



Date: 21<sup>ST</sup> of November 2018

Circular no.: 0025C/TG/11/18

To: All Owners, Managers, Masters, Deck & Engineer Officers and other crew members of High Speed Craft.

**Subject: Training and certification of Officers and Crew on High Speed Craft.**

## **1. General**

- 1.1 The Master and all officers having operational roles must hold a Type Rating Certificate (TRC);
  - 1.2 Requirements for TRCs now also relate to personnel on Hovercraft;
  - 1.3 Training organization must be approved by Togo Flag Administration;
  - 1.4 Training of ratings and other personnel must conform to STCW 95' standards.
- It should be noted that there is now no requirement to send a valid Medical Certificate with a Type Rating Certificate (TRC) for the Togo Flag Administration endorsement procedure.

## **2. Training Requirements**

- 2.1 The Master and all officers having an operational role serving on High Speed Craft (HSC), including Hovercraft, are required to hold a Type Rating Certificate (TRC) in addition to a valid certificate of competency that may be required by the craft's Safe Manning Certificate.
- 2.2 HSC operators are responsible for ensuring that appropriate approved training is given to the Master and all officers having an operational role so that they may qualify for the issue of a TRC. The approved training required by the HSC Code includes knowledge of the craft's propulsion and control systems, handling characteristics, communications and navigation procedures, intact stability and survivability of the craft.
- 2.3 Organizations providing TRC approved training are required to nominate a person responsible for the training. This person will be designated the Type Rating Instructor (TRI). TRIs may be appointed within the organization operating the HSC or from an outside source. Organizations should also nominate another person responsible for the assessment of training to serve as a Type Rating Examiner (TRE). Both TRIs and TREs should be experienced in the operation of the craft on which they will be instructing and examining, respectively, and be approved by the Togolese Flag Administration. (See paragraph 6 below). Under no circumstances will the same person be allowed to work as both TRI and TRE.
- 2.4 On HSC with gas turbine propulsion, engineer officer may hold either Motor, Steam or Combined certificate of competency. In addition, specified senior engineer officers are required to hold a certificate attesting to the completion of an approved gas turbine training program for the machinery on their vessel.

INTERNATIONAL REGISTRATIONS BUREAU LB (OFFSHORE) S.A.L.,

Tel/Fax Number: +961-1-883794

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[tech1@togoregistrar.com](mailto:tech1@togoregistrar.com)



### **3. Issue of Type Rating Certificates**

- 3.1 After undergoing approved training, a candidate will be examined by the TRE. If successful, the organization should issue a TRC in the format given in the Appendix to this Notice. The original, plus a duplicate copy, should be forwarded to this Administration, at the address given at the end of this circular. Each TRC must be route and craft specific.
- 3.2 When this Administration is satisfied that all the requirements have been met, they will endorse the TRC for service use. This procedure is to satisfy the requirements of paragraph 18.3.3 of the HSC Code. This Administration will return the original and keep the duplicate copy for the record purposes.
- 3.3 Further routes may be added to a TRC after the holder has undergone route familiarization training and performance assessment by the TRE. The organization may issue a new TRC or amend an existing one upon the recommendation of the TRE. In either case the TRC must be submitted in duplicate to this Administration for endorsement of the amendments and recording purposes as described in paragraph 3.1 above.

### **4. Revalidation of Type Rating Certificates**

- 4.1 Revalidation of a TRC is required at intervals of not more than 2 years. For revalidation, candidates must be able to show evidence of continuing fitness for service on HSC. They must provide evidence of at least 3 months sea service on HSC in the preceding 2 years or a statement from HSC operator or other TRC approved training organization to indicate that the candidate has successfully completed an approved training program prior to seeking revalidation. When the issuing organization is satisfied that the revalidation requirements have been met, the TRC should be revalidated (see reverse side of Specimen certificate format in the Appendix) and submitted in duplicate to this Administration for endorsement and recording purposes as described in paragraph 3.1 above.

### **5. Application Procedure for Organizations to get Togo Flag Administration Approvals**

- 5.1 Organization who wish to provide training programs in order to issue TRCs should initially contact this Administration at the following address :

INTERNATIONAL REGISTRATIONS BUREAU LB (OFFSHORE) S.A.L.,  
Tel/Fax Number: +961-1-883794  
E – Mail: [administration@togoregistrar.com](mailto:administration@togoregistrar.com);  
[stcw@togoregistrar.com](mailto:stcw@togoregistrar.com)  
[stcw2@togoregistrar.com](mailto:stcw2@togoregistrar.com)

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[tech1@togoregistrar.com](mailto:tech1@togoregistrar.com)



Applications should be accompanied by information on training proposals, training facilities, the craft involved, the operational area(s) and details regarding personnel nominated as TRI(s) and TRE(s).

