

PROCEDURE FOR THE ISSUANCE OF CERTIFICATES OF PROFICIENCY / COMPETENCY

1. Applicant books an appointment for certificate application on appointments@ghanamaritime.gov.gh
2. Applicant shall submit all relevant documents on the appointment day to the Maritime Services Division (Tema/Takoradi) for vetting i.e.
 - a. A valid Ghanaian medical certificate issued by the Ghana Maritime Authority
 - b. Copies of training certificates from METI
 - c. Originals of previously held certificates (if any)
 - d. Copy of either discharge book or passport)
3. Applicant is pre-billed and proceeds to the Accounts Department to make payment
4. Accounts office issues a GMA receipt.
5. Applicant proceeds to the Maritime Services Division to submit documents including receipt.
6. Applicant goes through biometric data capturing process.
7. A collection form is issued to the applicant which is to be produced on the collection date for the certificate applied for.
8. Applicant would receive a One-Time Password/Verification code for collection of certificates from the secretariat of the Tema Branch Head
9. Applicant should note that processing of the certificate takes eight (8) working days. Premium service is however, 24 hours.
10. Kindly note - certificates may be collected on behalf of the applicant if:
 - a. Applicant sends an email to tema.branchhead@ghanamaritime.org authorizing a third party to collect certificate(s) on his/her behalf and indicating the type of identification document to be presented by the third party

- b. Applicant writes an authority note authorizing a third party to collect certificate(s) on his/her behalf and indicating the type of identification document to be presented by the third party

PROCEDURE FOR ELIGIBILITY LETTERS

1. Applicant books an appointment for eligibility application on appointments@ghanamaritime.gov.gh
2. Applicant obtains a Confirmation of Sea-Service form from the METI
3. Applicant shall submit all relevant documents on the appointment day to the Maritime Services Division (Tema) for vetting i.e.
 - a. Copy discharge
 - b. Sea-Service Testimonials
 - c. Confirmation of sea service letter
 - d. Previously held C.o.C/C.o.P if applicable
 - e. Academic Certificate if applicable
 - f. Address for verification if applicable
4. Applicant is pre-billed and proceeds to the Accounts Department to make payment
5. Applicant submits letter for Confirmation of Sea Service and all supporting documents
6. In cases where certificates held by applicant were not issued by the Ghana Maritime Authority, applicant is required to provide the address of the issuing Authority for verification purposes.
7. Eligibility letters takes fourteen (14) working days to be issued

PROCEDURE FOR REGISTRATION OF CERTIFICATE OF COMPETENCY EXAMINATION

1. Applicant shall submit all relevant documents (as required for eligibility) to the Maritime Services Division (Tema) for vetting
2. Applicant is pre-billed and proceeds to the Accounts Department to make payment
3. Applicant shall submit payment receipt at the Maritime Services Division (Tema), fills out a form and attach all supporting documents (i.e. eligibility letter, two passport-size photographs on a white background).
4. Applicant should take note that registration ends exactly one month before the commencement of the examination.
5. Applicants should check the various notice boards for the candidate list and index numbers.

PROCEDURES FOR ISSUANCE OF SEAFARER'S RECORD BOOK AND CERTIFICATE OF DISCHARGE

1. Applicant books an appointment for the application of seafarer's discharge book on appointments@ghanamaritime.gov.gh
2. Applicant shall submit all relevant documents on the appointment day to the Maritime Services Division (Tema and Takoradi) for vetting i.e.
 - a. A valid Ghanaian medical certificate issued by the Ghana Maritime Authority
 - b. Previous discharge book held (if any)
 - c. Copy of passport)
3. Applicant is pre-billed and proceeds to the Accounts Department to make payment
4. Account office issues a receipt of payment
5. Applicant goes through biometric data capturing process.

6. A collection form is issued to the applicant which is to be produced on the collection date for the certificate applied for.
7. Applicant would receive a One-Time Password/Verification code for collection of certificates from the secretariat of the Tema Branch Head
8. Applicant should note that processing of certificate takes eight (8) working days. Premium service is however, 24 hours.
9. Kindly note - certificates may be collected on behalf of the applicant if:
 - c. Applicant sends an email to tema.branchhead@ghanamaritime.org authorizing a third party to collect certificate(s) on his/her behalf and indicating the type of identification document to be presented by the third party
 - d. Applicant writes an authority note authorizing a third party to collect certificate(s) on his/her behalf and indicating the type of identification document to be presented by the third party

REPLACEMENT OF SEAFARER'S RECORD BOOK AND CERTIFICATE OF DISCHARGE

1. For lost seafarers book and certificate of discharge, applicant shall submit a police report indicating the type of document and document number to be replaced

Lost or mutilated continuous books shall be replaced upon request by holders of previous books. The procedure for application is the same as above.

