

U.S. Department  
of Homeland Security

United States  
Coast Guard



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National Maritime Center

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16721  
NMC Policy Letter 7-00  
Change No. 1  
Mar 29, 2001

From: Commanding Officer, U. S. Coast Guard National Maritime Center  
To: Distribution

Subj: CHANGE ONE TO NMC POLICY LETTER 7-00

Ref: (a) NMC Policy Letter 7-00, *Licenses and Certifications issued under the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as Amended (STCW) for Service on Offshore Supply Vessels (OSV)*

1. Reference (a) provides general information about the requirements for issuance of licenses and other qualifications that apply to the operation of OSVs. Enclosure (1) to reference (a) provided specific information about certain programs developed by the Offshore Marine Services Association.
2. Similar programs have been submitted to the NMC by Sea School and have been conceptually approved. Enclosure (1) to this letter provides information about Sea School's programs. Addressees should remove enclosure (1) and attach it to reference (a) as enclosure (2).
3. If other programs that pertain to the training and qualification of mariners for service on OSVs are developed, information on such programs will be forwarded as another change to reference (a).
4. This policy letter will be distributed by electronic means only.

M. S. BOOTHE

Encl: (1) Information about Sea School programs leading to OSV qualifications

Dist: Commandant (G-MSO)  
All District Commanders (m)  
All COs, MSOs  
All Activity Commanders  
All RECs

## INFORMATION ABOUT SEA SCHOOL PROGRAMS LEADING TO OSV QUALIFICATIONS

1. This enclosure provides information about the Sea School programs that lead to a license as master or mate (OSV) and STCW certification valid for near coastal licenses on domestic voyages or to qualification as an assessor. It is organized into the following sections.

SECTION I. GENERAL

SECTION II. INFORMATION ABOUT QUALIFYING AS MASTER (OSV)

SECTION III. INFORMATION ABOUT QUALIFYING AS MATE (OSV)

SECTION IV. INFORMATION ABOUT QUALIFYING AS ASSESSOR (OSV)

### SECTION I. GENERAL

1. Sea School's OSV assessment programs have been conceptually approved by the U. S. Coast Guard. Completion qualifies a mariner for the pertinent license or assessor's qualification limited to service on OSVs. To date, the following have been approved:

- a. License as master (OSV) of vessels of not more than 3,000 gross tons (GT) (tonnage measured under the International Tonnage Convention) or 500 gross register tons (GRT) (domestic tonnage measurement) on near coastal, domestic voyages (assessment program);
- b. License as mate (OSV) of vessels of not more than 3,000 GT or 500 GRT on near coastal, domestic voyages (course and assessments);
- c. Assessor limited to on-board assessments of skills as part of Sea School's approved assessment programs.

Specific information relating to each of these programs is included in separate sections later in this enclosure.

2. These programs are approved for use by any vessel operator who contracts with Sea School for their use; however, the end user must complete the approval process before the training or assessments are presented or used. The presenter/user must submit a letter to the NMC that includes the following:

- a. A complete training program in accordance with NVIC 5-95, *Guidelines for Organizations Offering Coast Guard Approved Courses*;
- b. A copy of the "Assessment Criteria" developed by Sea School; and
- c. Name(s) and qualifications (including license held) in a resume format of a course's instructor(s) and assessors at each location or the names of the assessors participating in an assessment program.

The program must be presented or used exactly as outlined in the approval. Any modification of an approved program requires the presenter to obtain approval from the NMC.

3. The on-board assessments must be conducted by licensed officers who have service as a ship's officer on OSV's of 200 GRT/500 GT or greater. Only a master may conduct on-board assessments for a candidate for a master's license. Any assessor must have received appropriate guidance on effective assessment techniques.
4. Except for the assessor course, these approvals apply to participants who started their service or training after 31 July 1998 that leads to the OSV license. Completion of any required training and assessments, completion of any other required training such as basic safety training, and completion of the required assessments are pre-requisites for issuance of the requested license or certification. In addition, a mariner must meet all other requirements of 46 CFR Part 10 that apply, i.e., recency of service, drug screening, physical condition, character, length and nature of sea service, and a review of the National Driver Register. Applicants must also pass a U. S. Coast Guard examination.
5. Each license issued based on completion of one of these programs is limited to service on OSVs of not more than 3,000 GT or 500 GRT on near coastal, domestic voyages only. Service on an OSV may be creditable for increasing the scope of a mariner's OSV credential by removal of the OSV limitation. To remove the limitation, a mariner must, in addition to acquiring any necessary sea service, complete any training and assessments of skills that were not completed when qualifying for the OSV license. If the OSV limitation is removed, the mariner may also qualify for an increase in the scope of the route or vessel tonnage.
6. The performance standards and required assessments will be forwarded separately to each REC.

