



SIGLINGASTOFNUN
ICELANDIC MARITIME ADMINISTRATION

Secretary-General
of the International Maritime Organization
Mr. William A. O'Neil
4 Albert Embankment,
London DE1 7SR
England

Our ref.
251199/SK

Your ref.
8 April 1999

Kópavogur, 25 November 1999

Subject: Further information and clarifications by Iceland requested by a panel of competent persons examining Iceland's submission of information regarding implementation of provisions of STCW 1978, as amended in 1995.

Dear Mr. O'Neil.

Enclosed are answers and clarifications to the questions put forward by the panel of competent persons in a letter dated 8 April 1999 after having assessed the submission by Iceland for compliance with STCW 1978, as amended in 1995.

General Comments

- 1) The heading "Part 2" in Document A is an error in writing and should be ignored. There is no "Part 1" or Document B.
- 2) Textbook on the Training of Seamen:
Enclosed is a copy of the book, which was used as a model for the Icelandic textbook enclosed in the last submission. However, the Icelandic version of the book does not entirely reflect the English version. Some new chapters were added in the Icelandic version, e.g. on containers and various life saving appliance.

The examinations of the College of Navigation in Reykjavik and the Marine Engineering College of Iceland were submitted in order to attempt to show the depth of the material examined although being in Icelandic. Translated samples of the exams are enclosed.

- 3) Legal status of documents No's 1 and 2 and documents No's 4, 5 and 6 of the 1 August 1998 submission:

Documents No's 4, 5 and 6 are still in force. Enclosed is a new Bill on Crews of Cargo Ships, Passenger Ships, Passenger Boats and Pleasure Craft Act (document 1a) compiled to give effect to the provisions of the STCW '78, as amended in 1995. The Bill is currently before Iceland's legislature, the Althingi. It has been approved by both Government Parties and the President has approved its submission to the Althingi. The Bill will be adopted as law on 1 January 2000. The enclosed Regulation on Crews of Cargo Ships, Passenger Ships, Passenger Boats and Pleasure Craft (document 2a) will be adopted as soon as possible after the adoption of the Bill as well as the enclosed Regulation on Watchkeeping (document 3a). The Icelandic Maritime Administration will notify the adoption

immediately to the International Maritime Organization. Documents No. 1 and 2 of the previous submission (the draft Act and Regulation) of 1 August 1998 have been cancelled and replaced by the new Bill (document 1a) and Regulation (document 2a). When the above Bill (document 1a) enters into force, the relevant provisions of documents No's 4, 5 and 6 will expire.

- 4) Enclosed is an English translation of document 18 "Examination Regulation No. 175 of 15 March 1991 for Navigation Officers' and of Deck Officers' Training".

- 5) Article IV(1)(a)

Clarification on the current status of the laws, acts and regulations that give effect to provisions of the STCW:

The date of entry into force of the laws, acts and regulations (documents 1a, 2a and 3a) that give effect to provisions of the STCW 78 as amended in 1995 is 1 January 2000.

- 6) Article IV(1)(b)

Documents No's 20-30 cover the contents and duration of the study courses adequately.

- 7) Article IV(1)(c)

a. College of Navigation Diplomas:

The "certificates" mentioned in the remark of the panel of competent persons issued by the College of Navigation in Reykjavik, are not certificates of competency; they are Diplomas. A student who has received a Diploma of a particular grade from the College of Navigation in Reykjavik, must present at the Icelandic Maritime Administration (IMA), the diploma attesting the successful and officially acknowledged completion of the education and training, a physical examination report on eyesight, hearing and medical fitness from a medical practitioner (see form in Annex V in the Regulation on Crews, etc., document 2a) and the appropriate documents attesting the completion of adequate seagoing service. The IMA then issues a certificate of competency on the basis of the above documents.

- 8) b. No endorsements attached to any of the STCW 1978 certificates:

Enclosed is the specimen form of certificate of competency in accordance with the STCW 1978 Convention with an endorsement format incorporated overleaf.

The new format of certificate of competency issued by Iceland under the provisions of the STCW '95 is shown in Annex II (p. 10) of the enclosed draft Regulation on Crews of Icelandic Cargo Ships, Passenger Ships, Passenger Boats and Pleasure Craft (document 2a). In Annex III (p. 12) of the same regulation the new format of endorsement attesting the issue by Iceland of a certificate under the provisions of the STCW '95 is shown. Furthermore, in Annex IV (p. 14) of the same regulation the format of endorsement attesting the recognition by Iceland of a certificate under the provisions of the STCW '95 is shown. The above formats are made in accordance with Section A-I/2 paragraph 1.

