
  - within waters designated for a specific purpose by a state or territory authority which permits holders of this certificate to operate (subject to any conditions that it may impose).

#### Sea Service – Coxswain Grade 1 (NC)

##### While working in a deck or deck and engineering capacity

The applicant must have at least:

- **30 days**’ qualifying sea service on commercial vessels ≥5 m long, and a completed approved task book; or
- **240 days**’ qualifying sea service on vessels ≥5 m long which all may be accrued on recreational vessels, without a task book.

The following form of sea service will be recognised as equivalent to the above sea service requirements if all other prerequisites for a Coxswain Grade 1 NC certificate of competency are met:

- sea service on a commercial vessel ≥4.5m long while operating beyond sheltered waters within 5nm from the point of departure, shore base or aquaculture lease.

#### Possible Restrictions - Coxswain Grade 1 (NC)

##### Inboard propulsion power <100 kW:

A certificate will be restricted to inboard propulsion power <100 kW (or unlimited outboard power) if the person:

- completes only the entry level motor engineering unit of the Transport and Logistics Industry Skills Council Ltd - Maritime Training Package.

##### Restricted to daylight hours

A certificate will be restricted to daylight hours:

- if the person is colour vision deficient.

##### Restricted to sheltered waters

If at least half of sea service required is not seaward of sheltered waters.

A certificate will be restricted to:

- command and operate the engines of a vessel only in sheltered waters or within 5 nm from point of departure, shore base or aquaculture lease.

#### Endorsement – Coxswain Grade 1 NC

##### Near Coastal Certificates of Competency issued prior to 1 July 2013

The holder of an existing certificate of competency issued by a state or territory marine safety agency prior to 1 July 2013 may apply to the National Regulator for the following endorsements provided the conditions are met.

A current Coxswain Grade 1 NC (or equivalent existing state or territory certificate) can be endorsed to command a vessel on restricted offshore operations if the holder satisfies the following conditions:

- The old certificate must have had the same endorsement.

## Qualifying Sea Service and Task Books

Sea Service will be assessed using the National Standard for Commercial Vessels (NSCV) Part D, Crew Competencies.

Please note that the applicant must accrue at least half of the qualifying sea service required for the certificate in the 5 years before the application.

For further information on this document and access to additional information on qualifying sea service and task books please refer to the AMSA website [www.amsa.gov.au](http://www.amsa.gov.au)

## Final assessment

Candidates are required to undertake a final assessment conducted by a National Regulator approved assessor before being issued a certificate of competency.

Candidates who successfully complete all requirements for an NSCV Part D certificate of competency including the final assessment may request a temporary service permit in the form of a letter to allow them to operate immediately.

The criteria and competencies covered in a final assessment are included in the relevant tables of the 'Skills and Knowledge required for NSCV Certificates of Competency Part D Crew Competencies' document, which can be found on the AMSA website.

## Application for Certificate of Competency

### If lodging an application in person:

The applicant must complete and provide the information required by AMSA534 – Application for a Certificate of Competency – First Time Issue to Applicant without State/Territory Qualification with a National Law Equivalent. Completing this form and providing the information required will help the applicant demonstrate he or she meets the eligibility criteria for the issue of the Certificate of Competency (set out below).

### If lodging an application by post:

Unless an application by post is from a person who is already known to the National Regulator, the National Regulator may request reasonable evidence to confirm or verify any of the information provided as part of the application. (See also the information below under the heading Certified Copies).

## Eligibility Criteria – Coxswain Grade 1 NC

- Be at least 16 years when the certificate is issued;
- Provide evidence of sea service accrual in the form of:
  - An application for a Qualifying Sea Service Assessment (AMSA form 560); or any of the following
    - A declaration in a form acceptable to the National Regulator;
    - An approved sea service log book or task book;
    - A letter, from the operator, owner, master or chief engineer of a vessel detailing the applicant's sea service
  - Self-Declaration of Medical Fitness; (AMSA form 558);
  - Eyesight Test Certificate Application (AMSA form 542);
  - Certificate 2 – Coxswain Grade 1 issued by an AMSA approved training organisation;
  - HLTAID003 unit of competency Provide first aid or another certificate that the National Regulator considers equivalent;
  - Marine Radio Operators VHF Certificate of Proficiency (MROVCP) issued by the Australian Communications and Media Authority, or higher qualification, or an equivalent qualification approved by the National Regulator;
  - Pay fee/s.

You also will be asked to provide an application for a certificate of competency, proof of identity and two passport-style photographs taken in the previous six months.

## Coxswain Grade 1 NC Certificate of Competency Renewal

Coxswain Grade 1 NC Certificate of Competency expires 5 years after it is issued or renewed; or a lesser period determined by the National Regulator.

### Renewal requirements

- Application For A Certificate Of Competency – Renewal; (AMSA form 536)
- Self-Declaration of Medical Fitness; (AMSA form 558)
- HLTAID003 unit of competency Provide first aid or another certificate that the National Regulator considers to be equivalent;
- Pay fee/s.

You also will be asked to provide proof of identity and two passport-style photographs taken in the previous six months.

### Certified Copies

A certified copy is a copy of an original document (not a copy of a copy) that has been certified as a true and correct copy by a person who is authorised to witness a statutory declaration (see list below).

Certified copies can be obtained by presenting the original document together with a photocopy of that document to an authorised person for them to sight and certify.

Persons who are authorised to witness statutory declarations (under the Commonwealth Statutory Declarations Act 1959) include:

- Accountant (Chartered or Certified)
- Clerk of a Court
- Commissioner for Affidavits
- Commissioner for Declarations
- Dentist
- Justice of the Peace
- Legal Practitioner
- Magistrate
- Medical Practitioners
- Nurse
- Pharmacists
- Police Officer
- Post Office Manager
- Sheriff or Sheriff's Officer
- Teacher
- Veterinary Surgeon

For a full list of persons authorised to witness statutory declarations under the Commonwealth Statutory Declarations Act (1959), see Statutory Declarations Regulations 1992, Schedule 2, a copy of which is available at the following link:  
[www.comlaw.gov.au/Details/F2006C00248](http://www.comlaw.gov.au/Details/F2006C00248))

### More Information

Industry Guidance Notices containing more information on certificates of competency, sea service requirements and task books, can be obtained from the Australian Maritime Safety Authority website at [www.amsa.gov.au](http://www.amsa.gov.au) and from state and territory marine safety agencies.

Note:

- If there is an inconsistency between this document and previously issued documents about the subject matter, this document supersedes information found in previous documents dealing with these matters.
- Previous documents found to be in conflict with this document (or parts thereof) will be updated or withdrawn at the earliest opportunity.