REQUIREMENTS FOR THE ISSUANCE OF SEAFARER'S RECORD BOOK AND CERTIFICATE OF DISCHARGE

1. Applicant shall not be less than 18 years
2. Applicant shall have a minimum of basic education certificate JSS/JHS
3. Applicant shall possess a valid proof of national identification
4. Applicant should have undergone a pre-sea training course approved by the Ghana Maritime Authority and shall possess the five (5) basic mandatory training certificates in
 - Fire Prevention and Fire Fighting
 - Personal Safety and Social Responsibilities
 - Elementary First Aid
 - Personal Survival Techniques and
 - ISPS
5. Applicants must be medically fit with a valid medical certificate of fitness issued by the Ghana Maritime Authority.

PROCEDURES FOR ISSUANCE OF SEAFARER'S IDENTITY DOCUMENT

1. Applicant books an appointment for discharge book application on appointments@ghanamaritime.gov.gh
2. Applicant shall submit all relevant documents on the appointment day to the Maritime Services Department (Tema) for vetting i.e.
 - a. A valid Ghanaian medical certificate issued by the Ghana Maritime Authority
 - b. discharge book
 - c. Copy of passport
3. Applicant is pre-billed and proceeds to the Accounts Department to make payment
4. Account office issues a GMA receipt.

5. Applicant proceeds to the Maritime Services Division to submit documents including receipt.
6. A collection form is issued to the applicant which is to be produced on the collection date for the certificate applied for.
7. Applicant would receive a One-Time Password/Verification code for collection of certificates from the secretariat of the Tema Branch Head
8. Applicant should note that processing of certificate takes eight (8) working days. Premium service is however, 24 hours.
9. Kindly note - certificates may be collected on behalf of the applicant if:
 - a. Applicant sends an email to tema.branchhead@ghanamaritime.org authorizing a third party to collect certificate(s) on his/her behalf and indicating the type of identification document to be presented by the third party
 - b. Applicant writes an authority note authorizing a third party to collect certificate(s) on his/her behalf and indicating the type of identification document to be presented by the third party

PROCEDURE FOR THE ISSUANCE OF MEDICAL CERTIFICATE

1. Applicant books an appointment for the application of medical on appointments@ghanamaritime.gov.gh
2. Applicant shall submit all relevant document(s) on the appointment day to the Maritime Services Division (Tema/Takoradi) for vetting i.e. passport of at least 6 months validity
3. Applicant is pre-billed and proceeds to the Accounts Department to make payment
4. Account office issues a GMA receipt

5. Applicant shall proceed to the Maritime Services Division (Tema, Takoradi) to fill out a form and pick up a medical certificate/medical report form
6. Applicant shall proceed to the assigned medical centre for the medical examination.
7. Applicant shall submit results of medical examination to the Maritime Services Division for endorsement.
8. Medical certificates are issued within a day

REQUIREMENTS FOR THE ISSUANCE OF A MEDICAL CERTIFICATE

Applicant must have a valid passport and a valid seafarer's Discharge Book issued by the Ghana Maritime Authority or from the Administrative Authority of his/her country.

Please be informed that:

Applicants 18 years and above shall be examined at intervals not exceeding two years