- 9) c. Two different documents proving the completion of ARPA course:

The 36-hour course is intended for experienced navigating officers and the 48-hour course is intended for students studying at Grade 3. ARPA courses are designed on the basis of table A-II/1-2 in the STCW Code.

- 10) d. The General Operators' Certificate GOC (GMDSS) and Restricted Operators' Certificate, ROC (GMDSS) issued by the Post and Telecommunication Administration in accordance with ITU Regulations are certificates are enclosed.

- 11) e. The reference to STCW III/3 on the Diploma in Marine Engineering class 1 issued by the Marine Engineering College of Iceland is made to the STCW 1978 Convention.

Enclosed is a new set of diplomas currently issued for the successful completion of the relevant marine engineers' grades. Now there are no references to STCW regulations on the diplomas.

- 12) A-1/7 paragraph 2.1

Information is complete as submitted.

13) A-1/7 paragraph 2.2

The date of entry into force of the Registration of Seamen Act No. 43/1987, as amended (document 8) is 30 March 1987.

14) A-1/7 paragraph 2.3

Information generally accepted.

15) A-1/7 paragraph 2.4

Information generally adequate.

On the training record books:

The training record books that will be used are the On Board Training Record Book for Deck Cadets and the On board Training Record Book for Engineer Cadets published by the International Shipping Federation (ISF). The books include boxes marked "considered competent" next to the various competences required by the STCW 1995 Convention, to be initialled by the master or the designated training officer. However, the final or official assessment of the cadet's competence will be the task of the assessors appointed by the Ministry of Education and the Icelandic Maritime Administration.

16) A-1/7 paragraph 2.5

a. From Article 3 of the Bill on the Crews serving on Board Icelandic Cargo Ships, Passenger Ships, Passenger Boats and Pleasure Craft Act (document 1a): "The Occupational Council of the Maritime Industries, acting in accordance with the Upper Secondary School Act No. 80/1996, shall make proposals to the Minister of Education, Science and Culture on the curriculum guides for maritime colleges after having received an opinion thereof by the Icelandic Maritime Administration."

As to the qualifications of teachers, instructors and assessors Article 4 of the Regulation on Crews of Icelandic Cargo Ships, Passenger Ships, Passenger Boats and Pleasure Craft states:

"Teachers, instructors and assessors

The Ministry of Education, Science and Culture shall, in co-operation with the Icelandic Maritime Administration, ensure that teachers, instructors and assessors are appropriately qualified for the particular types and levels of training or assessment of competence of seafarers either on board or ashore as required under the International Convention.

The persons responsible for teaching the operation, daily use and maintenance of instruments and machines on board, e.g. with the aid of radar and automatic radar plotting aids (ARPA), navigational simulator or engine simulator or other equipment shall have the necessary experience and competence to conduct training using such equipment.

The person responsible for assessing the competence of students on board a ship or holding the function of assessor shall:

- a. have an appropriate level of knowledge and understanding of the competence to be assessed;
- b. have received appropriate guidance in assessment methods and practice;
- c. have gained practical assessment experience; and
- d. if conducting assessment involving the use of simulators, have gained practical assessment experience on the particular type of simulator under the supervision and to the satisfaction of an experienced assessor.

The Ministry of Education, Science and Culture shall, in co-operation with the Icelandic Maritime Administration, set more specific rules on the qualifications of teachers, instructors and assessors."

See also point 28 on the qualifications of teachers, instructors and assessors A-1/7 paragraph 4 below.

17) b. The requirements for watchkeeping arrangements and principles to be observed are now contained in the enclosed Regulation on Watchkeeping Arrangements on Board Cargo Ships, Passenger Ships, Passenger Boats and Pleasure Craft (document 3a), which will be issued as a specific regulation as soon as the Bill on Crews of Cargo Ships, Passenger Ships, Passenger Boats and Pleasure Craft Act will be adopted and enters into force on 1 January 2000.

"1. All persons who are assigned duty as officer in charge of a watch or as a rating forming part of a watch shall be provided a minimum of 10 hours of rest in any 24-hour period.

2. The hours of rest may be divided into no more than two periods, one of which shall be at least 6 hours in length.

3. The requirements for rest periods laid down in paragraphs 1 and 2 need not be maintained in the case of an emergency or drill or in other overriding operational conditions."

