



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT
TANZANIA SHIPPING AGENCIES CORPORATION
TASAC**



ISO 9001:2015 CERTIFIED

APPLICATION FORM FOR CERTIFICATE OF COMPETENCY (COC)

A. NATURE OF APPLICATION

Tick as appropriate (√)	<input type="checkbox"/> New	<input type="checkbox"/> Revalidation	<input type="checkbox"/> Replacement
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*All particulars to be in **CAPITAL LETTERS**

B. PERSONAL DETAILS

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First Name Middle Name Last Name

Nationality: Date of Birth: /..... /..... Place of Birth:

Physical Address: Phone: Email:

Color of Hair: Color of Eyes: Complexion:

Height (cm): Weight (kg):

Distinguishing Mark (if any):

NEXT OF KIN ADDRESS

Name: Relationship: Phone:

C. Category of certificate required (Tick as appropriate)

Certificates	Tick (☐)
Master	
Master on Ships of between 500 and 3000gt	
Master (near – coastal) on Ships less than 500gt (NCV)	
Chief Mate	
Chief Mate on Ships of between 500 and 3000gt	
Officer in charge of a Navigational watch on ships of 500gt or more	
Officer in charge of a Navigational watch on ships of less than 500gt (NCV)	
Chief engineer officer	
Second Engineer officer	
Chief Engineer officer on ships powered by main propulsion machinery of between 750 kW and 3000 kW	
Second Engineer officer on ships powered by main propulsion machinery of between 750 kW and 3000 kW	
Officer in charge of an engineering watch on ships powered by main propulsion machinery of 750 kW or more.	
Officer in charge of an engineering watch on ships powered by main propulsion machinery of less than 750 kW. (Domestic)	
Electro technical officer	
Others (Specify)	

D. Certificate of Competency Previously held (if any)

Grade/Category	Certificate No.	Issuing Authority and Date of issue	If certificate has been cancelled or suspended state:	
			The Authority	
			Date	
			Cause	

E. Relevant Education

S/n	Name of College	Country /city	Year of study	Course pursued	Year of graduation
1					
2					
3					

F. Documents Submitted for Deck Department

Documents to Accompany Application	Capacity of Certificate application								
	Master	Chief mate	Master GT <3000	Chief mate GT <3000	Officer in charge of a navigational watch	Master, GT <500, NCV	Officer in charge of a navigational watch, GT <500, NCV	Certificate Number	Date of Expiry
Proof of identity	X	X	X	X	X	X	X		
Medical fitness certificate	X	X	X	X	X	X	X		
Seagoing service testimonials	X	X	X	X	X	X	X		
On-board training record book					X		X		
Previous certificate of competency/proficiency	X	X	X	X		X			
Watchkeeping certificates		X	X	X		X			
Bridge watchkeeping certificate					X		X		
Certificate of the successful completion of the relevant training course	X	X	X	X	X	X	X		
Personal Survival Techniques certificate	X	X	X	X	X		X		
Fire Prevention and Fire Fighting certificate	X	X	X	X	X		X		
Medical first aid certificate	X	X	X	X	X		X		
Elementary First Aid certificate	X	X	X	X	X		X		
Personal Safety and Social Responsibilities certificate	X	X	X	X	X		X		
Proficiency in Survival Craft other than Rescue Boats certificate	X	X	X	X	X		X		
Advanced Fire Fighting certificate	X	X	X	X	X		X		
Ship Security Officer certificate	X	X	X	X	X		X		
Medical care certificate	X	X	X	X	X				

Documents to Accompany Application	Capacity of Certificate application								
	Master	Chief mate	Master GT <3000	Chief mate GT <3000	Officer in charge of a navigational watch	Master, GT <500, NCV	Officer in charge of a navigational watch, GT <500, NCV	Certificate Number	Date of Expiry
GMDSS General Operator Certificate	X	X	X	X	X				
GMDSS Restricted Operator Certificate							X		
Radar Navigation-operational level certificate	X	X	X	X					
Radar Navigation-management level certificate					X	X	X		
Electronic Chart Display & Information System (ECDIS) certificate	X	X	X	X	X	X	X		
Security awareness training certificate	X	X	X	X	X	X	X		
Bridge Resource Management	X	X	X	X	X	X	X		
Leadership and Managerial Skills	X	X	X	X					
Leadership and Teamwork Skills					X	X	X		
Automatic Radar Plotting Aid (ARPA)	X	X	X	X	X	X	X		
Automatic Identification System (AIS)	X	X	X	X	X	X	X		