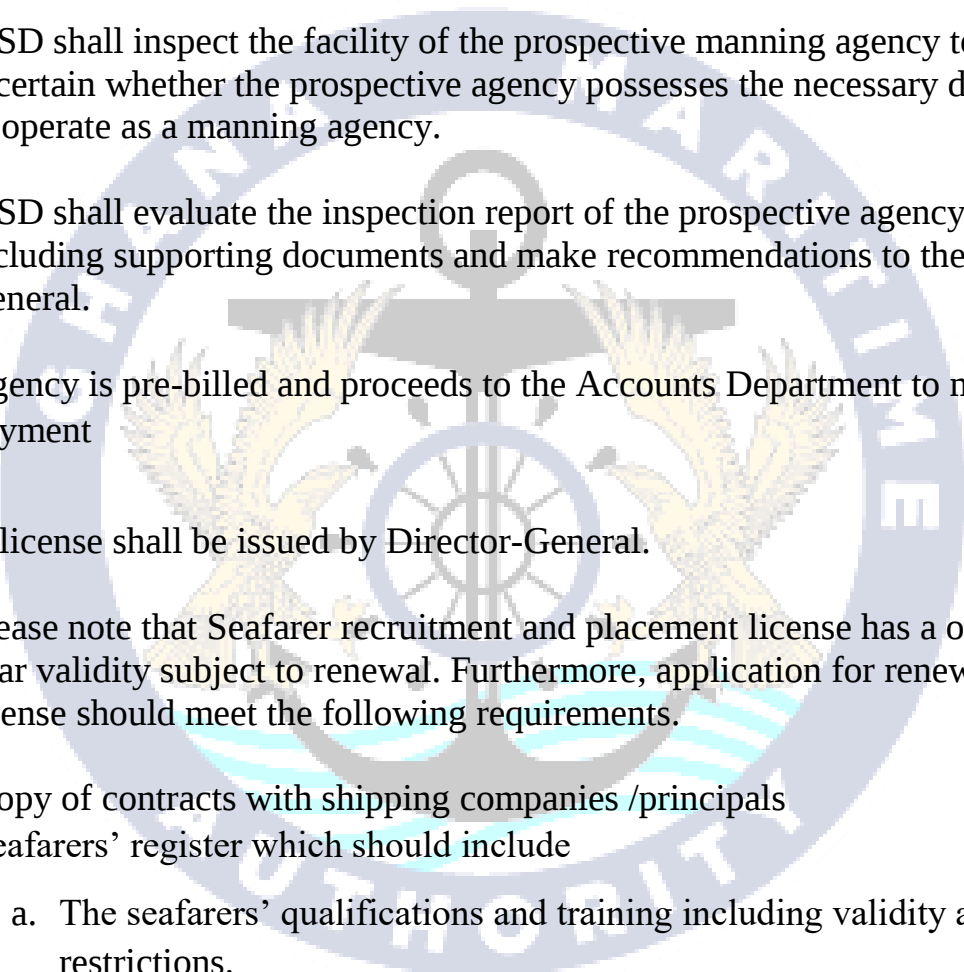
Applicants below 18 years shall be examined at intervals not exceeding one year

Applicants serving on bulk chemicals carriers shall be subject to an annual examination and blood test or more frequent intervals according to the nature of the cargo.

PROCEDURE FOR ISSUANCE OF SEAFARER RECRUITMENT AND PLACEMENT SERVICE LICENCE

Applicant officially writes to the Director-General for a seafarer recruitment and placement service license

1. The application shall be accompanied by copies of the following:
 - a. Certificate of Incorporation
 - b. Labour Certificate
 - c. Office location and address

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- d. Statement of category of seafarers to be recruited
 - e. Proof of requisite facilities to engage in business of recruitment and placement of seafarers.
 - f. Proof of insurance or equivalent appropriate protective cover for employment of seafarers (applicable for licence renewal)
 - 2. Director-General refers application to Maritime Services Division (MSD) for necessary action.
 - 3. MSD shall inspect the facility of the prospective manning agency to ascertain whether the prospective agency possesses the necessary documents to operate as a manning agency.
 - 4. MSD shall evaluate the inspection report of the prospective agency, including supporting documents and make recommendations to the Director-General.
 - 5. Agency is pre-billed and proceeds to the Accounts Department to make payment
 - 6. A license shall be issued by Director-General.
 - 7. Please note that Seafarer recruitment and placement license has a one (1) year validity subject to renewal. Furthermore, application for renewal of license should meet the following requirements.
 - 7.1 Copy of contracts with shipping companies /principals
 - 7.2 Seafarers' register which should include
 - a. The seafarers' qualifications and training including validity and restrictions.
 - b. Number of seafarers recruited and their nationalities
 - c. Categories of seafarers recruited
 - d. Medical data relevant for employment, including validity and any restrictions.
 - 8. Salary scale of seafarers (incl. all deductions)
 - 9. List of vessels on which seafarers are placed.

10. Receipt of GMA signing on fees for an SRPS engaging a seafarer
11. Proof that the ship owner has means to repatriate seafarer at the end of the seafarer's contract
12. Proof that the Seafarer has been informed of his/her rights with regard to the employment agreement.
13. Proof that the employment agreement is in accordance with the relevant laws
14. Proof of verification of seafarer's competence.
15. Evidence of financial Security under Regulation 2.5. Standard A2.5.2
16. Evidence of payment of social security for seafarers engaged
17. Proof that ship owner has in place insurance or financial security to cater for:
 - a. Medical cost in the event of an accident.
 - b. Funeral and death cover including repatriation of the body.
 - c. Loss of personal belongings due to accident, loss or foundering of ship.
 - d. Abandonment.