18) c. As to the "lantern test" and testing of eyesight, the Icelandic Maritime Administration is in the process of amending Regulation No. 304/1993 on Eyesight, Hearing and Medical Fitness of Deck Officers, Marine Engineer Officers, Engine Attendants and Ratings forming Part of a Watch on board Icelandic Ships (document 14) to fulfil international requirements and the minimum in-service

standards as laid down in table B-I/9 in the STCW Convention. Paragraph 4 in Article 5 of the above Regulation has been amended and is now as follows:

"Engineer officers and engine attendants shall demonstrate that they have undiminished field of vision and colour sensitivity pursuant to their duties."

- 19) A-1/7 paragraph 2.5
 - d. Please refer to Article 3 and Article 4 in the Certification of Marine Engineers Act No. 113/1984, as amended (Document No. 4) where the seagoing service requirements are specified.
- 20) e. Document No. 23 is a working document and was compiled for reference purposes on the basis of Annex 3-3 in the IMO workshop material on implementation of the revised STCW Convention - Clarification of regulations I/9, I/10 and I/15 of the STCW Convention (STCW.7/Circ.1). As provided for in Article 4 and Article 8 in the Bill on Crews on Board Cargo Ships, Passenger Ships, Passenger Boats and Pleasure Craft all certificates and endorsements issued by the Icelandic Maritime Administration will be registered (computer registration centrally located at the IMA).
- 21) f. Enclosed is a new format of the document verifying that the holder attended a course in medical care for seafarers referring to STCW A-VI/4-1 and A-VI/4-2 related to first aid and medical care on board ship. The courses are based on the above standards of competence.
- 22) g. The format has been amended so as to be compatible with the format of a certificate as provided by section A-I/2, paragraph 1 of the STCW 1995 Convention (certificates and endorsements). See format of the certificate in Annex II, the endorsement format in Annex III and the recognition format in Annex IV of the Regulation on Crews of Cargo Ships, Passenger Ships, Passenger Boats and Pleasure Craft (document 2a).
- 23) Information submitted is complete and satisfactory.
- 24) A-1/7 paragraph 2.6
Information submitted is satisfactory and in accordance with article VIII as required.
- 25) A-1/7 paragraph 2.7

Refresher and upgrading training courses, both in the College of Navigation in Reykjavik and in the Marine Engineering College of Iceland, are now being developed and will be available for candidates in the course of the next year. Iceland is in close co-operation on the topic of refresher and upgrading training courses with the Nordic countries, especially Denmark and Norway.

- 26) A-1/7 paragraph 3.1, 3.2, 3.3
Automatic recognition to foreign certificates without any qualifications such as white listing of the issuing authority or verifying the quality of the certificate.

An omission. This has now been provided for in Article 8 on the recognition of foreign certificates in the Bill on the Crews of Cargo Ships, Passenger Ships, Passenger Boats and Pleasure Craft Act (document 1a). Paragraph 1 of that Article provides: "The Icelandic Maritime Administration recognises foreign certificates in accordance with the provisions of this Act and regulations adopted hereunder, the International Convention and the Agreement on the European Economic Area (EEA). Certificates issued by or under the authority of a state, which is not party to the International Convention or by a Party to the Convention, which has not demonstrated that full and complete effect is given to the provisions of the Convention shall not be recognised. The Icelandic Maritime Administration may allow holders of foreign certificates to serve, for a period not exceeding three months, in a particular capacity on a particular ship, where a certificate is required, while holding an appropriate and valid endorsement or certificate until the Icelandic Maritime Administration has verified the documentation submitted and recognised the foreign certificate, provided that the person concerned is able to understand the orders of the ship's officers and to supervise work under their authority."

See also Annex VIII of the Regulation on Crews of Cargo Ships, Passenger Ships, Passenger Boats and Pleasure Craft (document 2a).

See also point 27 below.

- 27) Enclosed is a translation of the Icelandic Recognition of Education and Diplomas Act No. 83 of 1993 which: "...applies to occupations requiring certification, approval or other equivalent recognition pursuant to Council Directives 89/48/EEC or 92/51/EEC, as well as annexes to them as they are at each time, and those occupations pursuant to the Agreement on the European Economic Area and provide for general rules on mutual recognition of diplomas awarded on completion of professional education and training.