## **6. Documents must be submitted from the Company to the Flag Administration**

When the Company (owners/managers) completes the training of an Officer, may apply to the Flag Administration for the issuance of the “Type Rating Certificate”.

- 6.1 Report or Confirmation Letter, that the said Officer has successfully completed the Training, (...for his specific duties...as Master...or Chief Officer...or Chief Engineer...etc) according to the requirements of the Code, for the specific voyages (...from...to...// detailed description of voyages and ports), for the specific vessel
- 6.2 The original, plus a duplicate copy of the TRC issued by the organization, should be forwarded to this Administration, at the address given at the end of this circular. Each TRC must be route and craft specific.
- 6.3 Copy of Valid CoC and CoC-GMDSS (if applicable)
- 6.4 Valid STCW Endorsements, as appropriate
- 6.5 Valid “Permit to Operate Certificate” issued by the Attending Classification Society

## **7. Ratings and Rest of Personnel**

- 7.1 Deck and engine ratings and other personnel employed on HSC must undergo a training program appropriate to their duties on board and may be trained solely for HSC service without seagoing experience on other type of ships. This training should include the familiarization and appropriate STW 95 training programs required by the Training and Certification Regulations.
- 7.2 Once an Officer has been certified (becomes holder of a valid TRC), then at the supervision of the Company, he may train the Ratings and rest personnel.
- 7.3 The TRC holder Officer, assigned by the Company, reports to the company as appropriate, the successful training of the personnel.
- 7.4 No certificate is issued by the organization or flag Administration, for personnel other than Officers, BUT the records of training, must be available for checking / examination by any interested party (Port Authorities, ISM auditors), either on board or Company ashore.

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[tech1@togoregistrar.com](mailto:tech1@togoregistrar.com)

**REPUBLIQUE TOGOLAISE**  
TRAVAIL – LIBERTE – PATRIE



**TOGOLESE MARITIME AUTHORITY**  
**INTERNATIONAL SHIP REGISTRY**

INTERNATIONAL REGISTRATIONS BUREAU LB (OFFSHORE) S.A.L.,  
Zalka , Main Road ,White Building , 1<sup>st</sup> Floor , Beirut ,Lebanon.  
Tel/Fax Number: +961-1-883794  
E – Mail: [administration@togoregistrar.com](mailto:administration@togoregistrar.com);  
[stcw@togoregistrar.com](mailto:stcw@togoregistrar.com)  
[stcw2@togoregistrar.com](mailto:stcw2@togoregistrar.com)

Your kind compliance for the above will be highly appreciated

Sincerely,

**For The International Ship Registry of Togo**

A handwritten signature in blue ink, appearing to read 'V. Medawar', written over a horizontal line.

**Vera N. Medawar**  
**Ship Registrar**



Total Pages: Four (4) + Specimen of TRC Certificate form

INTERNATIONAL REGISTRATIONS BUREAU LB (OFFSHORE) S.A.L.,  
Tel/Fax Number: +961-1-883794  
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[tech1@togoregistrar.com](mailto:tech1@togoregistrar.com)

# SPECIMEN

## TYPE RATING CERTIFICATE (HIGH SPEED CRAFT) IMO HSC Code/STCW 95 Approved

No.:

**Issuing Organisation:**

XXX
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**Address and Contact details:**

XXXX Tel: Fax:
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This is to confirm that:

Date of birth:

Discharge book No. or other national ID:

Certificate of Competency:

No.:

Date of issue:

Issuing Authority:

Photograph of the holder of the certificate

Has completed a course of training as required by Chapter 18.3.3 of the International Code of Safety for High Speed Craft, and has passed an examination, including practical tests, commensurate with operational tasks on board the craft and routes detailed below:

**Name or Class of craft:**

**Type of Craft:**

**Route:**

Signature of Authorised Representative

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Issuing Authority Stamp and Date

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Togo Adm. Endorsement

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Capacity of Candidate:

AMENDMENTS (Details of additional routes):

Signature of Authorised Representative

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Issuing Authority Stamp and Date

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Togo Adm. Endorsement

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Inquiries concerning this certificate should be addressed to the Issuing Organisation at the address above.

This certificate is subject to 2 yearly revalidation in accordance with Chapter 18.3.5 of HASC Code. Confirmation that the certificate has been revalidated is to be confirmed by completion of the table below.

**REVALIDATION**

This is to certify that this certificate is valid for a period of two years from the date of issue or last revalidation date.

<b>Name and Signature of Issuing Organisation's Authorised Representative</b>	<b>Date of Revalidation</b>	<b>Official Stamp of Issuing Organisation</b>	<b>Togo Administration Endorsement (Dated)</b>
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