G. Documents Submitted for Engineering Department

Documents to Accompany Application	Capacity of Certificate application							
	Chief Engineer Officers	Second Engineer Officers	Chief Engineer officer up to 3000kW	Second Engineer officer up to 3000 kW	Officer in Charge of an Engineering Watch	Electro-technical Officer	Certificate Number	Date of Expiry
Proof of identity	X	X	X	X	X	X		
Medical fitness certificate	X	X	X	X	X	X		
Seagoing service testimonials	X	X	X	X	X	X		
On-board training record book					X	X		
Previous certificate of competency/proficiency	X	X	X	X				
Watch keeping certificates	X	X	X	X				
Certificate of the successful completion of the relevant training course	X	X	X	X	X	X		
Personal Survival Techniques certificate	X	X	X	X	X	X		
Fire Prevention and Fire Fighting certificate	X	X	X	X	X	X		
Elementary First Aid certificate	X	X	X	X	X	X		
Personal Safety and Social Responsibilities certificate	X	X	X	X	X	X		
Proficiency in Survival Craft other than Rescue Boats certificate	X	X	X	X	X	X		
Advanced Fire Fighting certificate	X	X	X	X	X	X		

Medical First Aid certificate	X	X	X	X	X	X		
Ship Security Officer certificate					X	X		
Security awareness training certificate	X	X	X	X	X	X		
Security training for seafarers with designated security duties certificate	X	X	X	X	X			
Engine Room Resource Management	X	X	X	X	X	X		
Leadership and Managerial Skills	X	X	X	X	X	X		
Leadership and Teamwork Skills					X	X		
High Voltage Management Level	X	X	X	X				
High Voltage Operational Level					X	X		
Others (Specify)								

H. DECLARATION BY THE CANDIDATE

I hereby declare that the information filled in this form is true and correct and TASAC is not liable with the accuracy of the information filled above.

Date: / /

Signature:

NOTES:

Any person who makes or assists in making any false presentation for the purpose of obtaining for himself or for any other person a Certificate of Competency shall be guilty of an offence, and shall render himself liable to penalties.

I. FOR OFFICIAL USE ONLY

PART I: VERIFICATION BY OFFICER

Application form submitted on (date)

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Eligibility for issuance of applied Certificate of Competency was granted on Regulation.

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.....
Name

.....
Signature

..... / /
Date

PART II: PAYMENT DETAILS-CASHIER RECEIVE

Fee payable TZS/USD Receipt No.

Date: Signature of
receiving officer

PART III: REVIEW BY MANAGER SEAFARERS TRAINING AND CERTIFICATION

Remarks:

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Name Signature Date/..../.....

PART IV: APPROVAL BY REGISTRAR

Details of Certificate issued		
Certificate No.	Capacity	Date of issue

Remarks:

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.....
.....

Name Signature Date/..../.....

PART V: ACKNOWLEDGEMENT FOR RECEIPT OF CERTIFICATE

Received By: Signature: Date:/..../.....

Issued By: Signature: Date:/..../.....

Attachments:

1. New application:

- For New application attach copy of the following: Statement of Results for Certificate of Competency, Certificate of pass for oral examination, Certificate of proficiency Medical Fitness, Proof of identity (Passport or CDC, SID, National ID, Birth Certificate).

2. Application for revalidation

- For Revalidation attach copy of the following: Statement of Refresher Course, Certificate of proficiency, Medical Fitness, Proof of identity (Passport, CDC, SID or Birth Certificate) and previous original CoC.

3. Application for replacement

- For Replacement attach copy of the following: Application letter, Police Loss Report, Statement of Results for Certificate of Competency, Certificate of pass for oral examination, Certificate of proficiency, Medical Fitness, Proof of identity (Passport, CDC, SID or Birth Certificate) and previous CoC or the damaged CoC.