## SECTION II. INFORMATION ABOUT QUALIFYING AS MASTER (OSV)

1. An applicant for a master (OSV) license who completes the Sea School's assessment program presented by an approved provider must hold a license at least equal to mate (OSV) for upgrade purposes as a prerequisite. For upgrade purposes, a license as mate 500 GRT on near coastal or ocean waters, master 200 GRT on ocean or near coastal waters, or operator of uninspected towing vessels on ocean or near coastal waters is acceptable. Of those, only an applicant holding the license as mate 500 GT will have been previously assessed at the same level as mate (OSV) near coastal, domestic voyages only. An applicant holding one of the other licenses has not been assessed to the same level as a mate (OSV) but is otherwise qualified to apply for the license in accordance with 46 CFR Part 10.418. Before such an applicant can qualify for the master's license and certification, he or she must complete all the assessments (including the Coast Guard written examination) and training required for mate (OSV).
2. Completion of the required training and assessments must be documented on the record of training approved for use with the training program.
3. An applicant must meet the sea service requirements of 46 CFR 10.418 to qualify for this license.

4. Completion of the Sea School program does not exempt the applicant from the U. S. Coast Guard examination. An examination for OSV master has been developed as shown in the following table. It will be included in the Deck Guide at the next revision.

TITLE	MODULE NUMBER	NO. OF QUESTIONS	PASSING SCORE
Rules of the Road	05XXX	50	90%
Navigation problems	181XX	20	90%
Nav General	182XX	60	70%
General	183XX	60	70%

### SECTION III. INFORMATION ABOUT QUALIFYING AS MATE (OSV)

1. A mariner may qualify for a license as mate (OSV) valid for service on near coastal, domestic voyages by completing the Sea School training program; meeting all qualification requirements in 46 CFR 10.205; acquiring the sea service required by 46 CFR 10.421; and passing the U. S. Coast Guard examination.

2. An applicant who applies for a mate (OSV) license under this program must present the following to an REC:

a. A certificate attesting to successful completion of the U. S. Coast Guard approved, Sea School developed, mate (OSV) assessment program presented by an approved provider;

b. A training record book with each assessment signed by a qualified assessor. The Sea School developed training record book, titled *Record: Assessment of Training by Demonstration of Competency* **must** be used to document completion of the training and assessments; and

c. Proofs of completion of approved training courses in the following: radar observer; the four elements of basic safety training with continuing competence; and basic and advanced firefighting. Training is also required in ARPA and GMDSS, or in their absence, the STCW form will be annotated to prevent service on vessels equipped with those installations.

3. Completion of Sea School's program does not exempt the applicant from the U. S. Coast Guard examination. An examination for OSV mate has been developed as shown in the following table. It will be included in the Deck Guide at the next revision.

TITLE	MODULE NUMBER	NO. OF QUESTIONS	PASSING SCORE
Rules of the Road	05XXX	50	90%
Navigation problems	191XX	20	90%
Nav General	192XX	60	70%
General	193XX	50	70%

#### SECTION IV. INFORMATION ABOUT QUALIFYING AS ASSESSOR (OSV)

1. To qualify as an assessor (OSV) in Sea School's assessment programs, a mariner must complete a one-day, U. S. Coast Guard approved, training course. Successful completion authorizes the mariner to conduct in-service assessments of student-mariners' skills when the assessments fall within the assessor's area of expertise and when the student mariner is participating in one of Sea School's assessment programs. A pre-requisite for qualification as an assessor is that the mariner must hold the appropriate license and have obtained at least one year of sea service experience within the past three years at or above the level of the student he or she will assessing.
2. When a prospective candidate has completed training and qualified as an assessor, the organization that conducted the training will provide the student with a course completion certificate. The same organization will also advise the NMC of all students who have qualified as an in-service assessor. This information will be available to RECs when evaluating training record books or other records of training to determine that the assessments were actually conducted by a qualified assessor.
3. Qualification as an on-board assessor in Sea School's programs remains valid as long as the mariner continues to be employed by the company which sponsored or conducted the training of the assessor and the assessor serves in a seagoing position aboard an OSV. An on-board assessor who changes employment to another company must qualify as an assessor on the vessels operated by his or her new employer.