

Notes for the guidance of candidates – Coxswain (Restricted Traineeship)

Limits

- The holder of this certificate, while employed as a trainee in the maritime industry, can operate a ship **while under the direct supervision of a master/engineer** who holds a Certificate of Competency as Master Class 5, Marine Engine Driver (Motor) Grade 3 or higher (as appropriate to the duties being performed).
- While operating a ship under these conditions, the holder of this certificate may operate as:
 - Master within 2 nautical miles of a primary ship or within smooth and partially smooth waters of Queensland in:
 - Commercial ships less than 12 metres in length; and
 - Fishing ships less than 15 metres in length.
 - Engineer within 2 nautical miles of a primary ship or within smooth and partially smooth waters of Queensland in:
 - Commercial and fishing ships less than 12 metres in length and not exceeding 250kW.
- This is a dual deck and engineering.

Application

- Candidates must lodge their application form (F3103) personally at a Marine Operations Centre. At this time candidates may arrange for an appointment for an oral examination.
- Proof of compliance with the prerequisites listed below must accompany the application. Candidates must supply photocopies of these documents (including their qualifying sea service) which have been verified by a Justice of the Peace or a Commissioner of Declarations.

Prerequisites

To be eligible for oral examination candidates must:

- Be 16 years of age (evidence of identity required);
- Provide proof of engagement as a trainee within the maritime industry;
- Provide a current certificate of medical fitness (issued within the last 2 years), including an eyesight test as defined in Medical Fitness Requirements (USL Schedule 1). **Note: Maritime Safety Queensland (MSQ) recommends that eyesight testing is undertaken before commencing training. MSQ may not issue a certificate if the minimum standard of form and colour vision is not met. Candidates are only required to have their colour vision tested for the issue of their first commercial certificate of competency;**
- Have attained the sea service as specified in this handout. Once approved by a marine examiner the sea service assessment remains valid for 1 year;
- Provide two recent colour passport photographs (taken within the last year);
- Provide proof of a Restricted Radio Operators Certificate of Proficiency **OR** Marine Radio Operators Certificate of Proficiency;
- Provide statements of attainment attesting to the satisfactory completion (within the last 5 years) of all the specified Coxswain units of competency from either the Transport Distribution (Maritime Operations) or Seafood Industry (Aquaculture) training packages (Note – the ESS units of competency are perpetual). See handouts called: Attachment 1 – TDM unit profiles required for NSCV Part D marine licences and Attachment 2 – TDM units of competency titles required for NSCV Part D marine licences (if required); and
- Pay the prescribed fees.

Qualifying sea service

Sea service required for this certificate is -

Candidates must provide a maximum of 3 months appropriate sea service within the area for which the certificate is required. The local qualifying sea service requirement is at the discretion of the Regional Harbour Master with jurisdiction for the area concerned.

All sea service is to be in ships less than 24 metres in length.

- A sea service remission for completing a ROPES book is not applicable to restricted certificates of competency.

Notes

- Under the ROPES book system, candidates must record sea service in the basic unit of a "month". A month is defined as a minimum of 150 hours of work over a period of at least 20 days.
- Candidates who have accumulated sea service in days (under the ROS book system) must convert their sea service to calendar months (30 days = 1 month).
- MSQ requires candidates to gain appropriate sea service by performing the duties relevant to the level and discipline of the certificate required. Appropriate sea service may include commercial, fishing, recreational, rescue or military service.
- MSQ suggests that candidates have their sea service assessed before commencing training with a Maritime Safety Queensland authorised Registered Training Organisation (RTO).
- Information on RTO locations is available from Marine Operations Centres.

Oral examination

- Candidates must attain and have approved (by a marine examiner) 100% of the required qualifying sea service before making an appointment for an oral examination.
- Oral examinations must be undertaken at a Marine Operations Centre.
- Candidates who successfully complete oral examination may request a temporary authority to allow them to operate immediately.

Recording sea service

- The MSQ "Record of Service Book" (ROS Book) or "Record of Practical Experience and Sea-Service (ROPES)" book are the preferred formats for documenting sea service details. However statutory declarations are also acceptable in lieu of a ROS or ROPES Book.
- MSQ may request supporting documentation (i.e. statutory declarations) to support ROS or ROPES Book entries.
- Falsifying sea service is an indictable offence.
- Ratification of sea service does not automatically constitute acceptance. The Maritime Safety Queensland examiner determines final acceptance.**

Marine operations centres

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

Disclaimer: All information is correct at the time of print. To avoid any inconvenience it is advisable to check with a Marine Operations Centre for current accuracy.