This Act also applies to occupations requiring certification, approval or other official equivalent recognition to come under the agreements concluded between the governments of the Nordic Countries and have entered into force with respect to Iceland and provide for general rules on mutual recognition of diplomas awarded on completion of professional education and training”

Also enclosed are Council Directives 89/48/EEC or 92/51/EEC and Council Directive 94/58/EC of 22 November 1994 on the minimum level of training of seafarers as amended by Council Directive 98/35/EC of 25 May 1998, see Annex II of the latter directive (cf. Annex VIII of the Regulation on Crews, etc (document 2a).

28) A-1/7 paragraph 4:

On education, teachers, instructors, assessors and quality standards:

The professional titles and job qualifications of upper secondary school teachers, whether in general theoretical studies or vocational programmes, are regulated according to Act No. 86/1998 on the Legal Protection of Professional Titles and Rights of Primary School Teachers, Secondary School Teachers, and School Principals. This e.g. entails that in order to be entitled to teach at a navigational college or a marine engineering college the person concerned must have completed a minimum of three years of professional education as well as education in pedagogy and theories of instruction for a total of one year.

The Minister of Education, Science and Culture is ultimately responsible for affairs concerning upper secondary schools and is responsible for the National Curriculum Guide, supervision of school activities and instructional materials. The general supervision of school activities comprises, *inter alia*, the collection and distribution of information and school activities. Schools are required to regularly submit information on school activities enabling educational authorities to intervene in the school's affairs if necessary. Furthermore, each upper secondary school shall publish a school curriculum guide, which shall be approved by the School Board of the school concerned. The Board shall be appointed by the Minister of Education, Science and Culture upon receipt of nominations from interested parties in industry.

According to the general development in school affairs in Europe and elsewhere the trend in Iceland in recent years has been towards placing more emphasis on the quality assessment of school activities. The Upper Secondary School Act No. 80/1996, *inter alia*, contains provisions obliging schools to introduce procedures for the self-evaluation of school activities, including instructional and management practices, relations within the school and connections with external parties. Furthermore, at five-year intervals an outside party shall carry out an assessment of the school's self-evaluation methods. To a great extent the provisions of the Upper Secondary School Act on quality assessment are compatible with the priority set forth in a pilot project on the assessment of school activities supported by the Commission of the European Community in 1997-1998 and in which Iceland participated.

External examiners take active part in the final examinations at schools according to a decision by the central administration of the school concerned. In line with this, the final examinations in masters' and mates' and marine engineers' education has been assessed by special external examiners.

Occupational Councils, which shall be comprised of representatives nominated by the field of industry being considered by the Council each time, operate according to the Upper Secondary School Act No. 80/1996. The Occupational Council of the Maritime Industries shall make proposals to the Minister of Education, Science and Culture on curriculum guides for navigational colleges and maritime engineering colleges.

In addition to the above the provisions on evaluation and supervision of school activities are strengthened in a Bill on the Crews of Cargo Ships, Passenger Ships, Passenger Boats and Pleasure Craft Act (document 1a). The Bill, for example, specially provides that:

- Maritime Colleges providing education and training of personnel serving on board Icelandic ships shall at least meet the requirements of this Act and regulations adopted hereunder, the International Convention and the Agreement on the European Economic Area (EEA) concerning education, training and instruction. The education, training and instruction at maritime colleges shall be carried out in accordance with an approved quality standards system.

- The Occupational Council of the Maritime Industries, acting in accordance with the Upper Secondary School Act No. 80/1996, shall make proposals to the Minister of Education, Science and Culture on the curriculum guides for maritime colleges after having received an opinion thereof by the Icelandic Maritime Administration.
- The Maritime Safety and Survival Training Centre (MSSTC) is subject to Act No. 33/1991 and the Minister of Transport and Communication verifies the curriculum guide of the Centre.
- The Ministry of Education, Science and Culture and the Icelandic Maritime Administration are jointly responsible for supervising the compliance with the provisions of paragraph 1 of his Article.

From the Upper Secondary School Act No. 80/1996:

"Article 22

Each school shall publish a school curriculum guide with information on the studies offered, the length and contents of course units and the distribution of subjects over the terms and/or years of study. It shall also provide information on the emphases in school operations, methods of instruction, evaluation and management practices, such as quality management.

In its school curriculum guide a school shall indicate how it intends to achieve the objective of upper secondary school to encourage the overall development of pupils in order to prepare them as well as possible for active participation in a democratic society. The school curriculum guide shall be approved by the School Board upon receiving the opinion of a general teachers' meeting. The School Board shall monitor the implementation of the school curriculum guide."

Enclosed is a Description of a working procedure used for issuing STCW certificates at the Icelandic Maritime Administration.

According to Article 4 in the Bill on the Crews of Cargo Ships, Passenger Ships, Passenger Boats and Pleasure Craft Act the following is stated: "The issue of certificates and endorsements shall be carried out in accordance with an approved quality standards system."

A quality standards system is being developed within the Icelandic Maritime Administration for the administration of Iceland's national certification system. The Icelandic Maritime Administration ensures that the arrangements being adopted:

- are sufficiently flexible to enable the certification system to take account of the varying needs of the industry, and they facilitate and encourage the application of new technology;
- cover all the administrative matters that give effect to the various provisions of the STCW Convention, as amended in 1995, in particular regulations I/2 to I/5 and other provisions which enable the Icelandic Maritime Administration to grant certificates of service and dispensations and to withdraw, cancel and suspend certificates,
- encompass the Icelandic Maritime Administration's, or any other institute's or organisation's appointed to this end by the Ministry of Transport and Communications, responsibilities for approving training and assessment at all levels, from undergraduate-type courses and updating courses for certificates of competency to short courses of vocational training; and
- incorporate arrangements for the internal quality assurance reviews under paragraph 1.4 of the STCW Convention, as amended in 1995, involving comprehensive self-study of the administrative procedures, at all levels, in order to measure achievement of defined objectives and to provide the basis for the independent external evaluation required under section A-1/8, paragraph 3 of the STCW Code.

- 29) According to Article 3 in the Bill on the Crews of Cargo Ships, Passenger Ships, Passenger Boats and Pleasure Craft Act the following is stated: "The education, training and instruction at maritime colleges shall be carried out in accordance with an approved quality standards system."

As stated in the enclosed documents, "Quality Management within the College of Navigation in Reykjavik" and "Quality Management within the Marine Engineering College of Iceland", more priority is being given to quality management in the colleges to fulfil the requirements of the Convention.

Currently a process is under way for developing a framework of a quality standards system, pursuant to the Convention, to be applied to the education, training, examinations, teaching and assessment carried out at both colleges. In line with the requirements of the Convention, internal and external evaluations will be carried out of all quality activities within the colleges.

An internal quality manager for both colleges is being employed who will be responsible for verifying that all internal management control and monitoring measures and follow-up actions comply with planned arrangements and documented procedures and are effective in ensuring achievement of the defined objectives of the colleges.

The internal quality assurance evaluations should involve a comprehensive self-study of the programme, at all levels, to monitor achievement of defined objectives through the application of quality standards. These quality assurance reviews should address the planning, design, presentation and evaluation of programmes as well as the teaching, learning and communication activities. The outcome provides the basis for the independent evaluation required.

The external audit to be carried out in the maritime colleges by the Icelandic Maritime Administration, or any other institute or organisation appointed to this end by the Ministry of Transport and Communications, shall include a systematic and independent examination of all quality activities, but should not evaluate the validity of the defined objectives. The evaluation team from the Icelandic Maritime Administration or any other institute or organisation should:

- carry out the evaluation in accordance with documented procedures (quality control manual);
- ensure that the results of each evaluation are documented and brought to the attention of those responsible for the area evaluated; and
- check that timely actions is taken to correct any deficiencies.

Before the evaluation team submits its final report, it should forward an interim report to the management seeking their comments on their findings. Upon receiving their comments, the evaluators should submit their final report, which should:

- include brief background information about the institution or training programme;
- be full, fair and accurate;
- highlight the strengths and weaknesses of the institution;
- describe the evaluation procedure followed;
- cover the various elements identified in the quality standards model;
- indicate the extent of compliance or non-compliance with the requirements of the STCW Convention and the effectiveness of the quality standards in ensuring achievement of defined aims and objectives; and
- spell out clearly the areas found deficient, offer suggestions for improvement and provide any other comments the evaluators consider relevant.

In closing, I would like to inform you that representatives from the Icelandic Maritime Administration are prepared to meet with the panel of competent persons at a convenient time for any further clarifications if needed, for example at the 31st Session of the STW Sub-Committee in January 2000.

Yours sincerely,

On behalf of the General Director
of the Icelandic Maritime Administration



Ari Gudmundsson
Head of section/Technical Regulations